

**SCHOOL DISTRICT OF MANAWA
POLICY & HUMAN RESOURCES COMMITTEE MEETING**

AGENDA - Amended 7-4-2021

Join with Google Meet

meet.google.com/ipz-nidw-pai

Join by phone

(US) +1 267-396-2938 PIN: 293 307 716#

Date: July 6, 2021

Time: 6:00 p.m.

Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)

Board Committee Members: J. Johnson (C), Pethke, Reiersen

In Attendance:

Timer: _____ **Recorder:** _____

1. Overview of MacNeil Environmental Safety Assessment Services - Kelly Marinoff (Information / Action)
2. Consider Endorsement of Changing From a COVID-19 14-day Quarantine to a 10-day Quarantine Without Testing and/or a 7-day Quarantine with a Negative PCR Test on Day 5 or After. [CDC Options to Reduce Quarantine](#) (Information / Action)
3. Consider Endorsement of Revised Professional Educator Handbook as Presented (Information / Action)
4. Consider Endorsement of Paid Time Off for Personal Business Stipulations - Professional Educator Handbook as Presented (Information / Action)
5. Consider Endorsement of Revised Coaches Handbook as Presented (Information / Action)
6. Consider Endorsement of Custodial/Food Service Position as Presented (Information / Action)
7. Consider Endorsement of Custodial/Food Service Job Description as Presented (Information / Action)
8. Consider Endorsement of Legal Counsel Advice on In-person Meetings and Ending the Recording of Meetings as Pandemic Emergency Ends as Presented (Information / Action)
9. Policy & Human Resources Committee Planning Guide (Information)
10. Set Next Meeting Date: _____
11. Next Meeting Items:
 - a.
 - b.
12. Adjourn



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Dr. Melanie J. Oppor
Date: July 6, 2021
Re: Professional Educator Handbook Updates

Page	Change
10	<p>E. EQUAL EMPLOYMENT OPPORTUNITY</p> <p>The Board does not discriminate in the employment of supportprofessional staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender 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.), national origin, 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 outside of professional responsibilities, or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (as defined in §111.32, Wis. Stats.). <i>(Policy 3122, 4122)</i></p>
13	<p>10. Equipment Disposal or Relocation</p> <p>All District-owned equipment intended to be moved to another building site or declared surplus for disposal purposes must first be approved by the principal for such change in use. An “Equipment Disposal/Relocation Request Form” must be submitted to and approved by the principal before any change is made. Classroom or building inventories should be adjusted accordingly. by updating the classroom or building inventory and submitting it to the building principal.</p>
14	<p>13. Grading</p> <p><u>Professional educators must be familiar with and abide by the District’s policy and administrative guidelines regarding grading practices. <i>(Policy 5421 and Administrative Guidelines 5421A and 5430)</i></u></p>
14	<p>13.14. Information Technology</p> <p>The Manawa Board of Education has established policies that specify the rules for employee use of District-owned technology as well as personally-owned technology. Professional educators are expected to know and abide by the District’s policies and administrative guidelines related to use of technology. <u>“Staff Technology Resources” can be found on the District’s webpage at: https://www.manawaschools.org/staff/staff-tech.cfm <i>(Policy 7540.04, Policy 7540.06, and Administrative Guideline 7540.04)</i></u></p>
17	





School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

	<p>29. Substitute Teachers Professional educators must use the District’s procedures whenever a substitute teacher is needed. Student teachers shall not be used as substitutes. Only the sub caller may make arrangements for substitutes, except when a principal must utilize internal substitutes due to an emergency situation or when a professional educator intends to be absent for non-school business for <u>sixty (60) minutes or less</u> than a half-day for which the professional educator must make arrangements with a colleague for coverage and notify the principal of the arrangements in advance of the absence. Substitute teachers are directly responsible to the building principal during the time they are assigned to that principal’s building. Professional educators are responsible for providing current seating charts, lesson plans, classroom rules, and other information necessary for the orderly and effective operation of the class by the substitute. <u>(See also SDM Substitute Process under shared Google documents.)</u></p>
20	<p>h. Implementation of discipline plans, IEPs, 504 plans, <u>RtI</u> plans, <u>EL</u> plans, G/T plans or other student assistance/accommodation plans as determined appropriate by the District;</p>
22	<p><u>Summer School Employees</u>: A summer school employee is defined as a professional educator who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.</p> <p>The District will employ professional educators by issuing Individual Teaching Contracts to each professional educator. The Individual Teaching Contracts must be signed and returned to the District Office no later than the stated deadline in order to become a valid contract for the succeeding year.</p> <p>The non-renewal of Individual Teaching Contracts shall be governed by § 118.22, Wis. Stats.</p>
23	<p>All current employees in <u>good standing with</u> the District may apply for summer school positions.</p>
25	<p>3. Extra-Curricular Stipends Teachers may be assigned extra-curricular activities. The principal will offer a period in which teachers may volunteer for extra-curricular assignments. Assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The District will publish a schedule outlining the compensation for extra-curricular assignments <u>in the Salary and Stipend Guide</u>.</p>
25	<p>5. Substitute Assignment Teachers who are asked to substitute for another teacher will receive \$18.00 per class <u>period</u>.</p>





School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

28	<p>D. WORKERS' COMPENSATION</p> <p>Workers' compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The District will provide Workers' Compensation as required by law. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. Any employee who is injured on the job shall report the injury to his/her principal prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an accident report form available in his/her school office on the District webpage>Staff Home>Incident Reports.</p>
29	<p>It is expected that whenever possible medical or dental appointments for the employee or family member be scheduled outside of regularly scheduled work hours. When appointments cannot be scheduled outside of the regularly scheduled work hours, professional educators are expected to return to work after the appointment if the timeframe permits them to do so. When a professional educator intends to be absent for a medical/dental appointment or other non-school business for <u>sixty (60) minutes or less than a half-day</u>, the professional educator may avoid use of sick leave if the professional educator makes arrangements with a colleague for coverage and notifies the principal of the arrangements in advance of the absence. If the principal, school office, or substitute caller is used to provide a substitute, then the professional educator will be charged with a half-day of sick leave if the absence is limited to either before lunch or after lunch, and a full-day of sick leave if the absence includes time both before and after lunch.</p>
32	<p>A teacher <u>will not accrue a year of service unless working must work</u> a minimum of one hundred twenty (120) paid work days in a school year <u>to be eligible for a year of service for early retirement purposes</u>. A teacher teaching less than full-time (1.0 FTE) will have their percentage of teaching pro-rated <u>toward a partial year of service as a percentage of full-time employment for early retirement purposes</u> (e.g., a teacher teaching 0.5 FTE will receive a half year experience <u>for retirement purposes</u>).</p>





Students choosing to excel; realizing their strengths.

Professional Educator Handbook

Approved by the Manawa Board of Education on August 19, 2019

Revised on Aug. 17, 2015

Revised on March 14, 2016

Revised on February 20, 2017

Revised on May 21, 2018

Revised on August 5, 2019

Revised on July 16, 2020

**School District of Manawa
800 Beech Street
Manawa, WI 54949**

920-596-2525

www.manawaschools

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School District of Manawa

Students Choosing to Excel, Realizing their Strengths

Mission Statement:

The School District of Manawa is the place where students choose to excel academically and realize their strengths.

Vision Statement:

The School District of Manawa engages students to reach their full potential in a changing global society through highly effective instruction and leadership.

Guiding Principles Grouped by Core Values:

1. **Student Success - The District focuses on addressing the needs of all students by creating a student-centered learning environment conducive to all learners.**
2. **Highly Effective Staff – The District demonstrates accountability to the students and community it serves by promoting high standards for:**
 - *Creating academically rigorous curriculum and instruction for ALL.*
 - *Closing the achievement gaps between sub-groups of students and their peers.*
 - *Engaging in regular professional development on research-based best practices.*
 - *Supporting and rewarding innovative and progressive initiatives.*
 - *Fostering a positive attitude toward change.*
 - *Expecting the highest degree of professionalism.*
 - *Creating a culture of competent and passionate employees.*
3. **Innovative Leadership – The District demonstrates accountability to the students and community it serves by holding high leadership standards for:**
 - *Developing proactive planning procedures for curriculum, instruction, assessment, and record-keeping.*
 - *Budgeting with the needs of all learners as the first priority.*
 - *Recruiting and retaining highly effective educators.*
 - *Creating balanced programming options for remediation and enrichment.*
4. **Parent-Community Engagement – The District is a centers of community life and enhances the community’s quality of life to the extent that it promotes and supports:**
 - *Collaborating with all stakeholders involved in issues prior to decision-making.*
 - *Being transparent in communications.*
 - *Maintaining an open door policy.*
 - *Creating a culture that develops and sustains school/district pride.*
 - *Offering academic and social programs for families and the community.*
5. **Learning Environment – Successful teaching and learning are nurtured in an institutional climate characterized by:**
 - *Maintaining the facilities to ensure they are safe, clean, welcoming, inspirational and reliable work spaces for all.*
 - *Nurturing a learning community that provides stability and a sense of satisfaction and fulfillment for all students and personnel.*
 - *Supplying and maintaining contemporary technology.*

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I. INTRODUCTION

A. WELCOME

We are pleased to have you as a member of the faculty of the School District of Manawa (SDM). The skills and commitment each employee brings to his/her job makes an important contribution to our goal of providing excellence in education to the students and families of the SDM. It is the District's responsibility to provide for the public education of students from 4-year-old kindergarten (4-K) through twelfth grade. The school system is governed by a seven-member Board of Education elected by area for 3-year terms by the residents of the District. The District Administrator is responsible for overall administration of the schools and implementation of Board policies. A SDM employee can expect a fair and equitable salary, competitive benefits, and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

It is each employee's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines available electronically on the District website, as well as the rules and regulations contained herein.

This *Professional Educator Handbook* has been written to provide information and guidance to faculty members. Given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. We recognize that employees are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to the District Administrator or your immediate supervisor.

B. DISCLAIMER

This Employee Policy Manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or an appointment of employment, expressed or implied. All of the District's employees are employed "at will" and employment is not for any definite period, unless otherwise set forth in writing by appointment or statute. The School District of Manawa Board of Education reserves the right to add, delete or otherwise modify any or all of the below terms and conditions of employment, in whole or in part, for the good of the School District of Manawa, at any time with or without notice. The School District of Manawa Board of Education recognized the District's employees are an integral part of the development of terms and conditions of employment found within this Handbook. The Board of Education and/or its representatives will inform district employees prior to making any modifications found within this Handbook.

Violations of the terms of the *Professional Educator Handbook*, policies, regulations, or guidelines may result in disciplinary action, up to and including, termination of employment.

This *Professional Educator Handbook* supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

This Handbook is not all-inclusive of the information for which faculty members are responsible for knowing and following. Additional publications that faculty members should follow include, but are not limited to, Board policies and guidelines, the *Teacher Performance Evaluation* (TPE) document, building bulletins and handbooks, the Mentoring Handbook, administrative announcements, and curriculum guides.

II. EMPLOYMENT POLICIES

A. ANTI-HARASSMENT POLICY

The School District of Manawa is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it. (*See Policy 3362.*)

Harassment refers to physical or verbal conduct, or psychological abuse, by any person who disrupts or interferes with a person's work performance, or which creates an intimidating, hostile, or offensive work environment. Harassment may be student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male. Harassment may include, but is not limited to the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs, or ethnic jokes.
2. Physical interference with movement, activities, or work.
3. Visual harassment, including derogatory cartoons, drawings, or posters.
4. Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's work performance. Sexual harassment can take the form of any unwanted sexual attention ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material, and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, unsatisfactory work evaluations, different treatment, sarcasm, or unwarranted comments to or by peers.

Any individual who believes he/she has been subjected to harassment by any other person should report that incident to a building principal or to the District Administrator. If an employee is not comfortable making a complaint to their building principal or the District Administrator, the complaint may be made to the District Compliance Coordinators. It is the intent of the District to establish an atmosphere where complaints are timely investigated and the harassment is appropriately addressed. The Board designates the following individuals to serve as the District's Compliance Officers:

Dan Wolfgram, Secondary Principal
515 E. Fourth St.
Manawa, WI 54949

920-596-2524

dwolfgram@manawaschools.org

Carmen O'Brien, Business Manager
800 Beech Street
Manawa, WI 54949

920-596-2524

cobrien@manawaschools.org

The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation.

B. COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain of command by bringing the concern or idea forward to his/her immediate supervisor/evaluator.

C. CONFLICT OF INTEREST AND ETHICAL STANDARDS

Professional educators are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to §19.59 and § 946.13 Wisconsin Stats.

D. DRUG-FREE WORKPLACE

The District seeks to provide a safe, drug and tobacco-free workplace for all of its employees. The manufacture, distribution, dispensation, possession, or use of tobacco, alcohol, inhalants, controlled substances, substances represented to be such (i.e. fake or look-alike substances), or unauthorized prescription medication, is prohibited on school premises, in school vehicles, or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, be under the influence of, or distribute any illegal drug, unauthorized prescription medication or alcoholic beverage as defined in Wisconsin Statutes while on school premises, during working hours or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illegal drug, unauthorized prescription medication or alcoholic beverage on school premises, during working hours or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including termination of employment. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a)(1)(D).

After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

E. EQUAL EMPLOYMENT OPPORTUNITY

The Board does not discriminate in the employment of ~~support-professional~~ staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender 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.), national origin, 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 outside of professional responsibilities, or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (as defined in §111.32, Wis. Stats.). (*Policy 3122,-4122*)

F. IMMIGRATION LAW COMPLIANCE

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must

complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

G. OUTSIDE ACTIVITIES OF STAFF

Professional educators are expected to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. This would include engaging in social media communications that may portray the District in a negative light. *(Policy 3231)*

H. PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. If an employee has a change in any of the following information, the employee is expected to contact the Payroll Office as soon as possible:

1. Legal name
2. Home address
3. Primary telephone number
4. Emergency contact
5. Marital status
6. Change of beneficiary
7. Exemptions (W-4 Tax Form)

Any 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 employees and grant access to inspect or review those records as provided for in §103.13 Wis. Stats.

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established to either have a correction made to the information in question or to have the content in question removed from the file.

I. POLITICAL ACTIVITIES OF STAFF

Because political activities may be disruptive, divisive, and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District owned and used property, within all school buildings, in school buses and vehicles, and at all school-sponsored activities unless part of a Board approved teaching unit.

J. CIVIC ACTIVITIES OF STAFF

Developing a sense of civic engagement and promoting a democratic society is at the heart of public education. Staff is encouraged to promote civic education.

III. EMPLOYMENT CONDITIONS

A. EMPLOYEE EXPECTATIONS

1. Attendance

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the District to operate effectively, employees are expected to perform all assigned duties. Teachers are professionals with a unique set of skills and competencies. They shall be present for the students they teach or supervise and shall organize their schedules to satisfy the demands of their profession. When leaving the school premises, they shall sign out in the school office.

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

2. Background Checks for Employment

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

- a. Has been convicted of a misdemeanor or felony in this state or any other state or country; and
- b. Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet a district's performance expectations, incompetence, inefficiency, neglect of duty, potentially illegal conduct, unprofessional conduct, or insubordination.

Knowingly falsifying or omitting information shall be sufficient grounds for termination of employment.

Additionally, anyone applying for any position shall be required to agree to the release of all records to the Board for examination for the purpose of verifying the accuracy of background and criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

3. Child Abuse Reporting Requirement

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each professional educator employed by the District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The professional educator shall immediately notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and be responsible for contacting the appropriate authorities (Manawa Police Department, Waupaca County Sheriff's Department, and/or Waupaca County Department of Health and Human Services) who will then provide additional steps depending on the situational details and the child's residence address.

A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Failure to report cases of suspected child abuse or neglect shall result in discipline, up to and including discharge.

4. Confidentiality

Wisconsin Statutes 118.125 and 118.26 outline the confidentiality of all student records including behavioral, health, and academic records. The District interprets these statutes to mean that unless an individual has a "right to know," the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have a "right to know" could be contrary to Wisconsin Statutes and could compromise professional accountability. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation.

Failure to maintain the confidentiality of student records shall result in discipline, up to and including, termination of employment.

5. Copyright

A variety of machines and equipment for reproducing materials to assist employees in carrying out their educational assignments are available to professional educators in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards for District employees. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

6. District Safety Plan

The District has standardized emergency procedures for use when the situation requires emergency safety measures. Each professional educator should know exactly what the emergency procedures are and where the emergency procedures are located for the assigned classroom or work location. Employees must follow the prescribed procedures during any emergency drill or situation.

7. Identification Badge

In order to maintain a safe, secure environment, all employees are required to have their photographs taken and to wear the District-issued identification badge during the work day and at District functions when serving in a rework-related role.

8. District Property

The District may supply an employee with equipment or supplies to assist the professional educator in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft.

Employees may not utilize District property for personal use or gain. Limited use of telecommunications equipment, computer equipment, software, and minimal duplication-for-a-fee copy machine use are exceptions when used appropriately and do not interfere with the work responsibilities of the professional educator.

Any equipment, unused supplies, or keys issued must be returned prior to the professional educator’s last day of employment, including, but not limited to employee identification badges, parking permit, keys, and the key fob for building entry.

9. Emergency Drills

Every school conducts emergency drills in accordance with state law. All employees present in a building at the time of an emergency drill are required to participate in the drill.

10. Equipment Disposal or Relocation

All District-owned equipment intended to be moved to another building site or declared surplus for disposal purposes must first be approved by the principal for such change in use. ~~An “Equipment Disposal/Relocation Request Form” must be submitted to and approved by the principal before any change is made. Classroom or building inventories should be adjusted accordingly.~~ by updating the classroom or building inventory and submitting it to the building principal.

11. False Reports

Employees may be disciplined for filing false reports or statements including, but not limited to, the following: accident reports, attendance reports, insurance reports, investigatory interviews, physician's statements, pre-employment statements, paid leave requests, student records, tax withholding forms, and work reports.

12. Homework

Professional educators must be familiar with and abide by the District's policy and administrative guidelines regarding the assignment of homework to students. (*Policy 2330 and Administrative Guideline 2330*)

13. Grading

Professional educators must be familiar with and abide by the District's policy and administrative guidelines regarding grading practices. (*Policy 5421 and Administrative Guidelines 5421A and 5430*)

13.14. Information Technology

The Manawa Board of Education has established policies that specify the rules for employee use of District-owned technology as well as personally-owned technology. Professional educators are expected to know and abide by the District's policies and administrative guidelines related to use of technology. "Staff Technology Resources" can be found on the District's webpage at: <https://www.manawaschools.org/staff/staff-tech.cfm> (*Policy 7540.04, Policy 7540.06, and Administrative Guideline 7540.04*)

Users of the District's information technology should have no expectation of privacy in the content of their personal files and records of their online activity while on the District's network.

14.15. Injuries to Employees

Professional educators are covered under Workers Compensation Insurance (Section 102.31, Wis. Stats.). In accordance with District policy, any work-related injury must be reported to the school office immediately so that proper reports may be filed for medical/hospital bills as well as claims for time off from work due to the injury. Failure to report an injury may jeopardize an employee's claim for payment of medical bills, disability claims, and/or back wages. Injuries sustained while on the job may not be covered under an employee's personal health insurance. It is the employee's responsibility to file injury reports with the school office within 24 hours of the event; the District assumes no responsibility for filing such reports.

15.16. Injuries to Students

Professional educators are responsible for reporting any student injury to the school office immediately. Each school's procedures for first aid, medical assistance, emergency assistance, parental contact, and appropriate written reports will be followed within 24 hours of the event.

16.17. Legal Actions Involving Employees

Every professional educator shall notify his/her principal as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or misdemeanor, or any offense involving moral turpitude.

The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination of employment. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not be an automatic basis for termination of employment. The District shall consider the following factors in

determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- a. the nature of the offense;
- b. the date of the offense;
- c. the relationship between the offense and the position to which the employee is assigned.

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

17.18. Licensure/Certification

The term “teacher” means any person who is required to hold a certificate issued by the Department of Public Instruction (e.g., classroom teachers, librarians, counselors, etc.). (*Policy 3120*)-

Evidence of such legal authority to teach must be filed with the District Administrator prior to the effective date of any teaching appointment.

All matters related to obtaining and renewing a teaching license or certification is the professional educator’s personal responsibility. Each professional educator who is required to be licensed or certified by law must provide the District with a copy of his/her current license or certificate to be maintained in his/her personnel file. Professional educators are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject shall be void. All teaching contracts shall terminate if, and when, the employee’s authority to teach terminates, and no person shall be employed with an expired license. Employees shall maintain the licenses that are in effect upon hire. If a teacher changes his/her certification with the Department of Public Instruction, he/she must immediately notify the District Administrator in writing.

18.19. Operation of District Vehicles

All professional educators who drive a District vehicle must provide proof of a valid driver’s license. Continued use of District vehicles is contingent on following the rules and procedures for using District vehicles. Professional employees who drive District vehicles must notify his/her principal immediately of any driving citation or conviction of a traffic violation. Principals receiving such notice will immediately notify the District Administrator. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District or personal vehicle.

The District completes background checks on all employees that includes the employee’s driving record. A staff member may have restrictions on transporting students or may be restricted from driving a district vehicle based on the information contained in the driving record. (*Policy , Administrative Guideline 3440C*)

19.20. Operation of Personal Vehicle

Professional educators who are required to drive their personal vehicle for District business or activities will be reimbursed at the IRS rate. The employee’s personal insurance shall serve as the first level of coverage. If a professional educator is transporting students in a personal vehicle, the person is required to have the Department of Transportation vehicle inspection form completed and submitted to the District Office prior to transporting students. In addition, a copy of the professional educator’s valid driver’s license and copy of proof of insurance must also be submitted to the District Office. (*Policy 8660 and Administrative Guidelines 3340B and 8660*)

20.21. Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the professional educator’s regular position with the District. Professional educators shall

not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board expects professional educators to devote maximum effort to the position in which employed. A professional educator will not perform any duties related to an outside job during the additional time that the responsibilities of the District's position requires; nor will a professional educator use any District facilities, equipment, or materials in performing outside work. When the periods of work are such that certain evenings, days, or vacation periods are duty free, the professional educator may use such off-duty time for the purposes of non-school employment.

21-22. Physical Examination, Drug Test, and Tuberculosis Risk Assessment

As a requirement for employment and in accordance with section 118.25 of the Wisconsin Statutes, employees will be required to furnish evidence of a physical examination and a Wisconsin tuberculosis (TB) risk assessment questionnaire screening form. When hired, a professional educator will be given a conditional offer of employment, contingent on evidence that the employee is of sound health and able to perform the essential functions of their job.

~~The physical examination will be performed by ThedaCare at Work.~~

~~A Wisconsin tuberculosis (TB) risk assessment questionnaire screening form (if not already reviewed by the District Nurse) and drug test must also be performed by ThedaCare at Work. The results of the testing must be submitted to the District Administrator before the effective date of employment.~~

The physical examination must be performed by ThedaCare at Work and the result recorded on a standard form furnished by the Board of Education. The form must be submitted to the District Administrator before the effective date of employment. Upon receipt of the form, the Board of Education shall pay for the physical examination.

The Wisconsin Tuberculosis (TB) Risk Assessment Questionnaire Screen must be filled out as part of the physical at ThedaCare at Work or under the direction of the District Nurse. If a skin tuberculin test is recommended, the test must be completed during the physical, prior to the first day of work. Subsequent physical examinations will be required at intervals determined by the School Board, consistent with state and federal laws.

A physical or mental examination may be requested by the District's Administration whenever an employee demonstrates any physical or mental disorder that may impact his/her performance. The employee shall be notified of the reason(s) for the examination and such examination shall be arranged and paid for by the Board of Education.

An employee may request an exemption from the physical examination requirement for religious reasons by filing an affidavit with the Board stating that the employee depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination or organization and that the employee is to the best of the employee's knowledge and belief in good health and that the employee claims exemption from health examination on these grounds. If there is reasonable cause to believe that an employee who has requested an exemption is suffering from an illness detrimental to the health of the pupils, the School Board may require a health examination sufficient to determine whether the employee is suffering from such an illness. The School Board shall not discriminate against any employee for filing an affidavit seeking an exemption from the physical requirement.

The District shall maintain all physical examination records and other medical records in a file separate from all other personnel records, and shall treat such records as confidential medical records, in accordance with state and federal laws and regulations. (Policy 3160)

Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises concerning the professional educator's ability to perform the essential functions

of his/her job, and consistent with the limitations imposed by applicable State and Federal law. Failure to comply with this request or failure to provide a doctor's certification of fitness for duties assigned may result in discipline, up to and including, termination of employment. _-

22-23. Professional Appearance

Professional educators are expected to be neat and professional in their dress and grooming. When on duty for the District, professional educators are role models for students and are expected to dress in a manner that is consistent with District expectations. Business casual is most appropriate. Casual dress is appropriate for field trips, shop experience, lab experiment, or clean-up which would possibly soil clothing. Employees must get approval from their principal if they feel business casual would not be appropriate for their level or certain activity. Administration will determine when personal protective equipment must be worn. On occasion, there are theme-based school/district sponsored days (ex. Homecoming, Think Pink, Red Ribbon Week, or sports-related days) where exceptions are made to the usual business casual dress. *(Policy 3216)*

23-24. Professional Development

All professional educators are expected to pursue independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, each professional educator will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource. *(Policy 3242)*

24-25. Residency

The District encourages employees to reside within the school district.

25-26. Safety Training

Professional educators for whom training in the following areas is deemed necessary and appropriate shall be trained as part of the District's safety program:

- a. the control of blood-borne pathogens
- b. the information regarding hazardous chemicals
- c. the use of automated external defibrillators
- d. the control of casual-contact communicable diseases
- e. the control of direct-contact communicable diseases
- f. the use of Cardio-Pulmonary Resuscitation (CPR)
- g. the use of Basic First Aid

Administrators may designate any safety training a condition of continued employment when provided at the District's expense.

26-27. Solicitations

Employees may not use their positions to solicit funds, recruit membership, disseminate personal or political information that in any way interferes or distracts from the District's vision, mission, and purpose.

27-28. Student Supervision

The District requires each professional educator to maintain a standard of care for supervision, control, and protection of students commensurate with the employee's assigned duties and responsibilities.

28-29. Student Teachers

The District recognizes its responsibility to assist in the training of future teachers by providing classroom placements for student teachers. Professional educators of the District will comply with the District's rules

and procedures for the placement and supervision of student teachers.

29.30. Substitute Teachers

Professional educators must use the District's procedures whenever a substitute teacher is needed. Student teachers shall not be used as substitutes. Only the sub caller may make arrangements for substitutes, except when a principal must utilize internal substitutes due to an emergency situation or when a professional educator intends to be absent for non-school business for sixty (60) minutes or less ~~than a half day~~ for which the professional educator must make arrangements with a colleague for coverage and notify the principal of the arrangements in advance of the absence. Substitute teachers are directly responsible to the building principal during the time they are assigned to that principal's building. Professional educators are responsible for providing current seating charts, lesson plans, classroom rules, and other information necessary for the orderly and effective operation of the class by the substitute. (See also SDM Substitute Process under shared Google documents.)

Teachers who are asked to substitute for another teacher will receive \$18.00 per class period.

30.31. Unpaid Debt to the District

Employees that accrue debt due to unpaid food service bills, non-sufficient funds check, or other reasons will have this amount subtracted from their pay on the June 15th payroll.

31.32. Volunteers

The District encourages community interest and participation in its schools in many ways, one of which is provision for volunteer service by qualified adults in assisting students and teachers in a variety of school and classroom-related activities. Proper utilization of volunteers not only affords personal satisfaction to adults interested in volunteer service, but it also affords increased learning opportunities to students who can benefit from a variety of learning experiences provided by the volunteer under the direction of the professional educator. All volunteers who work directly with students are required to have the District-prescribed annual background check. Special rules apply for teen volunteers.

Designated volunteer programs such as the Senior Tax Exchange Program (STEP) are of particular value to the students of the District. Because of the value of these designated volunteer programs and of volunteers in general, professional educators are expected to support the use of volunteers in their schools, their classrooms, and during school activities. Volunteers are to complete tasks of educational benefit set for them by the professional educators they are assisting. A volunteer is not empowered to independently diagnose student learning needs or prescribe student activities or formally evaluate student work. The latter tasks are reserved for the professional educator responsible for the students.

32.33. Work Spaces

Professional educators are expected to maintain professional and appropriate work spaces that are consistent with the professional educator's assignment and the District's educational program. Personal items should be kept to a minimum and should never violate District policies or directives. Personal appliances (e.g., coffee makers, refrigerators, microwaves) are not permitted in classroom settings unless there is an educational rationale and written approval of the principal.

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

33.34. Work Stoppage

Professional educators may not engage in, condone, assist, or support any work stoppage strike, slowdown, or sanction, or withhold in full or in part any services to the District. Professional educators who fail to perform

their normal duties when so required as part of any action which disrupts the orderly operation of the District will be subject to whatever disciplinary action the District deems appropriate up to and including termination of employment as per State Statute ~~111.70(4)(L)~~~~111.62 Strikes, work stoppages, slowdowns, lockouts, unlawful; penalty. (Policy 3531)~~

B. EMPLOYEE WORK DAY/HOURS OF WORK

1. Normal Hours of Work

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

The typical work day is defined as 7:30 a.m. until 3:30 p.m. (less 30 minutes for lunch).

During the school day professional educators are not to absent themselves from a class while that class is in session (except for legitimate student teacher training purposes), nor should professional educators leave the building earlier than the designated time at the end of the teaching day. Professional educators wishing to deviate from the above regulation must request and receive permission to do so from their building principal before taking leave. Requests should be limited to emergency situations or such instances where the task cannot be completed except during school hours.

2. Meetings

Faculty Meetings: Professional educators are required to attend all mandatory administratively scheduled meetings of the faculty, staff, department/grade level, or other sub-group of employee. Administratively scheduled meetings may begin before the normal workday begins or extend beyond the end of the normal workday. The administration shall attempt to provide reasonable notice of all such meetings. Professional educators who are required to attend administratively scheduled meetings will receive no additional remuneration beyond their regularly paid salary for attending such meetings.

Student Progress Meetings: Professional educators are required to attend individual educational plans (IEP) team meetings, Response to Intervention team (RtI) meetings, parental conferencing meeting or other meetings of similar nature, which are normally conducted at irregular times and are required to attend such events regardless of the date, time, or duration of said meetings. Professional educators who are required to attend such student progress meetings will receive no additional remuneration beyond their regularly paid salary for attending such meetings. Professional educators attending student progress meetings during the work day, including during time designated for planning or preparation, will receive no compensation or additional remuneration beyond their regularly paid salary for attending such meetings.

3. Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to scheduled parent/teacher conferences and open houses at which attendance is mandatory except for professional educators who have received permission from their principal due to being engaged in other school activities scheduled at the same time.

4. Emergency School Closing

When inclement weather, other emergencies, or special situations require a delayed start or the closing of school for the day, professional educators are responsible for obtaining the revised work day information from the District website or District-designated media. Professional educators shall not report to work, nor

shall their compensation be affected for such times, when school is closed unless otherwise directed by the administration in unique situations for which time compensation shall be provided.

In the event it is necessary to provide an unscheduled early release, professional employees will be informed of the situation by the administration. Professional educators shall leave during such emergencies and shall not have their compensation affected. When school is closed early due to inclement weather, teachers shall be excused to leave as soon as the busses have departed.

The District Administrator shall make the decision regarding emergency closings. Make-up time for emergency closures shall be in keeping with state statute and shall be at the discretion of the Board. Professional educators shall not receive additional compensation in the event the District requires missed day(s)/time to be made up with or without students.

5. School Calendar

The Board will publish a calendar which reflects One Hundred Eighty-Eight (188) work days.

C. EMPLOYEE RESPONSIBILITIES

1. Access to Students

Professional educators are responsible for making themselves available in their classrooms or work areas to students in the morning prior to the start of classes and after classes end at the conclusion of the student day. This access is intended to provide time for students who need remedial, make-up, or enrichment assistance to work with their teachers or other education professionals and is within the normal work day of salaried professional educators.

2. Attendance at School Events

Professional educators are required to attend all mandatory, administratively-required school events. These events, though not limited by enumeration, may be an open house, music program, art show, and/or other school or district events that occur after the normal work day. Professional educators who have a co-curricular conflict or other professional conflict may be excused at the discretion of their principal as long as such arrangements are made at least 24 hours in advance. The missed time may be required to be made up.

3. Curriculum Development

In addition to each professional educator's individual responsibility for developing the scope, sequence, and lessons for his/her teaching assignment in accordance with the Board-approved curriculum, every professional educator has the responsibility to participate in curriculum development for the District as part of a curriculum committee, grade level/departmental team, work group, or individual task. Each professional educator has the obligation to participate in ongoing curriculum committee work and is expected to contribute professionally to curriculum committee activity and to attend meetings as scheduled.

The District will maintain and publish a curriculum development schedule that may include, but is not limited to, an ongoing cycle that includes an outside audit, a curriculum rewrite process, and a textbook/resources process, or any other components deemed appropriate by the District for each curriculum area, grade-level, department, program, or other grouping determined by the District.

Each professional educator is assigned to a particular curriculum committee and is obligated to participate in the curriculum development and rewrite process as deemed appropriate by the District. Teachers perform designated curriculum projects under the direction of the Curriculum Director and shall be paid the Board

approved stipend. Teachers shall be paid upon approval of the entire scope of work by the Board.

Individual curriculum work outside of the regular cycle of curriculum development and rewrite, above and beyond the normal scope and sequence and lesson planning for which each professional educator is personally responsible for his/her teaching assignment, may be authorized by the District at the sole discretion of the District. The District may invite curriculum projects to be proposed by individuals, groups, committees, departments of the faculty, or administrators. The District will announce the criteria for approval and determine, in its sole discretion, the projects that are approved and conditions for such approval. Compensation for professional educators of approved non-cycle curriculum development and rewrite work, often referred to as R & D summer curriculum projects, shall be paid the Board approved stipend upon Board approval of the curriculum documents.

Every professional educator also carries the professional responsibility to update and improve semester outlines and units of study for courses and classes personally taught as part of their regular salaried position. Each professional educator is expected to develop written materials within an approved format and to submit copies of these materials as directed by his/her principal.

4. Professional Duties

The District recognizes that each professional educator performs many duties not directly related with the regular classroom teaching assignment or other professional assignment nor specifically itemized in the position assignment. Professional duties are those considered to be part of the professional educators traditional workday and include, but are not limited to the following enumerated duties. The District, at its sole discretion, may add to or change this list. ([Policy 3120.01](#))

- a. The assignment itself;
- b. Faculty meeting attendance and participation;
- c. District-level committee attendance and participation;
- d. School-level committee attendance and participation;
- e. Varied ad hoc committees on which professional educators have traditionally served;
- f. Open house(s) as scheduled;
- g. Parent conferences as scheduled;
- h. Implementation of discipline plans, IEPs, 504 plans, RtI plans, EL~~L~~ plans, G/T plans or other student assistance/accommodation plans as determined appropriate by the District;
- i. Supervision of students assigned during the workday (i.e., hallway, detention, to lunch or midday recess);
- j. Letters of recommendation for students except in cases where the student's performance would result in a negative response;
- k. Daily check of mailbox, minimally before school and in the afternoon;
- l. Daily monitoring of and response to email and voicemail;
- m. Summer monitoring of and response to email;
- n. Adherence to deadlines for submission of information and data to administration;
- o. Written/electronic lesson plans developed in advance in accordance with District format and expectations;
- p. Professional sharing of information obtained from workshop/conference attendance, site visit, school meeting, or District meeting.

5. Professional Growth

All professional educators shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, each professional educator will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District

for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

D. EMPLOYEE PERFORMANCE AND EVALUATION

Staff have the privilege to bring representation of choice when meeting with an administrator.

1. Employee Evaluation

The District views employee evaluation as an ongoing process for the purpose of improving organizational performance and assessing individual performance of employees. The process for employee evaluation is specified in the *Teacher Performance Evaluation Guide* which is shared annually with all professional educators. The District, at its sole discretion, may revise the *Teacher Performance Evaluation Guide* at any time. Any evaluation process must comply with all applicable state and federal laws and regulations. During an employee's first three (3) years in the District he/she shall be evaluated a minimum of two (2) times annually. (*Policy 3220 and Administrative Guideline 3220A*)

2. Employee Discipline

The Board of Education reserves the right to and the responsibility to manage the District's employees. The District Administrator or his/her designee may issue discipline or recommend termination of employment to the Board of Education, if necessary, consistent with the requirements of any applicable policy, procedure, rule or regulation as well as state and federal law. Staff has the privilege to bring representation of choice when job performance with supervisor is to be discussed. A professional educator may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No employee may be subject to arbitrary or capricious disciplinary action.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of employees. Progressive discipline will generally progress as follows with documentation placed in the employee file:

- a. Oral reprimand,
- b. Written warning;
- c. Suspension, the length of which is determined by the administration to effect the corrective goal of discipline;
- d. Termination.

As long as it is not arbitrary and capricious, the District Administrator may skip one or all steps in the progressive discipline model whenever the District Administrator deems that the severity of the offense merits it. Any professional educator who is suspended without pay or termination of employment shall be given written notice of the reasons for such action. A copy of such notice shall be made a part of the professional educator's personnel record. Instances of discipline are subject to the employee grievance procedure. (*Policy 3139 and 3340*)

E. EMPLOYEE STATUS

1. Employee Definitions

~~**Regular Employees: Regular Employees are defined as professional educators whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.**~~

~~**Regular Full-time School Year Employee:** A regular full-time school year employee is defined as a professional educator who is scheduled to work at least 7 hours per day on a regular basis for at least a 180-day school year.~~

~~**Regular Part-time School Year Employee:** A regular part-time school year employee is defined as a professional educator who is scheduled to work less than 7 hours per day on a regular basis for at least a 180-day school year or works less than the 180-day school year.~~

~~**Exclusions:** A regular full-time or regular part-time employee does not include student, substitute, temporary, or summer school employees.~~

~~**Summer School Employees:** A summer school employee is defined as a professional educator who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.~~

~~The District will employ professional educators by issuing Individual Teaching Contracts to each professional educator. The Individual Teaching Contracts must be signed and returned to the District Office no later than the stated deadline in order to become a valid contract for the succeeding year.~~

~~The non-renewal of Individual Teaching Contracts shall be governed by § 118.22, Wis. Stats.~~

2. Determination of Assignments

The Board will employ teachers by issuing Individual Teaching Appointments to each teacher on or before March 15 each year. The Individual Teaching Appointments must be signed and returned to the District Office by law on or before June 15 of the same calendar year in order to become a valid appointment for the succeeding year.

The District Administrator is responsible for the assignment of all professional educators in conformance with any legal requirements or certification requirements. Employees may express in writing to the District Administrator or his/her designee their preference of school, grade level or subject. After assignments are issued changes may have to be made due to late staff changes, grade level or school population changes, the final development of class schedules, enrollment changes in specific classes, budgetary/financial adjustments, computer failure, or other factors uncertain when the initial assignment was made. In all cases the decision of the District Administrator and approved by the Board of Education shall be final as to the assignment of professional educators.

All current employees in good standing with the District may apply for summer school positions.

3. Transfers

Professional educators interested in transferring from one position to another will apply in writing to the District Administrator according to procedures provided in the vacancy announcement. Consideration will be given to such applications, and all transfer applicants shall receive a written response when the position is filled.

The District, at its discretion may involuntarily transfer an employee to a vacant or new position in the District. If an employee wishes to be transferred to another position which is open, application for a transfer should be made in writing to the District Administrator or his/her designee. An employee who applies for a vacant position may be granted an interview for the position. The District retains the right to select the most qualified individual (internal or external candidate) for any position. (Policy 3132)

Prior to an involuntary transfer to another grade level, department, program, or school, the professional educator shall be consulted by the District Administrator or his/her designee at which time the reason for consideration of the change in assignment will be explained. If an involuntary transfer of assignment is made, written notification will be made to the professional educator when the administrative decision is finalized.

Assignments shall be made in accordance with Policy 3130 – Assignment and Transfer. In all cases the decision of the District Administrator and approved by the Board of Education shall be final as to the assignment of professional educators.

4. Reduction in Staff

The Board of Education reserves the right to reduce the number of positions (full layoff, or the number of hours in any particular position (partial layoff), as it determines is necessary for the continued operation of the District’s educational program in an efficient and effective manner. Such staff reductions will be made in compliance with policy. In deciding which position(s) to reduce or eliminate, as well as the individuals affected, the Board shall act in what it determines is in the best interest of the students and the District. [\(Policy 3131\)](#)

The non-renewal procedures (for teachers) of Section 118.22, Wis. Stats., do not apply to layoffs.

No professional educator whose position has been eliminated or reduced and whose employment has been terminated or modified shall have any right to be contacted by the District in the event that a vacancy opens in the future. Likewise, no professional educator whose employment has been terminated or reduced is entitled to a future position or will receive any preference over other applicants. Professional educators whose employment ended or was reduced with the District due to a reduction in force shall not be prevented from applying for future positions with the District.

For teachers:

- a. Where appropriate, attrition may be used to achieve the necessary number of position reductions.
- b. The evaluating administrator will review the Educator Effectiveness Project evaluation data and professional file as maintained in the district office for each teacher in the elementary divisional level (4K-5) and at the secondary (gr. 6-12) by department. The principal shall make recommendations with supporting documentation to the District Administrator as to effectiveness of the teaching staff. The decision will be based on the preponderance of the evidence. (See [TPES Guidebook My Learning Plan located on the District webpage>Staff Home>Teacher Resources.](#))
- c. An independent, outside evaluator may be secured with the authorization of the District Administrator to provide an objective assessment of the teacher’s performance and will be used in conjunction with the data collected by the evaluating administrator. The request to use an outside evaluator would come from the evaluating administrator or the District Administrator. A teacher may not request an outside evaluator.
- d. Principals will examine all teaching assignments and make recommendations to the District Administrator about the best fit for each position based on each teacher’s skills and dispositions.
- e. All other evaluation records being equal, the most recently hired individuals offered the position within the divisional level or department would be the first to be terminated.

5. Termination, Non-Renewal, and Resignation

Individual employment contracts of a professional educator may be terminated or non-renewed upon a majority vote of the full membership of the Board subject to any applicable law. Employees 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 the District Administrator intends to recommend the non-renewal of a teacher’s contract, he/she shall comply with all applicable statutory non-renewal procedures.

The non-renewal of Individual Teaching Appointments shall be governed by Section 118.22, Wis. Stats.

Any decision to terminate or non-renew a professional educator's employment contract shall be subject to review consistent with the grievance procedure in policy and corresponding Professional Educator Handbook references.

A resignation, once submitted and accepted by the Board or its designee, is final and may not be rescinded without approval by the Board. The Board may defer acceptance of a late (i.e. 30 days prior to the start of the school year or school calendar year) resignation until such time as the position from which the professional educator has resigned is filled by the District. Resignations shall be processed in accordance with policy. *(Policy 3340 and 3140)*

F. GRIEVANCE PROCEDURE

The District encourages collaborative problem solving. Employees are encouraged to share any employment-related problem with their immediate supervisor informally.

The District has adopted a grievance policy (*Policy 3340, ~~4340~~*) that is available online, via the District website. The process for filing a grievance is outlined in detail in the Policy. Policy specifies the exclusive internal method for resolving grievances concerning discipline, termination, and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure. The Board maintains the right to modify the Grievance Procedure, in accordance with state statute, at any time at its sole discretion.

IV. COMPENSATION

A. PAYROLL INFORMATION

All teachers will be paid on the 15th and final business day of each month. Teachers will be provided the option of either 20 or 24 payments. Teachers electing to be paid out over 20 or 24 payments shall provide written notice to the District by their preference on their signed contract.

All employees will have their pay checks (after all appropriately authorized amounts have been deducted) directly deposited into one designated bank account. Any changes to direct deposit information may be made by notifying the Business Office.

If a payday falls on a bank holiday or a weekend, the pay date will be the last work day preceding the bank holiday or weekend.

Pay is subject to all deductions required by law, federal tax, Social Security payment, Medicare, and state and local income taxes, as applicable. The amount of the deductions will depend on earnings and information furnished on individual W-4 forms regarding the number of exemptions claimed. If an employee wishes to modify the number of exemptions, he/she must request a new W-4 form from the Payroll Office. Only an employee may modify his/her own W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Professional educators are encouraged to regularly check their pay-related information on the online Employee Portal.

The annual W-2 form reflects how much of an employee's earnings were deducted for these purposes. Any other mandatory deductions to be made from paychecks, such as court ordered garnishments, will be explained

whenever the District is ordered to make such deductions. Questions about pay and deductions should be discussed with the Payroll Office.

Should there be an underpayment of any kind, the District will make every effort to repay the amount as quickly as possible. In the event that there is an overpayment of any kind that the District has not noticed, it is the employee's responsibility to bring this to the attention of the Payroll Office.

B. SALARY AND RELATED COMPENSATION

1. Salary

The Board will comply with state statutes as to employee compensation. Employees will receive individual notice as to their salary on the upcoming year's contract. This is subject to change for those professional educators working on the salary advancement model as defined in the *Salary and Stipend Guide* [found on the Staff Home page>Handbooks](#).

2. Extended Contracts

The Board may determine extended contracts are necessary to complete the work of the District.

3. Extra-Curricular Stipends

Teachers may be assigned extra-curricular activities. The principal will offer a period in which teachers may volunteer for extra-curricular assignments. Assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The District will publish a schedule outlining the compensation for extra-curricular assignments [in the *Salary and Stipend Guide*](#).

4. Supervisory Duties

Supervisory duty assignments, including but not limited to lunch, bus, and recess duties, will be assigned to professional educators or support staff at the sole discretion of the District. The assignment of a duty shall not be deemed a contract, and individuals assigned supervisory duties may be reassigned by the District at any time. The stipends and payments for supervisory duties shall be made in accordance with the *Salary and Stipend Guide*.

5. Substitute Assignment

Teachers who are asked to substitute for another teacher will receive \$18.00 per class [period](#).

6. Required Training

The District may occasionally require a professional educator to attend a workshop or training necessary for employment that occurs outside scheduled work days. The professional educator may be eligible for compensation for this required training and will be paid at \$20 per hour compensation. Teachers completing required CPR/First Aid Training will be compensated with a \$25 stipend for annual certification.

7. Summer School

If summer school session employment is available, the District may offer summer school employment to qualified professional educators of the District's choosing. The District is free to use outside providers to perform such work. The terms and conditions of employment for summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a summer school session shall not be used to determine eligibility or contribution for any benefits, length of service, or wage/salary levels.

8. External Honorarium

Professional educators who are offered a payment or honorarium for work performed during time when the

employee is being paid by the District shall promptly report the monetary offer to the District Administrator. The District Administrator, at his/her sole discretion, shall determine after conferring with the professional educator whether the payment or honorarium shall be received and by whom.

V. BENEFITS

A. DISTRICT PROVIDED BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add, or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action.

Insurance coverage will commence on the professional educator's first day of employment. Except for cases of misconduct, professional educators whose employment is terminated at the conclusion of a school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through August of the same year in which the employment was terminated. Professional educators whose employment terminates during the school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through the last day of the last month of their employment.

The Board reserves the right to select the carriers and plans for any insurance provided by the District.

1. Wisconsin Retirement System (WRS)

The Board will comply with the requirements as to contributions for employees to the Wisconsin Retirement System (WRS) as established by State Statutes and the Department of Employee Trust Funds.

2. Health, Dental, and Vision Insurance

The District reserves the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage for health and dental insurances. The District reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the plan may be found in the appropriate Summary Plan Description which governs all conditions of coverage. The plan documents are maintained in the Business Office and provided to employees who enroll in the coverages.

Eligible employees who are covered under fully insured group health, vision, and dental plans are assured the privacy protections required by Federal and State Law.

3. Eligibility for Health, Dental, and Vision Insurance

A teacher teaching less than full-time (1.0 FTE) will have the District's percentage of contribution pro-rated as a percentage of full-time employment for purposes of group health and dental insurance, long-term disability benefits and life insurance (e.g., a teacher teaching 0.5 FTE will receive half of the District's contribution for a full-time (1.0 FTE) teacher). Teachers working less than 0.5 FTE are not eligible for the District's health, vision, and dental insurance.

Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions as per Affordable Care Act regulations. Such hours excluded may include, but not be limited to the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc.

4. Premium Contributions for Health Insurance

The District will pay a portion of the premium for group health insurance (employee, employee plus one, and family) depending on the employee election. 86% of the monthly premium rate is paid by the District and 14 % is paid by the employee. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

5. Premium Contributions for Dental and Vision Insurance

The District will pay eighty-six percent (86%) of the premium for group dental and vision insurance (family or single).

6. Group Term Life Insurance

The District will pay the full amount of the premium for life insurance at two times the professional educator's total salary.

7. Group Long-Term Disability Insurance

The District will pay the full amount of the premium for long-term disability insurance. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

8. Liability Insurance

Employees are covered by the District's liability policy while acting within the scope of their defined duties and responsibilities. The District's liability policy shall be in accordance with Wisconsin Statutes.

9. Travel Expenses/Mileage

The District may provide for reimbursement of actual and necessary expenses, including travel expenses, of professional educators that are 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 advance authorization by an administrator.

Professional educators should use District-owned vehicles or bus transportation whenever possible and practical when transporting students. When personal vehicles are used during the course of performing duties for the District, the District will pay the IRS rate for approved out-of-District travel as well as for travel between buildings where employees are required to travel as part of their assignment. Employees must submit a request for travel reimbursement.

B. VOLUNTARY BENEFITS

1. Short-Term Disability

The Board shall make short-term disability insurance available to eligible employees at the employee's expense. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

2. Tax-Sheltered Annuity (TSA)/403(b) Retirement Plan

A TSA program is available to teachers in accordance with the District's policies governing the 403(b) program.

3. Section 125/Flexible Spending Account

The Section 125(c) Plan is a pre-tax, payroll deduction account that allows employees to set aside up to \$5,000 for dependent, child or adult care and the maximum allowable by law for additional medical, dental or vision expenses not covered by insurance. An annual election is made with a July 1 through June 30 benefit period. Claims can be made during the benefit year and up to ninety (90) days after for expenses paid by the individual during the previous calendar year.

C. VOLUNTARY RETIREMENT

The District may provide, at its sole discretion, a post-retirement benefit for eligible professional educators, and reserves the right to modify or terminate this benefit at any time.

A teacher reaching eligible retirement age during the school year must complete that school year before exercising the option to retire early.

All teachers who elect to retire early must provide written notice of their intent to do so on or before February 1 of the school year prior to retirement.

For teachers actively employed before June 30, 2011:

Teachers working .75 FTE or more will be eligible for early retirement benefits in accordance with the following criteria:

- Age 55
- Fifteen (15) years of full-time experience in the District

D. WORKERS' COMPENSATION

Workers' compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The District will provide Workers' Compensation as required by law. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. Any employee who is injured on the job shall report the injury to his/her principal prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an accident report form available [in his/her school office on the District webpage>Staff Home>Incident Reports](#).

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

- a. Injuries because of a self-inflicted wound;
- b. Injuries sustained because of an employee's horseplay;
- c. Injuries sustained while an employee does an activity of a strictly private nature.

VI. TIME OFF AND LEAVES

A. PAID LEAVE DAYS

Each professional educator will have access to his or her paid leave balances through the Employee Portal. Paid leave may be taken in one quarter hour increments. The responsibility for applying for and claiming leave rests with the professional educator.

1. Sick Leave/Personal Leave = Paid Time Off (PTO)

Paid Time Off (PTO) credit of ten days (~~3~~5 personal / ~~7~~5 sick) shall be granted to the professional educator on the first day the professional educator reports to work for the contract year. PTO will accumulate to a maximum of ninety (90) days. Eligible employees at the maximum of 90 days with unused PTO on 6/30 (annually) will receive 50% of the substitute teacher pay (\$50) for every day of unused PTO. This is in lieu of losing unused sick days.

Professional educators beginning work after the first day of the contract year shall receive a pro-rated amount of PTO. Professional educators who leave the District's employment prior to the completion of

his/her contract year shall have a pro-rated amount of PTO removed from his/her account; if the professional educator has exceeded his/her account total, then the amount exceeded shall be deducted from the final amount of salary due to the professional educator.

Personal days (~~3-5~~ days) shall be allowed for any purpose. The number of persons using personal days on any given instructional day will be limited to five staff members district-wide. The date and time of the notification will be documented so that once five people on personal leave is reached, no further personal days will be permitted. Personal leave shall not be used to attend Association membership meetings or for participating in activities on behalf of the Association, to attend legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District. Personal days shall not be taken on in-service days.

It is expected that whenever possible medical or dental appointments for the employee or family member be scheduled outside of regularly scheduled work hours. When appointments cannot be scheduled outside of the regularly scheduled work hours, professional educators are expected to return to work after the appointment if the timeframe permits them to do so. When a professional educator intends to be absent for a medical/dental appointment or other non-school business for sixty (60) minutes or less than a half-day, the professional educator may avoid use of sick leave if the professional educator makes arrangements with a colleague for coverage and notifies the principal of the arrangements in advance of the absence. If the principal, school office, or substitute caller is used to provide a substitute, then the professional educator will be charged with a half-day of sick leave if the absence is limited to either before lunch or after lunch, and a full-day of sick leave if the absence includes time both before and after lunch.

Professional educators employed on separate summer contracts, including summer school, shall be eligible for two days of non-accumulative sick leave, or two days of emergency leave, or a combination of one day each of sick leave and emergency leave, with the day being defined as a full-day. To be eligible for these two days, a professional educator must be employed for a minimum period of the full number of days for the scheduled summer session. Professional educators employed on separate summer contracts are not eligible to use more than the two paid days of sick/emergency leave during their summer assignments.

In the event an employee becomes eligible for benefits under the District's long-term disability insurance program, the employee will no longer be allowed to use sick leave or accumulated sick leave for the duration of the disability.

Whenever the District deems such verification appropriate, the professional educator may be required to furnish the District with a certificate of illness signed by a medical provider verifying the reason for the absence. Such certificate should include a statement releasing the professional educator to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or terminate employment of an employee for excessive absenteeism.

When applicable under either Wisconsin or Federal Family and Medical Leave, an employee may elect or the District may require sick leave to run concurrently with the approved Wisconsin and/or Federal leave.

Advance requests for PTO must be made in the Employee Portal as early as possible but not less than two days prior to the day requested. If the event which gives rise to the request is unknown at that time, such request must be made as soon as the employee becomes aware of the necessity for this leave and can reasonably communicate with the administrator or supervisor.

No more than ~~two professional educators in a building or~~ five professional educators/staff in the District may exercise PTO on the same day for purposes other than illness or District-approved professional development unless substitute availability would allow additional PTO days. The substitute teacher log shall be the

determination of this calculation.

If a school principal and a school counselor (9-month contract) mutually agree, in advance and in writing, that smooth school operations necessitate that a school counselor work on a day other than the contracted days as specified on the official school calendar, the school counselor shall be provided with an amount of paid time off equal to the amount of mutually agreed time worked. No more than the equivalent of five such special work days may be scheduled and no more than the equivalent of five such compensatory paid days off may be scheduled within a school year. This compensatory time off excludes paid extended contract days for school counselors who perform summer work under the direction of their principal.

2. Gifting of Sick Leave

An employee may choose to gift sick leave days to another employee who has exhausted existing sick leave and who is personally experiencing a catastrophic illness or accident. A catastrophic illness or accident is a severe illness/accident requiring prolonged hospitalization or recovery. Examples would include coma, cancer, leukemia, heart attack or stroke. These illnesses or accidents usually involve high costs for hospitals, doctors and medicines and may incapacitate the person from working, creating a financial hardship. An employee with ten (10) or fewer sick days remaining in his/her own sick leave bank shall not be permitted to gift sick leave days. An employee may gift up to three (3) sick days. Days will be gifted in the order in which they are donated in the Skyward system. Any unused days will be returned to the donor on or before June 30th.

3. Bereavement Leave

Professional educators shall be granted up to (4) days of Bereavement Leave in the event of a death in the family or close relationship. It is the professional educator's responsibility to submit the appropriate Employee Portal information and email notice to his/her principal in advance of taking such leave. Professional educators who access Bereavement Leave consisting of multiple days for the same death shall confer with his/her principal in advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the professional educator whenever the District deems such verification appropriate.

4. Emergency Leave

In the event of an emergency not covered by illness in the family as indicated in the Paid Time Off section or death as indicated in the Bereavement Leave section, the professional educator may apply for Emergency Leave to be granted by the District Administrator. Emergency Leave shall be deducted from Sick Leave and will be granted only if sufficient evidence is submitted to satisfy there is a compelling reason for absence. Usually this leave will be granted only under extraordinary and uncontrollable circumstances. These circumstances will usually fall under the classification of "an act of God" and will be of such a nature that they could not possibly be foreseen by the employee, such as damages to the professional educator's residence or vehicle caused by fire, flood, tornado, or other unforeseen emergency.

5. Jury Duty and Witness Duty

An employee who is not able to report for work because of jury duty or acting as a witness in a matter in which the employee is not a party, will be paid for the time missed. The employee shall provide the District with any payment received from serving on the jury. Employees must notify their immediate supervisor as soon as notice of jury duty is received and as soon as jury duty terminates.

Professional educators shall report to work if released from jury duty or the witness stand when at least a half-day remains in the scheduled work day. Professional educators are required to submit proof to verify the amount of the payment and/or their requirement/request to appear.

6. National Guard Duty

Where a professional educator is absent due to required service in the National Guard or Reserve, the professional educator will be paid his/her full salary for a period of up to five days for such absence, barring any

overriding provision by the state or federal government. This leave will be granted without any deduction from the employee's PTO account, provided that the professional educator must endorse to the District all payments by the military for the days covered by paid leave from the District.

7. Military Leave for Active Duty

Professional educators will be granted a military leave of absence for absences from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Professional educators must give their principal advance notice of upcoming military service, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable.

Professional educators will not be paid for military leave. However, professional educators may use any available accrued paid time off to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable places for which the professional educator is otherwise eligible.

A professional educator who is on military leave for up to 30 days must return to work on the first regularly scheduled work period after the service ends (allowing for reasonable travel time). A professional educator who is on military leave for more than 30 days must apply for reinstatement in accordance with USERRA and applicable state laws.

Professional educators who return from military leave (depending on the length of military service in accordance with USERRA) will be placed either in the position the professional educator would have attained if he/she had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the professional educator will be treated as if he/she had been continuously employed.

8. Administratively-Approved Leave

A professional educator may request Administratively-Approved Leave (with or without pay) for absences not covered under PTO, Bereavement Leave, or Emergency Leave provisions. Typically, such leave is for "once-in-a-lifetime" events over which the professional educator has no control of the date. Paid Administratively-Approved Leave shall access the professional educator's PTO Leave account. Unpaid Administratively-Approved Leave shall result in a pro-rated daily deduction of the teacher's contract. This leave and the conditions thereof, including compensation, shall be at the discretion of the District Administrator whose decision shall be final and without appeal.

Requests for Administratively-Approved Leave shall be made with the appropriate form at least three days prior to the absence if advance notice is available. In the event that three days' advance notice is not available, the professional educator shall be responsible for submitting the appropriate form as soon as the information is available.

Administratively-Approved Leave, either paid or unpaid, shall not be granted for participating in Association business or to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District.

B. FAMILY AND MEDICAL LEAVE ACT

Professional educators have access to absences covered by the federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA) in accordance with provisions and procedures specified in Policy 3430.01, AG 3430.01A, and AG 3430.01B. Questions regarding FMLA leave should be directed to the District's Business Office.

C. LEAVES OF ABSENCE

1. Unpaid Leave of Absence

Employees must submit a written request for an unpaid leave of absence to the Board. The Board may grant the request for a leave of absence at its discretion. The leave of absence will begin and end on the dates approved by the Board. A leave of absence may not exceed twelve (12) calendar months.

Employee participation in fringe benefits will be discontinued during a leave of absence. The employee may remain a member of the District's group insurance plans (to the extent permitted by the carrier); however, he/she must pay the premiums to the District during the leave of absence.

Sick leave will not accrue during a leave of absence; however, any accumulated sick leave at the time of the leave of absence will be reinstated upon return.

A teacher ~~will not accrue a year of service unless working must work~~ a minimum of one hundred twenty (120) paid work days in a school year ~~to be eligible for a year of service for early retirement purposes~~. A teacher teaching less than full-time (1.0 FTE) will have their percentage of teaching pro-rated ~~toward a partial year of service as a percentage of full-time employment for early retirement purposes~~ (e.g., a teacher teaching 0.5 FTE will receive a half year experience ~~for retirement purposes~~).

2. Professional Leave

Professional educators may apply for an unpaid professional leave for study, research, or special teaching assignment for a period up to one year. This leave will be without pay or benefits and is subject to Board approval. Requests for professional leave must be made by February 1 for the following school year.

3. Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA)

Professional educators with a minimum of three years of continuous local experience may apply for unpaid Child-Rearing/Adoption Leave. Such leave is subject to Board approval and may be taken for no longer than two semesters. The Board reserves the right to limit approved leaves to no more than two professional educators per school year and is subject to hiring a qualified replacement for the leave period. This leave provision is not available to professional educators who have used this leave provision within the previous three years. Application should be made in writing at least three months prior to the requested start of the leave. If conditions are such that three months' advance notice is not reasonable, then application should be made as soon as practicable with an explanation as to the cause of the reduced advance notice.

4. Failure to Return after Expiration of Leave: In the event the professional educator does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.

5. Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave, and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

VII. EXTRA-CURRICULAR ACTIVITY ASSIGNMENTS

A. LETTER OF ASSIGNMENT

Professional educators shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. The principal will offer a period in which teachers may volunteer for extra-curricular assignments. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The stipend for extra-curricular activities as found in the Salary and Stipend Guide shall be specified in the letter of assignment. The letter of assignment shall not be deemed a contract, and individuals holding extra-curricular positions are employed on an at-will basis for these positions.

B. EVALUATION

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that their principal deems appropriate. When determining the manner and frequency of evaluations, the principal or his/her designee may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

C. VOLUNTEERS

The Board, upon recommendation from the head coach/advisor and the athletic director or principal, may authorize an individual to serve as a volunteer coach/advisor for an extra-curricular activity. Volunteers are subject to a background check prior to working with children. Volunteers are not employees and are not eligible for salary/wages, stipend, or benefits. Volunteers are covered by the District's general liability insurance policy while acting as a volunteer coach/advisor for the District. Volunteers must follow all District activity and athletic policies and procedures as well as other District policies as applicable. Head coaches/advisors are responsible for directing the activities of volunteers approved for their extra-curricular activity.

EMPLOYEE ACKNOWLEDGEMENT FORM

**This is a duplicate copy of the form.
Please retain this copy with your handbook for reference.**

*An original signed and dated copy of this form must be submitted to the School Office
by the announced deadline as a condition of continued employment.*

The *Professional Educator Handbook* describes important information about the School District of Manawa. I acknowledge that I have received a copy of the District's *Professional Educator Handbook*. I understand that I should consult my principal if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be future changes to the information, policies, and benefits in this handbook. I also understand that the School District of Manawa may add new policies to the *Professional Educator Handbook* as well as replace, change, or cancel existing policies. I further understand that no one can make verbal/oral modifications to this handbook, nor can it be modified by practice. I understand that handbook changes can only be authorized in writing by the District Administrator or by the Manawa Board of Education.

I understand and acknowledge that the district handbook is not a contract of employment or legal document. I understand and acknowledge that the *Professional Educator Handbook* does not alter my employment status or guarantee employment for any definite period of time. I have received the district handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____



Students choosing to excel; realizing their strengths.

To: Board of Education
 From: Dr. Melanie J. Oppor
 Date: July 6, 2021
 Re: Supplement to SDM Professional Educator Handbook Cover Sheet

Page	Section/ Paragraph	Concern/Question
3	Principle #2	This is the Board of Education’s mission, vision, and core values. In guiding principle number 2, evidence of closing achievement gaps among sub-groups of students and their peers is required in both state and federal reports to include data used to assess the district’s effectiveness on the state report card as one example. The Office of Civil Rights (OCR) defines the protected classes. The SDM monitors all students’ growth but also must show that students in sub-groups such as students identified as economically disadvantaged (based on free-reduced lunch statistics), students with disabilities, and students for whom English is not their first language perform at high academic levels. Each Wisconsin district is required to provide data to show that the sub-group is academically performing at the same level as their peers not in the sub-group. For example, students that are economically disadvantaged should be performing at the same level as their peers who are not economically disadvantaged. Educational opportunities are intended to mitigate any potential disadvantage that may exist due to economic status.
4-5	Grading	District employees are expected to be familiar with and apply all SDM policies and administrative guidelines. Even if a policy or administrative guideline is not listed in the handbook, the employee is still expected to follow the policies and administrative guidelines. Grading was added to the SDM Professional Educator Handbook as this is a central task of teachers.
9	Anti-harassment and all related requests to follow unless otherwise noted.	Policy and administrative guideline references are being updated throughout the handbook. The primary reference is included in the handbook. There are over twenty related references to anti-harassment.

11	Outside Activities	This topic was discussed also with the Support Staff Handbook. Examples are generally avoided for this sort of topic as it sometimes narrows the reader's perspective on the topic and the district cannot mention every possible form of perceived violation. Generally, this type of situation results in a private conversation with the employee. It is about building awareness around the public perception of the professional educator or their employer. To date, nothing more than a conversation has been needed.
11	J. Civic Activities	This topic may require more Board discussion. Civic education as it is applied here refers to how to participate in local government, civic or community organizations, and the like. Students do volunteer work for numerous organizations and businesses in the community such as visiting residents at the nursing home.
14	12. Homework	Administrative Guideline referenced added.
14	13. Information Technology	The primary references were added.
14	16. Legal Actions	This is a handbook expectation linked to Policy 3121 – Criminal History Record Check. The employee is expected to report the legal action to trigger a new criminal history record check.
15	20. Outside Employment	This handbook reference stands on its own.
16	Physical Exam	The Support Staff and Professional Educator Handbooks now mirror each other in this section.
16	Appearance	The policy reference was included and this handbook reference has added information that stands on its own.
16-17	Safety Training	The trainings listed in this section of the handbook are related to Policy 8420 – School Safety but that policy reference is about general safety. The required trainings are not specifically listed in policy as they vary by job designation.
17	29. Substitute Teachers	A teacher who substitutes for another teacher receives \$18.00 per class period. This information will also be included in the Salary and Stipend Guide.
18	33. Work Stoppage	Confirmed accurate legal reference and revised. Added policy reference.
19	5. School Calendar	The SDM required number of professional educator working days is a contractual arrangement between the District and each teacher. The number of contract days is not required in statute or policy. The Board has the authority to adjust contractual agreements per legal timelines. The calendar committee annually ensures that the correct number of days/instructional minutes are included in the calendar recommended for Board of Education approval using the following process:

		<p style="text-align: center;">Calendar Committee Process</p> <p><u>188 Contract Days</u> 176 Student days 2 Holidays (paid) - Labor Day & Memorial Day (all other holidays fall during scheduled breaks) 2 Parent/Teacher Conference days - 15 hours total 8 In-service/Workdays (to fulfill the contract) 6 scheduled, 2 Summer Sponsored Workshop Choice</p> <p>Parent Teacher Conferences count as contract days - total 15 hours = 2 contract days First Parent Teacher Conference at the end of October 1 contract day = 7.5 working hours, may include an unpaid meal break</p> <p>In-service Days</p> <ul style="list-style-type: none"> • 2 Summer Sponsored Workshops (15 total hours) <ul style="list-style-type: none"> ○ Plus an added mandatory new curriculum training for identified staff receiving new curriculum adoptions (7.5 hours) • 2 - August 30, 31 (back-to-school night is a required meeting) • 1 - September 1 • 0.5 - October 29 (a.m.) • 1 - January 24 • 1 - February 21 • 0.5 - June 3 (p.m.) <p>Snow/Inclement Weather Days - The first 3 days of missed student contact are not made up as there are adequate instructional minutes in the school calendar to accommodate. Day 4 and beyond will be made up on the vacation day after Easter or by extending the end of the school year.</p> <p>Any time put in beyond the contract days can count toward \$AM points or can be paid out at the indicated rate (\$20 or \$25 per hour).</p>
20	3. Curriculum Development	In 2021, the English language arts curriculum is being updated. The process is documented but needs to be updated to reflect the years moving forward and current practices. When this document is completed and endorsed by the Curriculum Committee, it will be found in the staff resources section of the District website.
20	3. Curriculum Development	The curriculum writing stipend will be included in the Salary and Stipend Guide.
20	3. Curriculum Development	The curriculum maps are formatted based on the research of Wiggins and McTighe’s backward design. Teachers are taught

		the process and provided the template at the time when they will be participating in curriculum writing.
20-21	4. Professional Duties	Policy reference was added. This section reinforces information contained in the job description.
21	1. Employee Evaluation	Policy and Administrative Guidelines were added. Legal references are included in the policy and guideline.
21-22	2. Employee Discipline	Policies were added. Legal references are included in the policy.
22	Regular Full-time	This entire section of the handbook has been removed as these definitions are not used.
23	3. Transfers	A policy reference was added for vacancies.
22-23	3. Transfers	The Board of Education does approve the hire of all teachers and administrators. In past practice if a teacher transfer was being recommended, it would appear on the Board of Education Consent Agenda. This practice could be changed if the Board would prefer.
23	4. Reductions in Staff	The policy reference was added along with the location of the teacher resources regarding the evaluation process. Teachers go through an orientation process with their principals regarding how the online evaluation process works. The SDM uses the Wisconsin Department of Public Instruction approved CESA #6 model for Educator Effectiveness. https://dpi.wi.gov/ee
26	1. Salary	The website location of the <i>Salary and Stipend Guide</i> was added.
26	3. Extra-Curricular	All extra-curricular assignments for which compensation is given are listed in the <i>Salary and Stipend Guide</i> . The <i>Salary and Stipend Guide</i> is among the handbooks that the Board of Education approves annually.
26	4. Supervisory Duties	All supervisory duties for which compensation is given are listed in the <i>Salary and Stipend Guide</i> . The <i>Salary and Stipend Guide</i> is among the handbooks that the Board of Education approves annually.
32	B. Family and Medical Leave Act	Professional educators have access to both FMLA (federal) and WFMLA (state). This issue was referred to NEOLA. NEOLA's response is that they believe both leaves are appropriately addressed in the policy. NEOLA is awaiting further clarification on this topic.
32	1. Unpaid Leave of Absence	All the information is relevant but has been reworded to make it easier to understand. The issue was if or how a teacher accrues years of service during an unpaid leave of absence. Years of service can impact retirement benefits.
33	A. Letter of Assignment	Added reference to stipend found in the <i>Salary and Stipend Guide</i> .
?	?	The <i>Mentor Handbook</i> is a separate document presented to the Board by the principals at the August Policy and Human

		Resources Committee meeting. Details about the teacher mentor program will be detailed in that document.
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SDM Substitute Process



School Year and Summer School

1. All employee groups contact the Sub-caller when they are going to be absent from work for any reason and indicate if a sub. will be needed.
 - If this is a COVID-related absence, the employee also needs to contact the Business Manager and their Principal/Supervisor. This is confidential information that is separate from the sub. calling process.
2. All absences from the work site must be documented in Skyward. This can be done in advance for planned absences or should be done as soon as reasonably possible.
3. Sub-caller sends out an electronic message that lets the employee know who their sub is. It is the employee's responsibility to leave all directions or materials that will be needed by the sub. (ex. Share Google Classroom with teacher subs., daily schedule for custodian subs., etc.).
4. If no sub. is available:
 - At the MS/HS, the Sub-caller will arrange internal coverage based on the master schedule of prep. periods and let the principal and the employee know the coverage plan. Sub-caller also alerts the payroll clerk.
 - At MES the Sub-caller lets the principal know. The Principal will assign coverage.
 - **For staff who don't typically have subs.:** The employee or their designee will notify colleagues who may be affected by the absence. (ex. If the school counselor is going to be gone, the school counselor is responsible for rescheduling any missed classes, appointments, etc.).
5. Sub-caller sends a daily sub. email [The email subject line will indicate: "Confidential - For Professional Use Only"] summary to all staff with the name of the employee who is absent and the name of the sub. The daily email summary will indicate if a class or service is closed due to the absence if known by the sub. caller. This information may also be sent to staff for late developing situations. (ex. "There will be no library classes today." or "The library will be closed today after 11:30 a.m.")
6. If any employee gets ill or is called away during the school day, the sub-caller and your principal/supervisor should be contacted so that the sub. record is complete. The building principal will work with the sub-caller to find the appropriate coverage for the absence using the steps noted above.
7. When a professional educator intends to be absent for a medical/dental appointment or other non-school business for less than half a work day (This will be changing to less than an hour in the upcoming employee handbooks.), the professional educator may avoid the use of sick leave if the professional educator makes arrangements with a colleague for coverage and notifies the principal of the arrangements in advance of the absence. If the principal, school office, or

SDM Substitute Process

School Year and Summer School



substitute caller is used to provide a substitute, then the professional educator will be charged sick leave.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Dr. Melanie Oppor and Carmen O'Brien
cc:
Date: 6/30/2021
Re: Paid Time Off for Personal Business Stipulations – Professional Educator Handbook

Recommendation:

The Board of Education may wish to add stipulations to Paid Time Off for personal business to the 2021-22 Professional Educator Handbook. These may include:

1. PTO for personal business must be taken in full day increments.
2. No more than 3 PTO for personal business days may be used consecutively.
3. PTO for personal business may not be taken on Mondays or Fridays in May.
4. PTO for personal business may not be taken on Mondays or Fridays in December.
5. PTO for personal business may not be taken to extend paid holidays, vacation time (per the handbook), or school recess days (i.e. winter or spring break).

Rationale:

Any or all of these stipulations may be adopted in an effort to avoid perceived problems with increasing the number of PTO for personal business for all professional educators. This change also mirrors the Board of Education approved stipulations set in the Support Staff Handbook on June 21, 2021.

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Students choosing to excel; realizing their strengths.

To: Dr. Melanie J. Oppor, Manawa Board of Education
 From: Dan Wolfgram, Brad Johnson
 Date: 6/29/2021
 Re: 2021 - 2022 Coaches Handbook Revisions

The purpose of this memo is to highlight the changes in the SDM Coaches Handbook as follows:

<i>Page #</i>	<i>Current Language (If applicable.)</i>	<i>Proposed Change or Addition</i>
4	Varsity: Letter Certificates, Letter (M), and Pins	Varsity: Letter Certificates, Letter (M), Pins, Captains Pins, and Manager Pins
5	The head coach is expected by the School District of Manawa to attend CWC All-Conference Award meetings. If the head coach is unable to attend this must be communicated with the Athletic Director.	The head coach is expected by the School District of Manawa to attend CWC All-Conference Award meetings. If the head coach is unable to attend this must be communicated with the Athletic Director and a sport representative must be sent in his/her place.
5	The head varsity coach may assist the Athletic Director in writing a yearly budget in his/her sport for the entire 7-12 program.	The head varsity coach must assist the Athletic Director in writing a yearly budget in his/her sport for the entire 7-12 program.
6	Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on our athletes. This begins with clear communication from the coach of your child's program.	Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on our athletes. This begins with clear communication from the coach of your child's program. Each coach will be expected to create an expectation form

		to be shared at the beginning of year meeting and with the Athletic Director. The coach is expected to work with the Athletic Director on this to create unity across our athletic programs.
6	All coaches must read the Concussion Fact Sheet found near the back of this handbook and submit a signed acknowledgment form to the Athletic Director before they can coach each year. Coaches are expected to follow the state law regarding concussions to athletes. Additionally, coaches must speak about the paperwork involved, at the Parent's Meeting held before the season begins. Please familiarize yourself with this document.	All coaches must read the Concussion Fact Sheet found near the back of this handbook and submit a signed acknowledgment form to the Athletic Director before they can coach each year. Coaches are expected to follow the state law regarding concussions to athletes. Additionally, coaches must speak about the paperwork involved, at the Parent's Meeting held before the season begins. Please familiarize yourself with this document. All coaches must complete the NFHS Concussion in Sport Course prior to the start of your season.
7	Head Coaches will be evaluated on a yearly basis. The Head Coach will assist assistant coaches year, with a recommendation whether to rehire to the Athletic Director.	Head Coaches will be evaluated on a yearly basis. The Head Coach will work with the Athletic Director to pilot an evaluation process of assistant coaches in the 2021-2022 year, with a recommendation whether to rehire to the Athletic Director.
8	Emergency Contact Forms should be stored in a waterproof receptacle in the first aid kit; the first aid kit is to be kept with the coach during all practice and games.	Emergency Contact Forms should be stored in a waterproof receptacle in the first aid kit; the first aid kit is to be kept with the coach during all practice and games. Emergency Contact Forms will be available on the rSchool coaches application for immediate access at all team functions including but not limited to games and practices.
9		LEADERSHIP COUNCIL: Varsity Head Coaches will work with the Athletic Director to recommend a

		team representative/s to represent their program on the schools Athletic Leadership Council. The coach will view the established guidelines and criteria to help choose the best representative for your sport.
11	Please do not accept any forms or payment from students. These must be turned into the main office. Coaches are responsible to keep the Emergency Medical Forms with them always while coaching.	Please do not accept any forms or payment from students. These must be turned into the main office. Coaches are responsible to keep the Emergency Medical Forms with them always while coaching. Coaches are responsible to utilize the rSchool Coaches application for eligibility and immediate access.
11	While it is expected that coaches will assist the Athletic Director in determining the needs of their respective programs, all purchases (including the fund which will pay for the order) must have prior approval of the Athletic Director.	While it is expected It is required that coaches will assist the Athletic Director in determining the needs of their respective programs, all purchases (including the fund which will pay for the order) must have prior approval of the Athletic Director.
11	At the end of the season, the Varsity Head Coach is responsible to evaluate contest officials via WIAA procedure.	Throughout the season, the Varsity Head Coach is responsible to evaluate contest officials via WIAA procedure. This can also be done using the rSchool Coaches application or the WIAA Website.
12	The School District of Manawa and the WIAA require all high school coaches (paid or volunteer) view the annual WIAA Rules for their sport, and take the rules exam.	The School District of Manawa and the WIAA require all high school coaches (paid or volunteer) view the annual WIAA Rules for their sport, and take the rules exam before the sports season's first contest.
13	At the end of the season, coaches must check all uniforms and equipment for loss or wear, perform an inventory of equipment, and notify the Athletic Director of missing uniforms and equipment that need repair or replacement due to safety issues.	At the end of the season, Within two weeks of the last organized team practice or competition, coaches must check all uniforms and equipment for loss or wear, perform an inventory of equipment and share with the Athletic Director, and notify the Athletic Director of missing uniforms and

		equipment that need repair or replacement due to safety issues.
13		<p>STUDENT MANAGERS A student manager for a sports team assists the coach with day-to-day logistics, practices, and travel. A student manager will attend all varsity competitions. They will be expected to assist the Head Coach with field preparation, travel preparation, video preparation, recording games and/or practices, and record statistics for competitions. A manager will receive a Varsity Letter for a completed season managing a team.</p>
14		<p>WEIGHT TRAINING AND CONDITIONING: Varsity Head Coaches will provide an in season weight training program for their sports team to keep athletes performing at their peak strength and speed for the entirety of the season. The Varsity Head Coach is expected to work with the Athletic Director to develop this along with a schedule of implementation.</p> <p>Varsity Head Coaches will provide an offseason weight training program for their sports team to support athletes in development of their speed and strength when they are not in a sport. The Varsity Head Coach is expected to work with the Athletic Director to develop this along with a schedule of implementation.</p>

The Little Wolf High School Student Handbook will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this handbook (or plan as appropriate) is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the

appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook (plan) will be brought back to the Board of Education for approval.



To: Dr. Melanie Oppor, Manawa Board of Education
Fr: Dan Wolfgram
Date: 7/6/2021
Re: Coaches Handbook - Supplement

The purpose of this memo is to provide additional clarity for the 2021-2022 Coaches Handbook and recommend additional changes.

Middle School WIAA Affiliation:

Manawa Middle School is not officially a member of the WIAA, nor has it been a member in the past. The CWC Conference only has one school that is officially a member. One of the main reasons middle schools do not participate is that the WIAA regulates both in and out-of-season contact. A student becomes ineligible in a sport for the remainder of the season for competing in more than two non-school events in the same sport during the season of practice and competition established by the school. Many of the athletic offerings available to Manawa youth are available through the community or through other club sports which do not have any affiliation with the WIAA. Their sports schedules do not always align with a WIAA season.

Student-Athlete Playing Time:

Coaches set up their own criteria for student-athlete playing time. It would not be equitable to create guidelines or parameters that could be observed unilaterally from sport to sport, or from middle to high school. Coaches use multiple measures to determine playing time including but not limited to practice and game statistics, speed and strength, offensive and defensive schemes, attendance, leadership, effort, attitude, and ability.

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<i>Page #</i>	<i>Current Language (If applicable)</i>	<i>Proposed Change or Addition</i>
5	For more information, visit www.wiaawi.org , under the WIAA Info tab, there is a link to the coach's education.	For more information, visit www.wiaawi.org , under the WIAA Coaches Info. link there is a link to the coach's education.
6	All coaches must read the Concussion Fact Sheet found in the main office and submit a signed acknowledgment form to the Athletic Director before they can coach each year. Coaches are expected to follow the state law regarding concussions to athletes. Additionally, coaches must speak about the paperwork involved, at the Parent's Meeting held before the season begins. Please familiarize yourself with this document. All coaches must complete the NFHS Concussion in Sport Course prior to the start of your season.	<p>All coaches must enroll and complete the National Federation of State High School Associations Concussion in Sports Elective Course. This free one-hour course must be completed and the Certificate of Completion must be on file in the main office prior to coach/student-athlete contact. The link can be found here:</p> <p>https://nfhslearn.com/courses?searchText=Concussion</p> <p>All coaches must be familiar with the Wisconsin Concussion Fact Sheet for Athletes found here: https://bsbproduction.s3.amazonaws.com/portals/7130/docs/esc/esc%20concussion%20fact%20sheet%20for%20athletes.pdf</p> <p>This document will be included in all student-athlete packets and is available in hard copy in the main office.</p>
7	Harassment of any nature--racial, sexual, or ethnic--is banned by the School District of Manawa and the CWC. In addition, coaches are reminded that any type of behavior towards athletes that could be construed to be sexual harassment is strictly prohibited.	<p>Harassment of any nature--racial, sexual, or ethnic--is banned by the School District of Manawa and the CWC. In addition, coaches are reminded that any type of behavior towards athletes that could be construed to be sexual harassment is strictly prohibited. Definitions of harassment and comprehensive policies can be found on the School District of Manawa webpage.</p> <p>SDM Policy & Administrative Guideline Manual https://www.manawaschools.org/district/policies.cfm</p>

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Mr. Dan Wolfgram

Little Wolf High School Principal

Manawa Middle School Principal

School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

9	Varsity Head Coaches will work with the Athletic Director to recommend a team representative/s to represent their program on the school's Athletic Leadership Council. The coach will view the established guidelines and criteria to help choose the best representative for your sport.	Varsity Head Coaches will work with the Athletic Director to recommend a team representative/s to represent their program on a pilot program entitled the Manawa Athletic Leadership Council. The Athletic Director will work with all head coaches to establish guidelines and criteria for each sport.
12-13	Sunday and Wednesday Practices/Contests Practices on Sundays are prohibited without special permission from the District Administrator. On Wednesdays, all athletic participation is to be terminated by 6:00 p.m. unless prior approval is granted from the Athletic Director and or District Administrator	Sunday and Wednesday Practices/Contests Practices on Sundays are prohibited without special permission from the District Administrator. On Wednesdays, all athletic participation is to be terminated by 6:00 p.m. unless prior approval is granted from the Athletic Director and or District Administrator. All requests must be in writing via email.

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SCHOOL DISTRICT OF MANAWA
COACHES HANDBOOK
2021-2022



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ACTIVITY ACCOUNTS

Each sport has a high school activity account. All activity account purchases must be approved by the Athletic Director to be paid. Keep in mind that monies deposited into this account are from student fees and fundraisers. Acceptable purchases are those that directly benefit students.

ATHLETE CHANGING SPORTS IN SEASON OR DUAL SPORTS ATHLETES

Athletes cut from a sport during the initial tryout period are eligible for participation in another in-season sport. However, if an athlete is dropped from a team or quits a sport during the regular season (after the first contest is played), that athlete is not eligible to participate in any other sport during that season without the approval of the losing coach, the gaining coach, and the Athletic Director.

The Central Wisconsin Conference (CWC) does allow students to participate in two sports during the same season. Proper paperwork must be on file with the Athletic Director to be a dual sport athlete.

ATHLETE VIOLATIONS OF ELIGIBILITY RULES OR THE ATHLETIC CODE

Any violations of eligibility rules or the athletic code by any athlete on your team could subject the entire team to forfeits and the School District of Manawa, under certain circumstances, to sanctions from the WIAA. As a coach, a representative of the School District of Manawa, and a role model for your athletes, you are expected to strictly enforce all WIAA, conference, and school rules and regulations.

Any suspected or actual violations of any eligibility rules or of the Athletic Code should be reported immediately to the Athletic Director. You are expected to cooperate fully with the Athletic Director and to aid in the investigation of any suspected or alleged violations by your athletes.

AWARDS

The athletic department provides letters, pins, varsity letter certificates, and participation certificates for student-athletes. Any additional awards that you present to your athletes beyond those which are listed below must be purchased from your school district budget or activity fund.

JV2: Participation Certificates

Junior Varsity: Participation Certificates

Varsity: Letter Certificates, Letter (M), Pins, Captain's Pins and Manager Pins

Make sure your awards do not violate the WIAA rules regarding amateur status as described in the WIAA Rules of Eligibility, Article IV.

The head coach of each sport is responsible for coordinating the awards program for his/her program at the end of each season. The coach may choose to work with a support club, booster

club, or group of selected parents in planning the type of awards ceremony that would best suit the students and the sport.

The head coach is expected by the School District of Manawa to attend CWC All-Conference Award meetings. If the head coach is unable to attend this must be communicated with the Athletic Director and a sport representative must be sent in his/her place.

BUDGET

The head varsity coach must assist the Athletic Director in writing a yearly budget in his/her sport for the entire 7-12 program. All purchase orders must be signed and approved by the Athletic Director **prior** to the purchase. **COACHES ARE NOT TO CALL, FAX, OR MAIL ANY ORDER TO A VENDOR.** This is done by the district office upon approval of a purchase requisition.

Any requests for equipment, supplies, or training to the Manawa Athletic Booster Club must be pre approved by the Athletic Director. The Athletic Director will take any approved requests to the Manawa Athletic Booster Club for purchase by the Athletic Director. The Manawa Athletic Booster Club will reimburse the SDM after the order is placed.

All purchases for the current school year must be made by April 15th.

BUILDING USAGE

Coaches are only allowed to use the School District of Manawa building for usage that directly pertains to the athletic team they coach. Using SDM buildings for their own personal benefit or leisure is prohibited. Coaches must follow the building reservation channels to reserve any space within either LWHS or MES.

COACHES ASSOCIATION MEMBERSHIPS

All coaches are encouraged to be a part of their sports Wisconsin State Coaches Association. This allows the School District of Manawa student-athletes the opportunity to be nominated for state awards.

COACHES NOT LICENSED TO TEACH (CNLT)

Any individual who will help in any way with coaching duties, whether paid or volunteer, and who is not licensed to teach (CNLT), is required to be registered by Little Wolf High School with the WIAA. This rule does NOT apply to student teachers that do not have supervisory responsibilities. For more information, visit www.wiaawi.org, under the WIAA Coaches Info. link there is a link to the coach's education. These coaches are required to complete the WIAA required coursework before their second year as a coach. Additionally, background checks, TB tests, and physicals are required by the district of all non-staff coaches, whether they are paid or volunteer.

Prior to the second year of coaching, CNLT must provide a certificate of completion of the course to the Athletic Director.

COACHING CLINICS

All head and assistant coaches at any level are encouraged to attend at least one coaching clinic per year. One clinic per year per coaching staff, will be paid for by the Athletic Department. If a coach does not attend a clinic however, it is an expectation that they do something else in the off-season to improve their coaching ability. Additionally, all head and assistant coaches can attend one clinic, per sport s/he coaches, during that school year. All coaching days need to be cleared through the athletic department.

COMMUNICATION WITH PARENTS

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on our athletes. This begins with clear communication from the coach of your child's program. Each coach will be expected to create an expectation form to be shared at the beginning of year meeting and with the Athletic Director. The coach is expected to work with the Athletic Director on this to create unity across our athletic programs.

CONCUSSIONS

Coaches are expected to follow the state law regarding concussions to athletes. Additionally, coaches must speak about the paperwork involved, at the Parent's Meeting held before the season begins. All coaches must enroll and complete the National Federation of State High School Associations Concussion in Sports Elective Course. This free one-hour course must be completed and the Certificate of Completion must be on file in the main office prior to coach/student-athlete contact. The link can be found here:

<https://nfhslearn.com/courses?searchText=Concussion>

All coaches must be familiar with the Wisconsin Concussion Fact Sheet for Athletes found here: <https://bsbproduction.s3.amazonaws.com/portals/7130/docs/esc/esc%20concussion%20fact%20sheet%20for%20athletes.pdf>

This document will be included in all student-athlete packets and is available in hard copy in the main office.

DISTRICT POLICIES

All coaches, paid or volunteer, are expected to familiarize themselves with all SDM policies and are not limited to Program Policies, Professional Staff Policies, Support Staff Policies, and WIAA Policies. All district policies are accessible on the SDM website.

If a coach has any questions regarding policies, coaches should ask the Athletic Director, Principals, or District Administrator.

EMERGENCY SCHOOL CLOSINGS

The following policy will be in effect for practice, competitions, and meetings for athletic teams and extracurricular activities.

Late Start:

Athletic practices and activity meetings will follow the school day. Athletic and activity events being hosted at the high school will be as scheduled.

Early Release:

All sport levels must cancel practice. Activity meetings will be canceled. Athletic competitions at home or away will also be canceled.

Cancellation:

All school events/contests/practices will be postponed due to weather conditions, except for WIAA Tournament contests. Those events will be played, if possible. Additionally, no voluntary practices off school grounds will be allowed, if school is canceled.

EVALUATIONS OF COACHES

Head Coaches will be evaluated on a yearly basis. The Head Coach will work with the Athletic Director to pilot an evaluation process of assistant coaches in the 2021-2022 year, with a recommendation whether to rehire to the Athletic Director.

FIRST AID / CPR

All paid coaches are required to be CPR and first aid certified by the WIAA and will have the opportunity to obtain first aid training and cardiopulmonary resuscitation certification within one year of being hired for a coaching position at the School District of Manawa. (Contact the School District Nurse for available training opportunities.)

HARASSMENT

Harassment of any nature--racial, sexual, or ethnic--is banned by the School District of Manawa and the CWC. In addition, coaches are reminded that any type of behavior towards athletes that

could be construed to be sexual harassment is strictly prohibited. Definitions of harassment and comprehensive policies can be found on the School District of Manawa webpage.

SDM Policy & Administrative Guideline Manual

<https://www.manawaschools.org/district/policies.cfm>

HAZING

Soliciting, encouraging, aiding or engaging in hazing is prohibited. Hazing means any intentional, knowing or reckless act directed against a student for being initiated into, affiliating with, holding office or maintaining membership in any organization, club or athletic team whose members are, or include, other students.

Students engaging in hazing will be subject to athletic and district disciplinary actions. Initiation rites that fall within that definition will not be tolerated at the School District of Manawa. Any coach who has knowledge of, or who participates in, the planning or actual hazing incident, will be subject to immediate and severe disciplinary action that could include immediate release of the coach from his/her position. Representatives of the School District of Manawa's athletic program are expected to cooperate fully with school and law enforcement authorities in any investigations involving hazing plans or incidents.

INJURY OR ACCIDENT OCCURRING TO AN ATHLETE

Following an accident or injury to an athlete, the coach responsible for that athlete must complete a Student Incident Report and submit it via the School District of Manawa Website within 24 hours. In addition, we expect coaches to adhere to the following guidelines:

1. Emergency Contact Forms will be available on the rSchool coaches application for immediate access at all team functions including but not limited to games and practices.
2. Coaches should provide emergency aid only to a level at which they are capable. If a coach has not been trained to perform first aid on a specific type of injury, the athlete should be made as comfortable as possible until emergency care personnel arrive.
3. Notify parents/guardians immediately.
4. Appoint a coach to take witness statements or record notes as soon as is feasible at the facility at which the injury occurred.
5. Obtain the name and address of the hospital to which the injured athlete is being conveyed and notify parents/guardians.
6. If possible, and with the concurrence of the attending physician, we encourage injured athletes to continue to attend practices

KEYS

1. All keys necessary for the efficient operation of the sport shall be issued to the coach at the beginning of the season.
2. Under no circumstances should keys be given to or entrusted to students, parents, or non-school district personnel. This could create a serious breach of security for the entire building. Keys are not permitted to be copied/made at any time.
3. Coaches must report any keys lost to the Athletic Director immediately upon discovery of the loss.
4. If the disappearance of keys is due to negligent handling of keys on the part of the coach, s/he may be held financially responsible for any rekeying that must take place.
5. At the end of the season, coaches must return all keys issued for a sport season unless the individual normally uses the keys to carry out his/her teaching duties. (Approval for out of season use will be given on a case-by-case basis.)

LEADERSHIP COUNCIL

Varsity Head Coaches will work with the Athletic Director to recommend a team representative/s to represent their program on a pilot program entitled the Manawa Athletic Leadership Council. The Athletic Director will work with all head coaches to establish guidelines and criteria for each sport.

OUT-OF-SEASON CONTACT WITH ATHLETES

No activity or contact should in any way resemble a school team practicing, conducting tryouts, or competing out-of-season. Further, WIAA rules allow certain restricted contacts during the summer.

Specific information regarding this rule can be found in Article II of the WIAA Bylaws, and Article VI, Section 2, of the Rules of Eligibility. All coaches are expected to utilize WIAA allowable days of contact for each sport.

PARENT COMMUNICATION PROTOCOL

Communication among or between athletes, parents, and coaches is encouraged. The following criteria should be followed to enhance this communication:

1. The “24-Hour Rule” is in effect. Coaches are not to discuss complaints or issues from parents before 3:30 p.m. on the day following a contest. This rule also applies to electronic communication.
2. Coaches are expected to operate under an open-door policy where they will candidly respond to questions and concerns from either the athlete or the parent.

3. If the athlete or parent has a question or concern about the program, the question or concern should be brought directly to the head coach.
4. Contact with the coach should be accomplished as much as possible during normal school hours.
5. Coaches should schedule the meeting with the athlete and/or parents in a private setting.
6. Communication, by all parties, will be carried out in a rational, calm, mature discussion with respect shown to all.
7. Coaches are not required to respond to pressure groups.
8. In most cases, the athlete/parent and coach should be able to communicate and reach an amicable solution to concerns and/or questions.
9. If the athlete, parent, and coach cannot mutually resolve the concern or questions are not answered, the subject should then be brought to the Athletic Director.
10. If a parent brings a complaint to the Athletic Director/ Principal/ District Administrator, they will be directed back to the head coach. Students will be encouraged to advocate for themselves and work with the head coach to solve problems. When necessary, the Athletic Director will work with student-athletes to develop strategies to approach coaches appropriately.
11. School District of Manawa Communication Protocol:
Coach → Athletic Director → Principal → District Administrator → WIAA → Board of Education

PRACTICE REGULATIONS

Practice sessions should be well structured. Typical practices on school days should last between 1.5-2.5 hours, and should not exceed 3 hours, excluding time required for dressing. Coaches may be asked to provide a written practice plan for practices.

Practices may not begin before 6:00 a.m.

1. Sunday practices are not permitted unless authorized by the Athletic Director and or District Administrator.
2. A coach must be present at all practices and games.
3. Coaches should be the first to arrive and the last to leave all practice sessions, locker rooms and away events.
4. All coaches must notify the Athletic Director and Head Varsity Coach of their sport of all absences from, or cancellation of, practices or games. E-mail notification is preferred.

PRIOR TO BEING DECLARED ELIGIBLE TO PRACTICE

Do NOT allow a student to practice or compete without the following items on file:

Coach must check the athlete clearance with the LWHS Athletic Department prior to starting practice.

- Current physical examination form on file in the Athletic Office.
- Signed Parent Concussion Form and Student Concussion Form
- Emergency Medical Form
- Signed parent/athlete WIAA Eligibility / LWHS Co-Curricular Code of Conduct
- Athletic Participation Fee paid
- Grades will be verified prior to competition

Final clearance for a student to practice will be communicated to the coach by the Athletic Director

Please do not accept any forms or payment from students. These must be turned into the main office. Coaches are responsible to utilize the rSchool Coaches application for eligibility and immediate access.

PURCHASE OF ATHLETIC UNIFORMS, EQUIPMENT, OR SUPPLIES

Coaches may not, under any circumstances, contact a vendor directly to place an order for any item that will be used in the School District of Manawa athletic program. It is required that coaches will assist the Athletic Director in determining the needs of their respective programs, all purchases (including the fund which will pay for the order) must have prior approval of the Athletic Director.

The Athletic Director will then follow approved District guidelines for purchases. **All items purchased by a coach without prior authorization will be the responsibility of the coach for all payments due.**

RECRUITMENT OF ATHLETES

Recruitment of athletes from an interscholastic athletic program at another high school is strictly prohibited by the WIAA and by Little Wolf High School. Any coach verified to be engaged in this type of behavior will be disciplined immediately and could be subject to immediate dismissal from his/her coaching position.

In addition, it is expected that all coaches will be loyal to the school and their own program. Trying to recruit athletes from another in-season sport is also prohibited.

REF RANKING

Throughout the season, the Varsity Head Coach is responsible to evaluate contest officials via WIAA procedure. This can also be done using the rSchool Coaches application or the WIAA Website.

RELATIONSHIP BETWEEN HEAD AND ASSISTANT COACHES

The head coach is in charge of determining the direction of the specific sport. When decisions must be made regarding the specific offensive or defensive philosophy of the sport, the head coach determines the direction of the program. However, it is expected that the head coach will meet on an ongoing basis with assistant coaches of the sport to ensure that everyone is in accordance with the direction of the program.

If problems arise between the head and assistant coach(es), it is expected that the coaches in question will first try to resolve the problem among themselves in a professional manner. If problems continue to exist, the head coach will discuss the issues with the Athletic Director who will then intervene and attempt to resolve the problem.

RULES INTERPRETATION VIDEO AND EXAM

The School District of Manawa and the WIAA require all high school coaches (paid or volunteer) to view the annual WIAA Rules for their sport, and take the rules exam before the sports season's first contest.

SCHEDULES

1. Practices - Schedules are developed by the coaches. Practices that use indoor facilities must be reserved through the Athletic Department using the school district's online facility reservation system.
2. Sunday and Wednesday Practices/Contests – Practices on Sundays are prohibited without special permission from the District Administrator. On Wednesdays, all athletic participation is to be terminated by 6:00 p.m. unless prior approval is granted from the Athletic Director and or District Administrator. All requests must be in writing via email.
3. Parents Night, Youth Night, etc. - Varsity coaches must let the Athletic Director know at least two weeks in advance of the dates of Parents Night, Youth Night, and any other special groups that will be attending

STUDENT & PARENT PRE-SEASON MEETING

Coaches will conduct a student and parent meeting before/at the beginning of the season. Most often this will occur on the same night as the seasonal athletic code meeting. During your first meeting with parents, coaches are expected to present in writing and discuss these items among other things.

- Practice schedule

- Team Rules
- Coaching Philosophy Statement
- Special dates and events
- Game schedule
- Team Selection Policy
- Lettering Policy
- How players earn playing time

STUDENT MANAGERS

A student manager for a sports team assists the coach with day-to-day logistics, practices, and travel. A student manager will attend all varsity competitions. They will be expected to assist the Head Coach with field preparation, travel preparation, video preparation, recording games and/or practices, and record statistics for competitions. A manager will receive a Varsity Letter for a completed season managing a team.

TRANSFER STUDENTS

When a student transfers into Little Wolf High School and indicates that s/he wishes to participate in the athletic program, the circumstances surrounding that transfer will be fully investigated to ensure that no violations of WIAA transfer rules or recruitment rules have taken place. No coach should allow a transfer student to play without first receiving complete clearance from the Athletic Director.

TRANSPORTATION OF ATHLETES

The Athletic Director will arrange transportation for the team within the guidelines established by the District. Prior to the start of the season, each coach should confirm bus departure times with the Athletic Director. Coaches are not to call the bus company to make changes to the bus schedule, unless approved by the Athletic Director or Principal.

When a school-provided vehicle is chartered, all athletes are expected to ride to and from practices and contests on that vehicle. Athletes may return HOME from an away contest with parents/guardians providing prior approval has been obtained from the coach and the appropriate waiver has been signed. In such cases, the coach is responsible for ensuring that the athlete leaves the contest with his/her parent/guardian.

UNIFORMS AND EQUIPMENT

Within two weeks of the last organized team practice or competition, coaches must check all uniforms and equipment for loss or wear, perform an inventory of equipment, and notify the

Athletic Director of missing uniforms and equipment that need repair or replacement due to safety issues.

Prior to the beginning of the season, coaches must check uniforms and equipment to ensure that all uniforms are available, and all equipment is safe and meets the requirements of the rules.

At the beginning of and during the season, the coach must keep accurate records regarding any uniforms and equipment issued to athletes, the return of uniforms and equipment from athletes during the season, and the return of all outstanding uniforms and equipment at the end of the season.

Difficulties in retrieving uniforms and equipment from athletes should be reported immediately to the Athletic Director, who will attempt to retrieve any lost or stolen materials. In the event that the uniforms and equipment cannot be located, the student will be placed on the ineligibility list until such time the items are returned, or the school is financially reimbursed for the items.

VARSITY LETTER AWARD CRITERIA

The letter is awarded only to varsity athletes of Little Wolf High School that have displayed a high degree of school citizenship and athletic excellence.

The District sincerely expects that the letter be worn or displayed with personal pride so that the significance of this award will continue to remind others of its true meaning.

1. The athlete must demonstrate team spirit through effort, dedication, and cooperation with team members and coaches.
2. The athlete must complete the season in good standing.
3. The athlete must attend all practices and contests unless excused by the coach prior to the absence.
4. Specific lettering criteria will vary from sport to sport. Honorary awards, with the Athletic Director's approval, can be given in special situations.
5. A letter may be awarded to a senior athlete, with the approval of the Athletic Director, if the senior has participated in the sport for two years at the school without meeting all the criteria for a letter.

WEIGHT TRAINING AND CONDITIONING:

Varsity Head Coaches will provide an in season weight training program for their sports team to keep athletes performing at their peak strength and speed for the entirety of the season. The Varsity Head Coach is expected to work with the Athletic Director to develop this along with a schedule of implementation.

Varsity Head Coaches will provide an offseason weight training program for their sports team to support athletes in development of their speed and strength when they are not in a sport. The

Varsity Head Coach is expected to work with the Athletic Director to develop this along with a schedule of implementation.

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA)

The School District of Manawa is a member school of the WIAA, which is the governing body for interscholastic athletics in the state of Wisconsin. The following information is made available to all coaches by the WIAA: WIAA Senior High School Handbook, WIAA Season Regulations published for fall, winter and spring sports, and the WIAA Bulletin. Coaches may access the WIAA website at www.wiaawi.org.

Under no circumstances are coaches to contact the WIAA directly without prior clearance by the Athletic Director regarding policy interpretations, rules or procedures. The primary contact for the School District of Manawa is the Athletic Director; and, in certain circumstances, WIAA procedures dictate that the WIAA cannot receive requests directly from coaches.

ACKNOWLEDGEMENT

I _____ (coach's full name) acknowledge that I have received the current 'Coaches Handbook' and understand that it describes the conduct and behavior expected of me as a coach and representative of the School District of Manawa.

Coach Signature

Date

Athletic Director Signature

Date

Principal Signature

Date

District Administrator Signature

Date



School District of Manawa
Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Carmen O'Brien and Dan Wolfgram
cc: Dr. Melanie Oppor
Date: 6/30/2021
Re: Custodial/Food Service Job Description

Recommendation

I recommend creating a hybrid Custodial/Food Service position that will meet two needs across the district. This position would be a Part-time, School Year position working 28.75 hours per week.

Rationale

There is an opening for a 2.5 hours per day Food Service position. This position works from 10:15-12:45 each day serving and cleaning up at the Manawa Elementary School. It is usually hard to fill this type of position because of the low number of hours available.

At the Middle/High School, a full time custodial position was replaced with a 0.75 custodian and 0.25 maintenance position. This hire was made 6 months ago and after evaluating, we feel that there is a need to add custodial hours. We would propose 3.25 hours per day of this position allotted to custodian duties.

This hybrid position meets both District needs and offers an opportunity for employment that may be more enticing to a candidate.





SCHOOL DISTRICT OF MANAWA

Job Description

FOOD SERVICE - MES CUSTODIAN

QUALIFICATIONS:

1. High School Diploma
2. Education or experience in Food Service
3. Food Safety Certification
4. Professional communication skills
5. Ability to take direction
6. Ability to work in a team environment
7. Ability to work calmly and effectively under pressure
8. Ability to take initiative in resolving challenges
9. Friendly and positive attitude especially when serving food to customers
10. Must have knowledge and ability to perform proper lifting techniques along with a ladder and lift usage.
11. General maintenance and safety skills
12. Ability to be trained in first aid and medical administration of prescribed medications including epinephrine and glucagon.
13. Maintenance and custodial skills such as: Changing light bulbs, repairing sinks, toilets, water fountains, doors, flooring, classroom and office furniture, basketball hoops, maintenance equipment, etc.
14. Physical capabilities to perform functions over sustained periods of time inclusive of but not limited to walking, twisting, turning, climbing, shoveling, stooping, bending, lifting, and standing. Must be able to safely lift between 50 - 60 pounds.
15. Normal tolerance of (not allergic to) common maintenance/custodial chemicals.
16. Must be able to satisfy the required physical and chemical abuse testing.
17. Possess a valid driver's license.

JOB GOAL:

Follow all food safety requirements to provide healthy meals in a friendly manner to students and staff. The care, cleaning and general maintenance for district buildings. To keep buildings clean, safe, and welcoming to staff, students, and visitors.

REPORTS TO:

Food Service Manager, Building Principal

EVALUATED BY:

Food Service Manager, Building Principal

TERMS OF EMPLOYMENT:

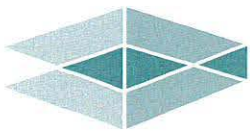
- 9-month part-time position - 2.5 hours per day food service and 3.25 Middle School/ High School custodian, reports with students and as directed by administration
- Salary and benefits as determined by the Board of Education and Employee Handbook

PERFORMANCE RESPONSIBILITIES:

- Maintains confidentiality and loyalty to the School District of Manawa
- Promotes a positive image of the District at all times
- Aid in the preparation of menu items as needed on a day-to-day basis and as directed by the Food Service Manager
- Ensures food quality standards are met, from delivery to presentation of the final product
- Serves customers in a friendly, efficient manner
- Adheres to all statutes relating to the school nutrition program
- Assist in cleaning, sanitizing, and organizing food service areas as directed by the Food Service Manager
- Operates a variety of standard kitchen equipment
- Able to reach, bend, stoop, and frequently lift up to 35 pounds and occasionally lift/move up to 50 pounds
- Any other duties assigned by the Food Service Manager
- Works in harmony with the building principal, other custodians, students, and school personnel.
- Works in assigned areas and completes assigned tasks while working alone and with minimal supervision.
- Operates, or learns to operate, the following equipment: floor cleaning machines, power tools, snowblowers, pressure washer, toilet snake, hammer drill, various lifts, generator, truck, and other equipment that may be used in the cleaning and operation of the schools.
- Maintains a safe work/school environment.
- Reports to work on time. Written requests to alter work hours shall be made through and approved by the building principal in advance. Time cards shall reflect actual hours worked.
- Reports all safety or repair issues to the building principal.
- Performs custodial and light maintenance physical responsibilities over a sustained period of time inclusive of but not limited to walking, twisting, turning, climbing, shoveling, stooping, bending, lifting (on average 50-60 lbs.), sweeping, and standing.
- Completes inside tasks inclusive of but not limited to: sweeping, mopping, stripping floors, dusting, restroom sanitation, cleaning up spills, vacuuming, trash/recycling removal, equipment upkeep, window washing, boiler inspection, cleaning bleachers, cleaning stage (if applicable) checking building back-up systems and any other assigned maintenance tasks, cleaning/moving of furniture and/or room set-up, and event setups and takedowns. All tasks are to be carried out in a timely and efficient manner.
- Completes outside tasks including but not limited to: picking up debris, emptying garbage and recycling containers, trimming of trees and shrubs, sweeping walks, cutting grass, weeding, shoveling, and addressing and/or reporting unsafe areas/conditions.
- Demonstrates the ability to use technology including but not limited to: maintain an online calendar, send and respond to emails, fill out and submit requests to the Business Manager for supplies and materials, fill out and submit work orders and report information in the employee management software.
- Participates in training as directed to stay current in job responsibilities.
- Perform other duties as assigned by the building principal.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The School District of Manawa does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability. Applicants requesting a reasonable accommodation for a disability should contact the District Office by email.



STRANG, PATTESON
RENNING, LEWIS & LACY

www.strangpatteson.com

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Toll Free: 844-833-0830

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OSHKOSH OFFICE:

43 W. 6th Ave.
Oshkosh, WI 54902
Toll Free: 833-654-1180

July 2, 2021

PERSONAL & CONFIDENTIAL
ATTORNEY/CLIENT PRIVILEGE

BY ELECTRONIC-MAIL

(moppor@manawaschools.org)

Dr. Melanie J. Oppor, Ph.D.
District Administrator
School District of Manawa
800 Beech Street
Manawa, WI 54949

Re: Recording School Board Meetings (Conducted Via Google Meet) / Posting Recordings of School Board Meetings on the District's Website

Dear Dr. Oppor:

The District has requested our opinion as to whether the District should record School Board meetings conducted via Google Meet (the District currently utilizes Google Meet so that individuals (including School Board members) who do not want to physically attend School Board meetings may attend virtually) and post the recordings on the District's website.

The short answer is that as the pandemic comes to an end, the rationale (the declaration of a public health emergency) that the District (and other school districts) relied upon for holding School Board meetings virtually (virtual only or hybrid) no longer supports doing so. As a result, returning to in-person School Board meetings is the most prudent approach moving forward.

Should the District elect to continue holding School Board meetings virtually (hybrid only for a limited period of time moving forward), there is no legal obligation for the District to record the meetings and post them on the District's website. The Clerk is only required to record the Minutes of School Board meetings and publish the proceedings of such meetings within 45 days in a newspaper published in the District, if any, or post or publish the Minutes as the School Board directs if there is no newspaper published in the District.

Not only is there no legal obligation to record School Board meetings and post the recordings on the District's website, should the District elect to continue holding School Board meetings virtually (hybrid) for a limited period of time moving forward, there are a number of other reasons weighing against doing so.

DISCUSSION

During the pandemic, School Board meetings remained essential but, because of the declaration of a public health emergency, physical attendance at School Board meetings was deemed not essential. Accordingly, the District (and other school districts) elected to hold virtual School Board meetings – Virtual only (where no one (including School Board members) physically attended School Board meetings) or hybrid (where individuals (including School Board members) elected to physically attend or virtually attend School Board meetings (provided Board policy did not preclude virtual attendance)). Virtual only School Board meetings raised access issues – Only those members of the press or public with internet access could attend. Hybrid School Board meetings arguably eliminated the access issues – Members of the press and public were able to physically attend if they so desired.

As the pandemic comes to an end, the rationale (the declaration of a public health emergency) that the District (and other school districts) relied upon for holding School Board meetings virtually (virtual only or hybrid) no longer supports doing so. Inasmuch as the rationale for holding virtual only or hybrid School Board meetings no longer exists, the access issues (for members of the press and public) now tip the scales in favor of in-person School Board meetings only (except, in limited circumstances where a School Board member is not available because he/she is out of the District, allowing for participation by telephone (provided the requirements associated with doing so are met)). Accordingly, the issue of holding School Board meetings virtually, recording the meetings and posting the recordings on the District's website may be moot.

Should the District elect to continue holding School Board meetings virtually (hybrid only for a limited period of time moving forward), there is no legal obligation for the District to record the meetings and post them on the District's website.

The District is required to hold a regular School Board meeting at least once each month at a time and place determined by the School Board and may hold special School Board meetings. Wis. Stat. §§ 120.11(1) and (2). The Clerk shall record the minutes of School Board meetings. Wis. Stat. § 120.11(1).

The proceedings of School Board meetings shall be published within 45 days after the meeting as a Class 1 notice, under ch. 985, in a newspaper published in the District, if any, or publicized by District-wide distribution (this does not include the District's website – Due to access issues) prepared and directed by the School Board and paid out of school funds. Wis. Stat. § 120.11(4). If there is no newspaper published in the District, the proceedings shall be posted or published as the School Board directs (this does not include the District's website – Due to access issues). Wis. Stat. § 120.11(4). For the purpose of publication, the proceedings shall include the substance of every official action taken by the School Board at the meeting and a statement of receipts and expenditures in the aggregate. Wis. Stat. § 120.11(4).

In short, the School Board is required to hold a regular meeting at least once each month, but is not required to record such meeting or post the recording on the District's website – The District need only record the Minutes and publish the proceedings.

Not only is there no legal obligation to record School Board meetings and post the recordings on the District's website, should the District elect to continue holding School Board meetings virtually (hybrid) for a limited period of time moving forward, there are a number of other reasons weighing against recording such meetings and posting the recordings on the District's website – The last three (3) referenced below being the strongest arguments against doing so:

First, recording School Board meetings tends to diminish input from School Board members, Administrators and members of the public because of concerns associated with their input/comments being recorded and publicly disseminated (for as long as the recording is in existence). As a result, discussion concerning various Agenda items may not include the valuable input that it may otherwise receive.

Second, recording School Board meetings and then posting the recordings on the website may result in claims that the recordings were manipulated and/or edited during recording. Similarly, doing so allows for claims that the recording posted to the District's website may be manipulated and/or edited after being posted. The District should be careful to avoid any possibility that such manipulation and/or editing may happen, or even the perception that recordings of School Board meetings do not accurately represent what truly occurred.

Third, most legal authorities counsel against recording School Board meetings (even just audio recordings), except where required by law (e.g., expulsion hearings) or to facilitate preparation of Minutes (in which case the recording is generally erased following preparation of the Minutes).

Fourth, not everyone (members of the press and public) may be able to access recordings of virtual School Board meetings due to technology limitations (e.g., no internet access). Albeit they may elect to be physically present, they should also be able to access the recordings of virtual School Board meetings if made available and if they so desire.

Fifth, not all portions of School Board meetings may be subject to recording. Certain presentations and the materials associated with those presentations (e.g., handouts) may not easily be included as part of any recording (or provided to everyone who is participating). Similarly, comments made by those in-person and/or on-line may not be recorded due to technology limitations (e.g., an individual who is in-person speaks without speaking into a microphone or a bad connection makes it hard to understand what someone on-line is saying). Ensuring that all materials and/or comments are part of any recording may require the District to make a significant investment in technology (significant technology upgrades as well as hiring personnel with specific expertise).

Sixth, if the District records virtual meetings and posts the recordings on the District's website, the District must ensure that the recordings are accessible to all (i.e., the recordings must be ADA compliant). This means that the District is obligated to provide certain accommodations, such as closed captioning, which may result in significant cost to the District. The District was recently audited by the Office for Civil Rights as to its website and is currently working to ensure compliance. This would be another situation where the District will be required to ensure compliance.

Dr. Melanie J. Oppor, Ph.D.

July 2, 2021

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Seventh, the District will be obligated to preserve the recordings for at least seven (7) years pursuant to Wisconsin's records retention requirements. Again, this may require the District make a significant investment in technology to ensure compliance.

CONCLUSION

In light of the pandemic coming to an end, the District should move away from virtual School Board meetings (virtual only or hybrid). That being said, to the extent the District elects to continue with virtual School Board meetings (hybrid) for a short period of time moving forward, the District is not legally required to record said meetings and post the recordings to the District's website. The District need only record the Minutes and publish the proceedings. Not only is there no legal obligation to record School Board meetings and post the recordings on the District's website, there are a number of other reasons why the District should refrain from recording such meetings and posting the recordings on the District's website.

If after reviewing this letter, you should have any questions or require any further information as to this matter, please call.

Very truly yours,

Strang, Patteson, Renning, Lewis & Lacy, s.c.

Tony J. Renning