

SCHOOL DISTRICT OF MELLEN

2023- 2024

EMPLOYMENT HANDBOOK for PROFESSIONAL STAFF MEMBERS

Board Approved: June 28, 2023
Board Approved Updates: July 19, 2023

Mission Statement

Work collaboratively in a respectful, responsible, safe, and ready environment to create an education where all students will succeed.

Vision Statement

To become a world-class community school of choice that maximizes technology and innovation.

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I. INTRODUCTION

Introductory Statement

This Professional Staff Handbook is a collection of selected District employment policies and administrative guidelines (AG), as well as rules and regulations of the School District of Mellen. It has been prepared to acquaint all professional staff members with District policies and administrative guidelines (AG), rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each professional staff member's responsibility to read and become familiar with this information and to comply with District policies adopted by the Board and/or the administrative guidelines (AG).

Disclaimer Statement

It is the policy of the School District of Mellen to provide equal opportunity employment to all professional staff members and applicants for employment. Positive action is required from all professional staff members to help ensure that the Mellen District complies with its obligations under state and federal law.

Status-quo is no longer an option in terms of conditions of employment.

This Professional Staff Handbook has been prepared for informational purposes only. None of the statements, District policies and administrative guidelines (AG), rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed, "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the professional staff member. The District's professional staff members employed under individual contracts with the Board may be terminated or non renewed consistent with the terms of the contract and consistent with District Policy.

Furthermore, any professional staff member who violates any of the terms and conditions of employment set forth in this Professional Staff Handbook may be subject to disciplinary action in accordance with **Policy 3139 – Staff Discipline**.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Professional Staff Handbook supersedes any and all previous handbooks, statements, District policies and administrative guidelines (AG), rules, or regulations given to professional staff members, whether verbal or written.

Chain Of Command – Organizational Chart

The Chain of Command is the formal line of authority, communication, and responsibility within the District. **Policy 3112 – Board-Staff Communications**

The Role Of Management

The role of management includes, but is not limited to, the right to:

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

II. EMPLOYMENT

Equal Employment Opportunity

The Board does not discriminate in the employment of professional staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wisconsin Statutes), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting 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.

If the professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

Policy 3122 - Nondiscrimination and Equal Employment Opportunity

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Equal Education Opportunity/Anti-Harassment (Policy 2260)

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate

educational services. Parents/legal guardians who have questions should contact Mrs. Heidi Stricker, Principal at extension 402.

Any person who believes that the Mellen School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Mrs. Heidi Stricker, Principal
(715) 274-3601 ext 402
420 South Main Street
hstricker@mellendiggers.org

The complaint procedure is described in Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, and on Form 2260F8 - Notice of Nondiscrimination and Internal Complaint Procedure (Including Title II, Title VI, Title VII and Title IX, Section 504, and ADA) and on Form 2260.01B - Parents' Procedural Rights and Safeguards, Including Due Process. The policy and forms are available in the District office.

The complaint will be investigated, and a written acknowledgement given to the complainant as-soon-as-possible or will be given within forty-five (45) days of receipt of a written complaint. The determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent.

The School District of Mellen is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students and/or staff.

Harassment means behavior toward a student or group of students based, in whole or in part, on the their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

Section 504/ADA Prohibition Against Disability Discrimination

The Board prohibits discrimination against any employee based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability. The District's Section 504 Compliance Officer is Administration. This person is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer. For more information see Policy 3123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment.

Anti-Harassment Policy

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

For purposes of anti-harassment, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, student, professional staff members, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with the District.

Harassment consists of unwelcome conduct, whether verbal, physical, visual, or of sexual nature that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, (Including transgender status, change of sex, or gender identity), arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, employee-to-student, woman or a man, and the victim and harasser can be the same sex.

Administration has prepared written administrative guidelines (AG) for professional staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines (AG).

For more information employees shall refer to:

Policy 3362 - Employee Anti-Harassment

Policy 3362.01 - Threatening Behavior Toward Staff Members

AG 3362.01 - Reporting Threatening Behaviors

TITLE IX REGULATIONS (Policy 2266)

The Board of the Mellen School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Heidi Stricker, Principal
715-274-3601 ext. 402
420 S. Main Street
Mellen, WI 54546

hstricker@mellendiggers.org

Corey Lake, Assistant Principal
715-274-3601 Ext. 228
420 S. Main Street
Mellen, WI 54546

clake@mellendiggers.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in **Policy 2266** – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available on the District's webpage or by requesting a copy from the District office. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

Job Descriptions

The Board recognizes that it is essential for professional staff member accountability that each professional staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and

thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, professional staff members shall refer to **Policy 3120.01 – Job Descriptions**. See pages 35 and 36 for a complete Teacher Job Description.

Hiring Of Relatives (Nepotism)

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

Conflict Of Interest

Professional staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Each professional staff member is to be seen as a role model to our students. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

- Policy 1130 - Ethics and Conflict of Interest
- Policy 3123 – Section 504/ADA Prohibition Against Disability Discrimination
- Policy 3210 - Staff Ethics
- Policy 3213 – Student Supervision and Welfare
- Policy 5772 – Weapons
- Policy 8660 – Transportation by Private Vehicle

Outside Activities Of Staff

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, professional staff members should review the following:

- Policy 1130 – Ethics and Conflict of Interest
- Policy 3231 - Outside Activities of Staff

Communications And Suggestions

The District values the comments and suggestions of its professional staff members concerning work methods and operations. Professional staff members should follow the chain-of-command when offering a suggestion or comment.

Professional staff members should refer to the detailed procedure regarding communication set forth in **Policy 3112 - Board-Staff Communications**.

Political Activities

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, professional staff members should review the following:

- Policy 3210 - Staff Ethics
- Policy 3231 - Outside Activities of Staff

School Visitors

Classroom visitations must be non obtrusive to the educative process and learning environment and should not occur on an excessive basis and meet all Policy and Guidelines. Please refer to **Policy/Guideline 9150 - School Visitors**.

III. EMPLOYMENT STATUS AND RECORDS

Personnel Files

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

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

Performance Evaluation

Administration has established and will implement a program for professional staff member evaluation. This program shall focus upon the early identification of specific areas in which the professional staff member needs help so that appropriate assistance may be provided or arranged for.

The evaluations shall be consistent with the following:

- A. Applicable State statutes
- B. **Policy 3220 - Staff Evaluation and Educator Effectiveness**
- C. **AG 3220A - Evaluation of Staff**

Student Supervision And Welfare

The Board requires each professional staff member to maintain a standard of care for supervision, control and protection of students consistent with the professional staff member's assigned duties and responsibilities. Please keep in mind that any injury no matter how slight must be reported to the Health Aide, and complete an accident/injury form, no matter how slight the accident/injury may appear. At no time shall any students be left unattended in a classroom, gymnasium, playground, outside or during an off campus event/field trip. Professional staff members should refer to **Policy 3213 - Student Supervision and Welfare**.

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

The Board shall require every employee to receive training provided by DPI in identifying children who have been abused or neglected and in the laws and procedures detailed herein governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and thereafter at least once every five (5) years after the initial training.

Employees shall immediately call the local office of the Child Welfare Department or Local Law Enforcement agency and shall secure prompt medical attention for any such injuries reported. Employees shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect. For more information please refer to **Policy 8462 - Child Abuse and Neglect**.

Mandatory Reporting Of Threats Of School Violence

All persons are mandatory reporters of child abuse or neglect (including all school employees) are now required to report threats of school violence to a local law enforcement agency in accordance with section 175.32 of the State Statutes. Please read and sign the Mandatory Reporting of Threats of School Violence Form at the end of the handbook and turn in to the Principal.

Assignment And Transfers

Administration is responsible for the proper assignment of all professional staff members in conformance with any legal requirements or certification requirements.

Staff Discipline

Professional staff member discipline and required investigations regarding potential wrongdoings of a professional staff member shall be consistent with the terms established in **Policy 3139 – Staff Discipline**. Background checks may be conducted at the discretion of Administration at any time.

Reduction In Staff

The District reserves the right to eliminate and/or reduce the professional staff positions, in whole or in part, and to retain those professional staff members who are most qualified to perform the available work, regardless of their previous length of employment. The needs of the Employer shall be the prime consideration used in the Employer’s determination of which professional staff members shall be laid off. Such staff reductions will be made in compliance with **Policy 3131 – Reduction in Staff**.

Termination And Resignation

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

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

Any decision to terminate or non-renew a professional staff member’s employment shall be subject to review consistent with the grievance procedure in **Policy 3340 - Grievance Procedure**.

A resignation by a professional staff member, once submitted and accepted by Administration, is final and may not be rescinded without approval by the Board. Administration may act for the Board in the acceptance of a resignation.

Also refer to **Policy 3140 – Non-Renewal, Resignation, and Termination**.

IV. PROFESSIONAL STAFF MEMBER PAY AND BENEFITS

PAYROLL & DEDUCTIONS FROM PAYROLL

Pay Periods Professional staff members will be paid over 26 pay periods per year utilizing direct deposit to the financial institution of their choice. Paychecks are normally deposited every other Thursday as outlined in the following table.

PAYROLL SCHEDULE FOR 2023-2024

PAY #	TIMESHEET DUE	PAY DATE	PAYROLL GUIDE
1	August 11, 2023	August 17, 2023	26 pay periods begin
2	August 25, 2023	August 31, 2023	10-month hourly employee pay begins/Pay 1st half of CC/VB/JHGGB/FB stipend
3	September 8, 2023	September 14, 2023	
4	September 22, 2023	September 28, 2023	
5	October 6, 2023	October 12, 2023	
6	October 20, 2023	October 26, 2023	Pay 2nd half of CC/VB/JHGGB/FB and 1st half of JHBBB stipend (AD approves issuing check.)
7	November 3, 2023	November 9, 2023	Board check 1st half
8	November 17, 2023	November 22, 2023	Pay 1st half AD/GJVBB/GVBB/BVBB/BJVBB/Ext.Music
9	December 1, 2023	December 7, 2023	
10	December 15, 2023	December 21, 2023	Pay 2nd half of JHBBB
11	December 29, 2023	January 4, 2024	
12	January 12, 2024	January 18, 2024	Pay 1st half JHGVB
13	January 26, 2024	February 1, 2024	
14	February 9, 2024	February 15, 2024	Pay 2nd half JHGVB (AD approves issuing check.)
15	February 23, 2024	February 29, 2024	Pay 2nd half GJVBB/GVBB/BVBB/BJVBB (AD approves issuing check.) Quiz Bowl
16	March 8, 2024	March 14, 2024	
17	March 22, 2024	March 28, 2024	
18	April 5, 2024	April 11, 2024	Pay 1st half of SB/BB/HS Track/MS Track. Pay 2nd half of Board.
19	April 19, 2024	April 25, 2024	
20	May 3, 2024	May 9, 2024	Pay 2nd half AD, Extracurricular Music and all other stipends as needed.
21	May 17, 2024	May 23, 2024	Pay 2nd half of SB/BB/HS Track/MS Track (AD approves issuing check)
22	May 31, 2024	June 6, 2024	Pay Advisors, Yearbook, Golf, and FBLA.
23	June 14, 2024	June 20, 2024	10-month hourly employee pay ends
24	June 28, 2024	July 3, 2024	
25	July 12, 2024	July 18, 2024	
26	July 26, 2024	August 1, 2024	26 pay periods ends

Personal Data Changes

Notify the Administrative Assistant immediately if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

Longevity Pay

The Longevity Pay schedule is as follows:

- At the start of the 11th year = \$500
- At the start of the 16th year = \$1000
- At the start of the 21st year = \$1500
- At the start of the 26th year = \$2000
- At the start of the 31st year = \$2500

Subbing During Prep Period Pay

Professional staff members who sub during their prep periods at the request of administration shall be compensated \$25 upon submission of the "Teacher Prep Period Substitute Form" within one week of subbing. This does not apply to supervising study halls. This pay is limited to one (1) prep period per day.

Summer School Instruction Pay

Professional staff members who teach for the Summer School program will receive an hourly rate of \$28. Payment for services will be issued upon completion of program.

Summer Staff Development Pay

Professional staff members who complete Summer Staff Development during the summer months will receive: an hourly rate of \$25 for curriculum work and/or administrative-led meetings; \$100 per day for attending local workshops/conferences; and \$150 per day for attending out of town workshops/conferences. A completed timesheet will need to be submitted to the Finance Manager for payment. All staff development must be approved by Administration prior to registration.

National Board Certification

Professional staff members who obtain National Board Certification after September 1, 2011, will receive a one-time payment of \$2,500 upon proof of completion. Professional staff members who renew National Board Certification will receive a one-time payment of \$2,500 upon proof of completion. Certificate must be turned in by March 31st.

Deductions

It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with Administration.

The Employer is committed to investigating and resolving all complaints promptly, as accurately as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances.

BENEFITS

HEALTH INSURANCE & COBRA

Coverage

Levels of benefits provided, and professional staff member participation is determined by the School District of Mellen and applicable state and federal regulations.

Health Insurance

The District will provide all full time professional staff members a group health insurance program provided they are otherwise deemed eligible. The professional staff member shall have the

employee's contribution of 12.8% withdrawn from their pay as scheduled by the Finance Manager. The District retains the right to choose the insurance carrier and modify the plan design at any time.

Any employee who qualifies for participation in the District's group health plan may waive such participation and elect to receive cash compensation (\$3,000 annually) in lieu of the health insurance benefit. If the District employs both spouses, one is not eligible for participation.

Professional staff members who waive health insurance may re-enroll in the District's plan once annually during the Open Enrollment period.

The District will offer a Health Savings Account (HSA). Professional staff members who qualify to participate in the Health Savings Account, the District will make quarterly deposits into the HSA as follows: Family Plan - \$750 quarterly, Single Plan - \$375 quarterly.

Insurance Continuation

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, professional staff members covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the professional staff member's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the professional staff member's spouse and covered dependents to elect continuation coverage upon the professional staff member's death, divorce or legal separation, a professional staff member's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.

All professional staff members, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the professional staff member begins. If a qualifying event occurs which entitles the professional staff member and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.

Section 125 Plan

The District will provide professional staff members a Section 125 Plan. The vendor shall be selected by the District. The plan shall include a grace period immediately following the end of each plan year (December 31st) that extends until March 15 after the end of the preceding plan year.

The Section 125 Plan will include professional staff member options to pay his/her (a) share of health and dental premiums.

The District will not deduct federal income tax, state income tax or F.I.C.A. from professional staff member's contributions to the Section 125 plan. Retirement annuity payments will be paid by the District on gross income.

Other Insurances

Dental Insurance

The District will provide all full-time professional staff members a group dental insurance program provided they are otherwise eligible. The professional staff member shall have the following monthly premiums deducted from their pay as scheduled by the Finance Manager. Family plan \$14.75 and Single Plan \$4.59.

The District retains the right to choose the insurance carrier and modify the plan design at any time.

Any employee who qualifies for participation in the District's group dental plan may waive such participation and elect to receive cash compensation (\$600 annually) in lieu of the dental insurance benefit. If the District employs both spouses, one is not eligible for participation.

Professional staff members who waive dental insurance may re-enroll in the District's plan once annually during the Open Enrollment period.

Vision Insurance

The District will provide all full-time professional staff members may participate in a group vision insurance program provided they are otherwise eligible. The professional staff member shall have the following monthly premium deducted \$9.78 for a family plan and \$3.93 for a single plan, as scheduled by the Finance Manager.

The District retains the right to choose the insurance carrier and modify the plan design at any time.

Professional staff members who waive vision insurance may re-enroll in the District's plan once annually during the Open Enrollment period.

Life Insurance

All full-time professional staff members may participate in a term life insurance plan equal to one (1) times the professional staff member's salary. For those professional staff members electing this coverage, full premium cost will be deducted from their pay on a twenty-six (26) pay-period basis. The District reserves the sole authority to determine the insurance carrier.

Long Term Disability Insurance Plan

All professional staff members shall receive a long term disability insurance plan with the District paying the full premium. The LTD insurance plan will have a sixty-day waiting provision and a 70 percent payment of salary provision. The District retains the right to choose the carrier and modify the plan design at any time. Any professional staff member absent for sixty days will be taken off school sick leave as soon as they qualify for long term disability payments.

Short Term Disability Insurance Plan

All professional staff members that work at least 20 hours per week are eligible to enroll in the Short Term Disability Insurance plan. The STD insurance plan will have an elimination period of 0 days for an injury and 3 days for a physical disease. The maximum benefit period commences at the end of the elimination period and continues for the lesser of 60 consecutive calendar days, or until LTD benefits commence. No STD benefits will be paid for periods of time for which LTD benefits are payable. The employee is responsible for the full premium cost of the plan.

Tax Sheltered Annuities

Professional staff members shall be allowed to contribute to tax sheltered annuities. Initial elections to contribute to tax sheltered annuities, and any changes thereto, shall be allowed one per quarter during each contract year. Tax sheltered annuity payroll deductions will be paid to the annuity companies.

RETIREMENT

WRS Contributions

All contracted full-time Professional Staff members are eligible for coverage under WRS, coverage is mandatory and a professional staff member may not "opt out" of WRS. Professional staff members are required to pay "one-half of the actuarially required contributions." Professional staff member contributions are pre-tax.

1. **Retirement Benefits:** A full-time professional staff member employed by the District prior to the 2011-12 school year, may retire under the state retirement system at age 57 or older with single health insurance paid for five (5) years at the current district capped rate by the District or family will be paid for three (3) years at the current district capped rate. (Same group plan as regular professional staff members receive or the Medicare Supplement to the plan, whichever comes first) if they have taught in the School District of Mellen fifteen (15) continuous years or more. Professional staff members who plan to take such retirement benefit shall notify the District of their intent by January 15 to be effective at the end of the school year. The first month

of retirement insurance coverage shall be for the month of September following the final year of employment. Retirees will have District paid insurance through August 31st of their last year of employment.

Once the retiree reaches the age of sixty-five (65), the retiree will be removed from the District's Medical plan and will be required to enroll in Medicare.

2. **Health Reimbursement Account (HRA)**

The District will deposit \$1,000 into a Health Reimbursement Account (HRA) for each full-time eligible professional staff member who began their employment on or after the start of the 2011-2012 school year. Such deposit will be recorded in the last week of June following the successful completion of that school year. Deposits will carry over from year to year. A professional staff member will be vested in the HRA when he/she has completed at least fifteen (15) continuous years of full-time service in the District, is at least 57 years of age and retires from the School District of Mellen.

When a professional staff member retires under subsection 1 or 2 above, they will be paid \$50 per day for any unused sick leave up to a maximum of 90 days. This payment shall be subject to state and federal withholding, FICA, and WRS.

The District has the right to bargain individually with professional staff members on a case by case basis regarding enhancement of the provisions of this section.

No more than two professional staff members can begin retirement under the above provisions in any given year. If more than two professional staff members apply in a given year, retirement benefits shall be granted on a first come basis based upon the date of receipt of the application.

If any section of this retirement package is found to be discriminatory or in violation of the Federal Age Discrimination Act, the Wisconsin Fair Employment Act, or any other State or Federal law by any court of competent jurisdiction, then the section shall be considered null and void. It shall have no negative impact on any professional staff member currently retired under a part of the provision.

Co-Curricular Activities

It is the philosophy of the Mellen Board of Education that all professional staff members working fifty (50) percent or more share the responsibility (three events per year) for routine school supervision and the supervision of the major activities of the school and that no one professional staff member should be expected to carry this charge for all the other professional staff members. Therefore, in the event that the supervisory assistance essential to properly providing co-curricular activities is not obtainable on a voluntary but paid basis, Administration shall on an equitable basis assign the supervision of these activities. This requirement is waived for professional staff that also serve as athletic coaches. Failure to meet this requirement may result in disciplinary consequences.

Extra-Curricular Activities

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

All athletic coaches will be evaluated and reviewed by the Athletic Director and Administration.

BASELINE STIPENDS FOR EXTRACURRICULAR POSITIONS

Extracurricular Positions	Stipend Amount
ACP/E4E Coordinator	\$1,000.00
Advisor-Grade 12	\$500.00
Advisor-Grade 11 (only if prom is held)	\$150.00
AODA Coordinator	\$500.00
Baseball Head Coach	\$2,200.00
Baseball Assistant Coach	\$1,430.00
Boy's HS Basketball Varsity Coach	\$3,300.00
Boy's HS Basketball Jr. Varsity Coach	\$1,980.00
Boy's JH Basketball Coach	\$1,430.00
Concession Stand Coordinator	\$1,000.00
Cross Country Coach (MS & HS)	\$2,200.00
CTE Coordinator	\$500.00
Educator Rising Advisor	\$500.00
FBLA Advisor	\$675.00
Football-Head Coach	\$2,500.00
Football-Assistant Coach	\$1,430.00
Forensics Advisor	\$500.00
Girl's HS Basketball Varsity Coach	\$3,300.00
Girl's HS Basketball Jr. Varsity Coach	\$1,980.00
Girl's JH Basketball Coach	\$1,430.00
Golf Coach	\$2,200.00
Music Extracurricular Advisor*	\$1,500.00
National Honor Society Advisor	\$675.00
Quiz Bowl Advisor	\$500.00
Softball Head Coach	\$2,200.00
Softball Assistant Coach	\$1,430.00
Concession Stand Coordinator	\$675.00
JH Track Coach	\$1,430.00
HS Track Coach	\$2,200.00
Volleyball HS Varsity Coach	\$2,500.00
Volleyball HS Jr. Varsity Coach	\$1,430.00
Volleyball JH Head Coach	\$1,430.00
Yearbook Advisor	\$1,100.00
Ticket Seller - HS - 2 per home game	\$35.00
Ticket Seller - MS - 1 per home game	\$35.00
HS/MS Crowd Control - 2 per HS home game/1 per MS home game - stay entire game/ensure crowd leaves	\$45.00
HS Scorekeeper/Clock/Chains	\$45.00
HS Line Judges	\$45.00
MS Scorekeeper/Clock	\$35.00
MS Line Judges	\$20.00

Note: If a JV Coach is not hired, a stipend bonus will be determined by the Board and given to the Varsity Coach,

if JV participation does not result in a full JV team, but could still provide partial JV games.

*Minimum \$1200 for required participation in Apple Festival parade, Solo and Ensemble Contest, Spring & Winter Concerts

Revised: 06/2023 Coaching Stipends

Extended Unpaid Leave

Any professional staff member may request a voluntary leave of unpaid absence for 3 (three) or more days from employment by the Board. All requests for unpaid leaves in excess of 2 days shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave. If the extended unpaid leave is approved, the Board action will also provide the conditions applicable for the professional staff member to return to work.

The Board in its sole discretion may grant unpaid leave to a professional staff member for medical or personal reasons. While on unpaid leave (in excess of 30 days), the professional staff member shall not receive or accrue any fringe benefits.

Extended unpaid leaves will be granted in accordance with **Policy 3430 - Leaves of Absence**

Short Term Unpaid Leave

Any professional staff member may request a voluntary leave of unpaid absence, with paid benefits, for less than 3 (three) days from employment to be approved by Administration.

Professional Staff Member Leaves

****Please note:*** All Professional Staff members must complete a Leave Request in Skyward either prior to their known absence, or within 24 hours of returning from an unexpected absence. Failure to meet this requirement may result in disciplinary consequences.

A. Sick Leave

Absences deducted from Sick Leave

A professional staff member shall be granted a maximum of ten (10) days of absence in any one school year with a total accumulation of 90 days. After 90 days of accumulated sick leave, the District will reimburse the employee \$50 per day for any sick days not taken that school year, up to \$500.00. The limit is 10 days per year payable in June and is considered reported earnings but not hours for WRS purposes.

At the discretion of Administration, a doctor's certificate explaining that the professional staff member is unable to work due to his/her illness or the illness of a member of the professional staff member's immediate family must be filed in the District Office. Sick leave can be used in fifteen (15) minute increments.

Sick leave may be granted for reasonable absences or according to FMLA laws.

Absence may be taken for the following reasons:

1. Personal illness/health of professional staff member, illness of close relative or member of household.
2. For attendance at funeral services.
3. No more than four (4) consecutive days can be taken for each incident, unless provided otherwise by state or federal laws and regulations.
4. Absence may be granted at the discretion of Administration for court appearances other than personal law infractions and for other unavoidable circumstances.
5. Staff absence records are to be kept by the Administration and when a problem is evident, Administration shall work with the individual involved to correct the problem. If the problem persists, it shall be solved following discipline procedures.
6. For days when a professional staff member is receiving workers' compensation and/or long term disability insurance benefits, the District will neither deduct reimbursable absence leave from the professional staff member's account, nor make reimbursable absence payment for such days.

B. Personal Leave

1. Each professional staff member will be allocated two (2) personal leave days per year.

After completing fifteen (15) years of service in the School District of Mellen, the professional staff member will receive three (3) paid personal days at no cost to the professional staff member.

2. Previous arrangements must be made with Administration when such leave is desired. Personal leave can be taken in fifteen (15) minute increments. Professional staff members failing to properly request special leave will have all the salary deducted for the days missed. For the month of May, only one person per school day will be allowed. Personal Leave days may not be used to extend holidays. All requirements for attendance before and after holidays must be met.

3. Personal leave is not cumulative. Arrangements for substitutes will be made only by the school administrative staff.

C. Professional Leave

Professional leave may be used for any educational purpose within the confines of the professional staff member's specific instructional area. The professional staff member planning to use professional leave shall seek administrative permission in a timely manner in order to secure a substitute. Professional leave shall be used to visit or view other instructional techniques or programs, attend conferences, workshops, or seminars. The professional staff member may be requested to file a written report or share at a staff in-service knowledge gained from his/her attendance at such visitation, conference, workshop or seminar.

D. Maternity and Child-Rearing Leave

Upon request, a professional staff member may be granted a child-rearing leave, without pay or benefits, up to one (1) school year duration at the discretion of the Board.

E. Family And Medical Leave

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

F. Leave - Jury Duty

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

****Please note:*** All Professional Staff members must complete a Leave Request in Skyward either prior to their known absence, or within 24 hours of returning from an unexpected absence. Failure to meet this requirement may result in disciplinary consequences.

V. WORKING CONDITIONS AND HOURS OF WORK

Attendance And Reporting Absences

Professional staff members are expected to report for duty daily. When a professional staff member is aware of an upcoming absence, the professional staff must complete a Staff Leave Request in Skyward so that a substitute can be arranged. However, when a professional staff member is unable to notify the secretary in advance, he/she must text both the Student Services Secretary at 715-681-1939 and Principal at 715-681-1937 prior to 6:15 am on the day of the absence if

at all possible. Within 24 hours of returning from an unexpected absence, the professional staff member must complete a Staff Leave Request in Skyward for processing. Failure to meet this requirement may result in disciplinary consequences.

Dress Code

All professional staff of the Mellen School District serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all professional staff shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs and the impressionable youth they serve.

Appropriate business attire includes dress pants, khakis, dress shirts, polo shirts, blazers, dresses, skirts, sweaters, and dress shoes. Jeans will be allowed on casual Fridays as approved by the administration.

Refer to **Policy 3216** – Staff Dress and Grooming. Administration is authorized to interpret this policy and their interpretations shall be given deference.

Food Service

The District makes Breakfast and Lunch available for all staff. The meal charge for Breakfast is \$2.70 and Lunch is \$4.70. Staff will be allowed to charge up to \$30.00.

Professional Staff Member Hours Of Employment

The professional staff member's work day shall be from 7:45 AM to 3:45 PM. It is expected that Staff will be in their classrooms, ready to supervise students, or attend staff meetings, by 7:45 am.

The work day may be extended for purposes of faculty meetings, committee meetings, etc.

All Professional Staff members are required to be present for Inservice Days, in the entirety or when released by Administration.

A full-time professional staff member is defined as one who is employed more than 29.5 hours per week.

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

School calendars will be determined by the Board of Education and will include 187 Professional Staff member work days.

All Professional staff members will be issued an identification badge. This badge is mandatory and is to be worn where it is visible at all times. Professional staff members will also be issued a key to their classroom.

Professional staff members will not give any District keys or access card to any student(s) for any reason.

Inclement Weather

Professional staff members will receive pay for up to three (3) days at their normal daily rate when school is closed due to inclement weather. If any of these three inclement weather days are not used during the school calendar year, they expire. They will not be used towards any contracted days or student attendance days.

Personal Communications

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

Use Of Employer Property/Equipment

Personal use of District equipment or facilities by professional staff members will be in accordance with administrative guidelines (AG) and by completing **Form 7510 F1** - Application for Use of School Facilities, and submitting completed form to the Administrative Assistant for processing. District issued equipment, laptops, iPads, etc., are for professional use and are not to be loaned out to family or community members.

Policy 7510 – Use of District Facilities

Policy 7530 – Lending of District-Owned Equipment

AG 7530A – Technology Equipment Security Procedures

Use Of Personal Property At School

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

The Board of Education provides refrigerators, microwaves, and coffee pots for staff use. If a professional staff member wishes to have these appliances for personal use in the classroom, they must first seek approval from the administration.

Travel Expenses

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

Policy 3440 – Job-Related Expenses

AG 3440A – Job-Related Expenses

Transportation By Private Vehicle

Use of private vehicles should not be used, when a school vehicle is available. Any such transportation must be approved in advance by Administration and parents/legal guardians in accordance with **AG 8660** - Transporting Students by Private Vehicle.

Any employee transporting students shall not carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit. For more information please see **Policy 8660** - Transportation by Private Vehicle.

VI. INFORMATION REGARDING STUDENTS

Professional Staff Member's Procedure for Taking Attendance

For students in grades 1- 5, attendance will be taken at the beginning of first and sixth hour. For students in grades 6-12, attendance will be taken within the first 5 minutes of each hour.

Tardies

The school day starts at 8:10 and students are required to be in their classroom. Students who are not in their classroom when the late bell rings, are considered tardy. All students who are tardy to school, for any reason, must report to the District Office to receive a pass from the Student Services Secretary or Principal.

When a teacher detains a student after class, they shall issue a late pass for the student's next class.

Expectations

The following grading and reporting expectations will be required:

- Learning targets that are assessed will be clearly communicated to students at the start of the unit.
- Teachers are expected to update grades in PowerSchool on a weekly basis.
- Teachers are expected to have at least one assignment posted weekly to provide ongoing feedback to students and families.
- Within 2 days of midterm grades being posted, teachers are expected to provide students with an opportunity to improve their grade (i.e. a new assignment, test corrections, redo/retake, etc.)
- Teachers are expected to use the collected symbol (green circle with white checkmark) when work has been turned in but hasn't been graded yet.
- Assignments/tests need to be graded and recorded within 3 days of the assigned due date.
- Appropriate grading categories will be reviewed with administration prior to the start of the year.
- If a child is struggling and has a grade lower than a C-, the teacher will contact the parent/guardian via email, phone call, or in person.

The following expectations have been established in regards to communicating learning goals, instructional materials, and expectations with students and families. Teachers in grades 6-12 will provide to students and families a syllabus for each class at the beginning of the year. If the syllabus is altered or new material is added during the course of the class, a new syllabus will be provided to each student and parent/caretaker without delay. See **Policy 5420** - Reporting Student Progress and **5421** - Grading, for more information and details on student rights and responsibilities.

The syllabus will contain the following:

- Teacher information: Name, email, phone number, office hours.
- Course Details: Course name, course number, days and times the course meets, credit hours (high school only).
- Course Description: An overview of what the course will cover for the term or year.
- Units of Study for the Course: Provide an outline of the unit topics for the year.
- Objectives: Describe what the student should understand or be able to do as a result of taking your course.
- Materials: List materials students will need for the course.
- Required Texts and Resources: List all required textbooks, other books, online resources and subscriptions, or other materials students will use.
- Communication Protocols: Specify how often and through what channels students should be accessing course information, looking for updates and announcements, and contacting you.
- Electronic Device Policy: Explain your policy on the use of cell phones, laptops, and other electronic devices in class, including any information about whether exceptions are made for students with accommodations.
- Course Requirements/Assignment List: Describe how students will be graded in the course. What assignments will you give? Will there be tests and quizzes? If each one is worth a certain number of points, specify that here.
- Academic Policies and Procedures: Explain how assignments should be submitted, along with your policy on late work, resubmissions, and plagiarism/academic integrity.
- Acknowledgment Signature lines for student and parent/guardian that need to be returned.

Students Leaving During The School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of Administration and with the student's parents. Students must sign-in and sign-out whenever entering/leaving the building when not accompanied by a professional staff member. Students age 18 or older will be allowed to sign themselves out given a signed statement is on file from parent/legal guardian.

High school students with open campus privileges may leave the campus during their lunch period. Students must sign in/out during this time as well. The signing sheet will be in the District office. HS students who violate school rules will lose their open campus privileges as ascertained by Administration.

Middle school students are not allowed to leave the school grounds during their lunch period or recess.

Student Dress Code

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process, they may be removed from the educational setting.

For more information please review the following: **Policy 5511 - Dress & Grooming**

Field Trips

Day time field trips will be allowed when used for learning an integral component of the curriculum. Chaperones for day time field trips will be chaperoned by male/female staff members or approved community members as approved by Administration and meet the requirements of this policy. All chaperones will be listed on the field trip request form, to be approved at the time of the field trip request. All chaperones must satisfactorily pass a background check prior to being approved as a chaperone.

Overnight field trips will also be allowed when used for learning an integral component of the curriculum or for co-curricular/extra-curricular activities. All overnight field trips must be Board approved prior to booking any hotels, event tickets, etc. Please keep this in mind when planning your overnight field trip.

Professional staff members are to complete the Field Trip Request Forms in advance for administration review and approval. Field trips that do not list names of chaperones will not be approved.

Elementary Bus Loading and Unloading Procedure

Professional staff members will greet students at their classroom doorway at the beginning of each period or be at their designated supervision spot. The staff member will accompany their students to the buses at the end of the day. Students need to be on buses by 3:35 pm.

VII. SAFETY AND HEALTH

Reporting a Work Related Injury

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

Bullying of Staff/Students

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include, but are not limited to:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding movement, unwelcome physical contact or unwanted touching.

- B. Verbal – Words which are spoken or physical actions taken solely to harass or injure another person, such as threats of violence, defamation of persons race, religion, ethnic origin, sexual orientation, using crude, offensive language or using demeaning or inappropriate terms, epithets or taunting or malicious teasing.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyber bullying" – the use of information and communication technology such as e-mail, cell phone, pager text messages, instant messaging (IM), defamatory personal websites, personal social media accounts and apps and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group.

All complaints that may violate this policy shall be promptly investigated. If the investigation finds that the behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. The complaint procedure is described in **Administrative Guideline 2260.01B - Section 504/ADA Parents' Procedural Rights, Including Due Process Hearing**, and is available in the District office.

Anti-Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board or District transportation.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against any staff member or student. For additional information, please refer to **Policy 5517 - Student Anti-Harassment**, and the Student Handbook "Sexual Harassment".

VIII. EMPLOYEE COMMUNICATION & TECHNOLOGY

Acceptable Use of District Technology, the Internet, and the District's Network

Professional staff member's use of the District's Network will be governed by **Policy 7540.04 - Staff Education Technology Acceptable Use and Safety**, and the related administrative guidelines (AG).

The due process rights of all professional staff members will be respected in the event there is a suspicion of inappropriate use of the network. Professional staff members have no privacy expectations in the content of their personal files and records of their online activity while on the network. Password protected files and content does not imply there is any expectation of privacy.

Email

When available, the District's e-mail system must be used by professional staff members for any official District e-mail communications.

Professional staff members are required to check their e-mail messages at least once a day, appropriately saving emails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other emails that have been read. It is also recommended that professional staff members utilize the Vacation Responder when they will be out of the building.

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

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

Social Media Accounts

In accordance with **Policy 3213 – Student Supervision and Welfare**, professional staff members shall abide by District policy and guidelines with regards to online networking media, such as Facebook, Twitter, Spotify, Instagram, and personal social media accounts and apps, etc. Staff are encouraged not to engage students in social media unless for educational purposes, part of a lesson plan and in which the professional staff member has received prior approval from administration.

Written parental consent must be on file, before new individual student accounts are opened/established.

No movies or videos will be shown until approved by parents/legal guardians and administration. All movies/videos must be age-appropriate.

IX. PROFESSIONAL STAFF MEMBER CONDUCT AND DISCIPLINARY ACTION

Staff Discipline

Professional staff member discipline and required investigations regarding potential wrongdoings of a professional staff member shall be consistent with **Policy 3139 – Staff Discipline**.

Grievance Procedure

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

Drug, Tobacco and Alcohol Use

The Board believes that quality education is not possible in an environment affected by drugs and/or alcohol. It will seek, therefore, to establish and maintain an educational setting which is free from illegal drugs, illegal substances, or their “look-alikes”, ingesting legal chemicals which would alter one's physical, emotional and/or behavioral state, tobacco, vaping devices (with or without nicotine) products such as cigarettes, e-cigs, snuff, etc., as well as prescription drug abuse.

All employees shall remain free of any alcohol or controlled substances and shall not misuse prescription medication. All prescribed medication shall be taken in accordance with the prescribed dosage and instructions, and not interfere with the individual's ability to safely supervise, effectively complete their duties, and respond to any situation or emergency during his/her employment in the District.

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any professional staff member at any time while on District property or while involved in any District-related activity or event.

Any professional staff member who violates **Policy 3122.01 – Drug-Free Workplace** shall be subject to disciplinary action in accordance with **Policy 3139 – Staff Discipline**.

SCHOOL DISTRICT OF MELLEEN

JOB DESCRIPTION – TEACHER

Hours: Per Professional Staff Handbook

Days: Monday through Friday

Essential Functions: Teach and maintain developmentally appropriate classroom activities and environment in order for students to learn effectively.

Requirements of the Essential Functions: Perform the essential function utilizing the required knowledge and skill. Regular attendance and punctuality are key to fulfilling the essential function of teaching.

Licensure: Per certification requirements of the Wisconsin Department of Public Instruction.

Performance Expectations: Demonstrate proficient performance in the knowledge, skill and dispositions in accordance with Wisconsin Educator Effectiveness:

1. Planning and Preparation - Planning and Preparation defines how a teacher organizes the content that the students are to learn (i.e. how a teacher designs instruction). All elements of the instructional design-learning activities, materials, assessments, and strategies should be appropriate to both the content and the learners. The components of Planning and Preparation are demonstrated through the plans that teachers prepare to guide their teaching. The plan's effects are observable through actions in the classroom.
 - 1a. Demonstration Knowledge of Content and Pedagogy
 - 1b. Demonstrating Knowledge of Students
 - 1c. Setting Instruction Outcomes
 - 1d. Demonstrating Knowledge of Resources
 - 1e. Designing Coherent Instruction
 - 1f. Designing Student Assessments
2. The Classroom Environment - Classroom Environment speaks to the non-instructional interactions that occur in the classroom. Activities and tasks that establish a respectful classroom environment. Overview of the Teacher Evaluation Process 13 and a culture for learning are part of the classroom environment. The atmosphere is business-like; routines and procedures are handled efficiently. Student behavior is cooperative and non-disruptive, and the physical environment supports instruction. The components of classroom environment are demonstrated through classroom interaction and are observable.
 - 2a. Creating an Environment of Respect and Rapport
 - 2b. Establishing a Culture for Learning
 - 2c. Managing Classroom Procedures
 - 2d. Managing Student Behavior
 - 2e. Organizing Physical Space
3. Instruction - Instruction encompasses the instructional strategies used to engage students in the content. These components represent distinct elements of instruction. Students are engaged in meaningful work that is important to students as well as teachers. The components of Instruction are demonstrated through teacher classroom interaction and are observable.

- 3a. Communicating With Students
- 3b. Using Questioning and Discussion Techniques
- 3c. Engaging Students in Learning
- 3d. Using Assessment in Instruction
- 3e. Demonstrating Flexibility and Responsiveness

4. Professional Responsibilities - Professional Responsibilities describes the teacher's role outside the classroom. These roles include professional responsibilities such as self-reflection and professional growth, in addition to contributions made to the school, the District, and to the profession as a whole. The components in Professional Responsibilities are demonstrated through classroom records, professional development activities, and teacher interactions with colleagues, families, and the community.

- 4a. Reflecting on Teaching
- 4b. Maintaining Accurate Records
- 4c. Communicating with Families
- 4d. Participating in a Professional Community
- 4e. Growing and Developing Professionally
- 4f. Showing Professionalism

Other: The employee shall remain free of any alcohol or illegal substance, and shall not use controlled substances, or misuse of prescribed medication that alters the ability to safely, effectively complete their duties, supervise and respond to any situation or emergency during his/her employment (other than as prescribed) in the District.

Legal Ref: PI 34.02

Revised: August 2020

Employee Signature

PROFESSIONAL STAFF MEMBERS RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the School District of Mellen Handbook for Professional Staff Members and understand the provisions contained herein. I understand that the terms described in the handbook for Professional Staff Members may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

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

I understand that this Professional Staff Handbook supersedes all previous manuals and/or handbooks that I have received or have been advised of by the District. I also understand that any subsequent revisions to the provision of this Handbook after I commence my employment will supersede those contained herein.

I acknowledge that I have read the Student Handbook and the Athletic Handbook and understand the contents thereof.

Professional Staff Member's Signature

Date

Please print full name

Staff Education Technology Acceptable Use and Safety Agreement

To access and use the District’s Education Technology, including a school assigned email account and/or the Internet at school, staff members must sign and return this form.

Use of the Education Technology is a privilege, not a right. The District’s Education Technology, including its Internet connection and online education services is provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of staff members in an effort to restrict access to child pornography and other materials that is obscene, objectionable, inappropriate and/or harmful to minors. Administration may disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members accessing the Internet through the District’s Education Technology are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Internet.

The Board reserves the right, at any time, to access, monitor, and review and inspect any directories, files and/or messages residing on or sent using the District’s Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that a staff member has the proprietary rights to the design of a website hosted on the District’s servers, the staff member agrees to license in perpetuity the use of the website by the Board without further compensation.

Administration is responsible for determining what is unauthorized or inappropriate use. Administration may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the District’s Staff Education Technology Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to State law and/or Board policy.

I have ready and agree to abide by the Staff Education Technology Acceptable Use and Safety Agreement and the related Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of the District’s Education Technology, I agree to communicate over the Internet and the network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I understand that individual users have no expectation of privacy related to their use of the District’s Education Technology.

Please complete the following information:

Print Full Name of Employee

Employee Signature

Date

School District of Mellen
420 South Main Street
P.O. Box 500
Mellen, WI 54546
Phone: (715) 274-3601 Fax: (715) 274-3715

MANDATORY REPORTING OF THREATS OF SCHOOL VIOLENCE

All District employees are mandatory reporters of child abuse or neglect and are required to report threats of school violence to a local law enforcement agency in accordance with section 175.32 of the State Statutes. Any mandatory reporter who believes in good faith that there is a serious and imminent threat to the health or safety of a student, school employee or the public, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, must report it. The person must immediately inform a law enforcement agency, by telephone or personally, of the facts and circumstances contributing to the belief that there is a serious and imminent threat to the health or safety of the student, school employee, or the public.

Any person or institution participating in good faith in the making of a school violence threat report is immune from any liability, civil or criminal, arising under state law that results by reasons of the action. Whoever intentionally fails to report a school violence threat as required may be fined not more than \$1,000 or imprisoned not more than six months or both.

Also, school officials should be aware that the privileged communication responsibilities outlined in section 118.126 of the state statutes for school counselors, psychologist, social workers, nurses or any teacher or administrator who engages in alcohol and drug abuse program activities do not apply to information related to threat of school violence required to be reported under section 175.32 of the State Statutes.

By signing below, I state that I have read and understand the mandatory reporting requirement.

Staff Name

Date Signed