

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

**Google Meet joining information**  
Video call link: <https://meet.google.com/phv-vkpt-zzd>  
Or dial: (US) +1 443-671-4855  
PIN: 826 897 063#

**Date: July 6, 2022**

**Time: 5:00 p.m.**

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

**Board Committee Members: Reiersen (C), Riske, and Krueger**

**In Attendance:**

**Timer:** \_\_\_\_\_ **Recorder:** \_\_\_\_\_

1. Consider Endorsement of 3D Institute or Professional Development and Evaluation for Athletic Coaches as Presented (Action)
2. *Special note regarding Handbook Annual Review: Handbooks 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.*
  - a. Coaches Handbook
  - b. Support Staff Handbook
  - c. Information Technology Plan
3. Discuss Job Description and Title for Special Assignment Teachers and Secondary Resource Courses (Information / Action)
4. Consider Endorsement of PO8510 - Wellness as Presented (Information / Action)

5. Consider Endorsement of AG5463 - Student and Credit Transfer from Nonpublic Schools as Presented (Information / Action)
6. Consider Endorsement of PO0155 - Committees as Presented (Information / Action)
7. Consider Endorsement of a Teacher Wage Equalization Request (Information / Action)
8. Discuss Costs Incurred During the Hiring Process (Information / Action)
  - a. ThedaCare at Work Physical - \$186 per person
    - i. DS Rapid 5 Bundled - \$65
    - ii. TB Questionnaire Review - \$28
    - iii. Physical Free From Communicable Disease - \$96
  - b. Background Check
    - i. Department of Justice -\$7
    - ii. Out of State - \$30.30
9. Consider Endorsement of the Professional Educator Handbook (Information / Action)
10. Discuss and Recommend Applicable 2022-23 School Year Key Performance Indicators (Information / Action)
11. Consider Endorsement of Wisconsin Records Retention Schedule as Presented (Information / Action)
12. Plan and Schedule Support Staff Job Satisfaction Committee for the 2022-23 School Year - KPI IV. Engagement & Satisfaction (Information / Action)
13. Set Next Meeting Date:
14. Next Meeting Items:
  - a. School Resource Officer (SRO) (Information / Action)
  - b. School Nurse References - Nurse/Paramedical (Information / Action)
  - c.
15. Adjourn



## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Dr. Melanie Oppor, Manawa Board of Education  
Fr: Brad Johnson  
Date: 5/28/2022  
Re: 3D Institute Professional Development, 3D Institute Evaluation

---

The Manawa Athletic Department would like to utilize the framework provided by the 3D Institute for professional development of our coaches. For the 2022-23 school year, all high school coaches, including volunteers, in the School District of Manawa would be required to complete the course at least one week before their respective season begins.

During a pilot of the 3D Institute Professional Development, coaches who voluntarily participated in the professional development have given it strong praise and would enthusiastically encourage the adoption of the program for all coaches.

### **Description of 3D Institute:**

The 3D Institute is an online framework that provides coaches with training regarding building relationships, dealing with parents, creating buy-in, and building a positive culture among other factors. This online platform will also provide coaches with resources to teach students different skills regarding culture, dealing with adversity, and mentoring among others to use in their weekly culture lessons required by the Athletic Department starting in the 2022-2023 school year.

The program includes: strength, power, cardiovascular, speed, quickness, technique, repetition, tactics, motivation, confidence, emotions, team cohesion, goal setting, identity, character, significance, self-worth, values, and purpose.

Lastly, the 3D Institute provides an evaluation tool through a three-step process that more directly evaluates coaches in specific areas the SDM athletic department has identified as important while also tying in professional development and goal setting aspects to give direction for continual improvement. A sample coach's evaluation has been added at the bottom.

---

#### **School District of Manawa**

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2525  
Fax: (920) 596-5308

#### **Little Wolf High School Manawa Middle School**

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

#### **Manawa Elementary**

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

#### **ManawaSchools.org**



/ ManawaSchools



/ ManawaSchools



## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

### **Cost:**

The Athletic Budget has set aside \$3,000 for the 3D Institute for the 2022-23 school year. (\$75 per coach times 40 coaches). The SDM currently has 34 coaches but the budget allows for additional coaches if needed.

### **Rationale:**

The rationale for this investment is multi-faceted. The Athletic Department has a current culture where entitlement, blame, and complaint are second nature among student-athletes. Through this training, our goal is to reshape the culture into a culture of positivity, acceptance, respect, willingness to try new things, hard work, and communication.

We also have coaches who are not licensed educators. This brings its own obstacles which can be averted by creating a common language, common goals, and a common vision through formal training.

The final concern is that many of our coaches are not taking advantage of the yearly allocated funds for professional development. Most of our coaches are not attending clinics to improve as a coach. The 3D Institute would provide each coach with yearly professional development in an area much bigger and more important than Xs and Os. Learning how to communicate, inspire, lead, and guide our youth is much more important than the schemes and techniques needed to win games. Athletics is a pathway to developing the total human being and that needs to become more of a focus. By increasing connectivity, communication, and understanding the Athletic Department will see a positive result on the athletic competition field as well.

I have included coach testimonials from a district that utilizes the 3D Institute Professional Development courses and the coach's evaluation rubric.

In conclusion, the 3D Institute resource will align the Athletic Department in terms of common vision, mission, and language, while reinforcing the values that it takes to be not only a good student, or athlete but a good human being through continued learning.

---

#### **School District of Manawa**

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2525  
Fax: (920) 596-5308

#### **Little Wolf High School Manawa Middle School**

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

#### **Manawa Elementary**

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

#### **ManawaSchools.org**



/ ManawaSchools



/ ManawaSchools





## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

Website: <https://3dinstitute.com/>

The following excerpts are taken directly from the 3D Institute online resources:

**Describe the program, its target audience, objectives, location, dates, and registration information. Include contact information and a web link.**

**3D Coaching Course for Certification** - A clear understanding of purpose only comes through a journey of discovery. Coaches must seek to understand how cultural influences and pressures, along with their own individual experiences, have shaped their understanding of *why* they coach.

As coaches embark upon this journey of understanding the 3D framework, they will begin to discern and clarify their transformational purpose. Our online training will guide them through this process and help them create a plan to fulfill their purpose with practical 2nd and 3rd Dimension strategies. Along the way, they will make important discoveries that will increase their capacity to effectively coach the 21st century athlete. Our training will help coaches:

- Create strategies to combat “entitlement”
- Learn how to motivate athletes from within
- Understand how to build confidence
- Develop strategies to harness emotions
- Intentional actions to improve team cohesion
- Realize how to effectively set goals
- Craft their transformational purpose statement in writing
- Establish a plan to cultivate character

The 1<sup>st</sup> Dimension (fundamentals) is very sport-specific, content specific, industry specific etc. In our training, we spend very little time discussing how to develop the 1<sup>st</sup> Dimension because there are a vast number of resources available to help people become more proficient at the fundamentals. Though we strongly affirm the necessity to be excellent in the 1<sup>st</sup> Dimension, we spend little time on this in our training.

The 2<sup>nd</sup> Dimension issues (Motivation, Confidence, Emotions, Team Cohesion, Goal Setting) generalize across various disciplines. For example, if a basketball coach understands the principles of how to motivate intrinsically, she can apply those same principles in her Algebra I class to help students develop an internal drive to achieve.

---

### School District of Manawa

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2525  
Fax: (920) 596-5308

### Little Wolf High School Manawa Middle School

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

### Manawa Elementary

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

### ManawaSchools.org



/ ManawaSchools



/ ManawaSchools



## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

The 3<sup>rd</sup> Dimension issues (Identity, Character, Significance, Self-Worth, Value, Purpose) are universal. They apply inside and outside of sports; in all areas of our lives.

### Agenda

By taking this course for certification, coaches will gain access to 18 teaching modules covering 2nd & 3rd dimension topics.

- 60+ short teaching videos (4 hours)
- 15 Quizzes that correspond with each Module (2 Hours)
- 3 writing/reflection exercises (1 Hour)
- Practical steps for writing your transformational purpose statement (1 Hour)
- Over 35 level 2 & 3 strategies in lesson plan format
- 3D Library: The library has hours of video content, podcasts and articles that address specific concerns or situations. This includes 3D strategies that coaches are using to impact their athletes and teams, on and off the field of play.

### Target Audience

The obvious target audience for our 3D Coaching training would be any athletic coach at any level. The individuals that have the greatest opportunity for impact are coaches in our school system. Also, leaders of any extra-curricular activity would greatly benefit by this training. Perhaps the not-so-obvious target audience would be, “humanity.” The 3D Framework applies to all people because we are all 3Dimensional beings. Though the verbiage in our training revolves around sport, we have many administrators, business leaders, teachers and parents who greatly benefit from this training as it applies to their fields as well.

---

#### School District of Manawa

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2525  
Fax: (920) 596-5308

#### Little Wolf High School Manawa Middle School

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

#### Manawa Elementary

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

#### ManawaSchools.org



/ ManawaSchools



/ ManawaSchools



# School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

## Focus Areas

<p><b>Instructional Strategies</b></p>	<p>Placing 3D Coaching into one category is difficult. 3D Coaching is not a program, it is a Framework that individuals use to maximize their Purpose, on and off the field of play. Coaches are the greatest asset in schools today, and likely the least trained in the areas they can have the greatest impact. Within the individual's framework of coaching 3D provides strategies to address areas of motivation, confidence, team cohesion, parent partnership/involvement/relationships, peer mentoring and others. Coaches work in a lab called practice and have an opportunity to impact students well beyond what can be done in a classroom. This impact can go well beyond sport, into the classroom, to their relationships, and their own significance.</p>
--	---

### School District of Manawa

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2525  
Fax: (920) 596-5308

### Little Wolf High School Manawa Middle School

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

### Manawa Elementary

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

### ManawaSchools.org



/ ManawaSchools



/ ManawaSchools



## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

### Learning Objectives

#### **What are the participant learning objectives (Learning Designs), and how do they relate to the chosen Focus Area(s)?**

The individuals will be guided to determine their Purpose to coach and understand that the WHAT and HOW will have much greater impact when they know the WHY they do it. The interactions with students, the lessons taught and strategies we provide will be much more impactful when you determine your Purpose. The 3D Coaching Certification course supports the Learning Communities, Learning Design and Leadership objectives in learningforward.org.

### Presenter and Qualifications

*Give a brief description. Include contact information, biographical sketch and educational background.*

3Dimensional Coaching is based on the work and research of Dr Jeff Duke Ed. D. Dr. Duke is one of the foremost experts regarding the cultural influence of the coaching profession in our society. He has developed and authored the 3Dimensional Coaching framework that is revolutionizing the sport coaching landscape. Dr. Duke has coached five different sports and directly supervised 200 plus coaches in 17 different sports. His coaching experience encompasses the youth level through the professional ranks, which includes a multi-year stint as an assistant football coach at Florida State University under legendary coach, Bobby Bowden. Jeff also spent eight years as an international expert on coaching education development pre/post the Atlanta Olympic Games. Currently, Dr. Duke is on staff as a lecturer at the University of Central Florida where he teaches the 3D Coaching concept to both undergraduate and graduate students in the coaching education degree program.

The research and expertise of the other members of the 3D Institute were used to develop the 3D Coaching Certification Course around Dr Duke's work. The bios of the core members of the 3D Team can be found at:

<https://3dinstitute.com/the-3di-team/>

---

#### School District of Manawa

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2525  
Fax: (920) 596-5308

#### Little Wolf High School Manawa Middle School

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

#### Manawa Elementary

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

#### ManawaSchools.org



/ ManawaSchools



/ ManawaSchools



**Students choosing to excel; realizing their strengths.**

To: Dr. Melanie J. Oppor, Manawa Board of Education  
 From: Brad Johnson  
 Date: 6/28/2022  
 Re: 2022-2023 Coaches Handbook Revisions

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

<b>Page #</b>	<b>Current Language (If applicable.)</b>	<b>Proposed Change or Addition</b>
6	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.	<p><del>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.</del></p> <p><b>Each coach, paid and volunteer, will complete the professional development course through the 3D Institute two weeks prior to the start of their season. This course will provide each coach with a certificate upon completion to turn into the Athletic Director.</b></p> <p><b>A positive culture is an essential base to be successful in competition, in our schools, and in our communities. This course will unify our athletic department in a movement of a positive culture.</b></p>
7	<b>Will be titled “Culture Training”</b>	<b>Head Coaches will use their training through the 3D Institute, its resources, and the athletic director to have culture lessons for thirty minutes each week of</b>

		<p>their sports season. These lessons will focus on the skills and characteristics of highly successful individuals. Lessons can be added into practice time or be separate from the practice format. Ideally, coaches would utilize a designated classroom to instruct, discuss, and lead a cultural change on their team and in the athletic department of the School District of Manawa.</p>
7	<p>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.</p>	<p>Head Coaches will be evaluated on a yearly basis using the 3D Institute model for professional development. The Head Coach will work with the Athletic Director to <del>pilot an evaluation process of evaluate</del> assistant coaches in the 2021-2022 year, with a recommendation whether to rehire to the Athletic Director.</p>
9	<p>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.</p>	<p><del>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.</del></p> <p>The School District of Manawa will have two types of Leadership Council. The first is the Manawa Athletic Leadership Council. This will be built in combination with all sports head coaches recommending 1-2 student-athletes to be a part of the school athletic department leadership council. Additionally, the captains from each sport will form their respective sports Captains Council to work hand in hand with the Athletic Director throughout their sports season.</p>
9	<p><b>Will be titled “No Competition Clause”</b></p>	<p>The School District of Manawa encourages the use of the No Competition Clause. This discourages coaches from participating with student-athletes in an effort to protect not only the players but us as coaches as well. Injuries are inevitable in sports but</p>

		<p>we need to have a heightened awareness surrounding student-athlete and adult physical interaction. Through professional discretion, we ask coaches to avoid physical contact in demonstrations and drills whenever possible. Instead, coaches are encouraged to have more experienced members of the team lead demonstrations.</p>
14	<p>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.</p> <p>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.</p>	<p>The <del>Athletic Director</del> <b>Head Coach</b> will <b>work with the Athletic Director</b> to arrange transportation for the team within the guidelines established by the District. <b>Two weeks</b> prior to the <del>start</del> <b>first competition</b> 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.</p> <p>When a school-provided vehicle is chartered, all athletes are expected to ride to and from practices and contests on that vehicle. <del>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.</del> <b>The parent/guardian must sign their student-athlete out with a paid coach who is responsible for ensuring that the athlete leaves the contest with his/her parent/guardian.</b></p>
15	<p>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</p>	<p>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. <b>Studies show that an effective in-season program requires athletes to weight train</b></p>



	<p>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>	<p>a minimum of twice per week with a lower weight load than an off-season program by instead focusing on explosiveness. Moving forward it is mandatory that student-athletes weight train two times per week when in-season. This is the Head Coach's responsibility to make sure this is happening. 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 off-season 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 School District of Manawa coaches will recommend off-season weight training to their athletes a minimum of three times per week on a program designed by the athletic department. 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.



# **SCHOOL DISTRICT OF MANAWA**

## **COACHES HANDBOOK**

**2022-2023**



## TABLE OF CONTENTS

ACTIVITY ACCOUNTS	pg. 4
ATHLETE CHANGING SPORTS IN SEASON OR DUAL SPORTS ATHLETES	pg.4
ATHLETE VIOLATIONS OF ELIGIBILITY RULES OR THE ATHLETIC CODE	pg.4
AWARDS	pg. 4- 5
BUDGET	pg. 5
BUILDING USAGE	pg. 5
COACHES ASSOCIATION MEMBERSHIPS	pg. 5
COACHES NOT LICENSED TO TEACH (CNLT)	pg. 5 - 6
COACHING PROFESSIONAL DEVELOPMENT	pg.6
COMMUNICATION WITH PARENTS	pg. 6
CONCUSSIONS	pg. 6
CULTURE TRAINING	pg. 7
DISTRICT POLICIES	pg. 7
EMERGENCY SCHOOL CLOSINGS	pg. 7
EVALUATIONS OF COACHES	pg. 7
FIRST AID / CPR	pg. 8
HARASSMENT	pg. 8
HAZING	pg. 8
INJURY OR ACCIDENT OCCURRING TO AN ATHLETE	pg. 8 - 9
KEYS	pg. 9
LEADERSHIP COUNCIL	pg. 9
NO COMPETITION CLAUSE	pg. 9
OUT-OF-SEASON CONTACT WITH ATHLETES	pg. 10
PARENT COMMUNICATION PROTOCOL	pg. 10
PRACTICE REGULATIONS	pg. 11

## **TABLE OF CONTENTS**

PRIOR TO BEING DECLARED ELIGIBLE TO PRACTICE	pg. 11
PURCHASE OF ATHLETIC UNIFORMS, EQUIPMENT, OR SUPPLIES	pg. 12
RECRUITMENT OF ATHLETES	pg. 12
REF RANKING	pg. 12
RELATIONSHIP BETWEEN HEAD AND ASSISTANT COACHES	pg. 12
RULES INTERPRETATION VIDEO AND EXAM	pg. 13
SCHEDULES	pg. 13
STUDENT & PARENT PRE-SEASON MEETING	pg. 13
STUDENT MANAGERS	pg. 13
TRANSFER STUDENTS	pg. 13
TRANSPORTATION OF ATHLETES	pg. 14
UNIFORMS AND EQUIPMENT	pg. 14
VARSITY LETTER AWARD CRITERIA	pg. 15
WEIGHT TRAINING AND CONDITIONING	pg. 15
WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA)	pg. 16

## **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 15<sup>th</sup>.

### **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](http://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 PROFESSIONAL DEVELOPMENT**

Each coach, paid and volunteer, will complete the professional development course through the 3D Institute two weeks prior to the start of their season. This course will provide each coach with a certificate upon completion to turn into the Athletic Director.

A positive culture is an essential base to be successful in competition, in our schools, and in our communities. This course will unify our athletic department in a movement of a positive culture.

### **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.

## **CULTURE TRAINING**

Head Coaches will use their training through the 3D Institute, its resources, and the athletic director to have culture lessons for thirty minutes each week of their sports season. These lessons will focus on the skills and characteristics of highly successful individuals. Lessons can be added into practice time or be separate from the practice format. Ideally, coaches would utilize a designated classroom to instruct, discuss, and lead a cultural change on their team and in the athletic department of the School District of Manawa.

## **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 using the 3D Institute model for professional development. The Head Coach will work with the Athletic Director to evaluate assistant coaches, 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**

The School District of Manawa will have two types of Leadership Council. The first is the Manawa Athletic Leadership Council. This will be built in combination with all sports head coaches recommending 1-2 student-athletes to be a part of the school athletic department leadership council. Additionally, the captains from each sport will form their respective sports Captains Council to work hand in hand with the Athletic Director throughout their sports season.

### **NO COMPETITION CLAUSE**

The School District of Manawa encourages the use of the No Competition Clause. This discourages coaches from participating with student-athletes in an effort to protect not only the players but us as coaches as well. Injuries are inevitable in sports but we need to have a heightened awareness surrounding student-athlete and adult physical interaction. Through professional discretion, we ask coaches to avoid physical contact in demonstrations and drills whenever possible. Instead, coaches are encouraged to have more experienced members of the team lead demonstrations.

## **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 Head Coach will work with the Athletic Director to arrange transportation for the team within the guidelines established by the District. Two weeks prior to the first competition 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. The parent/guardian must sign their student-athlete out with a paid coach who 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. Studies show that an effective in-season program requires athletes to weight train a minimum of twice per week with a lower weight load than an off-season program by instead focusing on explosiveness. Moving forward it is mandatory that student-athletes weight train two times per week when in-season. This is the Head Coach's responsibility to make sure this is happening. 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 off-season 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 School District of Manawa coaches will recommend off-season weight training to their athletes a minimum of three times per week on a program designed by the athletic department. 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](http://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

Technology Plan



## SDM Technology Plan Update

Submitted June 2022

# Table of Contents

<b>SDM Technology Plan</b>	<b>1</b>
<b>Table of Contents</b>	<b>2</b>
<b>Successful Technology Plan</b>	<b>4</b>
What is a Technology Plan	4
Why is a Technology Plan Important	4
<b>Technology Needs Assessment</b>	<b>5</b>
Technology Infrastructure Lifecycle	5
Expanded Disaster Recovery Plan	5
Desktop Office and Presentation Station Lifecycle	5
Technology Professional Development Plan	5
<b>Technology Goals</b>	<b>6</b>
<b>Teaching, Learning, and Technology Integration</b>	<b>7</b>
Chromebook 1-to-1 Program	7
Professional Development	7
Planning and Implementing Professional Development	7
Student Data Privacy	7
Digital Learning Tools & Resources	8
Software Basic Load	8
Specialized Software	8
Art Macintosh Lab Software	8
Secondary Special Education Software	9
Software Subscriptions	10
Selecting and Evaluating Hardware, Software, and Devices	10
<b>Teaching &amp; Learning Support</b>	<b>11</b>
Staff Communication	11
Incident & Problem Management	11
Technology Lifecycle Management	12
Staff Laptop Lifecycle	12
Staff Desktop & Presentation Station Lifecycle	12
Student Device Lifecycle	12
Switch and Virtual Environment Lifecycle	12
Windows Servers	12
Change Management	13

Server Updates	13
Allowed Google Apps	13
Allow or Block Website	13
<b>Network Operations</b>	<b>14</b>
Goals	14
Strategy	14
Documentation	14
Anti-Virus Protection	14
Disaster Recovery	14
Technology Replacement	14
<b>Administrative Computing</b>	<b>15</b>
School Website	15
Account Automation and Skyward	15
<b>Planning &amp; Budgeting</b>	<b>16</b>
Staff Devices	16
Student Devices	16
Infrastructure	16
<b>References</b>	<b>17</b>
<b>Appendix A: Technology Acceptable Use and Safety Form</b>	<b>18</b>
<b>Appendix B: Software Security, Privacy, and Safety Rubric</b>	<b>19</b>
<b>Appendix C: SDM Online Reviewed Services</b>	<b>20</b>
<b>Appendix D: Help Desk Tickets &amp; Work Orders</b>	<b>21</b>
<b>Appendix E: Staff Scheduled for Laptop Updates Summer 2021</b>	<b>22</b>

# Successful Technology Plan

## What is a Technology Plan

At its most basic level, a technology plan is a high-level strategy that details where your organization is now and where it wants to go in the future with respect to technology and infrastructure. Some plans concentrate on the acquisition of hardware or the development of network infrastructure. This plan includes how classroom technology is used to enhance learning.

These are important components of an effective plan. Barnet (2001) has clearly and succinctly defined 10 essential elements of a successful technology plan.

- Create a vision
- Involve all stakeholders
- Gather data
- Review the research
- Integrate technology into the curriculum
- Commit to professional development
- Ensure a sound infrastructure
- Allocate appropriate funding and budget
- Plan for ongoing assessment and monitoring
- Prepare for tomorrow

## Why is a Technology Plan Important

Having a technology plan helps you prioritize and allocate your resources appropriately in order to achieve your goals on time and within budget. It provides transparency with respect to the goals and, by extension, creates greater buy-in from leadership and staff. (Stockert 2017)

***Note: This handbook includes several links to other resources. It is recommended that this document is read electronically instead of printed.***

# Technology Needs Assessment

## Technology Infrastructure Lifecycle

This included a long-term plan for replacement of essential infrastructure equipment. This plan should estimate the cost and suggest a potential source for funding.

- Storage devices
- UPS equipment
- Data backup and recovery
- Moving Data structures to the cloud

## Expanded Disaster Recovery Plan

Plan for and implement improvements to our disaster recovery process to limit risk to malware attacks including phishing and ransomware.

## Desktop Office and Presentation Station Lifecycle

Desktop computers in all offices and classrooms life cycle will be extended by the use of Solid State Drives.

## Technology Goals

<b>Task</b>	<b>Description</b>	<b>Target Date</b>
Technology PD Planning	Continue to develop technology PD plan	End of SY 2022-23
Improve Disaster Recovery Plan	Improve DR plan to address ransomware threats.	End of SY 2022-23
District-wide adoption of ISTE framework	Continue implementation of ISTE standards.	End of SY 2022-23

## Teaching, Learning, and Technology Integration

TLTI is the plan to support the effective use of technology in the classroom. Technology should allow students to learn more efficiently or in ways not otherwise possible. TLTI is about supporting teachers as they integrate technology into instruction.

### Chromebook 1-to-1 Program

Technology is a key component of the modern school environment. The School District of Manawa provides each student with a Chromebook device for school use. The following documents describe the SDM Chromebook program in greater depth.

- [SDM Chromebook Program: Program Handbook](#) (See Separate Handbook)
- [Chromebook Rotation](#))
- [Technology Acceptable Use and Safety Form](#) (See Appendix A)
- [Software Security, Privacy, and Safety Rubric](#) (See Appendix B)

### Professional Development

A successful professional development program prepares teachers (and, in turn, students) to use technology effectively in their classroom.

#### Planning and Implementing Professional Development

- [Standards for Professional Learning, Learning Forward](#)
- [ISTE Standards for Teachers, International Society for Technology in Education](#)
- [Triple E Framework, Liz Kolb](#)

### Student Data Privacy

School districts are trusted with sensitive student data. As good stewards of this data the SDM established a process for reviewing third-party software applications to ensure data is used only for educational purposes.

This [Software Security, Privacy, and Safety Rubric](#) (Appendix B) grades the software across seven key metrics. Reviewed online services are described in the [SDM Online Reviewed Services](#) (Appendix C) document. Any software product must be reviewed before student accounts are created or student data is shared.



## Digital Learning Tools & Resources

Digital learning tools and resources include hardware, software, peripheral devices, and other tools used to create or support learning activities.

### Software Basic Load

The basic load is the default software available on teacher devices.

Software	Notes	License Cost
Microsoft Windows 10 Professional	License typically included with new hardware. Windows 7 is phased out during the 2023-24 school year.	N/A Or \$110.00
Google Chrome	Web browser	N/A
Mozilla Firefox	Web browser	N/A
Google Drive File Stream	Cloud file software	N/A
Adobe Acrobat Reader	PDF viewing software	N/A
Promethean	<b>Teachers with Promethean boards only</b>  Includes the latest version of Active Driver and Active Inspire. Licenses included with Promethean hardware.	N/A
Sharp Pen	<b>Teachers with Sharp Aquos boards only</b>  Includes the latest version of active pen software. License included with device.	N/A
HoverCam Flex	<b>Teachers with HoverCam document cameras only</b>  Latest version of HoverCam software.	N/A
IPEVO Presenter	<b>Teachers with IPEVO document Cameras only</b>  Latest version of IPEVO presenter software.	N/A
Microsoft Office	<b>Secondary Math Teachers Only</b>  Office productivity software for Math teachers. Needed for equation notation features.	\$60.00

### Specialized Software

#### Art Macintosh Lab Software

Software	Notes	License Cost
----------	-------	--------------

Adobe Photoshop Elements	Installed on all lab computers.	\$72.00

Secondary Special Education Software

<b>Software</b>	<b>Notes</b>	<b>License Cost</b>
Bookshare	Online repository of accessible content. Only available to students with print disabilities. Available on Chrome OS and Windows.	N/A
Read2Go	iOS iPad application which integrates with Bookshare.	\$20.00

## Software Subscriptions

This is a list of software subscriptions available to staff & students.

Product	Description
Kami	Allows students to edit PDF files as part of assignments.
Pear Deck	Allows teachers to host interactive slideshow sessions with students.
Typing Tastic	Interactive typing lesson targeted to elementary students.
Edpuzzle	Innovative service allows teachers to wrap lessons around YouTube videos. Tracks if students watch video and prompts them for questions during video.
SeeSaw	Learning management system for elementary students.
Read&Write	Text to speech and speech to text tool for Chromebooks. Purchased for students with special needs. Available for all staff and students.
Buncee	Online content creation tool for teacher or student. Allows them to create interactive presentations
Other subscriptions may be available through the media center using library funds.	

## Selecting and Evaluating Hardware, Software, and Devices

Teachers should have a voice in choosing their available tools. A selection committee will be able to provide valuable information about how software features will impact classrooms. An evaluation rubric customized to the specification of the committee should guide the selection process. Large purchases over \$10,000 require a request for proposal (RFP) as part of the purchase process.

Any software used by students shall also meet district standards regarding student data privacy.

## Teaching & Learning Support

### Staff Communication

### Incident & Problem Management

When a device or service does not work properly the end user contacts the help desk for assistance in resolving the issue. This issue is referred to as an **incident** and is tracked as a help desk ticket. A collection of related incidents is called a **problem**. The technology director shall document problems, determine the scope in the schools, create and implement a plan to fix with the least amount of disruption.

- Instructions for submitting an incident may be found in this document: [Help Desk Tickets](#) (Appendix D)
- The technology directors engagement style is to be present in each building for some part of the day making regular check ins with key people in the district. (front desk personnel) as well as walking through the halls and checking with teachers on a daily basis

## Technology Lifecycle Management

### Staff Laptop Lifecycle

We target staff laptop updates every three to four years. [A schedule is organized in this Google sheet.](#) I am working with various staff to determine the viability of using professional level Chromebooks as a replacement for Windows OS laptops. With a costs savings of over 50%. Staff scheduled to receive an updated laptop for the summer of 2022 is included in Appendix E. Every year we order extra devices to ensure replacement devices are available. Devices that have completed their standard duty cycle may be reused in other areas in the district.

### Staff Desktop & Presentation Station Lifecycle

A presentation station is the technology used by a teacher to share information during class. This typically includes a computer, projector or display screen, and other peripherals such as a document camera.

- Office desktop and classroom presentation stations computers should be updated every four to five years. This sheet describes the desktop and classroom presentation stations in our buildings. We are also extending the life cycle of these units with the use of SSDs
- Display screens and projectors should be replaced every five to seven years.

### Student Device Lifecycle

Devices are assigned to each student. [This google sheet describes the rotation cycle for devices in the district.](#) Students are assigned a device in grade K, 3, 6, and 9. The pandemic has seen a change in Google's life cycle sequence. Historically it was 3 years and now is 8 years of support and updates. This will allow the school district to save money on refreshing old systems.

### Switch and Virtual Environment Lifecycle

All network switching has been updated and configured to handle all wifi, telephony, and data requirements. After the updates there has been a significant drop in loss of wifi, telephony issues and network connection issues.

### Windows Servers

Our Windows servers are 2008 and 2016. Both software platforms are End of Life (EOF) as such we are looking into replacement or moving all data into the cloud to avoid replacement costs and future upgrade issues.

## Change Management

Technology is constantly changing in schools. We need controls to ensure changes are planned to minimally affect end users. Changes should also be well communicated to stakeholders through the **Manawa Tech Info** google classroom or district-wide emails.

## Server Updates

Maintaining servers requires periodic updates and scheduled downtime. When possible, updates should be scheduled after Friday after 5:30pm or on weekends. All servers are inspected daily at 5:30 a.m. to ensure continuity of services. Emergency maintenance may be necessary. Any server updates which require downtime needs to be scheduled with staff to minimize negative effects. When possible, server restarts are scheduled during off hours.

## Allowed Google Apps

Students are only allowed to install Google apps which have been pre-approved for student use. Staff and students may request apps to be installed by opening a help desk ticket. Applications which require students to create accounts or submit information are subject to the student privacy review before approval.

## Allow or Block Website

Our network security infrastructure includes a firewall and web filter. These systems prevent students from accessing websites considered inappropriate or dangerous. Sometimes educational content is incorrectly blocked. Also, content which should be blocked is allowed. Staff and students are encouraged to contact the director of technology to suggest any website to block or unblock.

# Network Operations

## Goals

We have three main goals for network operations. First we need to improve our disaster recovery strategy. Second, key hardware and software systems need a maintenance plan. Finally, our network infrastructure needs to be thoroughly documented.

## Strategy

### Documentation

Detailed documentation of the network infrastructure is of critical importance. We will need several weeks to explore and document the existing systems. CESA has been invaluable in getting us started. Passwords are secured using a password management tool. CESA has access to this password management tool to ensure essential information is preserved.

### Anti-Virus Protection

The SDM uses the Microsoft antivirus packages on Windows 10. Due to cyber insurance we will be looking to another antivirus package due to the changing nature of the cyber attack vectors.

### Disaster Recovery

During the fall of 2021 we installed a new backup solution. This will greatly improve our redundancy. It will also allow us to "spin up " a compromised server in the cloud to maintain our continuity of services. At the request of the insurance company we are looking into encrypted and Write Once Read Many (WORM)/immutable backups.

## Administrative Computing

### School Website

We are in the process of OCR compliance and projected to have this completed by spring of 2023. This website is an important tool to share information with staff, students, and the greater community.

### Account Automation

Students' accounts are automatically created or suspended based on their status in Skyward. This limits the risk of former students abusing Google accounts after leaving the district.

We are in the process of configuring Skyward to allow students and their families to register and enroll online. This process has been successful for the summer school 2022 session with a 95% utilization rate. This has reduced front office paper handling and data entry by significant margins. We are hoping to have this available for the fall 2022-2023 school year.

Internal controls automation with Skyward.

We are in the process of configuring Skyward to allow staff to generate various requests and reports without the intervention of a frontdesk employee. This will be an ongoing process as data demands change over time and thus the requests will change.



## Planning & Budgeting

### Staff Devices

- Teacher Laptops: 5-6 year replacement cycle
- Office Staff Desktops: 6 year replacement cycle

### Student Devices

- The district needs to purchase about 240 devices annually to support the district-wide 1-to-1 Chromebook program.
- Computer Labs:
  - Engineering lab: This lab has been configured to allow for upgrades. So, we should be able to use the equipment for 5-7 years. Due to the cost we may need to stagger device replacement.
  - Mac Lab: These devices need to be on a 6-7 year replacement cycle. Due to the cost we may need to stagger device replacement. Due to cost and availability of computer chips we will be updating the existing hardware with SSD to get another 2 to 5 years in the life cycle of these systems.

### Infrastructure

- Switches: Every switch has been updated and configured to be meet security compliance through 2028.
- Server Operating Systems: will be rebuilt or moved to the cloud by Fall semester of 2022
- WiFi Access Points: Access points will be upgraded during the 2021-22 school years as access points become available.
- Where possible we need to stagger expensive costs across multiple years.

## References

Barnett, H. (2001). Successful K-12 technology planning: Ten essential elements. (ERIC Digest). Syracuse, NY: ERIC Clearinghouse on Information and Technology. (ERIC No. ED457858)

Stockert, Tim (2017). "How to Create a Technology Plan (Yes, You Need One)." Interpretation, 9 June 2017, [www.coablog.org/home/2017/6/9/how-to-create-a-technology-plan](http://www.coablog.org/home/2017/6/9/how-to-create-a-technology-plan).

# Appendix A: Technology Acceptable Use and Safety Form

[Electronic Version of Document](#)

# Appendix B: Software Security, Privacy, and Safety Rubric

[Electronic Version of Document](#)

## Appendix C: SDM Online Reviewed Services

[Electronic Version of Document](#)

## Appendix D: Help Desk Tickets & Work Orders

[Electronic Version of Document](#)

## Appendix E: Staff Scheduled for Laptop Updates

### 2022-23

Rebuild Year	Building	Main User	Position
2022-23	School District of Manawa	Krueger, Jennifer	District Library Media Specialist
2022-23	Little Wolf	Eck, Mary	At-risk teacher
2022-23	Little Wolf	Trice, Beth	Special Education Teacher
2022-23	Manawa Elementary School	Bortle, Sarah	Art Teacher
2022-23	Manawa Elementary School	Megan Anderson	Special Education Teacher
2022-23	Manawa Elementary School	Harvey, Haley	5K Teacher
2022-23	Manawa Elementary School	Johnson, Casey	Middle School
2022-23	Manawa Elementary School	Stormoen, Becky	Grade 2
2022-23	Manawa Elementary School	Rosin, Jennifer	Grade 1
2022-23	Manawa Elementary School	Poppy, Michelle	5K Teacher
2022-23	Manawa Elementary School	Hansen, Chris	Special
2022-23	Little Wolf	Wright, Meria	CTE Teacher
2022-23	Manawa Elementary School	Meier, Jeanne	Grade 3
2022-23	Little Wolf	Millard, Dawn	MMS Teacher
2022-23	Little Wolf	Collins, Patrick	HS Math Teacher
2022-23	Manawa Elementary School	Sitter, Katie	Special Education
2022-23	Little Wolf	Ziemer, Nate	MMS Teacher
2022-23	Little Wolf	Polkki, Tom	HS Social Studies Teacher
2022-23	Manawa Elementary School	Pari, Val	Math Specialist
2022-23	Little Wolf	Abe El Manssouri	Little Wolf Principal
2022-23	SPARE		
2022-23	SPARE		
2022-23	SPARE		
2022-23			
2022-23			
2022-23			

Some of these systems will be updated by hard drive replacement with SSD. Other systems will be replaced with 17 inch Chrome books.

## 2022-23 SDM Support Staff Handbook Revisions

Page	Change
7	Add to the table a larger definition of part-time employees (see below the table for full definitions, formatting cuts the text off in the table). <b>Reason</b> - clarity
8	Change to the current Manawa Middle School/Little Wolf High School Principal
11	Add to the first paragraph under Attendance “, except when qualifying for Family and Medical Leave.” <b>Reason</b> – none given, but we have not required staff to use all of their leave while on FML in the past.
16	Removed statement regarding abuse and neglect reporting form. <b>Reason</b> - There is no form.
22	Under <u>Sick Leave and Paid Time Off (PTO) for Personal Business</u> , add the word “calendar” in the first and last sentence. “After a 60-calendar day probation period...” AND “...will be prorated starting after the 60-calendar day probation period.” <b>Reason</b> - Clarity
22	Under PTO Stipulations, remove “PTO for personal business must be taken in full day increments.” <b>Reason</b> – when sick time is exhausted, staff may use PTO for medical appointments, going home when feeling ill, etc. It may not be necessary to use an entire day for these purposes.
22	Under PTO Stipulations, remove not being able to take PTO on Mondays and Fridays in December and May <b>Reason</b> – due to individual schedules, it sometimes makes more sense to take off a Monday or Friday for things. Due to the lack of subs, sometimes it just works better to work together within the department to configure what day works best for coverage and that may be a Monday or a Friday. <b>Counter-reason</b> – the only time support staff may not take PTO on Mondays and Fridays are in the months when it is hardest to find subs. This is not a stipulation in the Professional Staff Handbook, but it perhaps should be.
10	Added policy number to Acceptable Use section <b>Reason</b> - Clarity
10	Added policy number to Health Examination section. <b>Reason</b> – Clarity
18	Corrected punctuation error in “Workers’ Compensation.” <b>Reason</b> – Error
25	Added link to the staff section of the district web site. <b>Reason</b> – Clarity
22	Under <u>Vacations</u> , add section to allow carry-over of vacation using similar language as from the administrator benefit addenda: Accrued but unused vacation may be carried over until December 31 <sup>st</sup> (to be used between July 1 and December 31). Vacation that is carried over but not used prior to December 31 shall be forfeited without compensation. Earned but unused vacation shall not be paid out. <b>Reason</b> – At the end of June, many of our 12-month (annual) support staff need to use any remaining vacation days or lose them by June 30 <sup>th</sup> . This often leaves the



	SDM understaffed. Allowing support staff to roll-over vacation will allow for greater flexibility to utilize vacation.
--	--



**Students choosing to excel; realizing their strengths.**

# Support Staff Handbook

*Approved by the Manawa Board of Education on August 19, 2019*  
*Revised: November 18, 2019, July 27, 2020, June 21, 2021, June 20, 2022*

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

**Phone: 920-596-2525**

**[www.manawaschools.org](http://www.manawaschools.org)**

This page left blank intentionally.

## CONTENTS

i.	INTRODUCTION.....	5
	a. Welcome.....	5
	b. Disclaimer .....	5
	c. Mission Statement .....	6
	d. Vision and Values .....	6
ii.	EMPLOYMENT POLICIES .....	7
	a. Definition of Support Staff .....	7
	b. Anti-Harassment Policy .....	7-8
iii.	REPORTING PROCEDURE / INTERNAL INVESTIGATION – EMPLOYEES .....	8
	a. Drug-Free Workplace .....	8
	b. Tobacco Policy .....	9
	c. Equal Employment Opportunity .....	9
	d. Conflict of Interest and Ethical Standards.....	9
	e. Communications and Suggestions .....	9
iv.	Outside Employment .....	9
v.	Personnel Files.....	9
	a. Personal Data Changes.....	9
	b. Political Activities of Staff.....	10
	c. Work Stoppage.....	10
	d. Acceptable Use.....	10
	e. Health Examination.....	10
	f. Military Leave.....	10-11
vi.	EMPLOYMENT GENERAL PRACTICES AND EXPECTATIONS .....	11
	a. Attendance.....	11
	b. Work Days / Hours of Work .....	12
	c. Calendar.....	12
	d. Professional Development/Training Programs (In-service).....	12
	e. Meetings.....	12
	f. Injuries to Employees.....	12-13
	g. Injuries to Students.....	13
	h. Legal Actions Involving Employees .....	13
	i. Email and Voicemail.....	13
	j. Personal Communications .....	13
	k. Licensure/Certification.....	13
	l. Determination of Assignments.....	13-14
	m. Reduction in Staff .....	14
	n. Layoff.....	14
	o. Operation of District Vehicles.....	14
	p. Operation of Personal Vehicles.....	14
	q. Transportation of Students .....	14
	r. Confidentiality.....	14-15
	s. Professional Appearance.....	15
	t. Copyright.....	15
	u. Community/Co-curricular Involvement.....	15
	v. Food Service Purchases.....	15
	w. General Rules of Conduct.....	15
	x. Grievances.....	15-16
	y. Identification Badge .....	16
	z. Solicitations.....	16
	aa. Safety Plans.....	16
vii.	Child Abuse Reporting Requirement.....	16
viii.	Payroll Information.....	16
	a. Salary/Wage.....	16
	b. Timecards.....	17

	c. Residency.....	17
	d. Payroll Payments .....	17
	e. Direct Deposit.....	17
ix.	Benefits.....	17
	a. District Provided Benefits.....	17-18
	b. Worker’s Compensation.....	18
	c. Wisconsin Retirement System (WRS).....	18
x.	Fringe Benefits.....	18
	a. Health, Dental, and Vision Insurance.....	18-19
	b. Group Term Life Insurance for Eligible Employees .....	19
	c. Group Long-Term Disability Insurance for Eligible Employees.....	19
	d. Liability Insurance.....	19
xi.	Voluntary Benefits for Support Staff Working Over 20 Hours Per Week.....	19
xii.	Employee Separation.....	19
	a. Timeline.....	19
xiii.	Job Vacancies.....	20
xiv.	Pay for Time Worked.....	20
	a. Overtime.....	20
	b. Compensatory Regular Time.....	20
	c. Call Time / Call-In Pay.....	20
xv.	Time Off.....	20
	a. Holidays.....	21
	b. Vacations.....	21-22
	c. Sick Leave and Paid Time Off (PTO) for Personal Business.....	22
	i. PTO for Personal Business Stipulations for Use .....	22
	d. Incentive to Sick Leave.....	22
	e. Gifting of Sick Leave .....	22
	f. Bereavement Leave.....	22-23
	g. Emergency Leave .....	23
	h. Jury Duty and Witness Duty .....	23
	i. National Guard Duty.....	23
	j. Military Leave for Active Duty .....	23
	k. Administratively-Approved Leave.....	24
	l. Family and Medical Leave Act (FMLA) .....	24
	m. Leaves of Absence:	
	i. Unpaid Leave of Absence .....	24
	ii. Child Rearing & Adoption .....	24-25
xvi.	Evaluations .....	25
xvii.	Fobs & Keys .....	25
xviii.	Work Orders .....	25
xix.	Unpaid Debt to the District .....	25
xx.	Staff Acknowledgement.....	26

# INTRODUCTION

## WELCOME

We are pleased to have you as a member of the staff 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 (4K) 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 *Support Staff Handbook* has been written to provide information and guidance to support staff 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. Staff have the privilege to bring representation of choice when meeting with an administrator.

## A. DISCLAIMER

This *Support Staff Handbook* 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 District 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 recognizes 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 *Support Staff Handbook*, policies, regulations or guidelines may result in disciplinary action, up to and including, termination of employment. This *Support Staff 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 staff members are responsible. It is intended to provide employees with information regarding Board policies and administrative guidelines (available online), procedures, ethics, expectations, and standards of the District. Additional publications that staff members should follow include, but are not limited to, the support staff evaluation document, administrative announcements, handbooks, Federal laws and regulations, and Wisconsin state law.

# 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 center 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.*

# EMPLOYMENT POLICIES

## DEFINITION OF SUPPORT STAFF EMPLOYEES

Full-time Employees: A Full-time Employee (FT) is hereby defined as a person who is regularly scheduled to work forty (40) or more hours per week and two hundred-sixty (260) or more workdays per year, including paid leaves.

Part-time Employees: A Part-time Employee (PT) is hereby defined as a person who is regularly scheduled to work less than forty (40) hours per week and/or less than two-hundred-sixty (260) workdays per year. Part-time employees are further delineated as:

A-PT	Annual, Part-time	<u>Works throughout the year and under 40 hours per week</u>
SY-PT	School Year, Part-time	<u>Works according to the school year schedule under 40 hours per week, generally reports when students are in session.</u>
EXT-PT	Extended, Part-time	<u>Works for a specific time period and under 40 hours per week (i.e. long-term coverage for an employee that is on leave).</u>

- Works throughout the year and under 40 hours per week
- Works according to the school year schedule under 40 hours per week, generally reports when students are in session.
- Works for a specific time period and under 40 hours per week (i.e. long-term coverage for an employee that is on a leave).

Temporary/Seasonal Employee: A Temporary/Seasonal Employee is hereby defined as an employee hired for a specific time or project.

## 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.

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:

<u><a href="#">Abe El Manssouri, Manawa Middle School/Little Wolf High School Principal</a></u> <del><a href="#">Dan Wolfgram, Secondary Principal</a></del> 515 E. Fourth St. Manawa, WI 54949  920-596-5800 <a href="mailto:awolfgramaelmanssouri@manawaschools.org">awolfgramaelmanssouri@manawaschools.org</a>	Carmen O'Brien, Business Manager  800 Beech Street Manawa, WI 54949  920-596- 2525 <a href="mailto:cobrien@manawaschools.org">cobrien@manawaschools.org</a>
--	---

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

## **REPORTING PROCEDURE/INTERNAL INVESTIGATION – EMPLOYEES**

The District expects employees to immediately report incidents of harassment to the appropriate supervisor.

Anyone who engages in harassment in the school setting may be subject to disciplinary action, up to and including dismissal. Any employee who permits harassment of students, other employees or volunteers may be subject to disciplinary action up to and including termination.

Any employee who receives a complaint of harassment from a student, other employee or volunteer and who does not act promptly to forward that complaint to the Supervisor and/or District Anti-Harassment officer designated to receive notice of all harassment complaints, shall be disciplined appropriately up to and including termination.

The School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of harassment or an appeal will not reflect negatively on the employee or volunteer who initiates the complaint or an appeal, and will not affect any part of the employee's or volunteer's standing rights or privileges.  
(Policy 3362, 4362)

### **Drug-Free Workplace**

The School District of Manawa is committed to maintaining an alcohol and other drug-free workplace. Therefore, the Board of Education prohibits school employee use, possession, distribution, dispensing, or manufacturing of alcohol and other illegal drugs on school premises, in school vehicles and at school-sponsored activities while in a student supervisory role.

The District will not condone the involvement of any employee with illicit drugs, even when the employee is not on District premises.

All school employees shall cooperate with law enforcement agencies in investigation concerning any violation of this provision.

### **Tobacco Policy**

Employee use of tobacco on District property, in District-owned vehicles or at any District affiliated event is prohibited. Tobacco products may not be stored on District property. These policies also prohibit the use of tobacco in all forms as well as smoking of electronic, “vapor,” or other substitute cigarettes. *(Policy 3215, 4215)*

### **Equal Employment Opportunity**

The Board does not discriminate in the employment of support 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)*

### **Conflict of Interest and Ethical Standards**

It is imperative that our professional organization not create the perception of favoritism or special privilege. Employees are not permitted to gain monetarily by their position within the district. Employees are prohibited by Wis. Stat. § 118.12 from receiving anything of value for their own benefit that results from selling, soliciting or promoting the sale of any goods or services to any public-school pupil while on school property or at school-sponsored events.

Employees are expected to avoid situations in which their personal interests, activities and associations may conflict with the interest of the District. This would include engaging in social media communications that may portray the District in a negative light.

### **Communications and Suggestions**

The School District of Manawa welcomes the comments and problem-solving suggestions of its employees. All comments and suggestions should follow the chain of command by bringing the concern or idea forward to his/her immediate supervisor/evaluator.

## **OUTSIDE EMPLOYMENT**

Employment with the School District of Manawa must be considered pre-eminent. Outside employment must not interfere with the employee's performance or work schedule. Employees may not perform any duties for an outside employer during regularly scheduled working hours or during additional hours required for professional responsibilities.

## **PERSONNEL FILES**

An employee shall have the right to review certain personnel documents upon request and consistent with the timelines and content limitations specified in Wis. Stat. § 103.13, at least 2 times per calendar year.

### **Personal Data Changes**

All changes in personal information, including changes of name, address, telephone numbers, education, marital status, dependent status, etc., should be updated with the District Office in a timely manner.

### **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 and at all school-sponsored activities unless part of a Board-approved teaching unit.

### **Work Stoppage**

Staff will not instigate, promote, encourage, sponsor, engage in or condone any strike, picketing, slowdown, considered work stoppage or any other intentional interruption of work involving the District.

### **Acceptable Use**

All employees are required to read and adhere to the Acceptable Use Policy ([po 7540.04](#)).

### **Health Examination**

As a requirement for employment, employees will be required to furnish evidence of a physical examination, drug test, and tuberculin questionnaire ([po 3160, 4160](#)).

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.

### **Military Leave**

Pursuant to federal and state law, the District shall provide eligible employees with leaves of absence with or without pay for purposes of federal service in the uniformed services or active state service. Eligible employees should notify the District of the need for a leave of absence as far in advance as possible and should notify the District of the commencement date of the military leave and its expected duration. Eligible employees should also provide the District with a copy of any relevant military orders.

All rights and privileges regarding salary, benefits, status, and seniority shall be reserved to such employees as required by law.

An employee on leave shall notify the District of his/her intent to return to work in a timely manner following his/her period of military service. Failure to notify the employer of his/her intention to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence. An employee's reemployment rights and benefits upon completion of federal service in the uniformed services or active state service shall be governed by any applicable federal and/or state laws.

## **EMPLOYMENT GENERAL PRACTICES AND EXPECTATIONS**

### **Attendance**

Employees are expected to make every effort to be present for work and adhere to their assigned schedule. Employees who are unable to report to work shall follow their building procedures for reporting and recording absences by contacting the substitute caller. Time off used must be entered into the Skyward system and noted on the time card. Supervisors may pre-authorize the use of Vacation, PTO, Sick Time, or Compensatory Time as noted on timecards. All Leave Without Pay shall be preauthorized by the District Administrator. School-year staff must use allotted PTO/Sick Time before applying for Leave Without Pay, except when qualifying for Family and Medical Leave.

On days when school is cancelled due to inclement weather,

Annual, Full- & Part-time Staff: will report to work (MOU states: reports daily, per the District Calendar)

Staff may notify their supervisor and mutually decide if they will not report and/or if adjustments will be made to their schedule. PTO or Sick Time may be used for up to three (3) days based on the employee's regular schedule. Vacation may be used at the employee's discretion.

School Year, Part-time Staff: will not report (MOU states: reports with students)

If the day is NOT to be made up – may choose to use PTO or Sick Time. PTO/Sick Time used for inclement weather may not exceed three (3) days based on the employee's regular schedule.

If the day is to be made up – neither PTO nor Sick Time may be used because the day will be paid when worked.

For times when school is delayed, staff is to report according to the delay. Part-time staff should plan to adjust their arrival to the student schedule or as per the direction of the Supervisor. In the event of an early dismissal due to inclement weather, any staff member would leave after all students are safely out of the building or at the conclusion of their normal working hours, whichever comes sooner or as agreed upon with the Supervisor. Sick time or PTO may not be used for delays except if the delay becomes a cancellation. Food Service and Full-time staff must arrive as close to their scheduled start time as possible. All adjustments must be noted on time cards.

Although the District performs better when all employees are in attendance, the District recognizes the occasional need to be away from work for illness, illness of a family member, administratively approved leave, funerals, or urgent personal matters. For this reason, the District provides paid time away from work (leave). The District reserves the right to request verification for any time used.

Leave is allocated at the beginning of each fiscal/school year and is to be used as a protection from loss of income. All leave must be requested and approved by a Supervisor. Attempts should be made to make appointments outside of regularly assigned hours.

Good attendance is an essential element of employment. Poor attendance can lead to disciplinary action.

**Work Days / Hours of Work**

The District Administrator or his/her designee will publish a schedule of work for all Support Staff employees. The following shall be used as a guide in establishing schedules:

Hours worked per day	Number of paid 15-minute breaks	30-minute unpaid meal break
Less than 4 hours	0	0
4 hours to 6 hours	1	1
Over 6 hours to 8 hours	2	1

Overtime shall only be paid if Support Staff employees have secured advanced written approval from their Supervisor. Time worked over forty (40) hours per week will be paid at the rate of one and one-half times the employee’s regular rate of pay or used as compensatory time as approved by their Supervisor.

**Calendar**

The school calendar shall be determined by the Board. The determination of the structure of the days (instructional, work days, etc.) shall be at the discretion of Administration.

**Professional Development/Training Programs (In-service)**

As a learning and teaching institution, the District expects all employees to model continuous learning to develop professional skills and personal growth. The District provides periodic paid in-service and training opportunities that are required for staff depending on assignment and role. Paid leave will not be approved on professional development or in-service days designed for Support Staff participation. Extenuating circumstances (i.e. bereavement, once-in-a-lifetime opportunity, etc.) may be approved by administration with appropriate documentation.

**Meetings**

Each Supervisor will determine the times and frequencies of Support Staff meetings. Efforts will be made to share the schedule in a timely manner. Employees must attend all meetings as called by administration or supervisors. In general, absences will be excused for emergencies or extenuating circumstances and must be granted by the administrator/supervisor calling the meeting.

The District Administrator may, from time-to-time, call all-staff meetings when need is determined. Support Staff will be compensated at their usual hourly rate for the length of the meeting if it is outside of their normal working hours.

### **Injuries to Employees**

Employees who are injured at work must complete an Employee Incident Report form within twenty-four (24) hours of the injury whenever feasible. This form is located online under the District Forms tab. Completed forms should be electronically submitted. Additionally, all incidents must be verbally reported immediately to building administration or immediate supervisor.

### **Injuries to Students**

All student injuries should be reported to the health staff. Attention should be given to all injuries, however minor. A Student Incident Report form must be filled out for all injuries and submitted electronically. Forms are located online under the District Forms tab.

### **Legal Actions Involving Employees**

Every employee shall notify his/her supervisor as soon as possible, but not more than three (3) calendar days, after an arrest, indictment, conviction, no contest or guilty pleas, or any adjudication of the employee for any felony or misdemeanor, or any offense involving moral turpitude. An offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported. The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offences unless the employee is driving students or a district-owned vehicle.

### **Email and Voicemail**

Good communication is required for a successful organization. It is the District's expectation that voicemail and email accounts be checked at least once per work day. It is the responsibility of the employee overseeing the paraprofessional to ensure that a device and a scheduled work time is accessible to the staff member for checking emails and/or voicemails. Email and voicemail are tools to increase efficiency utilized by the District and should be used solely for professional purposes, and in accordance with the District's Acceptable Use Policy.

It is important to note that there should be no expectation of privacy for online/network activity.

### **Personal Communications**

Personal communications should be kept to a minimum and cannot interfere with employment expectations. Personal cell phone use, text messaging, other personal communication, or other recreational uses by district staff must be kept to scheduled breaks, duty-free lunch and outside of the school day. Personal devices used for work-related purposes are acceptable.

Emergency exceptions can be made with an employee's direct supervisor.

### **Licensure/Certification**

It is the responsibility of the employee to obtain and maintain all required licenses and certifications for his/her position. Employees are required to maintain the licenses/certifications that are in effect upon hire, unless otherwise allowed by the District Administrator at his or her discretion.

### **Determination of Assignments**

The District will determine employment assignments based on the needs of the District. Employees will be assigned by the District Administrator or his/her designee. Employees may express in writing to the District Administrator or his/her designee their preference of school, grade level or subject.

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.

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

### **Reduction in Staff**

Reductions in staff will be determined by the Board and based on the needs of the District.

### **Layoff**

The Board reserves the right to reduce the number of positions (full layoff) or the number of hours in any particular position (partial layoff). In deciding which positions to reduce or eliminate as well as the individuals affected, the Board shall act in the best interest of the District.

### **Operation of District Vehicles**

Any employee who drives a District vehicle must provide proof of a valid driver's license and must submit a copy of a valid driver's license to the District Office. All traffic violations must be reported to Administration within three days of receiving the violation. The District expects employees to be safe and adhere to the rules of the road. Citations received while driving a District vehicle are the responsibility of the driver and may result in disciplinary action. The District does complete background checks on all employees which does include 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.

### **Operation of Personal Vehicles**

The Board of Education will pay the IRS rate for approved out-of-district travel as well as travel between buildings when employees are required to travel as part of their assignment. Employees must submit a request for travel reimbursement on the Expense and Mileage Reimbursement form found on the staff area of the district website, Human Resources, and Expense Mileage Reimbursement. Employee personal insurance shall serve as the first level of coverage.

### **Transportation of Students**

It is the District's position that transporting students in personal vehicles should be avoided. It puts the driver/owner at considerable risk for litigation and increased liability. However, in the rare circumstances when student transportation cannot be avoided, proof of valid license, vehicle inspection report, and insurance must be shared with the District Office. The vehicle inspection report will be valid for a period of (1 year) from the time of the inspection and will be kept on file in the District Office. Any accident or damage to the vehicle will require a new inspection prior to transporting students. Prior written administrative and parent permission is required and the owner of the vehicle has primary liability for any incident. (AG 8660)

### **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.

When there is separation of employment, individuals must return all paper and/or electronic documents (including storage devices) containing any confidential or proprietary information.

### **Professional Appearance**

Employees are expected to dress in a professional manner appropriate to their working conditions and type of work performed. Certain departments, such as Food Service and Custodial may require special attire for work. Employees should consult their supervisor regarding dress code requirements. For most Instructional and Secretarial staff, business casual is most appropriate. Casual dress is appropriate for certain field trips, shop experiences, lab experiments or times when clothing could become soiled. All employees are District representatives at co-curricular activities and conferences and should appear as such.

### **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.

### **Community/Co-curricular Involvement**

Learning in our school goes beyond the classroom. Employees are encouraged to attend co-curricular events.

### **Food Service Purchases**

All staff are welcome to purchase a meal or ala carte items during scheduled meal hours. Meal hours vary by building and level. Purchases are made utilizing a District supplied identification number. An ID number is established to correspond to a personal lunch account. The account is a debit system; therefore, funds must be in the account prior to making a purchase. Cash is not accepted in the lunch line.

### **General Rules of Conduct**

Employees represent the District at all times and in all places. Employees are expected to model positive, effective behavior and to adhere to the highest standards of their profession.



Annually, all personnel will review a list of District expectations and sign verification of such review. Many of these expectations also appear in this Handbook. These expectations are by no means exhaustive or complete, but simply list examples of conduct that may result in disciplinary action, up to and including termination. The District reserves the right to determine the appropriate discipline based on the circumstances of the individual incident.

These rules do not supersede or restrict legal rights and activities of employees.

### **Grievances**

The District encourages collaborative problem solving. Employees are encouraged to share any employment-related problem with their immediate supervisor informally. This discussion often produces more immediate solutions than a formal process.

The District has adopted a grievance policy (*Policy 3340, 4340*) that is available online, via the District website or from the Administration Office. The process for filing a grievance is outlined in detail in Policy 4340.

### **Identification Badge**

In order to maintain a safe, secure environment, all employees are required to have their photographs taken and wear the District-issued identification badge during the work day and at District functions when serving in a work-related role. Staff should sign-in when in a building that is not their home base.

### **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.

### **Safety Plans**

Safety is the responsibility of all employees. As such, all employees are required to become familiar with the safety plan and participate in all safety drills and practices. Office and classroom areas are required to have Safety Plans and Evacuation/Shelter Maps displayed. Be sure to know where to report in the event of an emergency or drill.

Employees are encouraged to monitor hallways and grounds for unescorted/unfamiliar visitors and report them to the building office.

## **CHILD ABUSE REPORTING REQUIREMENT**

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each Support Staff 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 employee 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. ~~The Child Abuse Reporting form can be found on the District website.~~

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.

## **PAYROLL INFORMATION**

### **Salary/Wage**

The Board of Education will comply with state statutes as to employee compensation. Employees will receive individual notice as to their salary/wage for full-time employees prior to July 1<sup>st</sup> and for part-time employees prior to their start date.

### **Timecards**

All support staff employees are required to submit a signed timecard for hours worked each week to their supervisor. Any variation from an employee's schedule must be approved by a supervisor before working alternate hours. Time will be recorded to the closest quarter hour.

### **Residency**

The District encourages employees to reside within the school district.

### **Payroll Payments**

Payroll payments for Support Staff will be made on or about the 15<sup>th</sup> and final business day of the month. All Support Staff employees will have their paychecks (after all appropriately authorized amounts have been deducted) directly deposited into a designated bank account.

Full-time employees will receive their pay based on their calendar of employment. Annual hours worked will be calculated and spread equally over twenty-four (24) pay periods. Variations to the employment calendar will be paid out each pay period. Upon termination of employment, final wage payments will be calculated.

Part-time employees will receive their pay based on hours worked during a payroll period. Most part-time employees will receive twenty (20) pay periods starting September 15 through June 30. School calendar breaks are unpaid.

### **Direct Deposit**

The District will pay employees through Direct Deposit to an account at a financial institution of the employee's choice. Employees will provide the District Office with information needed to accomplish the Direct Deposit payroll process. Employees must enroll in Direct Deposit within fifteen (15) calendar days of the time of hire or rehire. Employees must participate in the Direct Deposit payroll process as a condition of new or continued employment unless otherwise prohibited by law.

The District utilizes Direct Deposit for all District payments and reimbursable expenses to employees.

Changes to information regarding Direct Deposit shall be received by the District Office at least fifteen (15) calendar days prior to the date of the change. The District will not be responsible for deposits made to a former account where the request for the change has not been timely provided the District Office.

## **BENEFITS**

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

### **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 first day of the month following the hire date of the eligible employee. Except for cases of misconduct, Support Staff 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 June 30 of the same year in which the employment was terminated. Support Staff 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.

### **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 supervisor prior to seeking medical attention, if 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 Employee Incident Report form available on the District website under district forms or in his/her school office and submit it to the supervisor.

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 private/personal nature. For example, while playing basketball during an unpaid lunch break.

### **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.

## **FRINGE BENEFITS**

### **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 is 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.

Eligibility for Health, Dental, and Vision Insurance

Full-time employees and part-time employees regularly working 30 hours or more per week will be eligible for health, dental, and vision insurance. Support staff regularly working less than 40 hours per week will have the District's percentage of contribution pro-rated as a percentage of full-time employment for purposes of group health, dental, and vision insurance.

Premium Contributions for Health, Dental, and Vision Insurance for Eligible Employees

The District will pay a portion of the premium for group health, dental, and vision insurance (family, employee plus one, or single) depending on the employee election. Those who choose to participate in the Health Risk Assessment (HRA) are eligible for applicable incentives. Employees calculated at 1.0 FTE status will have eighty-six percent (86%) of the monthly premium rate paid by the District and fourteen percent (14%) will be paid by the employee. The insurance carrier(s), program(s) and coverage(s) will be selected and determined by the Board.

Group Term Life Insurance for Eligible Employees

The District will pay the full amount of the premium for life insurance equal to the annual amount of the employee's total salary for employees working twenty (20) or more hours per week.

Group Long-Term Disability Insurance for Eligible Employees

The District will pay the full amount towards the premium of a long-term disability insurance plan that provides sixty percent (60%) of the annual wage to employees working twenty (20) or more hours per week.

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.

**VOLUNTARY BENEFITS FOR SUPPORT STAFF WORKING OVER 20 HOURS PER WEEK**

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.

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

A TSA program is available to employees in accordance with the District's policies governing the 403(b) program. (*Policy 6520*)

Section 125/Flexible Spending Account

The Section 125© 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. (*Policy 6520*)

**EMPLOYEE SEPARATION**

Timeline

Support Staff employees are encouraged to provide at least fourteen (14) days advance notice of resignation.

Support Staff wishing to retire are requested to inform the District Administrator, in writing, no later than March 1<sup>st</sup>.

An employee who fails to report to work for three (3) or more consecutively scheduled workdays unless prior permission is received from the employee's supervisor or unless circumstances beyond the employee's control may result in dismissal.

The District requests a minimum two-week notice when breaking the Memorandum of Understanding.

## **JOB VACANCIES**

When the District determines to fill a vacant position, it will consider such factors as skill, competence, efficiency, training initiative, leadership qualifications, and ability to work with supervisors. The most qualified applicant shall fill the vacancy.

## **PAY FOR TIME WORKED**

### **Overtime**

Overtime shall only be paid if Support Staff employees have secured advanced written approval from their Supervisor. Time worked over forty (40) hours per week will be paid at the rate of one and one-half times the employee's regular rate of pay.

### **Compensatory Regular Time**

Time worked over forty (40) hours per week may be used as compensatory time with the advance written approval of a supervisor. Compensatory Time shall be logged into Skyward at the rate of one and one-half times the employee's regular time.

Comp Time Example 1: An employee works a full 40-hour week and worked an additional four hours that same week. The employee may choose to either a) receive overtime pay for four hours or b) take six hours of comp time (if comp time is chosen in lieu of overtime, comp time will be at 1 ½ hours for each overtime hour worked).

Comp Time Example 2: An employee works four days and took either a sick day or vacation day during the week. The employee worked an additional four hours the same week. Because the employee did not actually work their normal scheduled hours for the week, the employee may choose to either a) receive straight pay for the four hours or b) take four hours of comp time.

***PLEASE NOTE:*** Comp time may be accrued up to 5 comp days (maximum 40 hours) before it must be used and shall not be used for more than three (3) consecutive days. Preferably, this time should be used within 30 days from when it was earned. All comp time must be used by June 30 or any accumulated compensation time will be paid out. Compensatory time will not carry over into the next school year.

### **Call Time/Call-In Pay**

Any employee called in to work by their supervisor outside his/her regular schedule shall receive a minimum of one (1) hour pay. Time over forty (40) hours per week will be paid at time and one half.

### **TIME OFF**

Days are defined as the average number of hours per day the employee is regularly scheduled to work in a week. For example, an employee scheduled to work 28.75 hours per week, a day is equal to 5.75 hours. When submitting time off requests, the employee must request the time off scheduled for that particular day. In the above example, if the employee is scheduled to work 5 hours on Monday and they wish to take Monday off, only 5 hours is subtracted from Sick or Paid-Time-Off leave.

### **Holidays**

Full-Time and Annual Part-time Employees shall be granted ten (10) paid holidays per year as follows:

- |                               |                   |
|-------------------------------|-------------------|
| 1. Independence Day           | 6. Christmas Day  |
| 2. Labor Day                  | 7. New Year's Eve |
| 3. Thanksgiving Day           | 8. New Year's Day |
| 4. Day After Thanksgiving Day | 9. Good Friday    |
| 5. Christmas Eve              | 10. Memorial Day  |

Eligibility: Holiday pay will be paid only to those employees who have worked their scheduled hours the day before and the day after the holiday, except if they are on an excused leave or as approved by their supervisor.

Holiday Pay: Holidays will be paid at the average number of hours per day the employee is regularly scheduled to work in a week. For example, an employee scheduled to work 28.75 hours per week will earn holiday pay for 5.75 hours regardless of the actual time scheduled to work on the scheduled holiday. If the employee is scheduled to work 5 hours on Monday and a holiday falls on a Monday, the employee will be paid for 5.75 hours.

Holidays Fall on Weekends: When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday. In the event Christmas Eve or New Year's Eve fall on Saturday or Sunday, the preceding Friday shall be observed as the holiday. In the event Christmas Day or New Year's Day fall on Saturday or Sunday, the following Monday shall be observed as the holiday. In the event the day to be observed as a holiday falls on a school day, the actual date of the holiday will be determined by the District.

School Year, Part-time and Extended, Part-time Employees shall be granted six (6) paid holidays per year as follows:

- |                               |                  |
|-------------------------------|------------------|
| 1. Labor Day                  | 4. Christmas Day |
| 2. Thanksgiving Day           | 5. Good Friday   |
| 3. Day after Thanksgiving Day | 6. Memorial Day  |

### **Vacations**

Vacation Accrual: Vacations shall be granted to all annual, full-time and annual, part-time employees, based on their total length of service using the following as a guide:

<b>AFTER a 60-calendar day probation period</b>	<b>Number of Vacation Days</b>
In year One (1)	Five (5) days prorated to June 30 <sup>th</sup> after a 60-day probation period
In year Two (2) (starting July 1 <sup>st</sup> )	Ten (10) days
In year Five (5) (starting July 1 <sup>st</sup> )	Fifteen (15) days
In year Ten (10) and beyond (starting July 1 <sup>st</sup> )	Twenty (20) days

Negotiated exceptions will be noted and kept on file in personnel documentation.

Selection of Vacation Time: Employees shall normally be granted their vacation requests provided the work schedule permits and the request is made at least two (2) weeks prior to the beginning of the requested vacation. Should a conflict arise between two or more employees' vacation request, such requests shall be granted on an alternating basis, provided at least a two (2) week notice has been given. Vacations for an employee shall not be cumulative from year to year, but no vacation shall be forfeited if vacation could not be taken in a given year because of the Employer's non-approval of a vacation request.

Accrued but unused vacation may be carried over until December 31<sup>st</sup> (to be used between July 1 and December 31). Vacation that is carried over but not used prior to December 31 shall be forfeited without compensation. Earned but unused vacation shall not be paid out.

Vacation Pay Upon Separation: Upon separation, employees shall receive payment for all unused accrued vacation for the current year, vacation days earned will be prorated from July 1 to the separation date.

### **Sick Leave and Paid Time Off (PTO) for Personal Business**

After a 60-calendar day probation period, Support staff employees will earn sick/personal leave as follows:

- Annual, full-time and annual, part-time Employees will have 13 new days annually – seven (7) for personal business and six (6) for sick leave use.
- School Year, Part-time employees will have 10 new days annually – five (5) for personal business and five (5) for sick leave use.
- Employees regularly working under 20 hours per week will not earn paid sick/personal leave.
- All unused PTO will roll to Sick Leave at the end of the school year (June 30).

In the first year, sick/personal leave days/hours will be prorated starting after the 60-calendar day probation period.

### **PTO for Personal Business Stipulations for Use:**

- ~~PTO for personal business must be taken in full day increments.~~
- A maximum of five (5) staff district wide may use PTO for personal business on the same day.
- No more than three (3) PTO for personal business days may be used consecutively.
- PTO for personal business may not be taken on Monday or Fridays in the month of May or December.
- 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).

### **Incentive to Sick Leave**

For all employees eligible to earn sick leave, leave will accumulate up to ninety (90) days. Employees that have accumulated the maximum of ninety (90) days of unused sick leave will receive \$50 for every day over ninety (90) remaining on June 30. This is in lieu of “losing” unused sick days and will be paid on the July 15 payroll.

### **Gifting of Sick Leave**

An employee may choose to gift sick leave time 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 time. An employee may gift up to the equivalent time of three (3) sick days. Time will be gifted in the order in which it is donated in the Skyward system. Any unused time will be returned to the donor on or before June 30<sup>th</sup>.

### **Bereavement Leave**

Support Staff shall be granted up to four (4) paid days of Bereavement Leave in the event of a death in the family or close relationship. It is the employee’s responsibility to submit the appropriate time-off information in Skyward and email his/her principal and/or supervisor in advance of taking such leave. Support Staff who access Bereavement Leave consisting of multiple days for the same death shall confer with his/her supervisor 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 employee whenever the District deems such verification appropriate.

### **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 employee 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 employee’s residence or vehicle caused by fire, flood, tornado, or other unforeseen emergency.

### **Jury Duty and Witness Duty**

Any 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.

Support Staff 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. Support Staff are required to submit proof to verify the amount of the payment and their requirement/request to appear to be placed in the employee file.

### **National Guard Duty**

Where an employee is absent due to required service in the National Guard or Reserve, the employee 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 or vacation account, provided that the employee must endorse to the District all



payments by the military for the days covered by paid leave from the District. However, an employee may choose to use PTO or vacation in order to retain both District pay and military pay.

### **Military Leave for Active Duty**

Support Staff 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). Support Staff must give their supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Support Staff will not be paid for military leave. However, Support Staff 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 employee is otherwise eligible.

An employee 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). An employee who is on military leave for more than 30 days must apply for reinstatement in accordance with USERRA and applicable state laws.

Support Staff who return from military leave (depending on the length of military service in accordance with USERRA) will be placed either in the position the employee 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 employee will be treated as if he/she had been continuously employed.

### **Administratively-Approved Leave**

An employee 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 employee has no control of the date. Paid Administratively-Approved Leave shall access the employee’s PTO/Sick Leave account. Unpaid Administratively-Approved Leave shall result in a pro-rated daily deduction of the employee’s next payroll. 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.

Written requests for Administratively-Approved Leave shall be made with the appropriate form at least three days prior to the absence to the District Administrator if advance notice is available. In the event that three days’ advance notice is not available, the employee 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 job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District.

### **Family and Medical Leave Act (FMLA)**

Support Staff 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 4430.01* and *AG 4430.01B*. Questions regarding FMLA leave should be directed to the District’s Business Office.

### **Leaves of Absence**

#### **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.

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

Employees 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 employees per school year and is subject to hiring a qualified replacement for the leave period. This leave provision is not available to employees 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.

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

*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.

## **EVALUATIONS**

Support Staff will be evaluated annually by their immediate supervisor. Evaluations will be a key determining factor in whether the employee will be considered for continued employment. In addition, the employee's salary advancement will also be dependent on the recommendation of the supervisor based on the evaluation report.

## **FOBS & KEYS**

Employee identification badges, parking permit, keys and the key fob for building entry will be issued to employees after initial hire.

## **WORK ORDERS**

Employees are asked to submit Maintenance and Repair Work Orders within 24 hours of becoming aware that something is not in good working order. The directions and link to submit either technology or maintenance/repair work orders form can be found on the [Sstaff Hhome](https://www.manawaschools.org/staff/) area of the district website (<https://www.manawaschools.org/staff/>), Buildings & Grounds, and Submit Help Desk Tickets & Work Order.

## **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 June 15<sup>th</sup> payroll.

## **SCHOOL DISTRICT OF MANAWA ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE POLICIES AND HANDBOOK**

I acknowledge that I have received and reviewed a copy of the School District of Manawa Policies and Support Staff Handbook (Handbook). I understand that it is my responsibility to read it thoroughly. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor. I understand that this Handbook states the School District of Manawa's policies and procedures are in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time, with or without prior notice.

I further understand that nothing contained in the Handbook may be construed as creating a guarantee of future employment, future benefits or a binding contract with the School District of Manawa for employment or benefits or for any other purpose. I understand that nothing contained in the Handbook may be construed as changing my employment status. I understand that except as may be provided by the School Board, or a policy contained herein, my

employment is at will and my employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or at my option.

I understand that I must sign and date a copy of this receipt and return it to the District Office and failure to do so may result in my immediate termination.

Employee Signature: \_\_\_\_\_

Print Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_



Book	Policy Manual
Section	Wellness Policy - Updated Neola Version
Title	Copy of WELLNESS
Code	po8510
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	April 23, 2018

## 8510 - **WELLNESS**

As required by law, the Board establishes the following wellness policy for the School District of Manawa as a part of a comprehensive wellness initiative.

### **Policy Preamble**

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health and reducing childhood obesity;
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health and reducing childhood obesity;
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school based activities.

### **Policy Leadership**

The designated official for oversight of the wellness policy is Carmen O'Brien, Business Manager. The official shall convene the Wellness Committee and lead the review, updating, and evaluation of the policy.

### **Required Public Involvement**

The District Administrator shall obtain the input of District stakeholders, to include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, School Board members, members of the public, and other school administrators in the development, implementation, evaluation, and periodic review and update, if necessary, of the wellness policy.

## District Wellness Committee

### Committee Formation

The District shall convene a Wellness Committee that meets at least two (2) times during the school year to establish goals and oversee school health policies and programs, including development, implementation, and periodic review and update of this Wellness Policy.

#### Committee Representatives

The District shall invite a diverse group of stakeholders to participate in the development, implementation, and periodic review and update of the Wellness Policy.

Stakeholders may include:

- A. administrator(s)
- B. Board member(s)
- C. classroom teacher(s)
- D. physical education teacher(s)
- E. school food service representative(s)
- F. school health paraprofessional or nurse
- G. community member/parent(s)
- H. student(s)
- I. medical/health care professional(s)
- J. nutrition and/or health education teacher(s)
- K. school counselor(s)

## Nutrition Standard for All Foods/School Meal Programs/Standards and Guidelines for School Meal Programs

- A. All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010. [USDA Meal Patterns](#) ~~[DRAFTING NOTE: The policy should include a link to USDA meal pattern requirements or list them individually.]~~
- B. Drinking water is available for students during mealtimes.
- C. All schools in the District participate in USDA child nutrition programs, including National School Lunch Program and School Breakfast Program.
- D. All meals are accessible to all students.
- E. Withholding food as a punishment shall be strictly prohibited.
- F. All meals are appealing and attractive and served in clean and pleasant settings.
- G. Students are provided at least 10 minutes to eat breakfast and at least 20 minutes] to eat lunch after being seated.
- H. Menus shall be posted on the District website .
- I. All school nutrition program directors, managers, and staff shall meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

## School Meal Program Participation

The District:

- A. Shall notify parents of the availability of the breakfast, lunch, and summer food programs and shall be encouraged to determine eligibility for reduced or free meals;
- B. Shall restrict the scheduling of club/organizational meetings during the lunch period unless students are allowed to purchase lunch to be consumed during the meetings;
- C. Shall explore the use of nontraditional breakfast service models (such as breakfast in the classroom) to increase breakfast participation.

## Foods and Beverages Sold Outside of School Meals

- All food and beverages sold and served outside of the school meal programs ("competitive" foods and beverages) shall, at a minimum, meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. [Add link.]

## Foods Offered/Provided but Not Sold

- A. The District encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.

## Fundraising

- A. The District adheres to the Wisconsin Department of Public Instruction fund-raiser exemption policy and allows two (2) exempt fund-raisers per student organization per school per year. All other fund-raisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

## Marketing

- A. Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

## Nutrition Education

- A. The primary goal of nutrition education is to influence students' lifelong eating behaviors. Nutrition education, a component of comprehensive health education, shall be offered every year to all students of the District. The District aims to teach, model, encourage, and support healthy eating by providing nutrition education.
- B. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- C. Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the Wisconsin Department of Public Instruction Model Academic Standards for Nutrition.

## Nutrition Promotion

- A. The District is committed to providing a school environment that promotes students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.

## Physical Activity

**~~{DRAFTING NOTE: At a minimum, all schools/Districts must include at least one goal related to physical activity. Additionally, schools/districts are encouraged to include goals related to physical education.}~~**

- A. The District shall provide students with age and grade-appropriate opportunities to engage in physical activity.
- B. All students in grades K- 5 shall be provided with a daily recess period at least twenty (20) minutes in duration. Recess shall not be used as a reward or punishment.
- C. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

#### Physical Education

- A. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- B. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- C. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- D. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge and attitudes necessary to engage in lifelong, health-enhancing physical activity.
- E. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- F. In health education classes, the District shall include topics of physical activity, including: the physical, psychological, or social benefits of physical activity; how physical activity can contribute to a healthy weight; how physical activity can contribute to the academic learning process; how an inactive lifestyle contributes to chronic disease; and decreasing sedentary activities.

#### Other School-Based Strategies for Wellness:

**~~{DRAFTING NOTE: At a minimum, all schools/Districts must include at least one goal related to other school-based wellness activities.}~~**

- A. Students, parents, and other community members shall have access to the school's outdoor physical activity facilities outside the normal school day.
- B. As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle.

#### Staff Wellness

The District will implement the following activities below to promote healthy eating and physical activity among school staff.

- A. Distribution by the Business Manager of a monthly employee health newsletter to promote healthy behaviors.

#### Additional Strategies for Consideration:

- A. The school shall provide attractive, clean environments in which the students eat.
- B. Students are permitted to have bottled water in the classroom.
- C. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
- D. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal



management of the program.

- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

All foods available on campus during the school day shall comply with the current USDA nutrition guidelines, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.

- C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well, regardless of unpaid meal balances without stigma.
- D. All food service personnel shall receive pre-service training in food service operations.
- E. Continuing professional development shall be provided for all staff of the food service program.

### Monitoring and Evaluation

- A. The Wellness Committee shall evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture. The District shall notify school staff, students, and households/families of the availability of the wellness report via newsletters and website postings. The report will be made available at <https://www.manawaschools.org/district/>.
- B. The program developed shall include the following items, along with any additional measures deemed appropriate:
- C.
1. identify specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, with consideration for evidence-based strategies;
  2. develop nutrition guidelines for all foods and beverages sold during the school day, that are consistent with Federal requirements for meal nutrition standards and smart snacks, and restricting marketing efforts to only those items that meet established guidelines;
  3. develop policies pertaining to other food items in the schools, including for classroom parties, birthday snacks, or other food items not for sale, but distributed in the schools;
  4. describes the process and public involvement in the development of the wellness program and initiatives.

### Public Notice

The District Administrator shall be responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall distribute information at the beginning of the school year to families of school children, and post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District.

### Record Retention

The District Administrator shall require that the District retains documentation pertaining to the development, review, evaluation, and update of the policy [in the Board Committees Google Drive - Wellness Committee folder permanently.](#)

© Neola 2021

Legal                            42 U.S.C. 1751 et seq.  
    42 U.S.C. 1771 et seq.

Last Modified by Melanie J Oppor on June 30, 2022



Book	Administrative Guideline Manual
Section	5000 Students
Title	STUDENT AND CREDIT TRANSFER FROM NONPUBLIC SCHOOLS
Code	ag5463
Status	Proposed to Policy & Human Resources Committee
Adopted	August 20, 2018

#### 5463 - **STUDENT AND CREDIT TRANSFER FROM NONPUBLIC SCHOOLS**

Whenever a student seeks to transfer into the District from a nonpublic school, other than a home-based private education program **or program not certified or licensed by the applicable State education agency**, the following procedures should be used to determine the student's proper grade placement or credits toward graduation.

- A. Identify the grade level that the student's age would indicate is the likely grade placement.
- B. **Review the courses of study for that grade to determine the critical learnings that would be prerequisite to success a the subsequent grade levels or courses.**
- C. Review the student's performance (if available) on tests and/or other means of assessment that were used to assess the student's learning while participating in the nonaccredited school. **Determine whether the critical learnings identified in the District's course of study were properly assessed and, if so, how well the student has achieved each critical learning.**
- D. If no prior assessment data is available, identify which tests (standardized or District-made) as well as other means of assessment (research project, term paper, and the like) could be used to assess the student's achievement **of the critical learnings and arrange for the student to be assessed.**
- E. If the assessment so indicates, **a referral will be made to the Special Education Director for consideration of further evaluation or** assign the student to the grade or course level suggested at the first step (with or without special assistance).
- F. Make arrangements for any form of special assistance that will be needed for the student to succeed at that level.
- G. If the assessment indicates that another grade or course level is more appropriate, register the student in that grade or course level and make whatever arrangements are necessary to provide for any needed assistance indicated by the assessment.

#### **Student Transfer from Home-Based Private Educational Program or Other Nonapproved Program**

**The following applies to students who are transferring from a home-based private educational program, nonchartered religious school, or foreign school. It does not apply to any school that has been approved or licensed by the Department of Public Instruction or by another State's education agency in which the school is located.**

#### **General Procedures:**

- A. **(X) The parent is to submit to the Building Principal \_\_\_\_\_ written notification of the intent to enter the school no later than fourteen \_\_\_\_\_ (14 →) calendar days prior to the expected date of enrollment.**
- B. **(X) The Building Principal \_\_\_\_\_ is responsible for conducting a thorough placement study including an assessment of current learnings relative to each course of study (see above). The placement study should also include a review of information provided by the parent such as student achievement data, standardized test scores, topics studied, resources used, and samples of student work and accomplishments. It should also include a comparison with the criteria established for private schools under Wis. Statute 118.165. No student is**

to be placed in any school or grade without a written placement review.

- C. (X) A final meeting with the parent and student shall be scheduled to review the District's assessment results, establish credits (if applicable), and discuss placement.
- D. (X) In the event the advance notice is not provided, a temporary placement decision may be made by the Building Principal \_\_\_\_\_ while the placement review is conducted. The parent is to be informed of the District's placement review procedure.
- E. (X) Prior to placement, the parent must complete normal enrollment procedures as outlined in AG 5111.
- F. (X) A review of student progress shall be conducted by the Building Principal \_\_\_\_\_ at the end of the first \_\_\_\_\_ grading period~~s~~ following enrollment to evaluate effectiveness of the placement decision.
- G. (X) A parent may request, during the placement procedure, that his/her child participate in special education programming. If so, the District's special education identification and evaluation procedure is to be followed. If there is no conclusive evidence that special education testing should be initiated or if the student does not qualify, the 504 evaluation procedure (AG 2260) may be applicable or the Building Consultation \_\_\_\_\_ Team may be notified prior to student placement.
- H. (X) If the District's assessment of a student indicates mastery of curriculum objectives that far exceed the normal age/grade placement, and whose standardized test scores indicate qualification for gifted education, s/he may be referred to the Building Consultation Team \_\_\_\_\_ for placement.

### Admission to Kindergarten Through Grade Eight

Placement into a grade shall be made in accordance with the following:

- A. (X) age appropriateness
- B. (X) data resulting from the assessment procedure described above - Student Transfer from Nonpublic Schools
- C. (X) results of the examination of the student's most recent annual academic assessment report which shall include one (1) of the following:
  - 1. (X) results of a nationally-normed, standardized achievement test
  - 2. (X) written narrative indicating that a portfolio of the student's work has been reviewed and his/her academic progress for the year is in accordance with the student's abilities
  - 3. ~~and the District's applicable courses of study(-)~~
- D. (X) review of previous regular education program records, if any, to check last grade placement
- E. (X) results of universal screeners ~~competency tests~~ at the appropriate grade level(s) to measure achievement of performance objectives in literacy and math. ~~each applicable subject~~

### Admission to Grades Nine Through Twelve

Placement into a grade shall be made on the basis of credits earned. Placement into each subject (e.g. English) shall be made based on:

- A. (X) age appropriateness;
- B. (X) data resulting from the assessment procedure described above - Student Transfer from Nonpublic Schools;
- C. (X) results of examination of the student's most recent annual academic assessment report which shall include one (1) of the following:
  - 1. (X) results of a nationally normed, standardized achievement test in the subject area
  - 2. (X) a portfolio of the student's work that demonstrates s/he has developed the knowledge and skills at the previous grade level to the one the student should be placed in based on his/her age
- D. (X) review of previous regular education program records, if any, to check last grade placement;
- E. (X) results on the appropriate competency tests or normed, criterion-referenced~~s~~ test in the subject area, if applicable to the grade placement.

### Procedures for Receiving Credits/Grades

[X] Students shall receive credit for their academic work on the following basis, to:

- A. (X) receive credit in language arts, social studies, mathematics, and/or science, the student must be able to produce a curriculum document for review that demonstrates the student's level of mastery of critical

**learnings.†**

1. ~~receive a raw score equivalent to the \_\_\_\_\_ percentile on a nationally-normed, criterion-referenced test in the specific subject.(-)~~
  2. (X) receive a passing grade in the final examination in the subject, plus satisfactory completion of any academic projects student must complete to demonstrate competence in the subject area.  
 [X] The student will have only one (1) opportunity to take the appropriate test(s). The student must complete the test(s) within five \_\_\_\_\_ ( 5 ) days from the date of enrollment and any projects by no later than two weeks \_\_\_\_\_.
- B. (X) receive credit in courses other than language arts, social studies, mathematics, and/or science, the student must demonstrate proficiency as determined by the building administrator, the school counselor, and the teacher with expertise in the area where the student must demonstrate through a portfolio of their work \_\_\_\_\_ [teacher or department chairperson]\_.

[X] In accordance with Board Policy 5463, no letter or number grades will be recorded for courses for which credit is granted. Credit will be issued on a pass/fail (P/F) basis and the transcript will indicate "transfer" credit. The credit will be recognized for high school graduation requirements. Students entering school at any point following the conclusion of the first grading period will be evaluated on a pass/fail basis for competency in the course work dealt with during the grading period(s). Credits obtained by the student while enrolled in a non-public school program but obtained through courses offered in the District's schools pursuant to Policy 9270 - Home-Based, Private, or Tribal Schooling, shall be afforded the credit associated with them as would be provided to any District enrolled student at the time.

[X] The maximum number of credits a student may receive for each year of academic study is seven \_\_\_\_\_ ( 7 ) credits which is equivalent to the maximum number of credits a student may earn while attending high school.

**Procedures for Determining Grade Point Average (GPA)/Class Rank/Transcripts:**

- A. (X) Students entering the high school shall have no established grade point average (GPA) or class rank until they have completed two \_\_\_\_\_ (-2) semesters.
- B. (X) Inclusion of the student in graduation honors such as Valedictorian shall occur if the student has been enrolled for seven \_\_\_\_\_ (7-) consecutive semesters.

~~and at least \_\_\_\_\_ percent ( \_\_\_%) of the credits required for graduation have been earned at the high school. (-)~~

**Graduation and Commencement Exercises**

[X] Before a diploma will be presented, the student must meet all of the Board's graduation requirements.

[X] For a student to qualify for participation in the commencement exercises, s/he must be enrolled in the high school for \_\_\_\_\_ (-) the entire year (X) one (1) semester. [DRAFTING NOTE: Don't make this any different than for students transferring in from another public school.]

© Neola 2011

Last Modified by Melanie J Oppor on June 30, 2022



Book	Policy Manual
Section	0000 Bylaws
Title	Copy of COMMITTEES
Code	po0155
Status	Proposed to Policy & Human Resources Committee
Adopted	April 25, 2016
Last Revised	April 23, 2018

#### 0155 - **COMMITTEES**

The Board believes committees can be useful in the decision-making process. By using a Board committee structure, the Board is able to conduct its business in an efficient and effective manner and study issues facing the District in more depth. The committee structure is designed to assist the Board in conducting business: it is not intended to take away a Board member's opportunity to ask questions or to be involved in the decision-making process.

The Board shall have the following four (4) standing committees, which shall be subunits of the Board:

- A. Finance Committee
- B. Buildings and Grounds Committee
- C. Curriculum Committee
- D. ~~Human Growth and Development Ad hoc Committee~~
- E. Policy and Human Resources Committee
- F. ~~Recognition Committee~~

Standing committees shall perform specific functions and duties as determined by the Board. Committee shall be fact-finding, deliberative and advisory in nature. Committees shall have no power to take any action on behalf of the Board, or to otherwise commit the Board or District to any course of action or expenditure of funds. The Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues.

The Finance Committee is charged with decision-making related to:

- A. Budget planning
- B. Service contracts
- C. Long-term financial budgeting
- D. Cash management
- E. All other financial issues in the District

The Buildings and Grounds Committee is charged with decision-making related to:

- A. Short-term routine maintenance plans
- B. Long-range planning for the care of all district buildings and sites
- C. Transportation
- D. Safety plans
- E. All other buildings and grounds issues in the District

The Curriculum Committee is charged with decision-making related to:

- A. Curriculum review and endorsement
- B. Textbook/resources for instructional purposes
- C. New course approval
- D. Graduation requirements
- E. Professional development plans and programs
- F. Testing and assessment
- G. Accountability and reporting
- H. Instructional technology
- I. District programs and services
- J. All other curriculum, instruction, and assessment issues in the District

The Policy and Human Resources Committee is charged with decision-making related to:

- A. Board and Education policies and guidelines
  - 1. Review of current policies and rules
  - 2. Development of new policies
  - 3. Monitor State statutes and Federal policies impacting District policies
- B. Employee handbooks
- C. Job descriptions
- D. Employee hiring process and time line
- E. Employee contracts
- F. All other policy and employment issued in the District

Standing committees shall be appointed annually by the Board President, after receiving preferences from individual Board members. The appointments shall occur within thirty (30) days of the annual election of Board officers and are subject to approval by the Board. Each committee shall consist of three (3) Board members. The quorum of each standing committee shall be defined as a majority of the full membership of the committee.

The first-named person on the list of appointees for each committee shall act as committee chair, and the second-named person shall act as the alternate chair in the event the chairperson is unable to attend a scheduled meeting or otherwise perform the duties of the chair. No Board member shall be appointed as the chair of multiple standing committees, except by necessity or except with the approval of the Board.

It shall be the responsibility of the committee chair to schedule regular committee meetings, plan the meeting agendas with assistance from other committee members, and ensure that the minutes of all committee meetings are recorded and maintained. The committee chair shall be provided time on regular Board meeting agendas to present reports and/or make recommendations to the Board as the committee requests and as requested by the Board.

The appointed members of the various committees and the committee chairs shall serve until the next annual appointments are made, assuming no vacancies occur and assuming no subsequent action is taken by the Board to modify committee structures or committee membership.

In the event of a vacancy on the Board, a proposal to revise committee membership for the purpose of a quorum as well as committee chair appointments for the remainder of the annual period may be presented for Board approval.

Any Board member may attend and participate in discussions that occur at any standing committee meeting; however, only official members of the committee shall have the authority to make motions and vote at the committee meetings. All Board members shall receive copies of committee meeting minutes to stay fully informed of committee activities.

Committee meeting minutes shall not be submitted for publication as a legal notice, but shall be made available to the public as appropriate when requested under the public records law.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84, Wis. Stats. When appropriate, based on the anticipated attendance of Board members who are not members of the committee, such notice shall include a statement that a quorum of the Board may be present, but the Board shall take no action as governmental body at the committee meeting. A committee shall require a quorum, consisting of a majority of its members, to take any action. In addition, committee meetings may provide for a period of public participation, and recording appropriate minutes of the meeting. A committee may conduct a closed meeting providing it is for one (1) of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

The following format for committee agendas is recommended:

#### **SPECIAL NOTICE OF COMMITTEE MEETING WHEN A QUORUM OF BOARD MEMBERS IS EXPECTED TO BE PRESENT**

A meeting of the (specify committee name) Committee of the School District of Manawa shall be held on \_\_\_\_ (identify the date and time of the meeting) in the \_\_\_\_ (identify the location of the meeting). The items of business to be taken up by the committee at the meeting are the following:

- A. First Item of Business
- B. Second Item of Business
- C. List any other items of Business

Further notice is hereby given that School Board members who are not members of the (specify committee name) Committee, up to and possibly including all Board members, may attend the above-noticed committee meeting so as to constitute a quorum of the Board. However, the role of any Board member who is not a member of the above-identified committee is limited to information gathering and participation in the committee's discussion. The Board shall take no action as a governmental body as part of the committee meeting.

The Board may establish advisory or temporary **Ad hoc** committees for specific purposes from time to time to advise the Board on specific topics of interest or concern in the District. **Ad hoc Advisory Committees include, but are not limited to the:**

- A. Recognition Committee - meets annually**
- B. Districtwide Safety Committee - meets every three years**
- C. Human Growth and Development Committee - meets every three years**
- D. Wellness Committee - meets every three years**

Committee membership shall be determined by the Board President subject to approval by the Board. Membership selection shall seek to reflect community diversity, represent varied viewpoints and include members with special expertise as appropriate to the purpose of the committee. Each committee shall receive a set of guidelines from the Board that include the following information:

- A. specific charge to the committee including tasks and/or reports to be completed;
- B. membership appointments, including the length of time each member is to serve;
- C. clarification of limitations, policies governing committee work, resources to be provided and the relationship to the Board.
- D. approximate timeline for progress reports, task completion and final reports or recommendations; and
- E. procedures for dissemination of information to the public.

Notice shall be given for Board advisory or temporary committee meetings in accordance with State law and Board policies. Board members may attend any of these committee meetings.

The findings and recommendations of advisory or temporary committees shall be based upon appropriate research and fact. The committees shall be dissolved upon completion of the assigned tasks or as determined by the Board.

© Neola 2017

Last Modified by Melanie J Oppor on May 26, 2022





**SCHOOL DISTRICT OF MANAWA  
2022-2023 Individual Teaching Contract**

**IT IS HEREBY AGREED** by and between the **SCHOOL BOARD FOR THE SCHOOL DISTRICT OF MANAWA** (hereinafter designated as the “Board”) and **Michele L. Koshollek** (hereinafter designated as “Teacher”) that the Board employs Teacher pursuant to the following terms and conditions:

**1. CONTRACT TERM.**

- 1.01. Teacher agrees to faithfully perform all duties and responsibilities as assigned by the Board for a period of **188** days at **1.0** Full-Time Equivalent (FTE), beginning July 1, 2022 and ending June 30, 2023.
- 1.02. This Contract shall require Teacher to work the schedule adopted by the Board (as may be amended from time to time).
- 1.03. This Contract shall terminate by agreement of the parties at the conclusion of the one-year term provided for herein and shall have no force or effect thereafter.

**2. COMPENSATION.**

- 2.01. For services properly rendered, Teacher is to be paid a total annual salary of **Sixty-two Thousand One Hundred** dollars (**\$62,100.00**) equal to Level **D5**, less appropriate withholding. Teacher’s total annual salary is subject to adjustment, if any, in conformance with the evaluation and compensation system adopted by the Board or as otherwise permitted by law, subject only to collective bargaining, as appropriate.
- 2.02. The Board shall pay Teacher during the term of this Contract in semi-monthly installments payable by the 15<sup>th</sup> and final business day of each month beginning with the first pay period of the 2022-2023 school year for a total of twenty (20) installments. Teacher may defer payment of a pro-rated portion of the annual salary through August 15, 2023 by electing to receive pay in twenty-four (24) installments. The selection of the twenty-four (24) installment payment option must be made at the time this Contract is signed and may not be rescinded during the term of this Contract. Once selected, the twenty-four (24) installment payment option shall remain in effect for renewal of this or future contracts, if any, unless written notice to return to twenty (20) installment payments is provided to the Business Office at the time any future contracts are signed and returned.

- 2.03. The Board and Teacher acknowledge and agree that Teacher's total annual salary in subsequent contract years, if any, may be increased or decreased in conformance with the evaluation and compensation system adopted by the Board.
- 2.04. The Board may provide Teacher with employment benefits that it may from time to time deem appropriate for teachers generally, as specified in Board policies and any Employee Handbook. The nature of the benefits shall be determined by the Board. If provided, the benefits are subject to review and adjustment during the term of this Contract. Moreover, any benefits offered are not guaranteed to Teacher in future contracts, if any.
3. EMPLOYMENT RESPONSIBILITIES.
- 3.01. Teacher agrees to teach and/or supervise in an assignment for which Teacher is certified. The Board may, at its discretion, assign additional tasks for which Teacher is certified or may obtain certification, together with extra-curricular assignments. Teacher further agrees to take part in various activities including, but not limited to, teacher institutes, group meetings, curriculum workshops, festivals, clinics, contests, parent-teacher conferences, in-service workshops, open houses and the like as may be assigned by the District's administration.
- 3.02. This Contract is subject to all applicable state and federal laws as well as the rules, regulations and policies of the District now in force or as may be adopted or amended by the Board. The Board will provide Teacher with a copy of the rules, regulations and policies in force. Teacher agrees to conform to all applicable laws, rules, regulations and policies. Teacher is further subject to the supervision and control of the District Administrator and other administrators appointed by the Board.
- 3.03. In case of a direct conflict between any rules, regulations or policies of the Board and any specific provisions of this Contract, this Contract shall control.
- 3.04. If employed under a full-time contract, Teacher agrees to devote full time to the duties and responsibilities normally expected of persons assigned to Teacher's position. Teacher shall not engage in any pursuit or accept any other employment which interferes with the proper discharge of Teacher's duties and responsibilities. The Board reserves the right, in its sole discretion, to determine whether outside pursuits or other employment interferes with the proper discharge of Teacher's duties and responsibilities.
- 3.05. The Board shall make available to Teacher, a written job description outlining the duties, obligations, services and responsibilities of a teacher employed by the Board. The Board retains the right to develop and/or alter the written job description at any time.



3.06. This Contract is conditioned upon Teacher's possession of a valid Wisconsin teacher's license or certificate as required by the laws of the State of Wisconsin. This Contract shall be void and shall terminate by mutual agreement of the parties if Teacher fails to conform to the provisions of Wis. Stat. §§ 118.21 and 118.22 including, but not limited to, if Teacher fails to submit a full and complete application to renew Teacher's license or certificate before Teacher's prior license or certificate expires, if Teacher fails to secure the appropriate license or certificate on a timely basis, if Teacher fails to submit to the Wisconsin Department of Public Instruction a request for a background check at least once every five (5) years (to maintain Teacher's Lifetime License) and/or if Teacher fails to file a statement with the District Clerk showing the date of expiration and grade and character of all teacher certificates or licenses held.

4. CONTRACT TERMINATION.

4.01. Teacher confirms that Teacher is not under contract with any other school district for the period covered by this Contract.

4.02. The disqualification of Teacher to continue teaching for any legal cause whatsoever shall immediately terminate and render this Contract null and void. Teacher may be disciplined or discharged in conformance with Board policy.

4.03. Except as may be modified by this Contract or by law, Teacher's employment may be terminated by the Board during the term of this Contract for non-arbitrary and non-capricious reasons, after notice has been provided to Teacher.

4.04. Should Teacher seek to be released from this Contract, Teacher shall submit a written request for release to the Board, together with payment of liquidated damages. The parties agree that this Contract constitutes a binding legal contract, the breach of which will result in liability for damages. It is specifically agreed that in the event Teacher breaches this Contract, the following liquidated damages will flow from such breach and the Board may, at its option, demand and recover from Teacher such amount of liquidated damages:

After June 1 but prior to July 1	\$500.00
After June 30 but prior to August 1	\$1,000.00
After July 31 but prior to August 15	\$1,500.00
After August 14	\$2,500.00

This express intent to liquidate the uncertain damages and harm to the District from such a breach is not the exclusive remedy or right of the District but is, rather, an alternative right and remedy and shall not, unless the District elects to rely on the same, preclude the District from seeking and recovering the actual amount of damages resulting from such a breach by Teacher.

- 4.05. This Contract may be modified or terminated at any time during the term hereof by the mutual written agreement of the parties.
5. ATTORNEY’S FEES AND COSTS. Should the District initiate litigation to enforce the Liquidated Damages provision of this Contract and ultimately prevail, the District shall be entitled to recover its costs including, but not limited to, actual attorney’s fees and costs, from Teacher.
  6. LAYOFF. The Board reserves the right to lay off Teacher, including partial layoff through a reduction in FTE, based upon the needs of the District. Teacher shall be given notice of such layoff not less than thirty (30) calendar days prior to the effective date of such layoff, unless impractical to do so. It is understood that as a layoff, the non-renewal procedures of Wis. Stat. § 118.22, do not apply.
  7. CONTRACT RENEWAL/NON-RENEWAL. Renewal and non-renewal of this Contract shall be governed by Wis. Stat. § 118.22, as appropriate. Non-renewal of this Contract due to performance is not subject to the District’s Grievance Procedure.
  8. INVALID PROVISIONS – SAVINGS CLAUSE. If any article or part of this Contract is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any part should be restrained by any tribunal, the remainder of this Contract shall not be effected thereby.
  9. LAWS OF COMPETENT JURISDICTION. This Contract is governed by the laws of the State of Wisconsin.
  10. COMPLETE AGREEMENT. The parties understand and agree that this document contains their entire agreement as to the matters addressed in this Contract.

**This Contract is not valid unless signed and returned to the District Office by Teacher on or before June 15, 2022.**

Dated this 14<sup>th</sup> day of April 2022.

SCHOOL DISTRICT OF MANAWA

---

Board President

---

Board Clerk

I, the undersigned Teacher, hereby accept the provisions set forth in this Contract.

(Teacher only needs to mark choices below if Teacher elects not to have their total annual salary divided and paid equally over twenty (20) payrolls from August 31, 2022 through June 15, 2023).

- I elect to receive pay in twenty-four (24) installments.
- Divided equally and paid over twenty-four (24) payrolls.
- Divided equally and paid over twenty-four (24) payrolls, however I elect to have the salary amounts for June, July and August paid to me in one lump sum on June 15, 2023.

Michelle Katoorah                      6/14/22  
Teacher Signature                      Date





School District of Manawa  
Petition for Wage Equalization Form

Employee's Name: Michele Kosholtek Job Title: Teacher

Current Job Description and / or Base Wage: 62,100.00

Requested Job Description and / or Base Wage: 69,100.00

Please answer the following questions as completely as possible. If additional space is needed, additional pages may be attached to this form.

1. How long has this position existed? This position has existed since the high school opened. It is one of two full-time English positions.

2. How long has the present employee been working in this position?  
I will be beginning my 7th year in this position.

3. Have there been previous requests for Wage Equalization of this position? If so, please provide the dates and outcomes of the request. No.

4. What positions in the same department and / or elsewhere in the School District of Manawa are comparable to this position? (Please provide titles and departments). Also please explain why you believe these positions to be comparable to your position. English Teacher / Tracy Konkol

Tracy is the only other teacher in this district with the same workload.

5. Please explain why this position should be reclassified.

I was offered a job in a neighboring district that offers me substantial wage increases yearly in addition to health care with zero contribution towards the premium. I was asked what I would like to see in order to stay in Manawa. This increase would do that.



**PLEASE ATTACH AN OLD / CURRENT POSITION DESCRIPTION AND A NEW / PROPOSED POSITION DESCRIPTION TO THIS DOCUMENT WHEN TURNING IT IN TO THE DISTRICT OFFICE.**

**OLD POSITION DESCRIPTION:** Please identify in the space provided below any **significant reduction or deletion** in duties, tasks and responsibilities and the approximate percentage of time spent performing those duties in the old position description which are no longer performed by the employee or have been significantly reduced. Reference the deleted duties by listing them as they appear in the old position description.

English Teacher : Grades 10/12

Courses 4

Preps 4

Hours Taught : 6/7 periods / day

Planning Period : 1

**NEW POSITION DESCRIPTION:** Please identify those **significant changes, expanded or new** duties, tasks and responsibilities requiring additional skills, responsibilities, and effort and the approximate percentage of time spent performing those duties in the new position description which are not in or have been expanded in the old position description that now constitute a higher percentage of the employee's work time. Reference the expanded or additional duties by listing them as they appear in the new position description.

English Teacher : Grades 10/12

Courses : 5

Preps : 5

Hours Taught : 7/8

Planning Period : 1



List any additional comments or information you would like to provide regarding your Wage Equalization request below:

I did not initially set out to apply for another job in order to increase my wage here. However, after learning of my earning potential in another district and the added health insurance benefits, I was set to accept the position. I would also only be required to prep for one course and have two planning periods each day - a significant decrease in workload. Because I do not take the district health insurance,

Signatures:

Michele Fastorek 6/14/2022 <sup>thousand dollar</sup> increase  
Seemed Fair

Please have your Bldg Administrator / Supervisor review / sign this document.

\_\_\_\_\_  
Bldg Administrator / Supervisor

\_\_\_\_\_  
Date

Forward to:

\_\_\_\_\_  
District Administrator

\_\_\_\_\_  
Approve or Deny

\_\_\_\_\_  
Date

- If Denied, Employee may file an Appeal with the Policy & Personnel Committee

\_\_\_\_\_  
Policy & Personnel Committee

\_\_\_\_\_  
Approve or Deny

\_\_\_\_\_  
Date

- If Denied, Employee may file an Appeal with the Board of Education

\_\_\_\_\_  
Board of Education

\_\_\_\_\_  
Approve or Deny

\_\_\_\_\_  
Date



SCHOOL DISTRICT OF MANAWA  
SECONDARY ENGLISH TEACHER  
Job Description

QUALIFICATIONS: The ideal candidate would possess a valid State of Wisconsin certification, and the following licenses: English (1300).

JOB GOALS: Provide an opportunity for all students to learn. Classes include, but are not limited, to: World Literature, American Literature, and Advanced Placement (AP) classes. Additional extra-curricular and coaching opportunities available.

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES: [All of the following are considered to be the essential functions of the position.]

1. Demonstrate professional competence as per the Department of Public Instruction teaching standards and the Educator Effectiveness Project.
2. Possess an in-depth knowledge in the content areas of licensure.
3. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Guide the learning process to the achievement of curriculum goals.
5. Interact and communicate effectively with parents.
6. Use appropriate and effective instructional techniques.
7. Differentiate instruction as appropriate to the needs of children.
8. Assess the accomplishments of students on a regular basis as determined by the teacher. Provide progress reports for students, parents, Building Consultation Teams, and the office as designated by Administration.
9. Participate in the advisory rotation for clubs, sports, and activities per the principal.
10. Cooperate with other staff members in planning instructional programs, developing procedures, and carrying out assigned duties.
11. Comply with all policies, handbooks, operating procedures, and school requirements.
12. Do not send students from the school premises on errands.
13. Do not send students to the school office without a pass or calling the office to indicate the reason that necessitates the student's presence in the office.
14. Keep school records as are required by Board regulations, principals and the District Administrator. These records include, but are not limited to, staying current in all required data entry into the student information system (SIS) (ex. Attendance, misconduct incidents, grades, etc.), maintaining lesson plans, and assessment data.
15. Complete and turn in to the building office a classroom inventory.
16. Develop reasonable rules of classroom behavior and procedure based on the district's PBIS model to ensure that order is maintained.
17. Exercise general supervision over student conduct, not only while in the classroom, but also before school, during noon hours, in the hallways, and during co-curricular activities, as assigned.
18. Assume supervision duties as assigned by the principal.
19. Set the example and preserve neatness in classrooms and other district spaces.

20. Be responsible for all books and supplies provided for student use and see that the furniture, apparatus, maps, books and other equipment are not defaced or damaged. Any breakage or defacing of school property shall be investigated and reported to the principal for additional investigation and action.
21. Do not use time during school hours for working on personal items or doing personal errands.
22. Follow the district procedure and administrative guidelines for any plans or programs you may wish to initiate.
23. Attend all meetings and professional development scheduled by the principal and the district administrator, including in-service training meetings scheduled by the district administrator and special meetings called by principals.
24. Report injuries within the scope of their employment in writing to the business manager immediately. The district carries worker's compensation insurance for employees, including teachers.
25. Submit grades for report cards, which are issued on a nine-week basis.
26. See that all lights are turned off, that all windows are closed and doors are locked when leaving the room.
27. Obtain principal and district administrator approval of teacher-initiated requisitions and purchase orders.
28. Be in the classroom during the designated class periods throughout the day.
29. Participate in I.E.P., English language, Section 504, Health Plan, or other student-centered meetings as needed and comply with the expectations therein.
30. Perform other duties assigned by the 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.

**TERMS OF EMPLOYMENT:** Salary and benefits as outlined in salary and stipend guide.

**EVALUATION:** The secondary principal shall be the primary evaluator of the performance of secondary teachers. Other trained administrators will serve as secondary evaluators.

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.



**Students choosing to excel; realizing their strengths.**

To: Board of Education Members  
 From: Dr. Melanie J. Oppor  
 Date: July 1, 2022  
 Re: SDM Professional Educator Handbook

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

<b><i>Page #</i></b>	<b><i>Current Language (If applicable.)</i></b>	<b><i>Proposed Change or Addition</i></b>
9		Update Compliance Officer/Secondary Principal to: Dr. Abe El Manssouri
Throughout		Added policy/administrative guideline references where applicable
Throughout	His/her, he/she, etc.	Replaced with gender neutral pronouns
14		Moved policy and administrative guideline references to the end of the section
15		Moved policy and administrative guideline references to the end of the section
16	Remove: or under the direction of the District Nurse.	
16	Deleted repetitive language about Fitness for Duty	Moved policy and administrative guideline references to the end of the section
22		Added phrase for clarity: “ <i>as per the Educator Effectiveness Model available from CESA #6</i> ”
23		Moved policy references to the end of the section
24		Moved policy references to the end of the section
29		Add the following: Stipulations for the use of PTO for personal business include: <ul style="list-style-type: none"> <li>• A maximum of three (3) staff district wide may use PTO for personal business on the same day.</li> <li>• No more than three (3) PTO for personal business days may be used consecutively.</li> <li>• PTO for personal business may</li> </ul>

		<p>not be taken on Monday or Fridays in the month of May or December.</p> <ul style="list-style-type: none"> <li>• 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).</li> </ul> <p>Note – The intent is to make the PTO expectations between professional educators and support staff the same.</p>
30	Remove the following: unless substitute availability would allow additional PTO days	



**Students choosing to excel; realizing their strengths.**

# Professional Educator Handbook

*Approved by the Manawa Board of Education on*

*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 August 19, 2019*

*Revised on July 16, 2020*

*Revised on July 19, 2021*

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

**920-596-2525**

**[www.manawaschools](http://www.manawaschools)**

This page left blank intentionally.



# 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.*

## TABLE OF CONTENTS

<b>VISION STATEMENT</b> .....	<b>3</b>
<b>I. INTRODUCTION</b> .....	<b>8</b>
<b>A. WELCOME</b> .....	<b>8</b>
<b>B. DISCLAIMER</b> .....	<b>8</b>
<b>II. EMPLOYMENT POLICIES</b> .....	<b>9</b>
<b>A. ANTI-HARASSMENT POLICY</b> .....	<b>9</b>
<b>B. COMMUNICATIONS AND SUGGESTIONS</b> .....	<b>9</b>
<b>C. CONFLICT OF INTEREST AND ETHICAL STANDARDS</b> .....	<b>10</b>
<b>D. DRUG-FREE WORKPLACE</b> .....	<b>10</b>
<b>E. EQUAL EMPLOYMENT OPPORTUNITY</b> .....	<b>10</b>
<b>F. IMMIGRATION LAW COMPLIANCE</b> .....	<b>10</b>
<b>G. OUTSIDE ACTIVITIES OF STAFF</b> .....	<b>11</b>
<b>H. PERSONNEL FILES</b> .....	<b>11</b>
<b>I. POLITICAL ACTIVITIES OF STAFF</b> .....	<b>11</b>
<b>J. CIVIC ACTIVITIES OF STAFF</b> .....	<b>11</b>
<b>III. EMPLOYMENT CONDITIONS</b> .....	<b>11-12</b>
<b>A. EMPLOYEE EXPECTATIONS</b> .....	<b>11</b>
1. Attendance .....	11-12
2. Background Checks for Employment .....	12
3. Child Abuse Reporting Requirement .....	12
4. Confidentiality .....	12-13
5. Copyright .....	13
6. District Safety Plan .....	13
7. Identification Badge .....	13
8. District Property .....	13
9. Emergency Drills .....	13
10. Equipment Disposal or Relocation .....	13
11. False Reports .....	13
12. Homework .....	14
13. Grading .....	14
14. Information Technology .....	14
15. Injuries to Employees .....	14
16. Injuries to Students .....	14
17. Legal Actions Involving Employees .....	14-15
18. Licensure/Certification .....	15
19. Operation of District Vehicles .....	15
20. Operation of Personal Vehicle .....	15
21. Outside Employment .....	15-16
22. Physical Examination and Skin Tuberculin Test .....	16
23. Professional Appearance .....	16-17
24. Professional Development .....	16
25. Residency .....	16
26. Safety Training .....	17
27. Solicitations .....	17

28. Student Supervision .....	17
29. Student Teachers .....	17
30. Substitute Teachers .....	17-18
31. Unpaid Debt to the District .....	18
32. Volunteers .....	18
33. Work Space .....	18
34. Work Stoppage .....	18
<b>B. EMPLOYEE WORK DAY/HOURS OF WORK .....</b>	<b>18</b>
1. Normal Hours of Work .....	18-19
2. Meetings .....	19
3. Consultation with Parents .....	19
4. Emergency School Closing .....	19
5. School Calendar .....	20
<b>C. EMPLOYEE RESPONSIBILITIES .....</b>	<b>20</b>
1. Access to Students .....	20
2. Attendance at School Events .....	20
3. Curriculum Development .....	20-21
4. Professional Duties .....	21
5. Professional Growth .....	21
<b>D. EMPLOYEE PERFORMANCE AND EVALUATION .....</b>	<b>21</b>
1. Employee Evaluation .....	21-22
2. Employee Discipline .....	22
<b>E. EMPLOYEE STATUS .....</b>	<b>22</b>
1. Determination of Assignments .....	22
2. Transfers .....	22-23
3. Reduction in Staff .....	23
4. Termination, Non-Renewal, and Resignation .....	24
<b>F. GRIEVANCE PROCEDURE .....</b>	<b>24</b>
<b>IV. COMPENSATION .....</b>	<b>24</b>
<b>A. PAYROLL INFORMATION .....</b>	<b>24-25</b>
<b>B. SALARY AND RELATED COMPENSATION .....</b>	<b>25</b>
1. Salary .....	25
2. Extended Contracts .....	25
3. Extra-Curricular Stipends .....	25
4. Supervisory Duties .....	25
5. Substitute Assignment .....	25
6. Required Training .....	25
7. Summer School .....	25-26
8. External Honorarium .....	26
<b>V. BENEFITS .....</b>	<b>26</b>
<b>A. DISTRICT PROVIDED BENEFITS .....</b>	<b>26</b>
1. Wisconsin Retirement .....	26
2. Health, Dental and Vision Insurance .....	26
3. Eligibility for Health, Dental and Vision Insurance .....	26-27
4. Premium Contributions for Health Insurance .....	27
5. Premium Contributions for Dental and Vision Insurance .....	27
6. Group Term Life Insurance .....	27
7. Group Long-Term Disability Insurance .....	27
8. Liability Insurance .....	27
9. Travel Expenses/Mileage .....	27
<b>B. VOLUNTARY BENEFITS .....</b>	<b>27</b>
1. Short-Term Disability .....	27
2. Tax-Sheltered Annuity (TSA)/403(b) Retirement Plan .....	27
3. Section 125/Flexible Spending Account .....	28

<b>C. VOLUNTARY RETIREMENT .....</b>	<b>28</b>
<b>D. WORKERS' COMPENSATION.....</b>	<b>28</b>
<b>VI. TIME OFF AND LEAVES .....</b>	<b>28</b>
<b>A. PAID LEAVE DAYS.....</b>	<b>28</b>
1. <i>Sick Leave/Paid Time Off (PTO).....</i>	<i>28-30</i>
2. <i>Giftng of Sick Leave .....</i>	<i>30</i>
3. <i>Bereavement Leave .....</i>	<i>30</i>
4. <i>Emergency Leave .....</i>	<i>30</i>
5. <i>Jury Duty and Witness Duty.....</i>	<i>30-31</i>
6. <i>National Guard Duty .....</i>	<i>31</i>
7. <i>Military Leave for Active Duty.....</i>	<i>31</i>
8. <i>Administratively-Approved Leave .....</i>	<i>31</i>
<b>B. FAMILY AND MEDICAL LEAVE ACT .....</b>	<b>31-32</b>
<b>C. LEAVES OF ABSENCE .....</b>	<b>32</b>
1. <i>Unpaid Leave of Absence.....</i>	<i>32</i>
2. <i>Professional Leave.....</i>	<i>32</i>
3. <i>Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA) .....</i>	<i>32</i>
4. <i>Failure to Return after Expiration of Leave .....</i>	<i>32</i>
5. <i>Interaction with Family and Medical Leave Provisions .....</i>	<i>32</i>
<b>EMPLOYEE ACKNOWLEDGEMENT FORM .....</b>	<b>33</b>

This page left blank intentionally.

# 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:

Dr. Abe El Manssouri, Secondary Principal  
515 E. Fourth St.  
Manawa, WI 54949

920-596-2524  
[aelmanssouri@manawaschools.org](mailto:aelmanssouri@manawaschools.org)

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

920-596-2524  
[cobrien@manawaschools.org](mailto: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/their](#) immediate supervisor/evaluator. (*See Policy 3112*)

## **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. ([See Policy 3230](#))

## **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)]. ([See Policy 3122.01/AG 3122.01](#))

## **E. EQUAL EMPLOYMENT OPPORTUNITY**

The Board does not discriminate in the employment of 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.). ([See Policy 3122/AG3122](#))

## **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. ([See 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. ([See Policy 8320/AG3220](#))

## **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. ([See Policy 3231/AG 3231A](#))

## **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/their](#) 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. ([See Policy 3121/AG3141](#))

## **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. ([See Policy 8462/AG8462](#))

## **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. ([See Policy 8350](#))

## **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. ([See Policy 2531/AG2531](#))

## **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. ([See Policy 8420/AG8420](#))

## **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/hers/their](#) 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. ([See Policy 7530](#))

## **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. ([See Policy 8420](#))

## **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 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. (~~See Policy 2330/and Administrative Guideline~~[AG 2330](#))

## **13. Grading**

Professional educators must be familiar with and abide by the District's policy and administrative guidelines regarding grading practices. (~~See Policy 5421/and Administrative Guidelines~~[AG 5421A/andAG-5430](#))

## **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. (~~See Policy 7540.04/ Policy 7540.06/AG7540.04~~)

## **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. (~~See Policy 8442/AG8442~~)

## **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. (~~See Policy 8442~~)

## **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.

## **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/their 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. (See Policy 3120)

## **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. (See Policy 3121/-Administrative Guideline AG3440C)

## **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. (See Policy 8660/-and Administrative Guidelines 3340B and AG-8660)

## **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.

## 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 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. ([See 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. ([See Policy 3160/Policy 3161/AG3160A/AG3160C](#))

## 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. ([See Policy 3216](#))

#### **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. ([See Policy 3242/Policy 3243/AG3243](#))

#### **25. Residency**

The District encourages employees to reside within the school district.

#### **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.

#### **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. ([See Policy 3230](#))

#### **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. ([See Policy 3213/AG3213](#))

#### **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. ([See Policy 3120.06](#))

### **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 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.

### **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 15<sup>th</sup> payroll.

### **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. ([See Policy 8120/AG8120](#))

### **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.

### **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). ([See 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. ([See Policy 6700/AG6700](#))

### **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. [\(See Policy 8220/AG8220\)](#)

## **5. School Calendar**

The Board will publish a calendar which reflects One Hundred Eighty-Eight (188) work days. [\(See Policy 8210\)](#)

## **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/their](#) 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. ([See 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 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/themselves](#) 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 [as per the Educator Effectiveness Model available from CESA #6](#). 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/they~~ shall be evaluated a minimum of two (2) times annually. ([See Policy 3220/AG3220A/3220B](#))

### 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. ([See Policy 3139](#)/~~and~~[Policy 3340/3140](#))

## E. EMPLOYEE STATUS

### 1. 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/their](#) 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.

## **2. 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/their](#) 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. (*See 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/their](#) 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.

## **3. 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 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. ([See Policy 3131](#))

e-

#### **4. 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](#)) 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. ([See Policy 3340](#))

## **IV. COMPENSATION**

### **A. PAYROLL INFORMATION**



All teachers will be paid on the 15<sup>th</sup> 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/they](#) must request a new W-4 form from the Payroll Office. Only an employee may modify [his/her/their](#) 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/their](#) 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 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 (5 personal / 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 (5 days) shall be allowed for any purpose. [Stipulations for the use of PTO for personal business include:](#)

- [A maximum of three \(3\) staff district wide may use PTO for personal business on the same day.](#)
- [No more than three \(3\) PTO for personal business days may be used consecutively.](#)
- [PTO for personal business may not be taken on Monday or Fridays in the month of May or](#)

[December.](#)

- [PTO for personal business may not be taken to extend paid holidays, vacation time \(per the handbook\), or school recess days \(i.e. winter or spring break\).](#)

~~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~~ three 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, 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 ~~five~~<sup>three</sup> 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 30<sup>th</sup>.

## **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/their](#) 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 [Board Policy and Administrative Guidelines-3430.01, AG 3430.01A, and AG 3430.01B](#). Questions regarding FMLA leave should be directed to the District’s Business Office. ([See Policy 3430.01/AG 3430.01A/AG 3430.01B](#))

## **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/they](#) 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 a minimum of one hundred twenty (120) paid work days in a school year. A teacher teaching less than full-time (1.0 FTE) will have their percentage of teaching pro-rated toward a partial year of service (e.g., a teacher teaching 0.5 FTE will receive a half year experience). ([See Policy 3430](#))

### **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~~they will be deemed to have resigned ~~his/her~~their 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.

## 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: \_\_\_\_\_



# Wisconsin Records Retention Schedule for School Districts

*—Covers both hard copy and electronic records—*

**May 2010**  
**Revised June 2015**



**Wisconsin Department of Public Instruction**  
**Tony Evers, State Superintendent**  
**Madison, Wisconsin**

# Wisconsin Records Retention Schedule for School Districts

## Introduction

School districts accumulate thousands of pages of records every year—records that soon become obsolete. Questions arise frequently regarding records retention, destruction, and the interpretation of statutes relating to transfer of records. In response to requests for assistance, the state superintendent has revamped this document to examine the issues of records retention and development of strategies for handling records common to all school districts. **The retention periods listed cover both hard copy and electronic records.**

Section 19.21(6) provides statutory guidance for the policy development, retention, transfer, and destruction of school district records. A school district, except a first class city school district, may provide for the destruction of obsolete school records. Prior to any such destruction, at least 60 days' notice in writing of such destruction shall be given to the Wisconsin State Historical Society, which shall preserve any records it determines to be of historical interest. The Wisconsin State Historical Society may, upon application, waive the notice. The period of time a school district record shall be kept before destruction shall be not less than the current year plus six years unless a shorter period of time is fixed by the Public Records Board under s. 16.61(3)(e) and except as provided under sub. (7). This section does not apply to pupil records under s. 118.125.

Section 19.21(6) of the Wisconsin statutes states the following:

- School districts may provide for the destruction of obsolete school records except for pupil records under s. 118.125. However, prior to any destruction, at least 60 days' written notice must be given to the Wisconsin State Historical Society. The prior notice requirement enables the preservation of school records determined by the Wisconsin State Historical Society to be of historical interest. The Wisconsin State Historical Society may waive the notice requirement.
- The period of time a school district record must be kept before destruction must not be less than seven (7) years, unless a shorter period of time is fixed by the Public Records Board.
- This Wisconsin School District Records Retention Schedule (WSDRRS) provides recommended retention periods for records common to all school districts, denotes records of historical importance, and describes a process for transfer of records to the Wisconsin State Historical Society as well as a procedure whereby the Wisconsin State Historical Society may waive the notice requirement.

School districts that adopt the WSDRRS will find the retention, destruction, and transfer of records to the Wisconsin State Historical Society more manageable.

Adoption of the WSDRRS will:

- Enable disposal of some records in less time than the seven years generally required by the statutes;
- Provide guidance regarding those school district records that should be preserved locally or are of interest to the Wisconsin State Historical Society; and
- Eliminate paperwork for both the school district and the Wisconsin State Historical Society.

**District Options:** The Schedule serves as a guidepost against which to check the individual needs of each school district. A school district may adopt the entire Schedule, individual sections, or a modified version. The Public Records Board along with the Wisconsin Department of Public Instruction recommends that school districts adopt the WSDRRS and submit the Notification Form to the Wisconsin State Historical Society.

**Retention of records applies to both hard copy and electronic formats.** Additional information about electronic records is covered in **Section 7, Electronic Records** of this document.

## To Adopt the Schedule

School districts are advised to adopt the Schedule even though they may not have all the records listed in it. A school district may adopt the entire schedule, individual sections, or a modified version. A school district may develop a Schedule with different retention periods from those listed. For records to be retained less than seven years, the school district may not adopt a retention period shorter than that indicated in the Schedule without the approval of the Public Records Board. A new Schedule, or list of modifications, must be sent with the Notification Form. Specific school district records can be listed in **Section 6, Miscellaneous Records**. An adopted Schedule becomes the district's policy on record retention, destruction, and local preservation and/or transfer of records to the Wisconsin State Historical Society.

Date Adopted By School District:

Date First Issued:

Revised Date:

## 1.0 Administrative Records

1.1.0 School Board Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
1.1.1	School Board Meeting Minutes and Agenda Packets ***	Permanent	X	District Administrator
1.1.2	School Board Committee Meeting Minutes	Permanent	X	District Administrator
1.1.3	Citizens Advisory Committee Meeting Minutes	3 years	X	Administrative Staff Designee
1.1.4	Management Team Meeting Minutes	3 years		District Administrator
1.1.5	Reports to the School Board	3 years	X	District Administrator
1.1.6	School Board Policies and Procedures	Until superseded	X	District Administrator
1.1.7	School Board Correspondence	3 years		District Administrator
1.1.8	Management Guidelines	Until superseded	X	District Administrator
1.1.9	Legal Opinions	7 years	X	Requester
1.1.10	Notice of Meetings	7 years		District Administrator
1.1.11	Petitions	7 years	X	District Administrator
1.1.12	Referendum Results	Permanent	X	Business Office
1.1.13	Complaints to the School Board	3 years		District Administrator
1.1.14	Newsletters/Bulletins	1 year	X	Author
1.1.15	Special Project Studies/Reports/Strategic Plans/Task Force Reports	3 years	X	Author
1.1.16	Management Correspondence/Memos	1 year, unless subject to complaint, or lawsuit, or is a record type that requires longer retention.		Author
1.1.17	Election Notices	2 years following the elections		Business Office
1.1.18	Election Petitions	2 years following the elections		Business Office
1.1.19	Election Poll Lists	2 years following the elections		Business Office
1.1.20	Election Tally	2 years following the elections		Business Office
1.1.21	Election Tally Books and Returns	2 years following the elections		Business Office
1.1.22	Election Canvassing	10 years following elections		Business Office
1.1.23	Election Registrations	2 years following voter registration		Business Office

<b>1.0 Administrative Records</b>				
<b>1.2.0 Building and Grounds Record</b>		<b>Retention Period*</b>	<b>Historical Value**</b>	<b>Suggested Keeper of the Records</b>
1.2.1	School District boundaries (and Plats) (including acknowledgments of changes)	Permanent	X	Business Office
1.2.2	Architecture Building Blueprints	Life of building	X	Building & Grounds
1.2.3	Building and Site Data Books	Permanent		-----
1.2.4	Tools and Equipment Inventory	Retain until superseded		Buildings & Grounds
1.2.5	Specification	Life of building		Buildings & Grounds
1.2.6	Building Permits	6 years after acceptance		Buildings & Grounds
1.2.7	Electrical Information	Life of building		Buildings & Grounds
1.2.8	Maintenance Requests	1 year		Buildings & Grounds
1.2.9	Abstract/Deeds/Title Papers/Mortgages	Permanent		Business Office
1.2.10	Chemical Wastes Manifest (including asbestos and radon checks)	Permanent		Buildings & Grounds
<b>1.3.0 Transportation Records</b>				
1.3.1	Parent or Other School District Transportation Contracts	6 years		Business Office
1.3.2	Bus Transportation Contract	4 years after expiration		Business Office
1.3.3	Field Trip Permission Request	1 year		Business Office
1.3.4	Financial Statement for Out-of-District Field Trips	1 year		Business Office
1.3.5	Bus Rules/Policy	Until superseded		Business Office
1.3.6	Bus Route Listing	4 years		Business Office
1.3.7	School Bus Accident Report	7 years		
1.3.8	Pupil Transportation Report	7 years		
<b>1.4.0 Statistical Records</b>				
1.4.1	Wisconsin School Directory update (PI-1280) & Verification of Private Schools Within Public District (PI-1201)	1 year		District Administrator
1.4.2	Pupil Nondiscrimination and Educational Equity Report (PI-1197B)	7 years		District Administrator
1.4.3	Fall Staff Reports (PI-1202)	3 years		District Administrator
1.4.4	School District Statistical Report (PI-1203)	7 years		District Administrator

## 1.0 Administrative Records

1.5.0 Program Applications/Evaluations		Retention Period*	Historical Value**	Suggested Keeper of the Records
1.5.1	ESEA Consolidated Application (PI-9550)	5 years		Instructional Services
1.5.2	ESEA Affirmation of Consultation with Private School Officials (PI-9550-AC)	7 years		Instructional Services
1.5.3	ESEA NCLB Assurances (PI-9550-Assurances)	7 years		Instructional Services
1.5.4	Title I Paraprofessional Compliance School Report Summary (PI-9550-II-BB)	7 years		Human Resources
1.5.5	Application – Alcohol/Traffic Safety Chapter 20	5 years		
1.5.6	Carl Perkins Basic Grant Application (PI-1303)	5 years		Instructional Services
1.5.7	VEERS Composite Enrollment Report (PI-1330-R)	5 years		Instructional Services
1.5.8	Vocational Student Concentrator Completer Graduate Follow-up Survey (PI-1335-VEERS)	5 years		Instructional Services
1.5.9	Summer School Program Report – ITP Summary (PI-1805)	5 years		Instructional Services
1.5.10	Title I Part C – Education of Migratory Children Local Project Application – Summer (PI-1730)	5 years		Instructional Services
1.5.11	Title I Comparability Report (PI-1753)	7 years		Instructional Services
1.5.12	Grant Application: Alcohol and Other Drug Abuse Grant (PI-1816)	5 years		Student Services
1.5.13	State AODA Grants Renewal Form (PI-1813)	5 years		Student Services
1.5.14	State AODA Grants End of Year Report	5 years		Student Services
1.5.15	Annual Report for Children at Risk Program (PI-2375) (when identified)	5 years		Student Services
1.5.16	Course Offerings Report ( PI-1215)	7 years		Instructional Services

## 2.0 Finance Records

2.1.0 Purchasing/Payroll Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.1.1	Purchase Requisition	1 year		Business Office
2.1.2	Purchase Orders	3 years		Business Office
2.1.3	Bids & Contracts	3 years		Business Office
2.1.4	Performance Guarantee/Warrant of Vendor	Until expiration of the warranty		Business Office
2.1.5	Vacation/Personal Leave Records	3 years from time of record creation		Human Resources
2.1.6	W-2 Forms	7 years		Business Office
2.1.7	W-4 Forms	4 years		Business Office
2.1.8	Social Security Report	7 years after retirement		Business Office
2.1.9	Retirement Reports	7 years after retirement		Business Office
2.1.10	Enrollment Cards	Maintain 7 years after retirement, resignation or termination		Human Resources
2.1.11	Disability Insurance	Maintain 7 years after retirement, resignation or termination		Human Resources
2.1.12	Life Insurance	Maintain 7 years after retirement, resignation or termination		Human Resources
2.1.13	Health/Dental Insurance	Maintain 7 years after retirement, resignation or termination.		Human Resources
2.1.14	Tax Sheltered Annuity	Maintain 7 years after retirement		Human Resources
2.1.15	United Way Contributions	1 year		Business Office
2.1.16	Union Dues	Current year		Business Office
2.1.17	Payroll Distribution Report	4 years		Business Office
2.1.18	Payroll Deduction Report	4 years		Business Office
2.1.19	Additional Pay Authorization Forms	4 years		Business Office
2.1.20	Insurance Reports and Bills	7 years after date of retirement, resignation or termination.		Human Resources
2.1.21	Absence Report/Time Sheets	7 years after date of retirement, resignation or termination		Human Resources
2.1.22	State and Federal Tax Reports	4 years		Business Office
2.1.23	Stop Payments	4 years		Business Office
2.1.24	Cancelled Payroll Checks	4 years		Business Office

## 2.0 Finance Records

2.2.0 Accounting/Budget Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.2.1	Budget Report (PI-1504)	Permanent		Business Office
2.2.2	Annual Report (PI-1505)	Permanent		Business Office
2.2.3	Annual Report Calendar (PI-1505 Calendar)	1 year		Business Office
2.2.4	Annual Report (Aid Certification Data) (PI-1505-AC)	Permanent		Business Office
2.2.5	Special Education Fiscal Report--Annual (PI-1505-SE)	Permanent		Business Office
2.2.6	Special Education Fiscal Report Budget (PI-1505-SE Budget)	1 year		Business Office
2.2.7	Audited Annual Report (Aid Certification Data) (PI-1506-AC)	1 year		Business Office
2.2.8	Financial Audit Statement (PI-1506)	Permanent		Business Office
2.2.9	Regular Tuition Reports (PI-1514)	Permanent		Business Office
2.2.10	Summer School (PI-1804)	1 year after audit		Instructional Services
2.2.11	Annual Budget Report (DPI)	Permanent		Business Office
2.2.12	Annual Audit Reports	Permanent		Business Office
2.2.13	Disbursement and Receipt Journal	7 years		Business Office
2.2.14	General Ledger – All Funds	7 years		Business Office
2.2.15	Fund Ledger Cards	7 years		Business Office
2.2.16	Canceled General Voucher Checks	7 years		Business Office
2.2.17	Monthly Bank Statements	7 years		Business Office
2.2.18	Monthly Reconciliation Ledger	7 years		Business Office
2.2.19	Bank Deposit Receipts	7 years		Business Office
2.2.20	District Equalization Valuation Report	7 years		Business Office
2.2.21	State Aid Computation Cards (PI-1519)	7 years		Business Office
2.2.22	Tax Levy Certification (PI-401)	7 years		Business Office
2.2.23	State Aid Payment Vouchers (PI-1518)	7 years		Business Office
2.2.24	Pupil Transportation (PI-1547)	7 years		Business Office
2.2.25	Common School Fund Voucher	7 years		Business Office
2.2.26	State Superintendent Acknowledgment of District Boundary Changes	7 years		Business Office
2.2.27	Outstanding Long-Term Indebtedness Statements/Notification	Permanent		Business Office

<b>2.0 Finance Records</b>				
<b>2.2.0 Accounting/Budget Records (cont'd)</b>		<b>Retention Period*</b>	<b>Historical Value**</b>	<b>Suggested Keeper of the Records</b>
2.2.27.1	Long-Term Bonds	Permanent		
2.2.27.2	Long-Term Notes	Permanent		
2.2.27.3	Short-Term Notes	Permanent		
2.2.27.4	Approved State Trust Fund Application	Permanent		
2.2.22.5	Land Contracts	Permanent		
2.2.27.6	Certificate of Bond Sale	Permanent		
2.2.27.7	Schedule of Bond Retirements	Permanent		
2.2.28	Canceled Bonds of Indebtedness and Interest	7 years		Business Office
2.2.29	Invoices	7 years		Business Office
2.2.30	Short-Term Contracts for Contest Officials (e.g., spelling bee, Academic Decathlon, etc.)	3 years		Athletic Director
2.2.31	Short-Term Contracts for Athletic Officials (seasonal referee, etc.)	3 years		Athletic Director
2.2.32	Insurance Policies	7 years		Business Office
2.2.33	Damage and Loss Reports	7 years		Business Office
<b>2.2.34</b>	<b>Food Service Records</b>			Food Service
2.2.34.1	Application/Agreement/Policy Statements for Food and Nutrition Programs	Current fiscal year plus 3 years		Food Service
2.2.34.2	Applications for Free and Reduced Price Meals	Current fiscal year plus 3 years		Food Service
2.2.34.3	Joint Agreement/Vendor – Management Company Verification Summary/Documentation	Current fiscal year plus 3 years		Food Service
2.2.34.4	Daily Participation Record (by building)	Current fiscal year plus 3 years		Food Service
2.2.34.5	Daily Participation Record (by district)	Current fiscal year plus 3 years		Food Service
2.2.34.6	Menus/Production Record (lunch and breakfast)	Current fiscal year plus 3 years		Food Service
2.2.34.7	Claim Worksheet for NSL,SB, SMP,WMMP, EEN (PI-1409)	Current fiscal year plus 3 years		Food Service
2.2.34.8	<b>Monthly Food Inventory Records</b>	Current fiscal year plus 3 years		Food Service
2.2.34.9	A la Carte, Lunch Breakfast, ½ -Day Kindergarten	Current fiscal year plus 3 years		Food Service
2.2.34.10	Milk Program Sales Records	Current fiscal year plus 3 years		Food Service
2.2.35	Grant Applications – Successful ++	5 years		Business Office/Instr. Services
2.2.36	Grant Applications – Unsuccessful	1 year		Initiating Department
2.2.37	State Tuition Claim (PI-1524)	1 year after audit		Business Office



## 2.0 Finance Records

2.2.0 Accounting/Budget Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.2.38	Tuition Claim for non-Residents	1 year after audit		Business Office
2.2.39	Summer School (PI-1804) (Electronic)	1 year after audit		Instructional Services
2.2.40	Notification to Exceed Revenue Limits (PI-1572-B)	Permanent		Business Office
2.2.41	Group and Foster Home FTE Log (PI-1589)	5 years		Business Office
2.2.42	Mentoring Grant for Initial Educators (PI-1640)	7 years		Instructional Services
2.2.43	Peer Review and Mentoring Grants (PI-1653)	7 years		Instructional Services
2.2.44	District Development Levels Aligned to Grades in PI 34.27.29 (PI-1675)	Permanent		Human Resources
2.2.45	National School Lunch PROV 2 Contract	4 years		Food Service
2.2.46	School Food Authority-Civil Rights Compliance Self Evaluation Form—National School Lunch (PI-1441)	4 years		Food Service
2.2.47	USDA Commodity Distribution Program Complaint Form (PI-6005)	Filed only when complaint has been received. Keep records for 4 years beyond that.		Food Services

### 3.0 Personnel Records

3.1.0 Employee Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
3.1.1	Teaching Certificates (Including permits and certifications)	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.2	Transcript of College Credit	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.3	Certified Staff Certificates of Previous Experience	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.4	Evaluation Records	6 years after date of retirement, resignation, or termination		Human Resources
3.1.5	Individual Teaching Contracts	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.6	Other Individual Employment Contracts	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.7	Applications (Hired)	6 years after date of retirement, resignation, or termination		Human Resources
3.1.8	Applications (Not Hired)	3 years		Human Resources
3.1.9	Immigration and Nationalization Services INS-9 Forms	3 years from date of hire, or one year after termination, whichever is later		Human Resources
3.1.10	Staff Accident Reports	5 years after settlement		Human Resources
3.1.10.1	Injury Claims	5 years after settlement		Human Resources
3.1.10.2	Workers Compensation	5 years after settlement		Human Resources
3.1.10.3	Public Liability	5 years after settlement		Human Resources
3.1.10.4	Settlements	7 years after settlement		Human Resources
3.1.11	Medical Records	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.11.1	Physical Examinations	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.11.2	TB Tests	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.12	Health & Dental Insurance Waivers	3 years after date of retirement, resignation or termination		Human Resources
3.1.13	Affirmative Action Files	7 years		District Administrator
3.1.14	Arbitration Decisions – Negotiator	7 years		Human Resources

### 3.0 Personnel Records

3.1.0 Employee Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
3.1.15	Athletic Activity Contracts	6 years after date of retirement, resignation or termination.		Human Resources
3.1.16	Classification Studies – Description of job duties of individual school district positions.	6 years from creation		Human Resources
3.1.17	Disability Insurance Claims – Claims filed by employees for disability insurance program.	6 years after final settlement of claim		Human Resources
3.1.18	Eligibility Register – List of job applicants who have qualified for positions within district.	3 years after job has been filled		Human Resources
3.1.19	Employee Deficiency/Termination Reports	6 years after retirement, resignation, or termination		Human Resources
3.1.20	Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government	3 years		Human Resources
3.1.21	Fair Labor Standards Act – Salary schedules, employee classification, compensation periods, work schedules/periods	6 years after retirement, resignation, or termination.		Human Resources
3.1.22	Grievance Files – Employee grievances and/or complaints filed under a labor agreement or personnel rules. This also relates to arbitration files and related court cases.	10 years after date of settlement.		Human Resources
3.1.23	Insurance Certificates and Policies	6 years after expiration		Human Resources
3.1.24	Insurance Premium Reports	6 years from date of creation		Human Resources
3.1.25	Insurance Working Files	6 years from date of creation		Human Resources
3.1.26	Labor Union – Contracts Contracts between school district and various labor unions including: correspondence, salary schedules, personnel policies.	Permanent		Human Resources
3.1.27	Labor Union – Disputes	Permanent		Human Resources
3.1.28	Labor Union – Negotiations Minutes	Permanent		Human Resources
3.1.29	Non-Union Salary Determination – Annual salary schedules for all non –union employees.	6 years after expiration		Human Resources
3.1.30	OSHA – Employee Accident Reports	3 years beyond date of accident		Human Resources
3.1.31	OSHA – Employee Exposure Records+++ Any information concerning employees exposed to toxic substances or harmful physical agents.	30 years after termination, resignation, or retirement		Human Resources

### 3.0 Personnel Records

3.1.0 Employee Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
3.1.32	OSHA – Employee Medical Records Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including: medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.	30 years after termination, resignation, or retirement		Human Resources
3.1.33	Performance of Work Contracts	6 years after action completed		Human Resources
3.1.34	Personnel Files – Individual Containing applications, accident reports, citations, medical records (physical exam certificates, etc.). personal history, employee references, and letters of appointments/promotion, termination/resignation	6 years after date of retirement, resignation, or termination		Human Resources
3.1.35	Personnel files – Summer School Applications/contracts and miscellaneous correspondence for summer employment.	6 years after date of retirement, resignation, or termination		Human Resources
3.1.36	Personnel and Promotion List	6 years or until superseded		Human Resources
3.1.37	Position Recruitment File – Relating to posting, recruitment, selection, and appointment to each position.	6 years after date of recruitment		Human Resources
3.1.38	Requisition for Personnel – Request for personnel to fill job vacancies.	Retain until 6 years after job is filled or the requisition is cancelled		Human Resources
3.1.39	Substitute Teacher Reports	3 years from date of hire		Human Resources
3.1.40	Unemployment Claims/Compensation Claims for unemployment	6 years after date of claim		Business Office
3.1.41	Summons/Pleadings, Other Legal Documents	7 years		Human Resources
3.1.42	Notices of Claims	7 years		Business Office

#### Further Considerations

The Age Discrimination in Employment Act requires one year retention of job applications, resumes, job advertisements or notices to the public, test papers for employer—administered aptitude tests, and physical examination records

Section 504 of the Rehabilitation Act of 1973 requires at least one-year retention of employment records (including promotions, training and accommodations made) for disabled applicants and employees.

## 4.0 Student Records

4.1.0 Student Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.1.1	Enrollment or Registration Forms	Date of Withdrawal plus 7 years.		
4.1.2	Home Language Reports – Civil Rights Information	1 year after student graduates or leaves school system, unless extended by consent.		Instructional Services
4.1.3	Listing of Disclosure and Transfer of Student Records	5 years after student graduates or leaves school system.		Instructional Services
4.1.4	Nonresident Pupil Attendance Application/Agreement	5 years after student graduates or leaves school system.		Business Office
4.1.5	Athletic Records—Team results, participation, contracts, transportation records, etc.	5 years after student graduates or leaves school system.		Athletic Director
4.1.6	Accident Reports—Student Originating during school year and on school buildings or grounds.	1 year after student graduates or leaves school system, unless extended by consent.		Student Services
4.1.7	Application for Driver Education Certificates (PI-1715)	1 year		Instructional Services
4.1.8	Driver Education Program Application ( PI-1709)	7 years		Business Services
4.1.9	Home Based Education Application (PI-1206)	7 years		
4.1.10	January Pupil Membership Report (PI-1563) September Pupil Membership Report(PI-1563)	7 years		Business Office
4.1.11	Pupil Count Youth Challenge Academy (PI-1563 YCA)	7 years		Business Office
4.1.12	Pupil Nondiscrimination and Educational Equity Report (PI-1197-B)	7 years		Student Services
4.1.13	Five-Year School Self-Evaluation Summary for Status of Pupil-Nondiscrimination (PI-1198)	7 years		Student Services
4.1.14	Teacher Grade Books	1 year after entry of grades in cumulative record.		Student Services
4.1.15	Teacher Attendance Records	1 year after entry of grades in cumulative record.		Student Services
4.1.16	Lesson Plans	Until no longer of administrative value		

## 4.0 Student Records

4.2.0 Progress Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.2.1	Student Progress Records	5 years after student graduates or leaves the school system		School Based
4.2.1.1	Middle School Record	5 years after student graduates or leaves the school system		School Based
4.2.1.2	Scholastic School Record	5 years after student graduates or leaves the school system		School Based
4.2.1.3	Student Grades	5 years after student graduates or leaves the school system		School Based
4.2.1.4	Courses Taken	5 years after student graduates or leaves the school system		School Based
4.2.1.5	Attendance Record	5 years after student graduates or leaves the school system		School Based
4.2.1.6	Student's School Extracurricular Activities	Permanent		
4.2.1.7	Degrees/Awards	Permanent		
4.2.1.8	Report Cards	Permanent		
4.2.1.9	High School Transcripts	Permanent		
<p><b>Note:</b> If copies of report cards or grade reports are the only record of grades received at the K-8 levels they must be retained for date of withdrawal of the student plus (7) years. If they are the only record of grades received at the 9-12 levels prior to the use of a standardized academic achievement record or cumulative file, they must be retained permanently.</p>				
4.2.2	Achievement and Test Results Ability Profile—Report of the results of WKCE and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	1 year after recording of data in the academic achievement or cumulative record. <b>Note:</b> If testing results are not recorded on the achievement or cumulative record either manually or by affixing labels, the results must be retained permanently for grades 9-12 and until the date of withdrawal plus 7 years for all other grades.		Instructional Services

## 4.0 Student Records

4.3.0 Student Health Care Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.3.1	<p><b>a. Student's Health Care Records</b>—Accurate complete and current data base; past health history, present health status, review of systems, health practices, developmental history and status, family structure, function and health.</p> <p><b>b. Health Care Provider Records</b> (Patient Health Records)</p> <p>There are no legal provisions explicitly addressing the period of time patient health care records must be maintained or when they must be destroyed. The general practice is to maintain these records as long as similar non-student records, e.g., accident reports, employee health records, are maintained, which is typically 5-7 years. The department recommends that a school district consult with their legal counsel and medical advisor to develop policies regarding the maintenance and destruction of pupil records that must be treated as patient health care records.</p>	<p>1 year after student graduates or leaves school system, unless extended by consent.</p> <p>Health care records are not considered to be behavioral records—could retain longer and may need to if relates to Medicaid funds/audit. 5-7 years</p>		Student Services
4.3.2	<b>Emergency Cards</b> —Card or other form of record providing information on whom to contact in the event of an emergency, accident, or illness to a student	Until superseded or until student ceases enrollment, whichever sooner.		Instructional Services
4.3.3	<b>Exclusion and Verification Documentation</b> —Affidavits or similar documents seeking the exclusion of students from participation in immunization or other health care programs for medical or religious reasons	If data from the verification documentation is recorded on the cumulative health card, the documentation need be retained only as long as administratively valuable.		
4.3.0 Student Health Care Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.3.4	<b>Reports to Enforcement Agencies</b> —copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Wisconsin Department of Health and Family Services or local law enforcement and animal control agencies.	Retain for two (2) years following submission of report.		
4.3.5	<b>Special Health Care Records</b> —Logs or reports of medications or treatment administered to students on a group or individual basis.	Current; If in support of Medicaid claim, 5-7 years.		

## 4.0 Student Records

4.3.0 Student Health Care Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.3.6	<b>Parent's Requests and Physician's Authorization</b> for specialized health care.	End of validity of request or authorization plus 2 years.		
4.3.7	<b>Family Educational Rights and Privacy Act (FERPA) Access Policies</b>	Until superseded		
4.3.8	<p><b>FERPA Records of Access to Information</b> Record of each request to access to and each disclosure of personally identifiable information from the educational records of a student.</p> <p>Documentation of requests from and disclosure to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory data.</p> <p>Documentation of requests from and disclosures to any party not included in (a) above.</p> <p>Written consents from the parent or eligible student for information disclosure. <i>Retention Note: It is an exception to the retention periods given for parental and eligible student consents that if the only records covered by a consent are those associated with enrollment by a student in grades Pre-K through 8, the consents may be disposed of at the same time the records are destroyed.</i></p> <p>Written refusals from the parent or eligible student to the disclosure of directory information.</p>	<p>Retain for two (2) years</p> <p>Permanent retention (per regulation- 34 CFR 99.32(a)(2))</p> <p>From the parent: Retention until the student is 18.</p> <p>From the eligible student: retention is permanent.</p> <p>If refusals are valid as long as the student is in attendance. Retain only if of administrative valuable. If refusals must be renewed each academic year, retain until superseded or if of administrative value after date of withdrawal.</p>		
4.4.0 Student Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.4.0	<b>Protest of Record Statements</b> —Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both.	Retain for as long as the record containing the contested information is maintained.		
4.4.1	<b>Custody Documents</b> — <i>It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable.</i>	Until student is 18 years of age.		



## 4.0 Student Records

4.4.3	Psychological Test Results, Central Office	1 year after student graduates or leaves school system unless extended by consent.		Student Services
4.4.4	Individual Student Disciplinary File	1 year after student graduates or leaves school system unless extended by consent.		
4.4.5	Student Expulsion Report	1 year after student graduates or leaves school system unless extended by consent or expunged.		District Administrator
4.4.6	Student Suspension Report	1 year after student graduates or leaves school system unless extended by consent.		
4.4.7	Assault Against Staff Report	1 year after student graduates or leaves school system unless extended by consent.		

## 4.0 Student Records

**4.5.0 Special Education Individual Student Records**—Records with all personally identifiable information redacted are not individual student records and may be maintained for program evaluation and compliance as specified in Section 5.0 of the schedule.

4.5.1	Evaluation Records	1 year after student graduates or leaves school system unless extended by consent.		Student Services
4.5.2	Individual Education Program (IEP)	1 year after student graduates or leaves school system unless extended by consent.		Student Services

Under federal law, recipients of federal funds must maintain certain records for financial or program audit purposes. These records include a child's IEP Team evaluation reports, IEPs and placement notices. The records must be kept for the current fiscal year plus four more years.

Under the IDEA, a school district must inform the parents of a child with a disability when personally identifiable information is no longer needed to provide educational services to the child. The notice would normally be given at the time the child graduates or otherwise ceases to be enrolled in the school district. The purpose of the notice is to alert parents that certain pupil records may be needed for proof of eligibility for benefits or other purposes. The information that is no longer needed must be destroyed at the request of the parent. Otherwise, as noted above, under state law the information may be maintained for only one year after the child graduates or otherwise ceases to be enrolled, unless the parent or adult pupil specifies in writing that the records may be maintained for a longer period of time. [34 CFR. 300.373 or 300.573]

Therefore, the department recommends that when a child graduates or otherwise ceases to be enrolled, the district obtains the permission of the parent or adult pupil to maintain IEP team evaluation reports, IEPs, and placement notices for the current fiscal year plus four more years for audit purposes. If the parent requests destruction of the records or will not grant permission to maintain the records for five years, then the Office of Special Education Program (OSEP), U.S. Department of Education, recommends removing the personal identifiers from the records. Once personal identifiers are removed, the records are not pupil records and may be maintained until they are no longer needed to satisfy the federal record maintenance requirement.

## 5.0 Special Education Records

5.1.0 Special Education Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
5.1.1	Special Education Plan/Claim (PI-2199 or equivalent)	4 years after end of project year		Student Services
5.1.2	IDEA Application/Plan (PI-2111)	4 years after end of project year		Student Services
5.1.2.1	Flow-Through Funds	4 years after end of project year		Student Services
5.1.2.2	Discretionary Funds	4 years after end of project year		Student Services
5.1.2.3	Local Educational Agency Transfer Funds	4 years after end of project year		Student Services
5.1.2.4	Preschool Entitlement Funds	4 years after end of project year		Student Services
5.1.2.5	Preschool Discretionary Funds	4 years after end of project year		Student Services
5.1.3	IDEA Federal Student Data Report (PI-2197)	4 years after end of project year		Student Services
5.1.4	Registration of Blind Students (PI-2015)	4 years after end of project year		Student Services
5.1.5	National Instructional Materials Access Center and Accessibility Standard Statement of Assurance (PI-2194)	4 years after end of project year		Student Services
5.1.5	School District Plan, Part A Exceptional Needs	4 years after end of project year		Student Services
5.2.0 Other Student Records				
5.2.1	Full-Time Open Enrollment Program Notice of Assignment and Notice of Intent to Attend (PI-9415)	5 years		Business Services
5.2.2	Nonresidential School District Approval or Denial of Open Enrollment Application (PI-9416)	5 years		Business Services
5.2.3	Resident School District Approval or Denial of Open Enrollment Application (PI-9417)	5 years		Business Services
5.2.4	Appeal of School District Denial of Open Enrollment (PI-9418)	5 years		Business Services
5.2.5	Request for Tuition Waiver Due to Move—(PI-9419-A)	5 years		Business Services
5.2.6	Request for Tuition Waiver Due to Move —(PI-9419-B)	5 years		Business Services
5.2.7	Request for Tuition Waiver Due to Move (Spanish Version) (PI-9419-B Spanish)	5 years		Business Services
5.2.8	Public School Open Enrollment Approval/Denial Summary (PI-9420)	5 years		
5.2.9	Alternative Education Program Grant Application (PI-9710)	4 years after end of project year		Student Services
5.2.10	Disproportionality Application (PI-8801)	4 years after end of project year		Student Services
5.2.11	State AODA Grants: AODA Program Interim Report (PI-7101/PI-7102)	4 years after end of project year		Student Services

## 4.0 Student Records

5.1.0 Other Student Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
5.2.12	Transfer of Service Exemption Request – Special Education (PI-5001-A)	4 years after end of project year		Student Services
5.2.13	SAGE Year End Report & Contract Update (PI-SAGE-1-EOY)	1 year		Business Services
5.2.14	SAGE State Aid Entitlement (PI-SAGE-ENT)	1 year		Business Services
5.2.15	SAGE Performance Objectives (PI-SAGE-1-O)	4 years after end of project year		Instructional Services
5.2.16	School Performance Report (PI-SPR)	15 years		Assessment & Accountability
5.2.17	High Cost Special Education Initiative Claim Form (Pi-1570)	4 years after end of project year		Student Services
5.2.18	Special Education Procedural Compliance Self-Assessment Report and Corrective Action Plan (PI-3202)	4 years after end of project year		Student Services
5.2.19	Application to Offer GED Option #2 (PI-8201)	Permanent		Student Services
5.2.20	District Waiver for One percent Cap—WI Alternate Assessment (WAA) – Students with Disabilities	4 years after the end of the project		Student Services
5.2.21	Local Use Form; Homeless Student Identification (PI-Q03-8)	4 years after end of project year		Student Services

### Code Explanation

\* Retention periods begin at the time the records are created.

\*\* Notify the State Historical Society if record(s) will not be preserved permanently by the district.

\*\*\* Includes annual and special meetings of the electors.

+ Only selected drawings/blueprints have historical value

++ Records must be retained for five years after completion of the activity for which the grant was used.

+++ The EPA Toxic Substance Control Act requires 10 year retention for record of adverse reactions to employees' health, or health-related allegations arising from occupational exposure; five years for other allegations.

# It is suggested that a copy also be routed for preservation to a local library.

### Additional/Miscellaneous Records

School Districts may have records not on this retention schedule. Many older records do not conform to the record types listed here. To prevent the accidental destruction of historically significant records, school districts should notify the State Historical Society prior to the destruction of any record more than 50 years old, whether listed in the schedule or not.

School district may destroy records that do not appear on this schedule any time after seven years and be in compliance with s. 19.21(6) provided that 60 days written notice is given to the State Historical Society. If the school district wishes to destroy a record before seven years have elapsed, it must obtain approval from the Public Records Board. Districts should contact the Executive Secretary of the Public Records Board for information on how to submit schedules to the Board for its review.

## 6.0 Miscellaneous Records

6.1.0 Miscellaneous Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
6.1.1	School Newspapers	Permanent	#	
6.1.2	School Yearbooks	Permanent	#	

### Notice on Personally Identifiable Data and Confidential Information

Private or confidential data on an individual shall not be created, collected, stored, used, maintained, or disseminated by the student information system in violation of federal or state law and shall not be used for any purpose other than those already stated or by agreement with companies that provide student assessment data. If the student information system manager enters into a contract with a private individual or third party to perform any of the student information system manager functions, that agreement shall require that the data be protected in the same fashion.

No private or confidential data will be released except under the following circumstances as stated in 34 CFR Part 99 Final Regulations for FERPA:

1. To teachers and officials of the district when the determination has been made that there are legitimate educational interests, under Section 99.31(a)(1).
2. To school and district personnel when a student is seeking to enroll, under Section 99.31(a)(2).
3. To comply with a subpoena or court order, under Section 99.31(a)(9).
4. To honor a request from a judicial order, or an authorized law enforcement unit, or lawfully issued subpoena, under Section 99.31(a)(9)(i). A law enforcement unit refers to all state and local prosecution authorities, all state and local law enforcement agencies, the Department of Corrections, and probation officers who are part of the Judiciary.
5. To educational officials in connection with an audit or evaluation of a federal or state supported education program, under Section 99.32(c)(3).
6. To appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals, under Section 99.36(a). In cases of health or safety emergency, the request for release must first be directed to the school district that owns the data. The student information system manager, under Section 99.36(a), may also convene a committee to evaluate the request to determine whether or not the person who would receive the information is in a position to deal with the emergency and the extent to which time is of the essence.
7. To researchers whose proposals are approved by the student information system manager, when a clear legitimate educational interest is established, provided that personally identifiable information if discovered is not disclosed to anyone other than the initiator of the request and the student information system manager. A determination of legitimate educational interest is based in part on whether sharing information on a specific person would unfavorably affect that individual's ability to learn and function in the classroom. [Section 99.31(a)(6) of FERPA]

Data will be disclosed only on the conditions that: (1) the party to whom the data are released does not disclose the information to any third party without the prior written consent of the student information system manager, the company who provided the student assessment data (if assessment data are being disclosed), or the school district that owns the data; (2) only when the data are protected in a manner that does not permit the personal identification of an individual by anyone except the party referenced in the disclosure; and (3) the data are destroyed when no longer needed for the purposes under which the disclosure was granted.

Given the complexity of the law, school districts are encouraged to seek the advice of school district legal counsel.

## 7.0 Electronic Records

General record schedules cover records in all media. However, Chapter 12, § Administrative Code 12, Electronic Records Management-Standards and Requirements, became effective May 1, 2001. The purpose of this rule is to ensure that public records in electronic format are preserved, maintained, and remain accessible for their designated retention period. Because of frequent technological change, including hardware and software obsolescence and media degradation, agencies must take steps to manage and protect electronic records for as long as they are needed. To meet business needs and protect the legal, financial and historical interests of internal business operations and Wisconsin citizens, agencies must prepare and execute migration plans for electronic records as necessary to prevent them from becoming inaccessible during their retention periods.

### Retaining Records

Records may be delayed from destruction, but only under the following conditions:

- Records are required for an IT system, business program, performance, financial, or security forensic audit;
- Records are relevant to an actual or imminent legal proceeding; or
- A relevant public record request has been received and not completed.

Before disposing of a record, the office managing the record must determine if an audit, litigation, or public record request is pending. And notably, after a public records request has been filed, Wisconsin law forbids the destruction of any relevant record until the request is granted, or at least 60 days after the request is denied, and court orders may extend this time period. Wis. Stats. § 19.35(5). If agency staff members have questions regarding Wisconsin's Public Records Law, then the agency's legal custodian of records will provide further guidance.

Official records that are inactive, but not yet expired should be transferred to a low-cost, record storage facility, such as the State Records Center.

### Confidentiality of Records

Some records series, in whole or in part, contain confidential records as related to security, and protected personal information. If in doubt as to whether or not a specific record is confidential, it is always a good idea to check with agency legal counsel. If your agency does not have a legal counsel, an Assistant Attorney General in the Department of Justice will provide advice.

## Personally Identifiable Information (PII)

Some records in this schedule contain personally identifiable information as defined by Wisconsin law. Wis. Stats. § 19.62(5). Public access to and security of personally identifiable information is often restricted by law. Therefore, agencies should be aware of the requirements in Wisconsin Statutes, Chapter 19, as well as all applicable program specific laws or regulations. Such records should also be destroyed as confidential. If in doubt as to whether a specific record contains personally identifiable information, it is a good idea to check with agency legal counsel.

### For Further Assistance

For assistance, please contact the following individuals:

*--for general information on records management and technical assistance:*

Executive Secretary, Public Records Board, 4622 University Avenue  
Madison, WI 53702 (608) 266-2996

*--for information or questions about historical records:*

Archives Collection Development, State Historical Society, 816 State  
Street, Madison, WI 53706 (608) 264-6469.

*--for information on records-related requirements of the Department of Public Instruction:*

Data, Forms, and Records Management Section  
Department of Public Instruction, 125 South Webster Street,  
Madison, WI 53702 (608) 267-9154

The Wisconsin Department of Justice provides guidance to the public on the public records law, s. 19.31-39, Wis. Stat. Inquiries may be made by calling (608) 266-3952. Guidance may also be found in the Department of Justice's Public Records Law Compliance Outline, available at <http://www.doj.state.wi.us/>.

## 8.0 E-Mail as Public Records

### E-Mail Records

E-mail messages are public records like any other record. That is, they are public records if they are made or received by any governmental employee in connection with the transaction of public business. The local and state records management policy does not distinguish among media with regard to the definition of records. By definition, "public records" means all books, papers, maps, photographs, films, recordings, optical disks, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business (s. 16.61(2)(b), Wis. Stats.).

All e-mail messages, including personal communications, could be subject to investigatory review or discovery proceedings in legal actions. Some courts have set legal precedents for making use of e-mail communications as evidence. Haphazard filing procedures, incomplete recordkeeping, and the use of informal language in e-mail messages may misrepresent governmental agencies in legal proceedings. As with other records, no e-mail record may be destroyed after someone requests it until the request is granted, 60 days have elapsed following denial of the request, and litigation on the record's availability is complete and any court order has been complied with.

E-mail records also fall within the definition of "record" under the Open Records Law (s. 19.32(2), Wis. Stats.):

*"Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks.*

*"Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or request; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library. (s. 19.32(2), Wis. Stats.)*

Electronic mail records are subject to these law citations.

### A. Archiving and Retention

Electronic mail is normally backed up to ensure system integrity and reliability, not for the sole purpose of future retrieval, although backups may at time serve the latter purpose incidentally.

Attachments (files created in other applications software) are an integral part of e-mail. For e-mail documentation to be adequate, complete, and reliable, the e-mail message, any attachments, and the transmission history (routing, date, and time) may be needed. The use of different applications software among users and senders can lead to inoperable or garbled files for the receiver. The growing use of standard software is assisting to solve this problem.

E-mail users should be aware that generally it is not possible to assure the longevity of electronic mail records for record-keeping purposes, in part because of the difficulty of guaranteeing that electronic mail can continue to be read in the face of changing formats and technologies and in part because of the changing nature of electronic mail systems. This becomes increasingly difficult as electronic mail encompasses more digital forms, such as embracing compound documents, usage of digital technology, voice recognition, audio and video media, and imaging in addition to text. Furthermore, in the absence of the use of authentication systems, it is difficult to guarantee that e-mail documents have not been altered, intentionally or inadvertently.

E-mail records that have administrative, legal, fiscal, historical, or audit significance should be saved beyond the designated system retention to either a secure network folder or a shared network file in a manner that facilitates backup and access. Staff should, on a regular basis, review e-mail and delete items that do not need to be retained. Such maintenance can reduce the burden on servers and improve the overall performance of the system yet ensure that the requirements of records management are observed. The agency E-Mail Coordinator should be available for assistance or technical advice on how to assure that needed e-mail records are preserved before the system deletion occurs.

### B. Disclosure and Restricted Access without Consent

The electronic mail system is provided at government expense to conduct official governmental business. Incidental and occasional personal use is permitted, but such messages will be treated no differently from other messages. The governing agency has authority to obtain access to the contents of any employee's electronic mail files without the permission of the employee. Such circumstances include unavailability of the employee, a potential disciplinary issue, or preservation of e-mail from possible destruction.

Inspection, monitoring, or disclosure of electronic mail without the consent of the user of such e-mail will be permitted when required by and consistent with law, if there is reason to believe violations of law or policy have taken place, when performing periodic checks for excessive personal use of e-mail, and for meeting time-dependent, critical operational needs.

Electronic mail has become a preferred way of communicating for many individuals, including school board members. Because e-mail communications as described herein may constitute public records under the Public Records Law and because such e-mail must be retained pursuant to records retention requirements, school board members and school administrative staff should formulate policy and procedures to ensure that records are properly managed and preserved. School district staff and school board members must be aware that although e-mail can be an efficient and convenient means of communications, the use of e-mail creates obligations to ensure that communications are preserved for public information purposes. School board members should presume that any e-mail that they receive or send related to school district business is a record and should take steps to preserve such e-mail consistent with the guidance provided herein.

### C. Definitions

**Electronic Mail System/Services:** Any messaging system that depends on computing facilities to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print computer records for purposes of simultaneous communication across computer network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic mail or is implicitly used for such purposes, including services such as electronic bulletin boards, listservs, and newsgroups.

**E-Mail Record/E-Mail:** Any or several electronic computer records or messages created, sent, forwarded, replied to, transmitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several e-mail systems or services. This definition applies equally to contents of such records and to transactional information associated with such records, such as headers, summaries, addresses, and addressees.

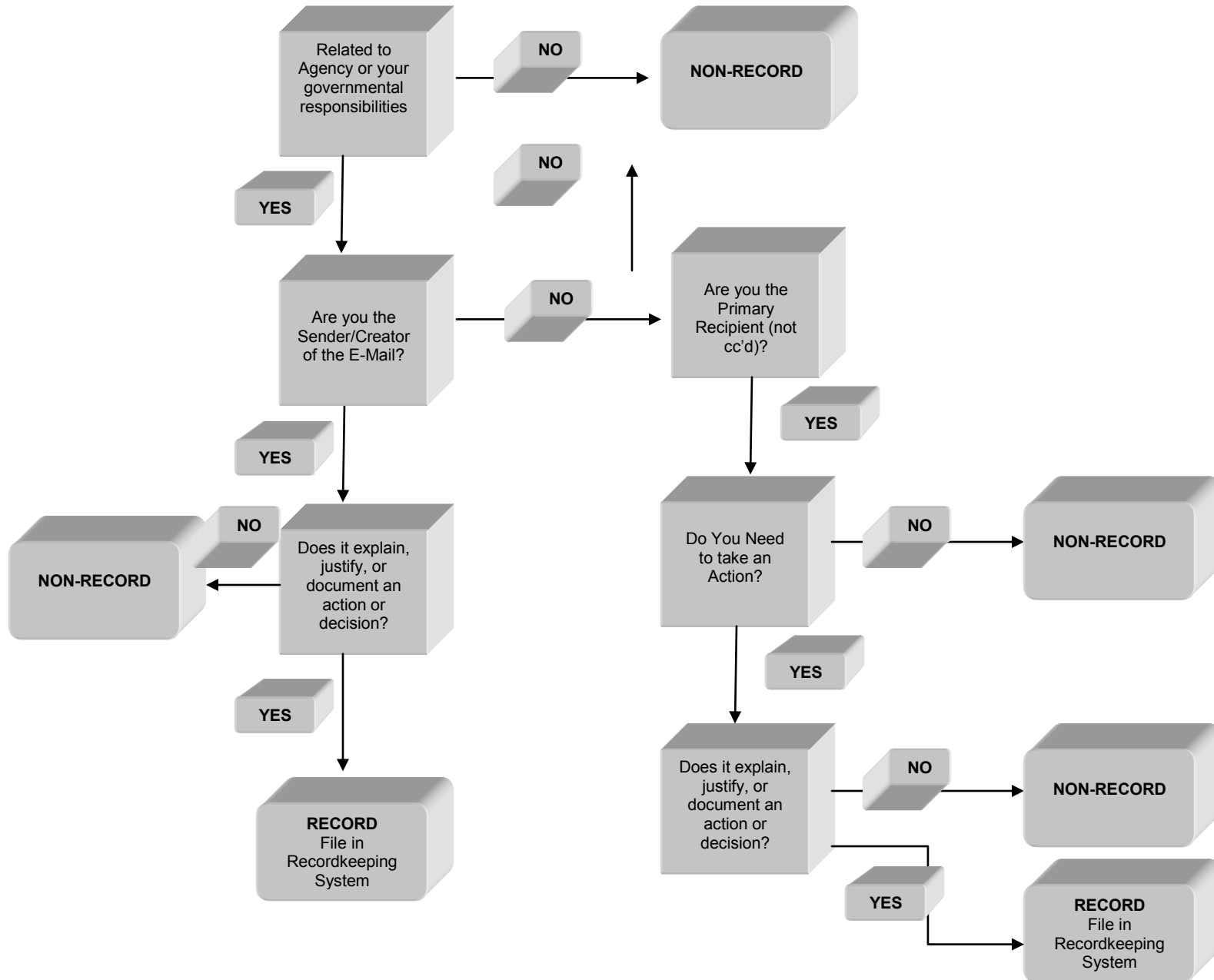
**Possession of E-Mail:** An individual is in “possession” of an e-mail record, whether the original record or a copy or a modification of the original record, when that individual has effective control over the location of its storage. Thus, an e-mail record that resides on a computer server awaiting download to an addressee is deemed, for purposes of this policy, to be in the possession of that addressee.

**Holder of an E-mail Record:** An e-mail user who is in possession of a particular e-mail record, regardless of whether that e-mail user is the original creator or a recipient of the contents of the record.

**Open Records:** For many years Wisconsin has had a strong emphasis on openness in government in general and on public access to governmental records in particular. This has been expressed in statutory form as a presumption of a public right of access to governmental records. The Open Records Law (s.19.32, Wis. Stats.) states that since “representative government is dependent upon an informed electorate...all persons are entitled to the greatest possible information regarding the affairs of government.” There is a presumption of public access. However, the law recognizes the need for some records to be exempted from disclosure by more specific state and federal law and case law principles, such as the “balancing test”: whether the public interest is best served by disclosure or nondisclosure. State and federal confidentiality laws that are more specific than the Open Records Law will usually take precedence.

# E-Mail as a Public Record Flowchart

How to decide if an e-mail is a public record.





## **9.0 The Education Department’s General Administrative Regulations (EDGAR)**

EDGAR consolidated into a single document uniform requirements for the administration of U.S. Department of Education grants. The administrative regulations provide specific provisions for retention of federal program records. EDGAR provides for a five year retention period. If any litigation, claim, negotiation, audit or other action involving the records has commenced before the end of the five year period, the records must be retained until completion of the action and resolution of all issues or until the end of the **five year period**, whichever is later.

The following is a listing of federal educational programs covered by these EDGAR provisions:

### **No Child Left Behind Act of 2001—ESEA Reauthorization**

#### **Title I Improving the Academic Achievement of the Disadvantaged**

- Part A Basic Programs
- Part B Student Reading Skills Improvement Grants
  - Subpart 1 Reading First
  - Subpart 2 Early Reading First
  - Subpart 3 Even Start
- Part C Migrant Education
- Part D Neglected and Delinquent or At Risk
- Part F Comprehensive School Reform
- Part G Advanced Placement
- Part H School Dropout Prevention

#### **Title II Teachers**

- Part A Teacher and Principal Training and Recruiting Fund
- Part B Math and Science Partnerships
- Part C Innovation for Teacher Quality
- Part D Enhancing Education through Technology

#### **Title III English Language Acquisition, Language Enhancement, and Academic Achievement Act**

#### **Title IV 21<sup>st</sup> Century Schools**

- Part A Safe and Drug Free Schools and Communities
- Part B 21<sup>st</sup> Century Community Learning Centers
- Part C Environmental Tobacco Smoke

#### **Title V Promoting Informed Parental Choice and Innovative Programs**

- Part A Innovative Programs
- Part B Public Charter Schools
- Part C Voluntary Public School Choice

#### **Title VI Flexibility and Accountability**

- Part A Improving Academic Achievement
- Part B Rural Education Initiative

#### **Title VII Native Americans and Alaskan Education Program**

- Part A Indian Education
- Part B Native Hawaiian Education
- Part C Alaska Native Education

#### **Title VIII Impact Aid**

#### **Title IX General Provisions**

- Parts A through F—Definitions, flexibility, Consolidation, Waivers, Uniform Provisions

#### **Title X, Part C Education of Homeless Children and Youth**

- Carl Perkins Vocational Education Act
- Individuals with Disabilities Education Act (IDEA)—Part B
- IDEA Preschool Grant

#### **State Grants also hold the five year retention period. State Grants to Local Education Agencies (LEAs) include:**

- P-5 Program
- Head Start Program
- Alternative Education Grants
- AODA Prevention/Intervention Grants
- Grants to Mentors
- Peer Review and Mentoring
- Talented and Gifted Program Grants
- Advanced Placement Grants
- English for Southeast Asian
- STEM Grants
- Grants for Nurses
- Consolidation Grants