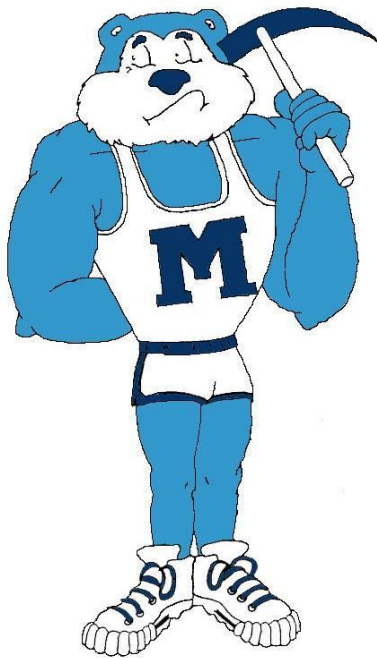


School District of Mellen



2023-2024 Substitute Handbook

Board Approved: June 28, 2023

**Please note: Changes made to this document, pending review by Personnel and administration.

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

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

We encourage you to call any of the individuals below with any questions or concerns you have. The extension number/staff are listed in order of priority when calling for assistance:

- Ext. 400 - Student Services Secretary
- Ext. 402 - Principal
- Ext. 401 - Administrative Assistant
- Ext. 410 - Superintendent

DISCLAIMER STATEMENT

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

This Substitute Staff Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed, "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. 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 substitute staff member.

Furthermore, any substitute staff member who violates any of the terms and conditions of employment set forth in this Substitute 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 Substitute Staff Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to substitute staff members, whether verbal or written.

SCHOOL INFORMATION

Parking: Substitutes may park on Highway 13, in the Fayette lot, and in the north parking lot by the river.

School Hours: Please report to Student Services Secretary, in the District office by 7:45 a.m. for your assignment. The main entrance on Hwy. 13 will be open. The Student Services Secretary may, at any time, change your substitute assignment to best fit the needs of the District.

Entrance A opens for students at 7:50 am with the first bell at 8:00 am.

Class Hours

7:50	Buses Arrive/Doors Opened
8:00	First Bell
8:05	Warning Bell
8:10 - 8:55	1 st Period
8:58 - 9:43	2 nd Period
9:46 - 10:16	Digger Time
10:19 - 11:04	3 rd Period
(Elementary lunch 11:00)	
11:07 - 11:52	4 th Period
11:52 - 12:22	Lunch (MS)
11:55 - 12:40	5 th Period (HS)
12:22 - 1:07	5 th Period (MS)
12:40 - 1:10	Lunch (HS)
1:10 - 1:55	6 th Period
1:58 - 2:43	7 th Period
2:45 - 3:30	8 th Period

1:00 Dismissal Class Hours

7:50	Buses Arrive
8:05	Warning Bell
8:10 - 8:40	1 st Period
8:43 - 9:13	2 nd Period
9:16 - 9:46	3 rd Period
9:49 - 10:19	4 th Period
10:22 - 10:52	5A & 5B Period
10:55 - 11:25	6 th Period
(11:00 Elementary Lunch)	
11:28 - 11:58	7 th Period
12:01 - 12:31	8 th Period (HS)
11:58 - 12:28	Lunch (MS)
12:30 - 1:00	8 th Period (MS)
12:31 - 1:00	Lunch (HS)

Elementary Recess

10:00 - 10:30	PreK - 2nd Grades
2:00 - 2:30	3rd - 5th Grades

Classroom/Access Keys: Substitute teachers will be given a classroom key and access key for use throughout the school day. Please keep the classroom door locked and return the keys at the end of the school day. Please keep in mind that at no time are keys or access cards to be given to students for any reason.

Identification Badge: An identification badge will be provided to all substitutes to be worn where it is visible throughout the school day. Please be sure and wear it the entire time you are in the building or on school property.

Lesson Plans, Class Lists, Seating Chart: Check teacher's desk or podium for seating charts, textbooks, and assignments for the day. You will find PowerSchool log-in information with the sub plans. If, at any time, lesson plans are not clear or specific, or more detailed instructions are needed, feel free to contact the District office.

Attendance, Lunch Count, Absences, Tardies:

PowerSchool for Substitutes

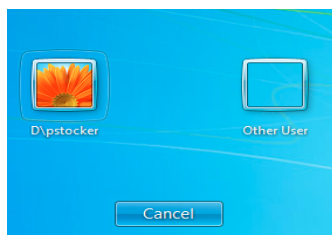


Network Login instructions - for sub use only.

Turn on your computer. You will be prompted to press the key combination “CTRL + ALT + DEL” If it comes up with a user is already signed in, click on the **Switch User** button or **Other User** button as shown below.

Here you will enter the following network credentials:

Username: sub
Password: flower



PowerSchool Attendance and Lunch Count - for sub use only.

From the computer's desktop open a web browser by double-clicking the icon. The most common is Internet Explorer, followed by Chrome and Firefox. See the icons to the right.



Type in the address: <https://mellen.powerschool.com/subs/pw.html>
This will take you to the PowerSchool Substitute Teacher Sign-In page.

You will now see this screen:

A screenshot of the PowerSchool web interface. At the top is a dark blue header with the PowerSchool logo and name. Below the header is a white box titled "Substitute Teacher Sign In". Inside this box are three input fields: "School" with a dropdown menu showing "Mellen Public School", "Teacher" with a dropdown menu showing "Select the teacher...", and "Password" with a text input field and a small asterisk icon. A blue "Sign In" button is located at the bottom right of the form.

Choose **Mellen Public School** from the dropdown menu next to **School**. Then select the teacher for whom you are substituting.

For the password, type in the current day of the month and **tiger** (no space). For example: If you are subbing on January 18th, you would type: 18tiger, then click Sign In.

You are now ready to Take Attendance

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

Click on the chair icon next to the class you are taking attendance for, you also have the option to click on the chair with the grid behind it. This option will show you student photos.

Mark absent students from the drop down menu to the right of the student's name. No need to select "present" for the students that are there, it will default the blank fields after you click submit. Then make sure to hit the submit button on the bottom when finished. Clicking on Start Page will take you back to the main screen.

You are now ready to enter Breakfast/Lunch Counts

Lunch counts are taken first thing in the morning (for middle and high school teachers, this means during first hour).

To do this, click on the knife and fork icon. Enter the number of students eating breakfast for the **following day only**. Enter the number of students eating lunch. If you plan to eat, mark yourself as one adult lunch. If you have any problems or questions, please call the office at Extension 400.

EXPECTATIONS OF MELLEN STUDENTS

All students in the Mellen School District are expected to model the Digger Values of responsibility, respectfulness, readiness, and safety. These expectations should be posted in all classrooms. Students are also expected to follow all policies and guidelines in the Student Handbook.

INFORMATION ON STUDENT ATTENDANCE, etc.

Substitute Staff Member's Procedure for taking Attendance

For students in grades K-5, attendance will be taken at the beginning of 1st and 6th hour.

For students in grades 6-12, attendance will be taken within the first 5 minutes at the beginning 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.

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

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 a parent.

Behavior Problems

From time to time our students create challenging situations to deal with. Any student who is unable to behave appropriately in the classroom and disrupts the education of others can be sent to the Principal's office for the Principal to handle.

It is crucial that you call the office at extension 400 to let them know the student is on their way.

Classroom Supervision

You must be in your assigned classroom at all times when classes are in session. At no time shall students be involved in classroom or other school activities without proper supervision by the faculty member or adult to whom the students are assigned.

Student Passes

Substitute teachers should be cautious when giving students passes to other areas. Students are generally not allowed to leave the room to get a pass from another teacher once the class period has begun. Please use your best judgment on whether the student truly needs to see a teacher. You can always call the teacher to determine if they approve of the student coming to their classroom. Those students who have arrived in your class with a signed pass in-hand will be allowed to leave.

Lyceum/Assembly Programs

Substitute staff will accompany their class to the assembly program and will sit with their class in the designated area.

Elementary Bus Loading and Unloading Procedure

The substitute staff member 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 the buses by 3:35 p.m.

School Phones

A phone is provided in the District office for students to use if they must call home. Students are not allowed to use classroom phones for personal calls.

Duties

All teachers have additional duties scheduled from time to time. Please check the staff member's substitute folder for schedules and notes pertaining to these responsibilities.

Preparation Period

Substitute staff may be assigned to substitute for another staff member during their preparation period. The Student Services Secretary will contact you if this is the case. If you are not subbing in another area the expectation is that you correct papers for the absent teacher.

Cell Phones

Students may use Personal Communication Devices (PCDs) before and after school, during their lunch break, during after school activities and at after school functions. PCDs must be on silent, and shall not create a distraction or disruption. Please refer to District Policy 5136 - Personal Communication Devices.

If a student is violating the policy in any way (including using the cell phone in the classroom) you must tell the student to give you the phone and turn it into administration.

PARENTS PICKING UP STUDENTS

Elementary Students: Parents are to report to the District office to pick up their children. The District Office will call the student to the office. In some cases, parents of elementary students may wish to pick up their student at the classroom door. When this happens, the District office will have the parent sign in and take a visitor badge before going to the classroom. If possible, the District office will call the teacher to inform him/her of a parent coming to the classroom to pick up their child. Students should not be released to parents who show up at the classroom without clearance. Should a person claiming to be a parent appear at your door, contact the District office immediately.

Middle/ High School Students: Students are excused to the District office with a pass.

INJURIES AND ILLNESSES

If a student is injured or becomes ill during the day, call ext. 405 and if no answer, call ext. 400. They will give you further direction as to where to send the student.

In the case of serious injury or illness, stay with the student and do not move him/her. Notify the Health Aide at ext. 405, and a staff member will come to your assistance. All injuries, no matter how slight, are to be reported.

SCHOOL BREAKFAST & LUNCH

Elementary Breakfast: Pre-K - 5 students will eat breakfast before school in the cafeteria beginning at 7:50am. If they choose not to eat breakfast, they will go to the large gym to sit in the bleachers from 7:50 - 8:05am. At 8:05am, students will be walked to their classrooms.

Middle School/High School Breakfast: Middle school and high school students' breakfast will be Grab & Go, and they can eat in the cafeteria until 8:00 am. Students not eating breakfast will report to the large gym between 7:50 - 8:00am. At 8:00am, students can go to their first hour classrooms.

Elementary Lunch Breaks: Substitute staff members will accompany the class to the cafeteria. When students are seated with their lunches, the substitute may go for his/her lunch break. If you choose to eat a school lunch, you must pay in the District Office prior to eating.

Middle School/High School Lunch Break: Release the students on the bell only (Seniors may leave 5 minutes early). The remainder of the students should never be allowed to go to lunch early. Grades 6 - 12 have a 30 minute lunch period. Grades 9 - 12 have a 30 minute open campus at lunch. On early release days, grades 9- 12 are dismissed at 12:45pm, they need to remain in the cafeteria until 12:45pm. If you choose to eat a school lunch, you must pay in the District Office prior to eating.

Lunch Schedule

11:00 - 11:20 Pre-K
 11:05 - 11:25 Kindergarten
 11:10 - 11:30 First Grade
 11:15 - 11:35 Second Grade
 11:20 - 11:40 Third Grade
 11:25 - 11:45 Fourth Grade
 11:30 - 11:50 Fifth Grade
 11:52 - 12:22 Middle School Lunch
 12:40 - 1:10 High School Lunch

Lunch Recess

11:20 - 11:50 Pre-K
 11:25 - 11:55 Kindergarten
 11:30 - 12:00 First Grade
 11:35 - 12:05 Second Grade
 11:40 - 12:10 Third Grade
 11:45 - 12:15 Fourth Grade
 11:50 - 12:20 Fifth Grade
 11:52 - 12:22 Middle School Lunch
 12:40 - 1:10 High School Lunch

Early Release Lunch Schedule

10:50 - 11:10 Pre-K
 10:55 - 11:25 Kindergarten
 11:00 - 11:25 First Grade
 11:05 - 11:25 Second Grade
 11:28 - 11:48 Third Grade
 11:32 - 11:52 Fourth Grade
 11:35 - 11:55 Fifth Grade
 11:58 - 12:28 Middle School Lunch
 12:31 - 1:00 High School Lunch

Early Release Lunch Recess

11:10 - 11:30 Pre-K
 11:28 - 11:58 Kindergarten Specials
 11:28 - 11:58 First Grade Specials
 11:28 - 11:58 Second Grade Specials
 11:48 - 12:18 Third Grade
 11:52 - 12:22 Fourth Grade
 11:55 - 12:25 Fifth Grade
 11:58 - 12:28 Middle School Lunch
 12:31 - 1:00 High School Lunch

EMERGENCIES

Fire Exit Plan: The fire exit plan is posted on the wall of every classroom and in the red binder. Please familiarize yourself with the plan location and procedure.

Door Monitor: The following are fire drill door monitors:

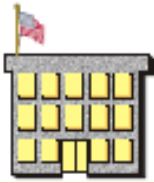
- Door A - Administrative Assistant
- Door C - MS/HS Science
- Door D & E - Health Aide/Special Education Secretary
- Door F - LMC
- Door G - Math Interventionist
- Door H - Technical Education

If you are substituting for one of the above teachers, it is important for you to look for the clipboard and radio located in the room. Directions should be on the clipboard. Call extension 400 if you need assistance in locating these items. Refer to the Fire Drill Procedures document in Red Binder.

At the sound of the fire alarm, all students should immediately come to attention. Orderly and controlled movement is important. Students must remain silent and walk in single file. **Exit the building by the designated fire exit as shown on the posted fire exit plan. Everyone, without exception, is to be evacuated from the building immediately. Be sure and take a class roster and your emergency backpack with you.** Let the door monitor know who you are subbing for and whether you are missing any students. Adults who are not supervising students at the time of the drill must still exit the building.

Tornado Procedure: The tornado procedure is posted on the wall of every classroom and is in the red binder. Please familiarize yourself with this procedure.

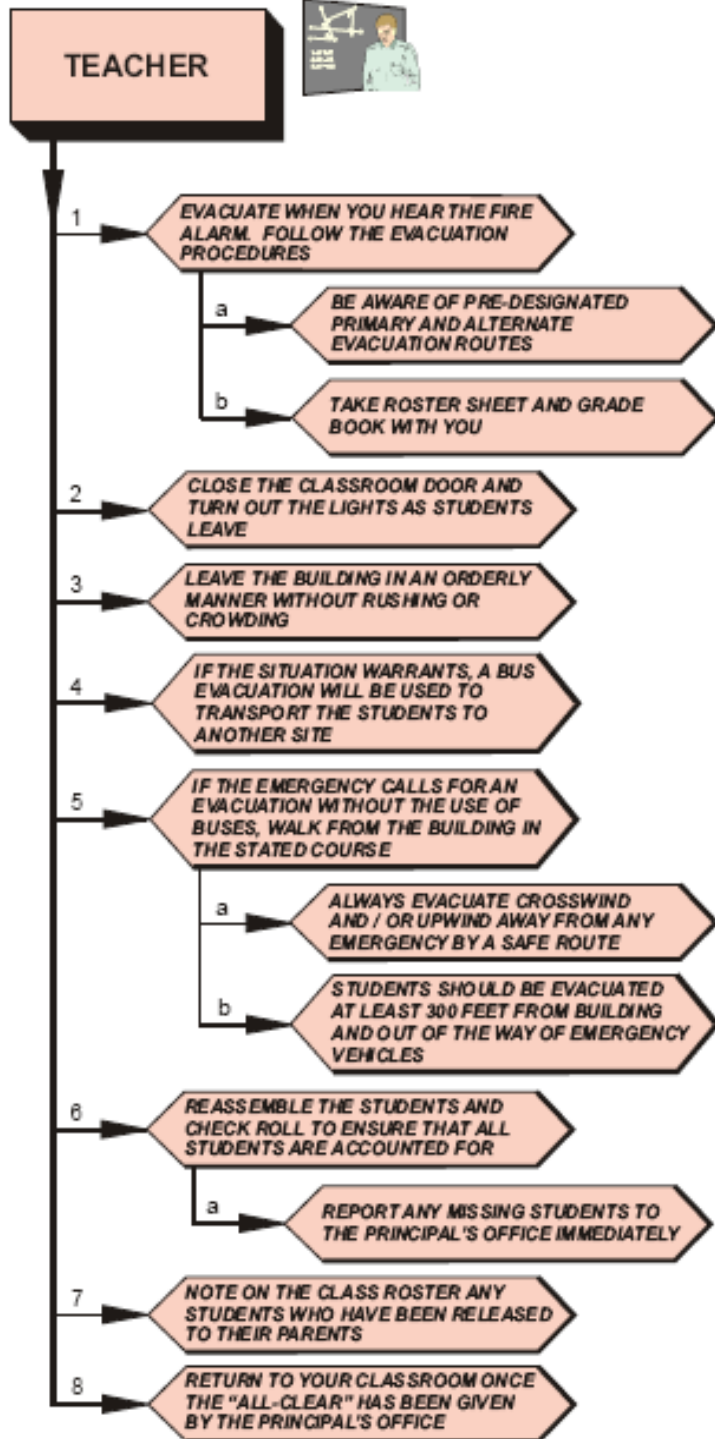
When the announcement is given that a tornado has been sighted, all students are to be escorted to the designated areas listed on the posted tornado drill procedure.



Major Fire



Crisis Index



PREDOMINATE WIND DIRECTION

Tornado Watch

TEACHER

EVACUATE STUDENTS TO
PRE-DESIGNATED
SHELTER AREA

TAKE ROSTER WITH YOU

TAKE FLASHLIGHT, IF AVAILABLE

CLOSE CLASSROOM DOOR

HAVE STUDENTS SIT
QUIETLY ON THE FLOOR

CLOSE ANY METAL GATES
AFTER ALL STUDENTS ARE
IN PLACE

TAKE ROLL AND ACCOUNT
FOR ALL STUDENTS

KEEP STUDENTS CALM
AND QUIET

IF YOU ARE GIVEN A "DROP
& TUCK" COMMAND,
ENSURE THAT ALL
STUDENTS FACE THE WALL
IN THE DISASTER POSITION

IF YOU SENSE A TORNADO
IS IMMINENT, GIVE THE
"DROP & TUCK COMMAND"
YOURSELF

Tornado Warning

TEACHER

CLOSE ALL
WINDOWS AND
BLINDS

REMIND STUDENTS
OF TORNADO DRILL
PROCEDURES

DEFINE THE SHELTERED
AREA THEY MAY NEED TO
MOVE TO

REVIEW THE "DROP &
TUCK" POSITION FACING
WALL

INFORM STUDENTS NOT
TO BE ALARMED IF THE
LIGHTS GO OUT

"IMMEDIATE ACTION"
MAY BE CALLED FOR
OVER P.A. SYSTEM

"DROP & TUCK"
UNDER DESKS IF
INSTRUCTED TO DO
SO



Crisis Index

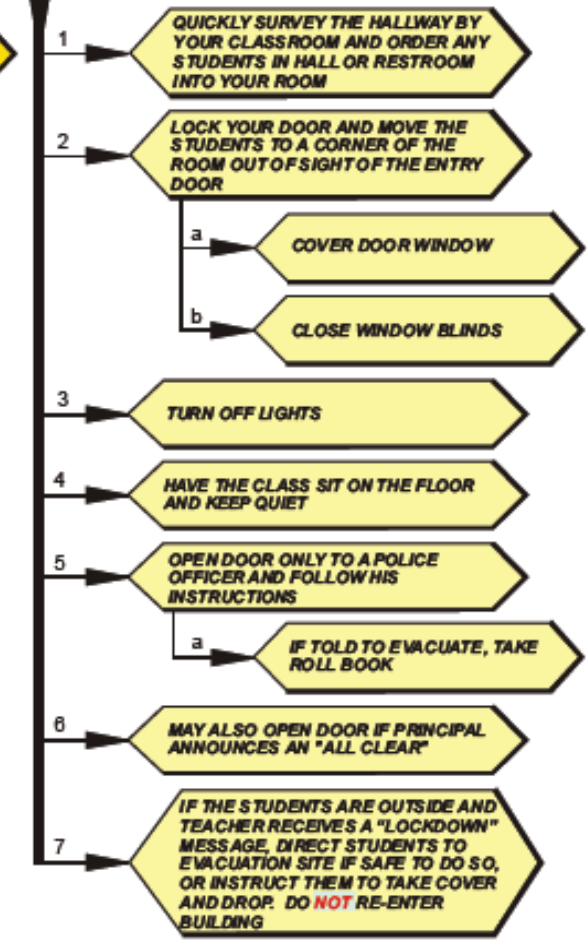
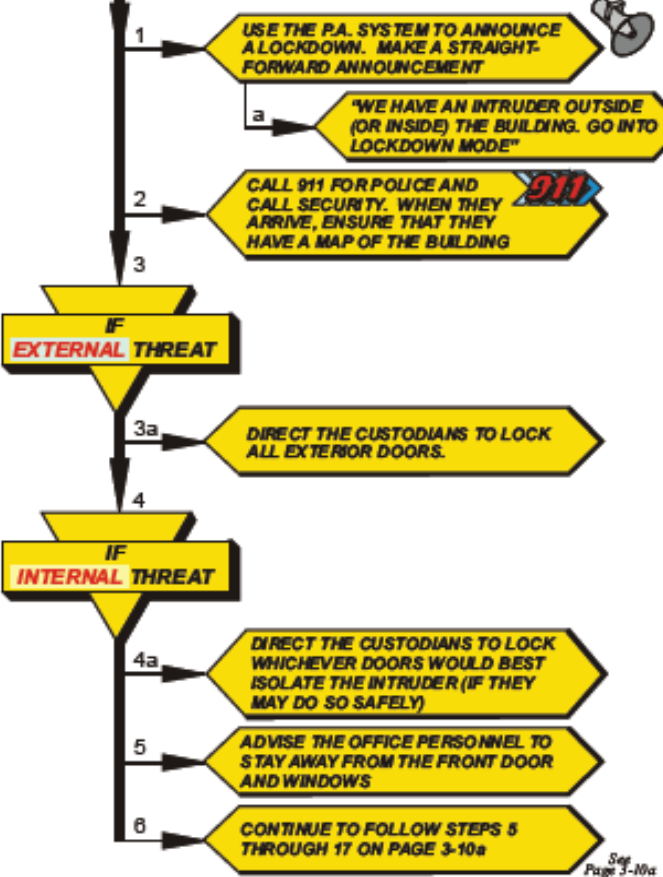
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PRINCIPAL'S OFFICE



TEACHER

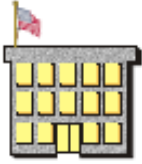


DEFINITION

Lockdowns are called for when the threat of violence or gunfire is identified outside the building and an evacuation would be dangerous.

A Lockdown may also be called for when there is a threat inside and movement within the school could be dangerous.

The difference between Shelter-in-Place and Lockdown is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building.



Crisis Index

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EVACUATION

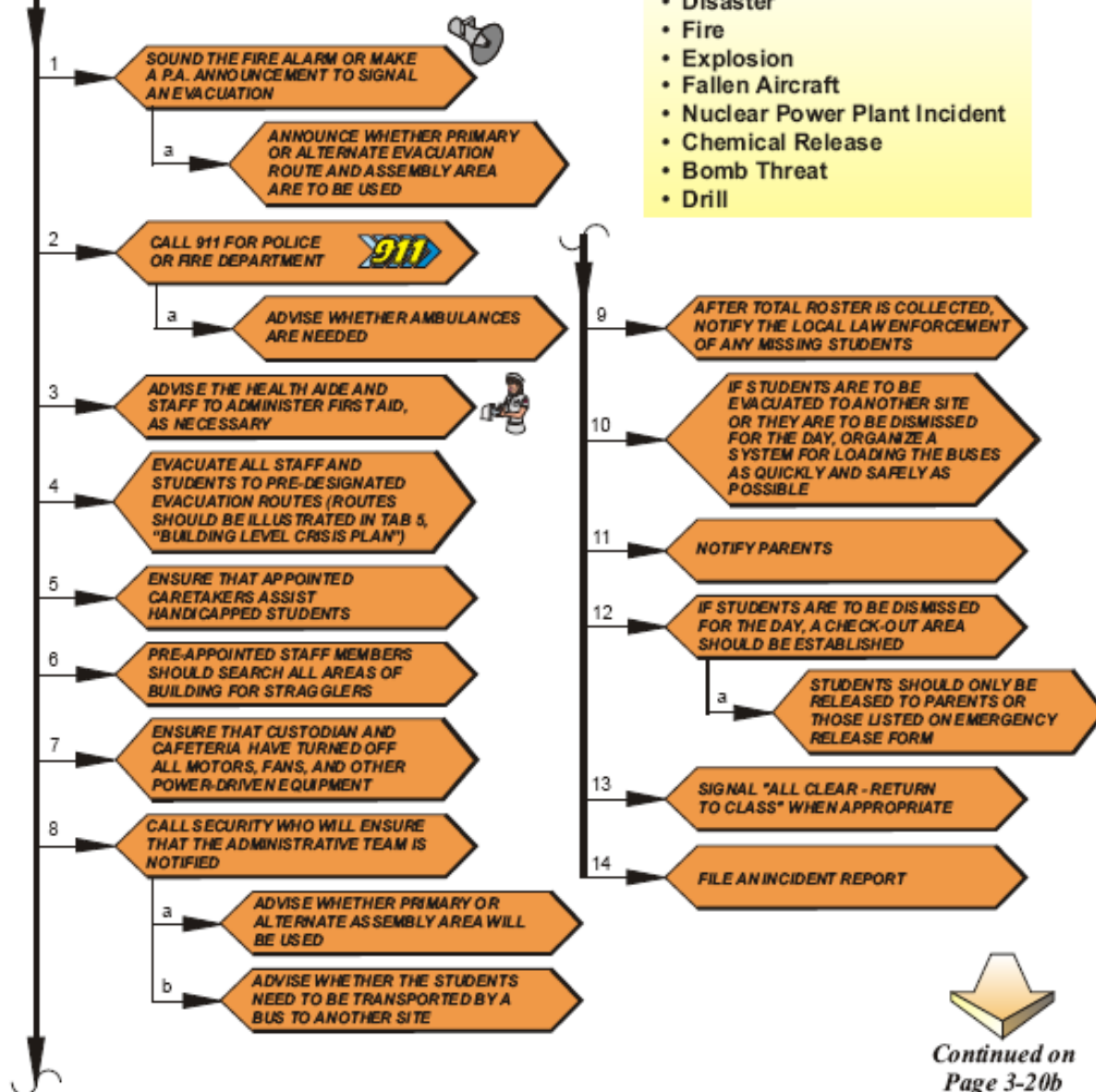


PRINCIPAL'S OFFICE



EMERGENCY

- Disaster
- Fire
- Explosion
- Fallen Aircraft
- Nuclear Power Plant Incident
- Chemical Release
- Bomb Threat
- Drill



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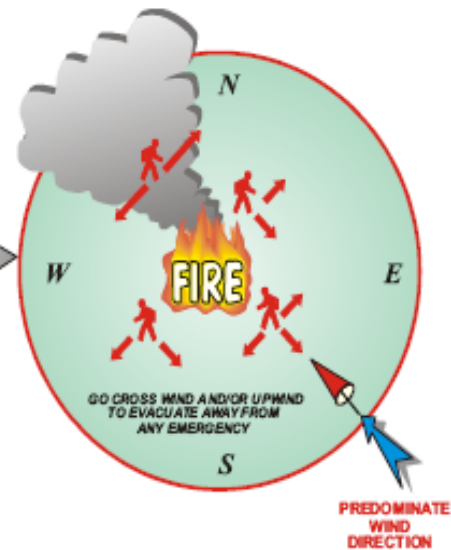
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TEACHER



- 1 EVACUATE WHEN YOU HEAR THE FIRE ALARM OR ANNOUNCEMENT FROM THE PRINCIPAL'S OFFICE
 - a BE AWARE OF PRE-DESIGNATED PRIMARY AND ALTERNATE EVACUATION ROUTES
 - b TAKE THE CLASS ROSTER SHEET AND GRADE BOOK WITH YOU
- 2 CLOSE THE CLASSROOM DOOR AND TURN OUT THE LIGHTS AS THE STUDENTS LEAVE
- 3 LEAVE THE BUILDING IN AN ORDERLY MANNER WITHOUT RUSHING OR CROWDING
- 4 IF THE SITUATION WARRANTS, A BUS EVACUATION WILL BE USED TO TRANSPORT THE STUDENTS TO ANOTHER SITE
- 5 IF THE EMERGENCY CALLS FOR AN EVACUATION WITHOUT THE USE OF BUSES, WALK FROM THE BUILDING IN THE STATED COURSE
 - a ALWAYS EVACUATE CROSSWIND AND / OR UPWIND AWAY FROM ANY EMERGENCY BY A SAFE ROUTE
 - b STUDENTS SHOULD BE EVACUATED AT LEAST 300 FEET FROM BUILDING AND OUT OF THE WAY OF EMERGENCY VEHICLES
- 6 REASSEMBLE THE STUDENTS AND TAKE ROLL CALL TO ENSURE THAT ALL STUDENTS ARE ACCOUNTED FOR
 - a REPORT ANY MISSING STUDENTS TO THE PRINCIPAL'S OFFICE IMMEDIATELY
- 7 NOTE ON ROSTER ANY STUDENTS WHO ARE RELEASED TO THEIR PARENTS
- 8 RETURN TO YOUR ROOM WHEN YOU ARE INSTRUCTED THAT IT IS SAFE TO DO SO



STAFF CONTACTS IN EMERGENCY SITUATIONS/HELP IN PROBLEM SOLVING

Principal, Ext. 402
Superintendent, Ext. 410
Student Services Secretary, Ext. 400
Administrative Assistant, Ext. 401
Health Aide/Special Education Secretary, Ext. 405

NEEDING IMMEDIATE ACTION

Immediately contact the District Office, Ext. 400 should you hear of a potentially violent situation developing. This might include weapons of any sort in school, guns (real or fake), tempers flaring, student standoffs, fighting stances, verbal harassment in any form, profanity, or noncompliance with directions. Do **not** tolerate any behavior of this type.

DRUG, TOBACCO AND ALCOHOL USE

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from illegal drugs, illegal substances, or their "look-alikes", injecting 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 affecting job performance.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout 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 substitute staff member at any time while on District property or while involved in any District-related activity or event.

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 substitute staff members;
- B. Hire, promote, schedule, transfer and assign substitute staff members;
- C. Lay off and recall substitute 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 of Education does not discriminate in the employment of substitute 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 substitute 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

AG 3122 - Nondiscrimination and Equal Employment Opportunity

AG 3122B - Complaint Procedures for Nondiscrimination and Equal Opportunity/Access

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** and on Form 2260F8 and on Form 2260.01B. 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.

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.

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 Mellen School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our substitute 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, substitute 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, or visual, 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, 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, male-to-female, female-to-male, male-to-male, or female-to-female.

Administration has prepared written administrative guidelines for substitute 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 policies and administrative guidelines.

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

CONFLICT OF INTEREST

Substitute staff members 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 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, substitute 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 substitute staff members concerning work methods and operations. Substitute staff members should follow the chain-of-command when offering a suggestion or comment.

Substitute 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

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

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 substitute staff members and grant access to inspect or review those records in accordance with **Policy 8320** – Personnel Records and State law.

STUDENT SUPERVISION AND WELFARE

The Board requires each substitute staff member to maintain a standard of care for supervision, control and protection of students commensurate with the substitute staff member's assigned duties and responsibilities. Please keep in mind that any injury no matter how slight must be reported. Substitute 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.

Substitutes shall notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect. For more information please refer to Policy 8462.

STAFF DISCIPLINE

Staff member discipline and required investigations regarding potential wrongdoings of a substitute staff member shall be consistent with the terms established in Policy 3139 – Staff Discipline. Background checks are required by all before subbing and may be conducted at the discretion of administration at any time (at least annually) during employment.

REDUCTION IN STAFF

The District reserves the right to eliminate and/or reduce the substitute staff positions, in whole or in part, and to retain those substitute staff members who are most qualified to perform the available work, regardless of their previous length of employment.

III. SUBSTITUTE STAFF MEMBER PAY AND BENEFITS

RATE OF PAY

The pay rate for substitutes is as follows:

One full day	\$130
Half day	\$ 65

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

Please notify the Administrative Assistant if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions. This information is necessary as it may affect your compensation.

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 pay, you should immediately raise the matter with administration.

V. WORKING CONDITIONS AND HOURS OF WORK

DRESS CODE

All substitutes 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 substitutes 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. Substitute staff can pay the Student Services Secretary in advance for their meal.

PLANNING/CONFERENCE PERIOD

Substitute Teacher Hours Of Employment

The substitute teacher's work day shall be from 7:45 AM to 3:45 pm, unless otherwise noted. The work day may be extended for trainings.

All Substitutes will be issued an access card and key for the classroom. Substitutes will not give any District keys or access card to any student(s) for any reason.

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 substitute staff member productivity, distract others, and/or set a bad example for students. Substitute staff members are expected to use discretion in using PCDs while at work. Substitute 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 substitute staff members will be in accordance with the administrative guidelines and by completing Form 7510 F1 - Application for Use of School Facilities, and submitting the completed form to Student Services Secretary for processing.

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

Substitute 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.

VI. SAFETY AND HEALTH

REPORTING A WORK RELATED INJURY

Any accident that results in an injury, however slight, to a substitute member, must be reported promptly and in writing to the Bookkeeper in compliance with **Policy 8442 – Reporting Accidents**. The injured substitute 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.

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 and unwanted touching.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- 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 technologies such as e-mail, cell phone, pager text messages, instant messaging (IM), defamatory personal web sites, personal social media accounts and apps and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive 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 District, 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 or student. For additional information, please refer to **Policy 5517 - Student Anti-Harassment**.

Mandatory Reporting Of Threats Of School Violence

All persons who 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.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

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

Substitute 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. Personal use of internet/social media during the school day is strictly prohibited.

The due process rights of all substitute staff members will be respected in the event there is a suspicion of inappropriate use of the network. Substitute staff members have no privacy expectations in the content of their personal files and records of their online activity while on the network.

EMAIL

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

Substitute 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.

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. Substitute 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, substitute staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, Spotify, Instagram and personal social media accounts and apps, etc. unless strictly for educational purposes, part of a lesson plan and in which the substitute staff member has received prior approval from administration. Written parental consent must be on file before new individual student accounts are opened/established.

VIII. STAFF MEMBER CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Substitute staff member discipline and required investigations regarding potential wrongdoings of a substitute staff member shall be consistent with **Policy 3139** - Staff Discipline.

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:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

SCHOOL DISTRICT OF MELLE

JOB DESCRIPTION – SUBSTITUTE TEACHER

A substitute teacher should be a person qualified to instruct in our school and who is employed for periods of time in the absence of the regular teacher.

Suitable programs for training, assigning, orienting, and evaluating the work of a substitute teacher shall be provided by the instructional staff under the direction of Administration.

Rates of compensation for substitute teachers will be set by the Board of Education.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school district.

Retired teachers may be employed as substitute teachers.

The employee shall remain free of any alcohol or illegal substance, and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Updated: August 2013

Substitute Teacher Signature

Date

Please print full name

IX. SUBSTITUTE STAFF MEMBERS RECEIPT AND ACKNOWLEDGMENT

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

I understand that this Substitute 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 will supersede those contained herein.

Substitute Staff Member's Signature

Date

Please print full name

SCHOOL DISTRICT OF MELLE

EMERGENCY TRAINING REQUIREMENT

I acknowledge that I have received the emergency training at the School District of Mellen for Substitute Staff Members. I understand the procedures for all emergency situations.

Substitute Staff Member's Signature

Date

Please print full name

Child Abuse and Neglect Training

As a substitute in the District you will need to complete the WI DPI training on Child Abuse and Neglect. This is web based training. At the end of your (16 minute) training, you will be able to print off a completion certificate. Please turn that certificate into Administration to place in your personnel file.

To obtain the link, please stop in the office and speak to either the Principal or Superintendent for the current access link.

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 District 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 District 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 read 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 persons who 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. 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