



(715)378-2263 - www.solonk12.net

SCHOOL DISTRICT OF SOLON SPRINGS

8993 E Baldwin Avenue - Solon Springs, WI 54873

*EMPLOYEE HANDBOOK
FOR
PROFESSIONAL
AND
SUPPORT STAFF*

2023-2024

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I.

INTRODUCTION

A. INTRODUCTORY STATEMENT

This Professional and Support Staff Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of the School District of Solon Springs. It has been prepared to acquaint all Professional and Support Staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District. It is each professional and support staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines.

B. DISCLAIMER STATEMENT

It is the policy of the School District of Solon Springs to provide equal opportunity employment to all qualified professional and support staff members and applicants for employment. Positive action is required from all professional and support staff members to help ensure that the District complies with its obligations under state and federal law. Status-quo is no longer an option in terms of many terms and conditions of employment. This Professional and Support Staff Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed, "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. The District's professional staff members employed under individual contracts with the Board may be terminated or non renewed consistent with the terms of the contract and consistent with Board Policy. Furthermore, any professional and support staff member who violates any of the terms and conditions of employment set forth in this Professional and Support Staff Handbook may be subject to disciplinary action in accordance with Policy 3139/4139 – Staff Discipline . The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District. This Professional and Support Staff Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to professional and support staff members, whether verbal or written. We will partner with the community to provide a safe, diverse and progressive learning environment.

C. DEFINITIONS

District Administrator – The administrative head of the School District sometimes locally referred to as Superintendent. In policy, capitalization of the term District Administrator implies delegation of responsibilities to appropriate staff members.

Due Process – Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Information Resources – The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Law Enforcement Officer(s) or Agency(ies) – These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

Parent – The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices – Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy – A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

Principal – The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.

Professional Staff Member – District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

Relative – The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household.

School Nurse – A school nurse is a registered nurse who meets the requirements of Wis. Stat. Sec. 115.001(11). A school nurse has the authority to exclude students for signs of illness.

School Official – A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

Social Media – Social media are online platforms where users engage with another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student – A person who is officially enrolled in a school or program of the District.

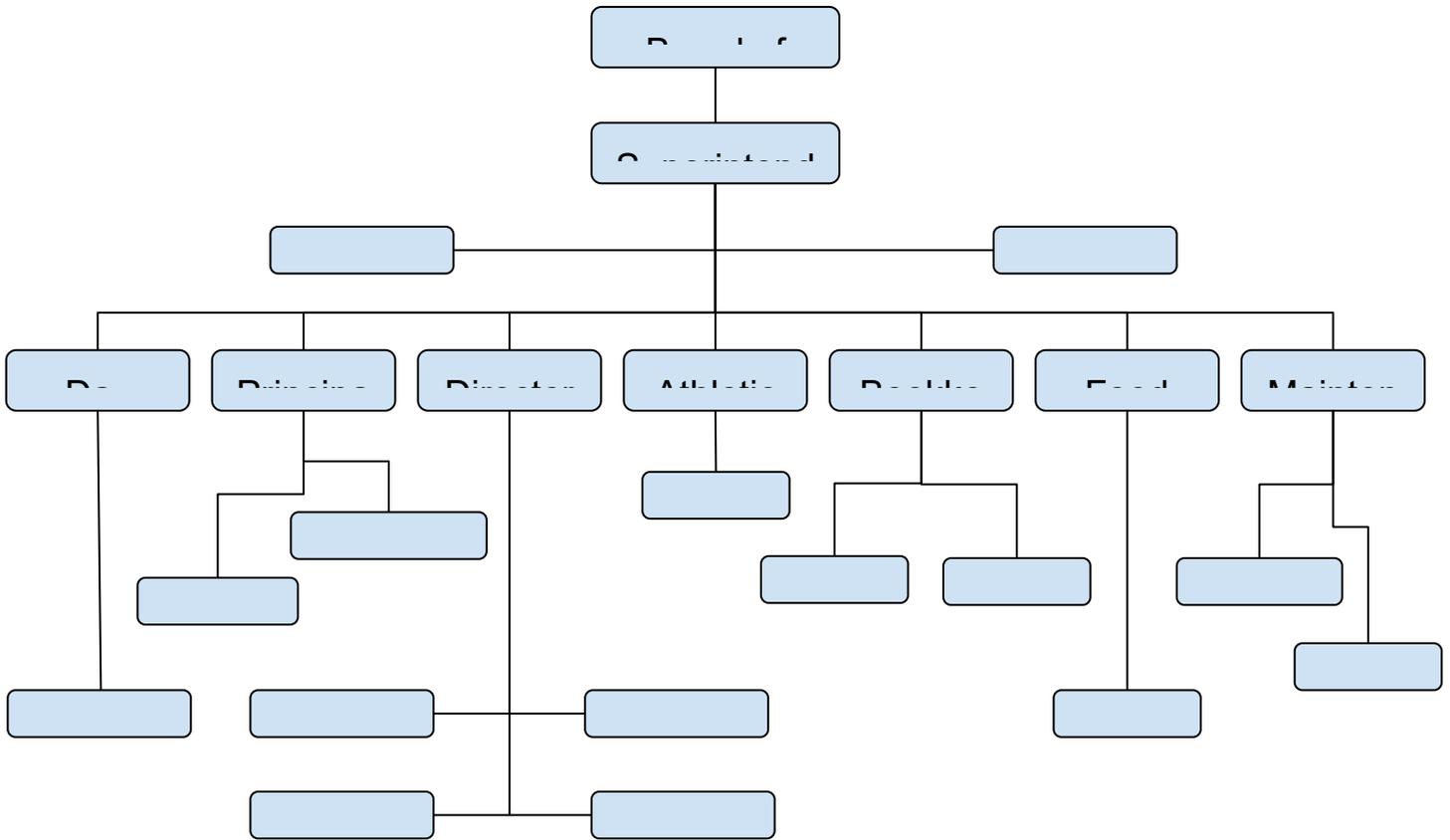
Superintendent – Sometimes the administrative head of the School District is referred to as Superintendent, but has the authority of the District Administrator by law. In policy, capitalization of the "S" in Superintendent implies delegation of responsibilities to appropriate staff members.

Support Staff – Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources – The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

D. CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.
Policy 3112/4112 – Board-Staff Communications



E. THE ROLE OF ADMINISTRATION

General Guidelines: The role of administration includes, but is not limited to, the right to:

- Manage and direct staff members;
- Hire, promote, schedule, transfer and assign staff members;
- Lay off and recall staff members;
- Discharge employees or take disciplinary action;
- Schedule overtime as required;
- Develop job descriptions;
- Assign work duties;
- Introduce new or improved methods or facilities or change existing methods or facilities;
- Contract out for goods and services;
- Discontinue certain operations; and
- Direct all operations of the District.

II. EMPLOYMENT LAW

A. ANNUAL NONDISCRIMINATION NOTICE

The Solon Springs District is committed to equal educational opportunity for all students in the District. It is the policy of Solon Springs Schools, pursuant to s. 118.13, Wis. Stats., and PI 9, that no person may be denied admission to any District school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person’s sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Further, it is the policy of the School Board to conform to all applicable legal requirements relating to nondiscrimination in employment on the basis of age, race, color, sex, creed, national origin, religion, disability, marital status, sexual orientation, arrest or conviction record (unless there is a substantial relationship between the crime and the job), military or veteran status or any other such factor as may be specified in any law applicable to the District. This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination, and all other privileges, terms, and conditions of employment.

The District will provide reasonable accommodations for the students and employees with disabilities, as required by law. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), Title II of the Americans With Disabilities Act (disability), and Section 504 of the Rehabilitation Act of 1973 (handicap).

The District will comply with the Boy Scouts of America Equal Access Act and will not discriminate against community groups listed in Title 36 of the United States Code as a patriotic society desiring to use school facilities. It shall be the responsibility of the Superintendent of Schools or his/her designee to examine existing policies and develop new policies where needed to ensure that Solon Springs Schools do not discriminate pursuant to federal and state law.

The following employees are designated to receive complaints filed under s. 118.13, Wis. Stats., PI 9, Wis. Admin. Code, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments, Title II of the Americans With Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. These employees shall assure that an evaluation of the district's compliance with s. 118.13, Wis. Stats., is completed every five years under PI 9, Wis. Admin. Code and submit Form PI-1197 to the Department of Public Instruction annually. Questions regarding nondiscrimination and the School District's related policies can be directed to the District's Coordinator: Pete Hopke (Superintendent) – 8993 E Baldwin Avenue, Solon Springs, WI 54873, via phone (715-378-2263) or via email (phopke@solonk12.net). Concerns and complaints regarding District compliance can be directed to one of the School District's Compliance Officers in accordance with the District's complaint procedures:

- Mr. Dale Rajala – Teacher, Equity, Dean of Students Email: drajala@solonk12.net
- Mrs. Holly Jones - Principal Email: hjones@solonk12.net

School District of Solon Springs
8993 E Baldwin Ave.
Solon Springs, WI 54878
Tel: 715-378-2263

B. EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of professional or support staff on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices.

The District Administrator shall appoint and publicize the name of the compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall provide proper notice of nondiscrimination for Title II, Title VI, Title VII, Title IX, Section 504, Genetic Information Nondiscrimination Act (GINA), and the Age Act (ADEA) to students, their parents, staff members, and the general public.

Questions concerning this policy can be directed to the District's Compliance Officer (Solon Springs School Superintendent). Contact information is located on the District's website.

a. Complaint Procedure:

Any complaint regarding the interpretation or application of this policy shall be processed in accordance with the following complaint procedures:

- Any person, complaining of discrimination on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices shall report the complaint in writing to one of the District's Compliance Officers as listed on the District's website.
- Individuals with questions may inquire of the Superintendent at 715-378-2263, or via the District's website. The District encourages individuals to discuss informally with the District Compliance Officer or one of the Compliance Officers, in an attempt to resolve any concerns. Individuals are not required to discuss concerns informally, but it is believed that some issues can be more quickly resolved through informal discussion(s).
- The Compliance Officer, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The Compliance Officer will review with the building principal, immediate supervisor and/or Superintendent, the facts comprising the alleged discrimination. With direct involvement of the District Administrator, the Compliance Officer shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
- If the complainant is dissatisfied with the decision, he/she may appeal the decision in writing to the School Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing after the hearing. A copy of the written decision shall be mailed or delivered to the complainant. The complainant shall be notified of the right to appeal a negative determination by the Board to the U.S. Office of Civil Rights as authorized by federal law.

b. Maintenance of Complaint Records:

Records of all employee and student discrimination complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

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

Policy 3122/4122 Nondiscrimination and Equal Employment Opportunity

Policy 3122.02/4122.02 Nondiscrimination based on Genetic Information of the Employee
Policy 3123/4123 Section 504/ADA Prohibition Against Disability Discrimination in Employment
118.195, 118.20, Wis. Stats.
20 U.S.C. 1681 et seq., Title IX
29 U.S.C. 701 et seq., Rehabilitation Act of 1973
42 U.S.C. 12112, Americans with Disabilities Act of 1990
42 U.S.C. 2000e et seq., Civil Rights Act of 1964
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act (GINA)
29 C.F.R. Part 1635

C. EMPLOYEE ANTI- HARASSMENT

The Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters (collectively, Protected Classes), or any other characteristic protected by law in its employment practices (hereinafter referred to as harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and, in those cases where harassment is substantiated, take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

a. Bullying

Bullying rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- teasing;
- threats;
- intimidation;
- stalking;
- cyberstalking;
- cyberbullying;
- physical violence;
- theft;

- sexual, religious, or racial harassment;
- public humiliation; or
- destruction of property.

“Harassment” also includes “hate speech”—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s). Examples are:

- making statements that promote violence toward a racial or ethnic group;
- drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

b. Sexual Harassment

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender. Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- unwelcome sexual propositions, invitations, solicitations, and flirtations;
- unwanted physical and/or sexual contact;
- threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work environment that reasonably may embarrass or offend individuals;
- unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life; and
- verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

c. Boundary Invasions

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However, other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

- hugging, kissing, or other physical contact with a student;
- telling sexual jokes to students;
- engaging in talk containing sexual innuendo or banter with students;
- talking about sexual topics that are not related to curriculum;
- showing pornography to a student;
- taking an undue interest in a student (i.e. having a special friend or a special relationship);
- initiating or extending contact with students beyond the school day for personal purposes;
- using e-mail, text messaging, or websites to discuss personal topics or interests with students;
- giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- invading a student's privacy (e.g. walking in on the student in the bathroom, locker room, asking about bra sizes or previous sexual experiences);
- going to a student's home for non-educational purposes;
- inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- giving gifts or money to a student for no legitimate educational purpose;
- accepting gifts or money from a student for no legitimate educational purpose;
- being overly touchy with students;
- favoring certain students by inviting them to come to the classroom at non-class times;
- getting a student out of class to visit with the staff member;
- providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- being alone with a student behind closed doors without a legitimate educational purpose;
- telling a student secrets and having secrets with a student;
- other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

d. Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment

may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

e. National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

f. Age Harassment

Prohibited age-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

g. Race/Color Harassment

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

h. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disability or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Policy 3362/4362 - Employee Anti-Harassment

Policy 3362.01/4362.01 - Threatening Behavior Toward Staff Member

III. GENERAL EMPLOYMENT CONDITIONS

A. ATTENDANCE AND REPORTING ABSENCES

All staff members are expected to report for duty daily. When a staff member is aware of an upcoming absence, the individual staff must complete a Staff Leave Request form (found in the District Office or District Website) and submit it to the Administrative Secretary for processing. Staff members should then contact the elementary secretary so that a substitute can be arranged. However, when a staff member is unable to notify the secretary in advance, he/she must call and leave a message, or text the Elementary Secretary at 218-340-8707 prior to 6:30 am on the day of the absence if at all possible. Within 48 hours of returning from an unexpected absence, the staff member must complete a Staff Leave Request form and submit it to the Administrative Secretary for processing.

B. HOURS OF WORK

The school day will begin @ 8:00 a.m. and end at 3:35 p.m. (teachers' working hours) only if no parent, student, faculty, IEP, or committee meetings are scheduled for that day. The administrator or principal may schedule meetings with a maximum of two(2) hours per month in blocks of no more than (1) hour per week beyond 3:35

p.m. All attempts to schedule meetings after 3:35 pm will be made a week in advance of such meetings and all attempts will be made to end these meetings by 4:00 pm.

The District has the right to determine the allocation and assignment of work including the scheduling of classes, work load, student contact time (e.g., classroom instruction, study halls and student supervision) and preparation time within the regular day. Every effort will be made to provide one preparation period per day.

School calendars will be determined by the Board of Education. A minimum number of student contact days as determined by the School Board, at least two of which will be used for Parent/Teacher Conferences. Workshop/In-service days. The total number of days will be 185 contract days.

Teachers will be required to attend at least two (2) formal parent/teacher conferences per year. Parent/teacher conferences will be scheduled on the school calendar.

C. PROFESSIONAL EXPECTATIONS

Employees shall maintain the highest level of professionalism in their interactions with students, other staff and the public, and engage in independent and active efforts to maintain high standards of individual excellence.

Professional expectations include, but are not limited to:

- be current in specific and applicable areas of responsibility;
- contribute to a quality education for all students;
- participate in and support collaboration and team building;
- demonstrate respect for others, cooperation and teamwork at all times;
- engage in professional communication, including accepting responsibility for verifying the accuracy of information before sharing with others;
- support the District's vision through work on goals, projects and initiatives;
- foster a climate of life-long learning;
- ensure professional, civil and respectful interactions with students, parents/families, staff members and community members by guarding your words and actions in all situations.

D. CONFIDENTIALITY

- a. Student information obtained as the result of employment with the District is confidential and protected by law unless such information has been designated as pupil directory data in School Board policy. The law and respect for our student's rights require that student issues are only discussed with parents and employees who need to know the information.
- b. 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 Superintendent, or designee.

Policy 8310 – Public Records

Policy 8350 – Confidentiality

E. JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for professional and support staff member accountability that each professional and support staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. For more information regarding job descriptions, professional staff members shall refer to Policy 3120.01/4120.01 – Job Descriptions. Further, if a copy of a job description is required or desired, the professional staff member shall ask their immediate supervisor or go to the District office and request a duplicate copy.

F. NEPOTISM

The District has established clear rules regarding the employment of relatives (nepotism) that can be found in: Policy 3120/4120 - Employment of Professional and Support Staff

G. CONFLICT OF INTEREST

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party with which the employee is affiliated because of the employee's position within the District. 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.

All staff are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional and support staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes. Policy 1130 - Conflict of Interest – Private Practice Policy 3210/4210 - Staff Ethics

H. BACKGROUND CHECKS AND DRUG TESTS

The District may perform background checks and tests for the presence of illegal drugs in accordance with the law. The District may perform tests for the presence of illegal drugs on employees when deemed necessary, based on reasonable individualized suspicion. For purposes of compliance with this provision, drug-testing is not considered a medical exam.

I. PERSONAL COMMUNICATIONS

During work hours, personal communications made or received, regardless of whether on a Wireless Communication Device (WCD), regular telephone, or network computer, can interfere with staff member productivity, distract others, and/or set a bad example for students. All staff members are expected to use discretion in using personal WCDs while at work. All staff members are expected to limit personal communication to breaks and lunch periods and to inform friends and family members of the Board's policy in this regard. Refer to Policy 7530.01 – Staff Use of Personal Communication Devices 7540.04 – Staff Network and Internet Acceptable Use

J. USE OF PERSONAL PROPERTY AT SCHOOL

All staff members may wish to bring personal property to school either for reasons associated with their responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

K. ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

All staff member's use of the District's Network will be governed by Policy 7540.04 – Staff Network and Internet Acceptable Use and Safety and the related administrative guidelines.

The due process rights of all staff members will be respected in the event there is a suspicion of inappropriate use of the network. All staff members have a limited privacy expectation in the content of their personal files and records of their online activity while on the network.

L. EMAIL

When available, the District's e-mail system must be used by all staff members for any official District e-mail communications. All e-mail will be archived and kept for public record by the District.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. All staff members should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

M. SOCIAL MEDIA

In accordance with Policy 1213 – Student Supervision and Welfare and Policy 3213/4213 - Student Supervision and Welfare, all staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, MySpace, etc. unless strictly for educational purposes.

N. WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. Pursuant to State law, the Board expects support staff members to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or guideline committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, support staff members are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board. Policy 3211/4211

O. PERSONNEL-STUDENT RELATIONS

- a. 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 and shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward or in the vicinity of a student, including, but not limited to, sexual advances, activities involving sexual innuendo, requests for sexual favors, sexually explicit language, or conversations containing sarcasm of a sexual nature. Employees shall not form inappropriate social, including social media, or romantic relationships with students, regardless of whether the student is 18 years old or older.
- b. Employees shall not use profane or obscene language or gestures in the workplace. Nothing in this provision limits the use of social media in bona fide instruction of students.

P. CHILD ABUSE REPORTING

- a. Except as provided under Wisconsin Statute §48.981, sub. (2m), any of the following persons 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 person 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 it: school nurse, social worker, professional counselor, school teacher, school administrator, school counselor, child care worker in a child care center, or residential care center for children and youth, a child care provider, an alcohol or other drug abuse counselor, a physical therapist, a physical therapist assistant, an occupational therapist, a dietitian, a speech-language pathologist, an audiologist, an emergency medical technician, a first responder and a police or law enforcement officer, including a police liaison officer.
- b. A person required to report shall immediately inform, by telephone or personally, their supervisor and the county 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.
- c. Employees who are not mandatory reporters as set forth in paragraph A above, and who in connection with their job responsibilities have reasonable cause to suspect that a child has been

abused or neglected or who have reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall notify their immediate supervisor or other administrative personnel of such alleged abuse.

Q. OBLIGATION TO REPORT CRIMINAL RECORD

- a. All District employees shall notify the Superintendent's office, as soon as possible, but no more than three calendar days, of any arrest, charges or convictions (excluding misdemeanor traffic offenses punishable by only a fine). Failure to make such a report may result in disciplinary action, up to and including discharge from employment. Employees are also expected to report revocation, suspension, denial or investigation of a professional certificate or license relating to their job in the District.
- b. Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.
Policy 3121/4121

R. DISTRICT PROPERTY

- a. The District may provide an employee with equipment or supplies to assist in the performance of duties. Employees are required to show reasonable care and to take precautions for theft for any equipment issued, including using appropriate password protections on all electronic devices. District-owned property shall be used by the employee for District-related business. Any equipment, unused supplies, keys, employee identification badges or any other item issued by the District must be returned prior to the employee's last day of employment.
- b. Communications related to District purposes with parents, students and others, using District property, shall be in conformance with the District's acceptable use policy. Employees shall not use District-provided property, including computer networks, email systems, airwave rights, copiers and any other property for other than District-related business.

Policy 7530 – Lending of District-Owned Equipment
Policy 7530.01 – Staff Use of Wireless Communication Devices
AG 7530 – Personal use of District Equipment/Facilities

S. OUTSIDE ACTIVITIES OF STAFF

It is imperative that all staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a professional or support staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities. For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, professional and support staff members should review Policy 3231/4231 - Outside Activities of Staff.

T. COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its professional and support staff members concerning work methods and operations. Professional and support staff members should follow the chain-of-command when offering a suggestion or comment. All staff members should refer to the detailed procedure regarding communication set forth in Policy 3112/4112 - Board-Staff Communication

U. POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within the building and at all school sponsored activities.

V. PERFORMANCE EVALUATION

The District Administrator has established and will implement a program for professional and support staff member evaluation. This program shall focus upon the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged for. New staff members will be evaluated at least twice a year. All other staff members will be evaluated at least once every three years. The evaluations shall be consistent with the following:

- a. applicable State statutes
- b. Policy 3220/4220 - Staff Evaluation

W. STUDENT SUPERVISION AND WELFARE

The Board requires all staff members to maintain a standard of care for supervision, control and protection of students commensurate with the staff member's assigned duties and responsibilities. Please keep in mind that any injury no matter how slight must be reported. All staff members should refer to Policy 3213/4213 - Student Supervision and Welfare

X. ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the proper assignment of all staff members in conformance with any legal requirements or certification requirements.

Y. DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any staff member at any time while on District property or while involved in any District-related activity or event. Any staff member who violates Policy 3122.01/4122.01 – Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 3139/4139 – Staff Discipline and the District Administrator's guidelines.

Z. WEAPONS

The Board of Education prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle. Except as permitted by Policy 4217.

AA. SMOKING

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Policy 3215/4215 – Use of Tobacco by Support Staff

BB. RELATIONS WITH CHURCHES

Because the Board of Education recognizes local churches as important partners in the development of the district's young people, every effort shall be made to schedule school activities so as they will interfere as little as possible with regularly scheduled church services, church instruction sessions, and church youth meetings.

Wednesday night has been designated as Family Night in Solon Springs. Therefore, non-voluntary school activities should not be scheduled on that night after 5:00 p.m. Exceptions may be league scheduled activities over which the individual school does not have control, or school sponsored activities of a voluntary nature. School sponsored activities of a voluntary nature will only be permitted after 1:00 p.m. on Sundays. Only under extreme circumstances will Sundays be used for non-voluntary school sponsored activities. If the occasion should arise, clearance must be given by the district administrator.

CC. STAFF DISCIPLINE

All staff members' discipline and required investigations regarding potential wrongdoings of a professional or support staff member shall be consistent with the terms established in Policy 3139/4139 – Staff Discipline.

DD. GRIEVANCE PROCEDURE

Each staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the staff member believes to be unjust as provided in Policy 3340/4340 – Grievance Procedure.

EE. REDUCTION IN STAFF

The District reserves the right to eliminate and/or reduce all staff positions, in whole or in part, and to retain those staff members who are most qualified to perform the available work, regardless of their previous length of employment. The needs of the Employer shall be the prime consideration used in the Employer's determination of which staff members shall be laid off. The rehiring of employees that have been laid off shall be determined by the Employer based on its need for the most qualified person to perform the available work. Such staff reductions will be made in accordance with Policy 3131 and 4131.

FF. TERMINATION AND RESIGNATION

Individual staff members may be terminated or non-renewed upon a majority vote of the full membership of the Board of Education. All staff members may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

In the event administration intends to recommend the non-renewal of a staff member, he or she shall comply with applicable non-renewal procedures. No staff member may be terminated or non-renewed solely on the basis of the results of mandatory student examinations.

Any decision to terminate or non-renew a staff member's employment shall be subject to review consistent with the grievance procedure in Policy 3340/4340. A resignation by a staff member, once submitted and accepted by administration, is final and may not be rescinded without approval by the Board. Administration may act for the Board in the acceptance of a resignation. Also refer to Policy 3140/4140 – Termination, Non-Renewal and Resignation

GG. LIQUIDATED DAMAGES

If a professional staff member with a signed contract for the ensuing school year seeks release to accept other employment after July 20, he/she shall forfeit two hundred fifty dollars (\$250), after August 10, he/she shall forfeit five hundred dollars (\$500) and after the first contract day, he/she shall forfeit seven hundred fifty dollars (\$750).

HH. SEVERANCE FROM EMPLOYMENT

An employee's employment relationship shall be broken by: termination pursuant to the terms of this Handbook and the employee's individual contract, if any;

- voluntary resignation;
- retirement;
- nonrenewal of the employee's contract;
- failure to return to work following the expiration of an authorized leave of absence; and
- job abandonment.

II. SOLICITATIONS

All solicitations of employees must be approved in advance by the Superintendent, or designee, and be consistent with Board Policy. Employees shall not solicit students, families, or other employees.

JJ. FALSE REPORTS

Employees shall not file false reports or statements, including but not limited to, accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

KK.

STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- a. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- b. represent accurately their qualifications
- c. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- d. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- e. keep in confidence legally-confidential information as they may secure;
- f. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- g. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- h. adhere to the policies of the Board;
- i. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

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

LL. SCHOOL CLOSING/INCLEMENT WEATHER/EMERGENCY CLOSING

Emergency closing can occur for various reasons. Most often an emergency school closing may be due to inclement weather. Should inclement weather or other emergency situations require the District to close school(s) the following procedures shall be followed:

- Automated calls for students and employees will be placed to primary number and email address on file in the District SIS system as soon as practical, using the District's emergency notification system. Employees are responsible for ensuring their phone number is accurate in Skyward, in order to receive these automated calls.
- Closing/Late start information will be posted on the school website and social media page as soon as practical. Local television and radio stations will also be notified as soon as practical. Employees

should check the following stations if they do not receive a phone call or an email through their district email account. Employees are encouraged to monitor TV and radio stations and their district email for notifications in an emergency.

- Television:
 - Northland's News Center-Duluth: CBS (Channel 3), NBC (Channel 6)
 - WDIO-Duluth: ABC (Channel 10/13)
 - KQDS Fox 21: FOX (Channel 21)
 - Radio Station:
 - Mix 108 (107.9 FM)
 - 102.5 DUKE FM
 - KAT Country 98.9
 - Hot 98 (98.1 FM & 970 AM)
 - KQDS (94.9 FM)
 - KDAL (103.9 FM and 610 AM)
 - WHSM Musky 101.1 FM
 - WRLS (92.3 FM)
 - WOJB (88.9)
 - Websites:
 - www.solonk12.net/district/
 - <https://www.facebook.com/SolonSpringsSchool/>
- Support staff do not report to work on days with emergency school closings, except administrative assistants and custodians approved by the Superintendent. The first three inclement weather days for the District will be forgiven for Classified staff. Beyond the first three emergency school closings, the Classified staff pay will be reduced by the amount of the days/hours not worked, as a result of the District or an individual building being closed. Employees may use vacation or personal leave time in lieu of the wage reduction if they provide notice to their supervisor within 48 hours of the event.
- In the case that there are five or more emergency school closings for the District during the fiscal year, Classified staff may convert one sick leave day to personal leave to use in lieu of the wage reduction. They can get approval from their supervisor and superintendent to work in the district with an approved work plan.
- Licensed staff will not report to work on days with emergency school closings, unless otherwise informed by their supervisor. The first three inclement weather days for the District will be forgiven for Licensed staff. When emergency school closings extend beyond three days, the district may choose to allow licensed staff to work from work or home using an online portal. Virtual instruction will be planned and provided through an approved online platform. Instructional materials will be provided for students who are unable to access virtual learning.
- During emergency school closings where licensed employees are advised not to report to work as a result of the District being closed and virtual instruction is not provided, employees will receive their normal pay and the days/hours affected by the closure shall be made up at the discretion of the District. Employees will not receive additional compensation when make-up day(s)/hours are scheduled to account for the loss of work time during a school closing if virtual instruction is not provided. In the event of late start or early release, supervisors will communicate directions for staff to report to work. If the employee is unable to report to work as noted by the supervisor, any time missed shall be made up or subtracted from the leave bank or payroll as determined and/or approved by the District.

IV. EMPLOYMENT STATUS AND RECORDS

A. PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of staff members and grant access to inspect or review those records in accordance with Policy 8320 – Personnel Records and State law.

B. PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in a staff member's personnel record, the staff member will follow the process established in Policy 8320 – Personnel Records to have a correction made to the information in question.

V. PROFESSIONAL AND SUPPORT STAFF MEMBER PAY AND BENEFITS

A. PAYROLL & DEDUCTIONS FROM PAYROLL

- a. **Pay Periods:** Staff members will receive a paper check unless a request is made to have their paychecks directly deposited to the financial institution of their choice. Paychecks are normally issued via paycheck or direct deposit every other Friday. All full time staff members shall be allowed to choose between 20 or 26 pay periods per year. That election must be in writing and submitted to the school office. If a staff member fails to submit a written election, then the staff member shall be paid over 20 pay periods. Some years it may be necessary to spread the pay periods over 27 pay periods rather than 26.
- b. **Personal Data Changes:** Please notify the finance manager and/or administrative secretary if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependent's' eligibility for medical insurance, and other important matters.
- c. **Summer School Instruction Pay:** Professional or support staff members who teach for the Summer School program will receive an hourly rate of \$25. Payment for services will be issued bi-weekly according to the payroll schedule.
- d. **Deductions:** It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the administration that can assist you in understanding the information that is required in order to investigate the matter.

The Employer is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the Employer will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

B. BENEFITS

a. HEALTH INSURANCE & COBRA

- **Coverage:** Levels of benefits provided and staff member participation is determined by the School District of Solon Springs and applicable state and federal regulations.
- **Health Insurance:** All staff members may participate in a group health insurance program provided they are otherwise deemed eligible. The employees agree to pay 12.6% of the

district health insurance coverage during the 2023-2024 school year. Part time employees will also pay their prorated amount for insurance. However, in all cases the level of benefits will be maintained or improved during the term of this agreement and notice of any change shall be provided to the employees in advance of such change. The District retains the right to choose the insurance carrier and modify the plan design at any time. The District offers a Health Savings Account (HSA) which will be front loaded with \$1000 per a single plan and \$2000 per a family plan for 2023-2024 for those employees that qualify.

- **Insurance Continuation:** Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) and subsequent amendments to the Act, staff members covered under an employer’s group health care plan are eligible for continuation of health care coverage under the group plan upon the staff member’s termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the staff member’s spouse and covered dependents to elect continuation coverage upon the staff member’s death, divorce or legal separation, a staff member’s entitlement to Medicare, a dependent’s loss of dependent status under family coverage, or the employer’s filing of a bankruptcy proceeding. All staff members, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the staff member begins. If a qualifying event occurs which entitles the staff member and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant’s expense.
- **Section 125 Plan:** The District will provide qualified staff members that qualify a Section 125 Plan. The vendor will be selected by the District. The Section 125 Plan will include staff member options to pay his/her (a) share of health, vision, and dental premiums, (b) share of health, vision, dental and drug deductibles, (c) costs for health, vision, and dental expenses not covered by the District’s health, vision, and dental insurance programs such as eyeglasses, contact lenses, etc. The District will not deduct federal income tax, state income tax or F.I.C.A. from staff member’s contributions to the Section 125 plan.

C. OTHER INSURANCE

- a. **Dental Insurance:** All staff members may participate in a group dental insurance program provided they are otherwise eligible. Part time employees will be required to pay the prorated portion of their dental insurance if they elect to participate.
- b. **Life Insurance:** All full-time staff members may participate in a term life insurance plan. For those professional staff members electing this coverage, full premium cost will be deducted from their pay on an 18 or 24 pay-period basis. The District reserves the sole authority to determine the insurance carrier. All support staff members may purchase additional term life insurance. The district will provide life insurance in 2023-2024 to be paid to the nearest \$1000 increment over salary for licensed staff and a basic policy for support staff. The District reserves the sole authority to determine the insurance carrier.
- c. **Vision Insurance:** All staff members may participate in a Vision Insurance program provided they are otherwise eligible. For those staff members electing this coverage, the full premium cost will be deducted from their pay on an 18 or 24 pay period basis.
- d. **Long Term Disability Insurance Plan:** All staff members that qualify shall receive a long term disability insurance plan with the District paying the full premium. The LTD insurance plan will have a sixty-day waiting provision and a 90 percent payment of salary provision. The District

retains the right to choose the carrier and modify the plan design at any time. Any staff member absent for sixty days will be taken off school sick leave as soon as they qualify for long term disability payments.

- e. **Tax Sheltered Annuities:** All staff members shall be allowed to contribute to tax sheltered annuities. Initial elections to contribute to tax sheltered annuities, and any changes thereto, shall be allowed one per quarter during each contract year. Tax sheltered annuity payroll deductions will be paid to the annuity companies. Staff members electing this option can select from 5 approved vendors and arrange for payroll deductions with the business office.

D. RETIREMENT

a. WRS Contributions:

- Once eligible for coverage under WRS, coverage is mandatory and a professional or support staff member may not “opt out” of WRS. Professional and support staff members are required to pay “one-half of the actuarially required contributions.” Professional and support staff member contributions are pre-tax.
- A full-time staff member employed by the District may retire under the state retirement system at age 55 or older (whichever comes first) if they have taught in a Wisconsin public school district for at least 15 years. Staff members employed by the School District of Solon Springs fifteen (15) continuous years or more at age 55 or older are eligible for the health insurance bank upon retirement. All members who plan to take such retirement benefits shall notify the District and WRS of their intent by March 1 to be effective at the end of the school year. The first month of retirement insurance coverage shall be for the month of September following the final year of employment. Retirees will have District paid insurance through August 31st of their last year of employment. All individual early retirement health and dental insurance benefits are outlined in policy 3419.03/4419.03
- The District has the right to bargain individually with any staff member on a case by case basis regarding enhancement of the provisions of this section.
- If any section of this retirement package is found to be discriminatory or in violation of the Federal Age Discrimination Act, the Wisconsin Fair Employment Act, or any other State or Federal law by any court of competent jurisdiction, then the section shall be considered null and void. It shall have no negative impact on any staff member currently retired under a part of the provision.

E. EXTRA-CURRICULAR ACTIVITIES

All extra-curricular activities with the exception of athletic coaching may be assigned as needed by administration with each coach expected to carry his or her share of the total load.

At the conclusion of each sport season, the coach has 30 days to provide written notification to the Athletic Director that they desire to return the next school year. Failure to give notice would result in the position automatically being posted for the next year.

The Board will decide in its sole discretion if the coach or advisor will continue in the position for the subsequent school year and will notify each affected individual accordingly.

An Assistant Coach may be hired based on team participation numbers and Board approval.

- a. Payment for extracurricular duties will be processed with the normal payroll and will not be issued separate checks. Contracted coaching and advising salaries shall be paid on separate checks per

a payment schedule established at the beginning of each school year. Such a payment schedule will be provided with the extracurricular contract.

- b. Teachers shall be reimbursed for expenses incurred in the performance of extracurricular duties according to Appendix B.
- c. It is agreed that any class or club taking an approved educational trip (*all trips are considered educational*), will reimburse or take care of all expenses of the chaperones. Therefore, the chaperones for any such trip whereby expenses are paid by the class or club shall not receive payment from the School Board.

F. PROFESSIONAL AND SUPPORT STAFF MEMBER LEAVES

a. Sick Leave:

1. First year employees who are employed on a full-time basis shall be entitled to four (4) days of sick leave as of the first day of employment and thereafter shall earn one (1) day of sick leave each month of employment, which shall be credited to the employee at the end of the month and which shall not be used prior to the time it is earned and credited to the employee. All employees covered by this handbook shall be granted up to twelve (12) days sick leave at full compensation for each contract year of the term of their employment, which shall be accumulative to one-hundred-forty (140) days. Any staff absent from duty for one (1) day or more, may be required to submit a statement from his/her doctor to verify the absence within seven (7) days.
2. Should an employee terminate a contract prior to the contract term, sick leave reimbursement would be prorated on the basis of months worked, and overage deducted from the last check.
3. At the beginning of each new school year, each employee shall receive an accounting in writing of the total number of sick leave days he/she has accumulated to that time.
4. If an employee has accumulated one-hundred-forty (140) days, the employee may draw on the new twelve (12) days in the next school year.

b. Emergency Sick Leave Bank:

An Emergency Sick Leave Bank process is provided for staff members to assist fellow staff members when sick leave has been consumed by the employee due to special circumstances. Access to the emergency sick leave bank is for participants in the banking process only, those who donate sick leave days.

The bank will hold sick leave days donated by staff members on a voluntary basis. Each participant in the bank process is allowed to donate one (1) sick leave day per fiscal year, July 1 through June 30. Staff members who have accumulated the maximum allowed sick leave may donate two (2) days per year. Employees who have donated for five (5) consecutive years may discontinue making donations yet retain participant eligibility. **If 200 total days are in the sick leave bank, only those who have not donated five (5) consecutive years can donate.** All staff members who have been employed by the school district for at least three (3) consecutive years may participate and make donations to the emergency sick leave bank.

The Emergency Sick Leave Bank form is on page 40, Appendix C.

To qualify for use of the emergency sick leave days, a participant must make a written request. A committee of five participants composed of one (1) elementary staff, two (2) high school staff, one (1) board member and one (1) administration member will convene to review and determine whether to approve or deny the request. The committee will determine the number of sick leave days to allow the requestor within the maximum limits given below. That is, given the maximum limits, the committee may determine the requestor use fewer days from the bank. Maximum limits provided participants are based on the following schedule:

Years of Employment	Maximum Days Allowed
3 – 5 years	5 days for each year employed
6 – 9 years	40 days
10+ years	60 days

The committee reviewing requests to use sick leave days from the emergency sick leave bank will consider the following when making their determinations:

1. The participant used all existing sick leave, personal leave and vacation days.
2. The special conditions that caused the participant to use all existing sick leave, personal leave and vacation days. Maternity may not be considered unless extenuating circumstances arising out of the pregnancy created a need to use sick leave, personal leave and vacation.
3. The participant has provided a letter from a doctor supporting the need for the additional requested sick leave.

c. Emergency Leave:

Each staff member will be granted up to five (5) emergency leave days per year with full pay, non-accumulative and deductible from sick leave. Reasons for emergency leave are:

1. Serious illness or death in the immediate family. The immediate family shall be interpreted as follows: Spouse, Child, Siblings, Parents, Grandparents, Mother-In-Law, Father-In-Law, Sister-In-Law, Brother-In-Law, Daughter-In-Law, Son-In-Law, Aunt, Uncle, and Domestic Partner.
2. Close Friend
3. Transporting of themselves or members of the immediate family for emergency medical treatment or examination. Such situations may be documented with a doctor's certificate.

d. Personal Leave:

Each employee will be granted one (1) day each calendar year off for matters of personal reasons. Such a personal day will be granted to the employee if requested in writing at least twenty-four (24) hours before the time of commencement with no reason given. The parties agree that the needs of the District must be met.

Each employee with five (5) or more years of service in the district will be granted a second day off each calendar year for matters of personal business. Such personal days will be granted to the employee if

requested in writing at least twenty-four (24) hours before the time of commencement with no reason given.

- Each employee with ten (10) or more years will be granted a (3) third day in each calendar year.
- Employees with (15) fifteen or more years of service shall be granted a (4) fourth day in each calendar year.
- After ten (10) years of service, a teacher may buy one (1) personal day for the cost of hiring a substitute teacher.
- The district administrator may deny a request for personal leave on the day before any holiday or vacation period.

All leaves under this Article shall be prorated based upon an employee's regular work schedule.

e. Federation Leave:

The Board shall make available to the Federation President a total of one (1) day annually for Federation business. The teachers taking such leave shall suffer no loss in pay or deduction from any other type of leave. Leave shall be designated by the Federation president and authorized by the district administrator.

F. FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board of Education will provide family and medical leave for all staff members. The provisions of both the Federal and State family and medical leave provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to Policy 3430.01/4430.01 – Family and Medical Leave of Absence (FMLA).

G. LEAVE - JURY DUTY

All staff members called to perform their civic responsibility as a potential juror shall be excused for any days or portions of days in which the staff member is required to report. Any staff member that receives a notice of jury duty shall provide such notice to the District Administrator and shall call in on each morning to report whether he or she is required to report to jury duty that day. All staff members that miss work due to jury duty must provide verification from the Court that they attended on that date. All staff members that miss work due to jury duty will be provided their full compensation for any time lost provided that any jury fees (excluding mileage) received by the staff member are signed over to the District. Refer to Policy 3431/4431

H. VACATION

- a. The vacation benefit applies only to employees working a twelve (12) month period.
 - After one (1) year of service, one (1) week of vacation with pay.
 - After three (3) years of service, two (2) weeks of vacation with pay.
 - After seven (7) years of service, twelve (12) days of vacation with pay.
 - After nine (9) years of service, three (3) weeks (15 days) of vacation with pay.
 - After fifteen (15) years of service, four weeks (20) days of vacation with pay.
- b. Vacation for year around (12 month) employees will be earned on **July 1st** of each year. During the year when an employee will earn an increase in vacation time, the additional days will be added on their respective anniversary date. Once vacation days have been earned, they must be used by **December 31st** of the following school year.
- c. Upon retirement, employees will receive prorated vacations for the last year of service.
- d. If a paid holiday falls during vacation, it shall not be counted as a vacation day.
- e. Vacations shall be scheduled with the prior approval of their supervisor.

I. HOLIDAYS

- a. All full year (12 month) employees shall be entitled to the following holidays with pay at the regular rate: Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Labor Day, Thanksgiving Day, Memorial Day, Independence Day, one (1) day Good Friday, and one (1) day Easter Monday.
- b. All employees covered by this agreement not included in "A" shall be entitled to the following holidays with pay at the regular rate only if they are scheduled for work or are on approved leave on the workday immediately preceding and immediately following the holiday: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day.
- c. Holidays will be prorated for part-time and all seasonal employees who will receive only those holidays that fall within their terms of employment.

VI. WORKPLACE SAFETY

A. REPORTING A WORK RELATED INJURY

Any accident that results in an injury, however slight, to a staff member, must be reported promptly and in writing to the District Office in compliance with Policy 8442 – Reporting Accidents. The injured staff member shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

B. TRAINING

Employees for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- a. The use of automated external defibrillators (Policy 8452 – Automated External Defibrillators),
- b. The control of blood borne pathogens (Policy 8453.01 – Control of Casual Contact Communicable Diseases)
- c. The control of casual-contact communicable diseases (Policy 8450 – Control of Casual Contact Communicable Diseases), and
- d. Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (8453 – Direct Contact Communicable Diseases).

C. MEDICAL EXAMINATION

Medical examinations shall be required of all school employees upon entering the system as defined under Section 118.25, Laws of Wisconsin, 1980. This shall include a mantoux skin test or x-ray for tuberculosis. The current charges at the St. Luke's/Mariner Clinic, Superior, WI will be the amount paid toward this physical and tuberculosis test, unless paid by insurance.

Further physicals after the above entry physical and test will be required on an individual basis, if such need is suspected.

D. 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 fire

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

E. 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.

F. NOTIFICATION SAFETY AND HEALTH STANDARDS

Wisconsin Statute §101.055 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 terminate any employee for exercising any right afforded by this section. An employee may file a grievance Policy 3340/4340 to address the workplace safety issues. The employee may, in his/her discretion, also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred. [WIS. STAT. §101.055]; Public Employee Safety and Health, available at <https://dsps.wi.gov/Documents/Programs/PublicSafety/SBD9301.pdf>

G. BLOODBORNE PATHOGENS AND COMMUNICABLE DISEASES

In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030 and pursuant to 101.055 Wis. Stats, the District has developed and adopted a Bloodborne Pathogens Exposure Control Plan. The District will conduct bloodborne pathogen training upon hire, annually for all employees, and as needed for employees with specific exposure risk. Per Wis. Stat. sec 145.04 (1)(d) any teacher, principal, or health screener shall report a suspected communicable disease to the health department. Reportable diseases are defined in Wis. Stat sec 145 appendix A. Per Wis. Stat. sec 145.07(1) a student with a communicable disease may be excluded from school.

H. DISASTER PREPAREDNESS

All employees shall be provided with the District Crisis Response Plan. All employees must become familiar with building procedures in the event of an emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.

I. WORKPLACE SAFETY DEFINITION FOR GRIEVANCE PROCEDURE

For purposes of this provision, "workplace safety" includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risk. "Workplace safety" does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, assignments and work schedules.

VII. PROFESSIONAL STAFF

A. GENERAL STAFF INFORMATION

All staff members will be in their classrooms by 8:00 a.m. unless they have duty or a staff meeting. Staff members who have duty should be at their designated site by 8:00 a.m. Staff members are asked to be by their classroom doors when the bell rings between classes and at the end of the day so that both the hall and classroom can be monitored.

Students should not be in the hallway without written documentation (pass, clipboard, etc.) All written passes should show time left, date, and destination. Students arriving to school late must be sent to the office for an admit slip.

The office phones may be used by students only in case of illness or emergency. Classroom phones may be used by students only under supervision of school staff. Students wanting to go home due to illness must use the office phones.

A record of all textbooks you issue to your students must be kept. This record should include some identification of who has which textbook and also the condition of the textbook at the time it is issued. Students should be reminded that they are responsible for lost or damaged books.

Staff members will be responsible for keeping an updated substitute folder in the office which will include a class schedule, class rosters, the location of lesson plans, lunch count for 1st hour, any extra duties (lunchroom duty, hall duty, etc.), and any other pertinent information you feel is necessary. This folder will be given to the sub along with keys for your room when they arrive at school and will be turned in at the end of the day.

Lesson plans DO NOT need to be turned in to the office each week. Lesson plans should be made available to the administrator when a formal observation occurs.

Activity group advisors must follow fundraising guidelines provided by the student council advisor.

Sale of food or beverage items during school hours must follow Policy 8510 Student Wellness.

B. ADDITIONAL ELEMENTARY STAFF INFORMATION

Staff on playground duty are to patrol the playground so that incidents can be prevented before they occur.

Recess should not be scheduled after 3:10 p.m. This is to avoid possible injury when parents are arriving to pick up their children at the end of the school day.

Teachers are to escort and pick up their classes from Art, Music, Library and Phy. Ed.

Teachers are to bring their students to the lunchroom and wait with them until all are in the kitchen door, unless other supervisory staff is scheduled for this duty.

Teachers are urged to have a morning and afternoon washroom break to curb steady traffic to and from the washrooms. Students should be reminded to use the washroom before school in the morning and at lunchtime. Students should also use the drinking fountains in the classrooms whenever possible.

Students who wish to pay on lunch accounts should do so between 8:00 and 9:00 any morning.

C. STUDENT SUPERVISION AND WELFARE

The Board requires each professional staff member to maintain a standard of care for supervision, control and protection of students commensurate with the professional staff member's assigned duties and responsibilities. Please keep in mind that any injury no matter how slight must be reported. Professional staff members should refer to Policy 3213 - Student Supervision and Welfare

D. FACULTY MEETINGS

Staff meetings will be held twice a month from 8:00-8:15 am. Additional faculty meetings will be scheduled as needed.

VIII. SUPPORT STAFF

A. BUS DRIVERS: ALL BUS DRIVERS WILL ACQUIRE A COMMERCIAL DRIVER'S LICENSE.

B. OVERNIGHT BUS TRIPS: Seven (7) hours of sleep time exempt from pay.

C. BUS DRIVER PAID LEAVE DAYS: i.e. Sick Leave, Personal Leave, and Holidays shall be paid at the actual rate of pay. The method of determining payment for partial leave days shall be as follows: If the driver has only two (2) runs per day, and the leave period includes one (1) run, the driver will be paid one-half (1/2) the daily rate and lose one-half (1/2) of a leave day.

D. SUMMER SCHOOL: Bus driving positions for the summer school buses will be filled by seniority first. First position will go to the most senior driver, second position offered to the next senior driver with the right to decline, passing it then to the next senior driver until the position is filled.

E. EXTRA-CURRICULAR ROUTES: Assignment of extra-curricular routes shall be on a rotational basis by seniority. If a driver refuses the trip, the driver shall be off the rotation list for two rotations.

Bus drivers shall have all the rights and responsibilities of chaperones during the non-driving time of the extra-curricular trip. The District reserves the right to contract with outside agencies for extra-curricular routes if needed.

F. WORKSHOPS AND TRAINING PROGRAMS:

If employees are required to attend workshops or training programs, they shall be on pay status for scheduled time of training at the employee's prevailing wage rate, plus mileage or utilization of a school vehicle. This provision is only for employees that are required to attend specific training programs. In-services and other training programs that are at the request of the employee will not be covered under this provision. The School District will pay the cost of Special Education Paraprofessionals licensure and renewal at the appropriate date.

IX. SCHOOL SAFETY AND CRISIS INTERVENTION

The Board of Education believes that the employees, students of the District, and visitors, are entitled to function in a safe school environment. In this regard, the Board has adopted policies related to conduct in the school setting as well as those that address various crisis situations.

The administration and safety committee shall promulgate guidelines for responding to a crisis situation, developing school safety plans, and providing effective intervention for students who may show warning signs that relate to violence or other threatening behaviors.

A school safety plan will be developed for each school in the District and approved by the Board. Each school's plan will be reviewed annually and re-submitted to the Board for approval no later than November.

120.12(26), Wis. Stats.

A. FIRE DRILLS

A fire can occur in any school building, even if it is constructed of brick and steel. All occupants, with no exceptions, shall leave the building whenever a fire alarm is sounded.

Each room will be provided with instructions as to the route they are to use when leaving the building. The teacher must be calm and demonstrate assurance to the students in the class.

Prior to leaving your classroom/space:

1. all **windows** are to be **closed**,
2. **lights** are to be turned **off**,
3. **doors** are to be **closed**, but **not locked**.

Each group leaving the building should be at least 50 feet from the building. A special effort should be made to be away from doors and windows in case of an explosion and shattering glass. Each teacher should bring a class list to verify the presence of students.

Once each month without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of departure from the building as if in case there is a fire except when the person having direct charge deems the health of the pupils may be endangered by inclement weather conditions.

B. TORNADO DRILL

Tornado Drills will be conducted at least once annually in conjunction with the Wisconsin Statewide Tornado Drill in April. Please refer to your School Safety Plan for procedures.

C. SUICIDE PREVENTION POLICY

Please refer to your School Safety Plan.

D. ACTIVE SHOOTER/INSIDE THREAT

Please refer to your School Safety Plan.

X. ARRANGING FOR A SUBSTITUTE

When a staff member is aware of an upcoming absence, they must complete a Staff Leave Request form and contact the school administrative assistant, so that a substitute can be arranged. However, when a staff member is unable to notify the administrative assistant in advance, the staff member must contact Lisa Balcsik at 218-340-8707 or email: lbalsik@solonk12.net between 6:00 a.m. and 6:30 a.m. in order for her to arrange for a substitute to arrive in time for that school day. **DO NOT ARRANGE FOR YOUR OWN SUBSTITUTE.**

- Substitute teachers are paid \$100.00 per full day and \$50.00 per half day.
- Substitute teachers will receive a minimum of one-half day of pay. Hours for half days will be determined by the principal. A half-day is not to exceed four and one half hours.
- Teachers covering another teacher's class during their scheduled prep period(only) will receive \$20.00 for the period with district administrator's approval. You will need to complete an Extra-Curricular/Classroom Substitute timesheet and turn it into the bookkeeper. These are paid on your regular paycheck.
- A list of certified substitutes will be maintained in the administrative office. This list will be generated from applications received by the administrator. The principal will supervise the substitutes.
- Substitutes will be contacted as soon as possible after notification of an absence has been received by the administrator's designee.
- The best qualified substitute teacher within the specific needed curricular area will be given first priority.
- The substitute must be told when contacted which employee they will be replacing and the hours he/she is expected to work.

Upon arrival at the work site, the substitute will be provided with room keys and a folder which will include a class schedule, class rosters, the location of lesson plans, lunch count for 1st hour, any extra duties (lunchroom duty, hall duty, etc.) and any other pertinent information the staff member feels is necessary.

XI. SCHOOL APPROVED TRIPS

A. FIELD TRIPS

To secure a school bus for a proposed field trip:

- Discuss the trip and need with the principal;
- Fill out the bus request form on the back of the staff leave form;
- Turn completed form into the principal.

Planning procedures for field trips:

1. All permission slips must be turned in two days prior to field trips.
2. All admission fees must be turned in to sponsoring teachers NO LATER THAN 24 hours prior to departure.
3. The School District of Solon Springs encourages volunteerism, parent volunteers should be sought.
4. Classroom field trips should serve an educational purpose. As a result, bus driver expenses will be paid by the district. To allow all age groups an opportunity to limited resources, the number of field trips for each classroom will be limited by administration.
5. Activity group field trip expenses shall be covered by the activity group, including all transportation expenses.
6. To allow arrangement of transportation, field trip requests must be turned in five school days prior to departure date.
7. A complete list of all attendees (students, adults, and staff) shall be turned in to the office 2 days prior to departure.
8. Other stipulations may be placed on field trips based on administration analysis of trip.
9. Contact Mrs. Latvala 5 days prior to the trip with the number of students who will be missing lunch.

B. SENIOR CLASS TRIP

The following criteria must be met for a class trip:

1. At least 75% of the class must make the commitment to go on the trip.
2. Members of the senior class must provide administration with the following items outlined in writing prior to October 1st:
 - a. **Trip must be taken by the end of the 3rd quarter.**
 - b. Dates of trip, destination and itinerary to be followed.
 - c. Breakdown of approximate costs to class.
 - d. List of items not covered by class funds and the cost to participate.
 - e. Signed statement by both advisors and bookkeeper verifying the needed funds are collected. Not counting deposits.
 - f. The class must show that the funds needed for graduation will be available after the trip has been paid for.
 - g. List of students going and names of chaperones.
 - h. The Board of Education must give permission for the trip if overnight or out of state.

Permission slips must be signed by student, parent/guardian, advisors, and administration and submitted to the office prior to departure.

At least one of the chaperones must be a class advisor or school approved official. At least 3 chaperones, not including the bus driver, must go with. One of the chaperones must be male and one female. The ratio of chaperones to students cannot be greater than 1 to 8. The Senior Class will cover the cost for chaperones for items listed under c in the outline.

C. CHAPERONE DUTIES

Two advisors must be present at all functions. Exceptions to this policy will be granted by the administrator only. Advisors may obtain replacements when other commitments must be honored. Replacements must be made from within the high school teaching staff only, or with consent of the administrator in special cases.

If an event is scheduled for a particular area (gym, cafeteria, etc.), then the students are to be in this area only and not in the hallways. One advisor should stay in the hallway and one in the activity area (gym, cafeteria, etc.). Students should be in hallways only when going to or from the washrooms or when entering and leaving the building. No fires, incense, etc. are allowed at any event.

Students are not to leave the building during an event. Students who leave without special permission from an advisor, should be barred from reentering.

Advisors should arrive at an event at least 15 minutes before the event is to begin, and must remain until all students have left the building.

Elementary students should not be admitted for high school events (grades 6 through 12 events), unless accompanied by an adult. Outsiders may enter as a guest of one of our students with prior approval from the administration.

No student will be asked to leave a function unless parents have been called. Students can be released when parents come to pick them up. If parents cannot be reached and you are concerned about the health or safety of the student, you should call the sheriff's department and release the student/students to them.

Parents and/or law enforcement are to be informed of the problem at the time of the problem and the chaperone will report to the office as soon as possible (this applies to bus trips also).

Parents are to be notified for the following: Using or having alcoholic beverages or drugs, smoking, rowdiness, fighting, obscenities, vandalism, or any problem that threatens the safety or health of the students or chaperones.

If trouble develops, don't hesitate to call the sheriff's department. You also have the authority to close the function.

D. BUS CHAPERONE

Only students who have paid and are on the list issued by the office are allowed to ride the bus. If a problem develops with a student, the parents are to be notified as soon as possible. The student may return on the bus if the health or safety of students and chaperones are not threatened, otherwise the student should be left with proper law enforcement officials. A written report should be filed as soon as possible with the office.

XII. REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES

A. TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any staff member that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with administrative guidelines.

Policy 3440/4440 – Job-Related Expenses

B. TRANSPORTATION

School vehicles are available for you to use when attending school conferences, meetings, or workshops. If you choose to drive your own vehicle and a school vehicle is available you will not be reimbursed for mileage. Charges for a taxi or air limousine are reimbursable. An explanation should accompany any claims in excess of \$5.00 per taxi or limousine. You will need to fill out a reimbursement request form, attach a copy of the receipts and turn it into the bookkeeper. The reimbursements are distributed with the paychecks.

C. LODGING EXPENSES

Accommodations will be arranged by the administration office. Lodging expenses will be supported by receipts. **NO TRAVEL EXPENSES FOR A SPOUSE SHALL BE REIMBURSABLE.** Employees shall observe posted hotel check-out hours in order to avoid a charge for the day of departure. You will need to fill out a reimbursement request form, attach a copy of the receipts and turn it into the bookkeeper. The reimbursements are distributed with the paychecks.

D. MEAL EXPENSES

Reimbursement for meals for employees will be allowed on trips which meet the following conditions:

- a. Breakfast** – provided the employee leaves home before 6:00 a.m.
- b. Lunch** – provided the employee leaves the district before 10:00 a.m. and returns after 2:00 p.m.
- c. Dinner** – provided the employee leaves the district before 5:00 p.m. and returns home after 7:00 p.m.

You will need to fill out a reimbursement request form, attach a copy of the receipts and turn it into the bookkeeper. The reimbursements are distributed with the paychecks. The actual cost for meals, including taxes and tips, will be allowed up to but not in excess of:

- | | |
|---------------------|---------|
| a. Breakfast | \$14.00 |
| b. Lunch | \$16.00 |
| c. Dinner | \$26.00 |

If a receipt is not submitted, the minimum rate of \$2.00 per meal will be reimbursed. An official convention banquet is acceptable as an exception to these limits. All exceptions must be documented. No reimbursement will be allowed for the cost of alcoholic beverages or if a meal is provided with hotel or conference cost.

E. REGISTRATION FEES

All registration fee receipts must be attached to the reimbursement request form. The conference dates and specific meals included in the fee should be attached to the receipt.

F. TELEPHONE

Toll calls for school district business are reimbursable when date, place, and person called are attached to the reimbursement request form.

G. CLASSROOM SUPPLIES

To order supplies for your classroom, a requisition form needs to be filled out and turned in to the bookkeeper for approval before being ordered. The administrative assistant will then place the order. If you have items that you would like to pick up yourself, you may fill out a requisition form ahead of time for the approximate amount of the purchase, hand it in for approval and once it has been approved you may go ahead and get the item(s). After you make the purchase, fill out a reimbursement form, attach a copy of the receipt(s) and turn it into the bookkeeper for payment. The reimbursements are handed out with the paychecks.

H. LOST CHECK REIMBURSEMENT

If you have lost a check that has been drawn against one of the school district's accounts, you will be assessed a fee of \$30.00 to replace this check. This is the same \$30.00 fee the bank charges the school to issue a stop payment on a lost check. Please notify the bookkeeper immediately if you have lost a check so that the necessary steps can be taken to stop payment and reissue the check.

XIII. EXTRA CURRICULAR POSITIONS AND PARTICIPATION

A. ATHLETICS

a. Procedure for assigning staff for extracurricular game assignments

- Interested staff will meet with the athletic director who will distribute a list of available dates and duties open.
- Staff members will work among themselves to equitably divide duties.
- The athletic director may make minor changes to the duty schedule based on available staff and administrative assignments.
- For tournament games and events taking place prior to the start of school, the athletic director reserves the right to assign staff from among those who express an interest. Completed timesheets and reimbursement forms are to be turned in by Friday prior to payroll. Time sheets turned in after that time will be processed on the next scheduled payday. **NO EXCEPTIONS WILL BE MADE.**

b. Job description and expectations for extracurricular activities

- Be ready to begin your job no later than one half hour before game time. Please don't fly in the door at 5:30 for a 6:00 start.
- All Staff must wear their name tag.
- You are responsible for setting up your work area, i.e. ticket table, score table, score clock. Score table personnel should check to make sure the microphone, scoreboard and warm-up music are in working order
- Supervision personnel should:
 1. Check that the doors are closed to other portions of the school.
 2. Check to see that locker rooms are ready.
 3. Escort visiting team to locker rooms.
 4. Stop students from entering the gym with jackets on.
 5. Watch for visitors taking food or soda into the gym.
 6. Small children (3rd grade and under) should be seated by their parents.
 7. Treat all unsupervised small children the same when sending them back to their parents, no matter if they are the child of a school employee.
- All staff workers are effectively on supervision duty. If you see something amiss, address the issue immediately. If the issue requires administrative assistance, notify the Game Manager.
- Fill out your timesheets and submit them to the bookkeeper on the Friday before payroll is due. Although the bookkeeper has a copy of the worker schedule, you will not be paid if you have not submitted a timesheet.
- Notify the athletic director and bookkeeper in writing if you are going to switch a game with someone. This can be as simple as tossing a note in the appropriate mailbox or sending an e-mail.
- Common courtesy is appropriate when greeting fans to our school. However, please be sure that you are fulfilling your duties and not spending the majority of your time socializing.

B. OTHER EXTRACURRICULAR DUTIES

a. Class Advisors and other duties

Senior Class Advisor
Junior Class Advisor
Sophomore Class Advisor
Freshman Class Advisor
Graduation Advisor

8th Grade Advisor
7th Grade Advisor
6th Grade Advisor
AODA Coordinator
Athletic Coordinator

Equity Coordinator
IMC Coordinator
Reading Coordinator
Safety Director
Technology Coordinator

b. CLUBS AND ORGANIZATIONS

Forensics
Honor Society

“S” Club
Student Council

Yearbook

APPENDIX A

EXTRA-CURRICULAR PAY 2023-2024

<u>Position</u>	<u>Compensation</u>	
Athletic Director	\$5,500.00	
Basketball Varsity	\$3,662.43	
Basketball JV	\$2,399.14	
Basketball MS	\$1,822.29	
Basketball MS Asst.	\$911.15	
Baseball/Softball Varsity	\$2,817.33	
Baseball/Softball Asst.	\$1,812.00	
Cross Country Varsity	\$3,161.88	
Cross Country MS & Asst.	\$2,084.83	
Track Varsity	\$2,763.00	
Track Asst.	\$1,832.71	
Volleyball Varsity	\$3,395.33	
Volleyball JV	\$2,232.00	
Volleyball MS	\$1,822.29	
Volleyball MS Asst.	\$911.15	
	<u>1st Year</u>	<u>2nd Year and up</u>
Instrumental Music	\$1,051.00	\$1,094.00
Marching Band	1/185 of salary per event	
Musical/Play Director	\$1,126.00	\$1,350.00
Pep Band	\$660.00	\$696.00
Vocal Music	\$1,051.00	\$1,094.00

Forensics	\$1,013.00	\$1,125.00
Media Specialist	\$567.00	\$567.00
National Honor Society	\$258.00	\$269.00
S-Club	\$445.00	\$490.00
Student Council	\$593.00	\$643.00
Yearbook	\$884.00	\$925.00

Game/Event Workers

Time and Score Keeping (Per Event)	\$43.00
Crowd Control (Per Event)	\$43.00
Line Judge	\$43.00
Ticket Taking (Per Event)	\$43.00
Bus Trip Chaperone	\$43.00
Event Supervision	\$43.00

Miscellaneous Events: \$9.50 to a maximum of \$43 per event. Starting and ending time must be recorded.
 CREDIT REIMBURSEMENT: At 75% of cost with a max of 75% of UW-Superior Credit with the authorization of the District Administrator. For up to 6 semester credits or 12 quarter hours per year no credit reimbursement will be made for credits of which a grade less than "B"(3.0) was earned.

APPENDIX B

**EMERGENCY SICK LEAVE BANK
School District of Solon Springs
2023-2024**

I _____ wish to donate _____ day(s) of my sick leave for the 2023-2024 school year. All staff members who have been employed by the district for at least three (3) consecutive years may participate to make donations to the emergency sick leave bank. Staff members who have reached the maximum level of accumulation sick leave may donate two (2) days per year. If 200 total days are in the sick leave bank, only those who have not donated five (5) consecutive years can donate. The sick leave bank is presently over 200 days.

I understand that I must be willing to donate if I wish to receive it during a normal school year. I have read the administrative policy and agree to all conditions provided. I also realize it is subject to change.

Staff member signature

Date



**PROFESSIONAL AND SUPPORT STAFF MEMBERS
RECEIPT AND ACKNOWLEDGEMENT**

To be signed and returned to the District Office by September 1 annually.

I hereby acknowledge that I have received and read the School District of Solon Springs Handbook for Professional and Support Staff Members and understand the provisions contained herein. 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 place through board policies. I understand that the terms described in the handbook for all staff members may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that I have an existing employment contract with the District, as required and pursuant to Wis. Stat. 118.21(1), and that this Professional and Support Staff Handbook does not constitute a separate contract of employment, expressed or implied, between the School District and myself and that no oral statements by supervisors or administrators can alter this disclaimer or create a separate contract.

I understand that this Professional and Support Staff Handbook supersedes all previous manuals and/or handbooks that I have received or have been advised of by the District. 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 understand that I will use technology in a professional and acceptable manner as outlined in this document. I also understand that any subsequent revisions to the provisions of this Handbook after I commence my employment will supersede those contained herein.

SMS Text Messaging Option

I understand that the School District of Solon Springs will utilize an SMS message system provided by RingCentral to communicate to staff members through text messages. I will be enrolled in this option for communication unless I explicitly indicate otherwise by selecting the following option:

- I do not want to participate in the SMS message system provided by RingCentral for use by the School District of Solon Springs.

Staff Member's Signature

Date

Please print full name