

SCHOOL DISTRICT OF MELLEEN

2018-2019

EMPLOYMENT HANDBOOK for PROFESSIONAL STAFF MEMBERS

Board Approved: August 15, 2018

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 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 the 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 the 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, 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 nonrenewed consistent with the terms of the contract and consistent with Board 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, 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 of Education 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
- AG 3122 - Nondiscrimination and Equal Employment Opportunity
- AG 3122B - Complaint Procedures for Nondiscrimination and Equal Opportunity/Access

Section 504/ADA Prohibition Against Disability Discrimination

The Board of Education 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.

Anti-Harassment Policy

The Board of Education 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, 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 (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 - Employee Anti-Harassment
- AG 3362A - Reporting Threatening Behaviors

Job Descriptions

The Board of Education 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. Further, if a copy of a job description is required or desired, the professional staff member shall ask Administration.

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. 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 - Conflict of Interest – Private Practice
- Policy 3210 - Staff Ethics
- Policy 3123 – Section 504/ADA Prohibition Against Disability Discrimination
- Policy 5772 – Weapons
- Policy 8462 – Student Supervision and Welfare
- Policy 8660 – Transportation by Private Vehicle

Outside Activities Of Staff

It is imperative that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a professional staff member is involved in an activity that threatens that staff member's effectiveness within the school system, Administration shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities.

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

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

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 Communication.

Political Activities

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

School Visitors

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

Administration has the authority to prohibit the entry of any person entering this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, Administration is authorized to request from law enforcement whatever assistance is required to remove the individual.

Please keep in mind that staff members have responsibilities that concern more than your student. All visitors need to respect the staff member's instructional time and all students in the classroom.

Classroom visitations must be nonobtrusive 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 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 and State law.

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
- 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 commensurate with the professional staff member's assigned duties and responsibilities. Please keep in mind that any injury no matter how slight must be reported to the Health Aide. 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.

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.

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. The rehiring of employees that have been laid off shall be determined by the Employer based on its need for the most qualified person to perform the available work.

Such staff reductions will be made in 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.

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 – Termination, Non-Renewal and Resignation

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 below.

PAYROLL SCHEDULE 2018-2019

PAY #	TIMESHEET DUE	PAY DATE	PAYROLL GUIDE
1	August 17, 2018	August 23, 2018	20 & 26 pay period begins
2	August 31, 2018	September 6, 2018	10-month hourly employee pay begins/Pay 1st half of CC/VB/JHGGB/FB stipend
3	September 14, 2018	September 20, 2018	
4	September 28, 2018	October 4, 2018	
5	October 12, 2018	October 18, 2018	
6	October 26, 2018	November 1, 2018	Pay 2nd half of CC/VB/JHGGB/FB and 1st half of JHBBB stipend (AD approves issuing check.) Board 1st half
7	November 9, 2018	November 15, 2018	
8	November 23, 2018	November 29, 2018	Pay 1st half AD/GJVBB/GVBB/BVBB/BJVBB/Cheer/Ext.Music and 2nd half of JHBBB
9	December 7, 2018	December 13, 2018	
10	December 21, 2018	December 27, 2018	
11	January 4, 2019	January 10, 2019	
12	January 18, 2019	January 24, 2019	Pay 1st half JHGVB
13	February 1, 2019	February 7, 2019	
14	February 15, 2019	February 21, 2019	Pay 2nd half JHGVB (AD approves issuing check.)
15	March 1, 2019	March 7, 2019	Pay 2nd half GJVBB/GVBB/BVBB/BJVBB/Cheer (AD approves issuing check.) Quiz Bowl and Extracurricular Music
16	March 15, 2019	March 21, 2019	
17	March 29, 2019	April 4, 2019	Pay 2nd half of Board.
18	April 12, 2019	April 18, 2019	Pay 1st half of SB/BB/Track
19	April 26, 2019	May 2, 2019	
20	May 10, 2019	May 16, 2019	20 pay periods ends, Pay 2nd half of SB/BB (AD approves issuing check.), 2nd half AD, all other stipends as needed.
21	May 24, 2019	May 30, 2019	Pay 2nd half of Track
22	June 7, 2019	June 13, 2019	10-month hourly employee pay ends/Pay Advisors, Yearbook, Golf, and FBLA.
23	June 21, 2019	June 27, 2019	
24	July 5, 2019	July 11, 2019	
25	July 19, 2019	July 25, 2019	
26	August 2, 2019	August 8, 2019	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, 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

Longevity pay will be distributed as follows:

\$475 increment for each additional 5 years of service after 10 years of local experience is reached. For example, a professional staff member's annual salary will be increased by four hundred seventy-five dollars (\$475) in their sixteenth (16th) year of service in the District and each year thereafter through their twentieth (20th) year of service. In their twenty-first (21st) year of service in the District, the annual salary will be increased to nine hundred fifty dollars (\$950).

Summer School Instruction Pay

Professional staff members who teach for the Summer School program will receive an hourly rate of \$25. 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. A completed timesheet will need to be submitted to the Bookkeeper 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 \$1,000 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

For the 2018-2019 school year, 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 following monthly premiums deducted: \$185.40 for a family plan and \$78.74 for a single plan. This amount reflects a 12.8% employee contribution. The District retains the right to choose the insurance carrier and modify the plan design at any time.

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

For the 2018-2019 school year, 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

For the 2018-2019 school year, 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 31) 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.

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

OTHER INSURANCES

Dental Insurance

For the 2018-2019 school year, 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: \$ 13.96 for a family plan and \$ 4.34 for a single plan.

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

Professional staff members who waive dental 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 continuing 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 twenty (20) continuous years or more. Professional staff members who plan to take such retirement benefit shall notify the District of their intent by March 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)**

For the 2018-2019 school year, 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 carryover from year to year. A professional staff

member will be vested in the HRA when he/she has completed at least twenty (20) 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 \$25 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 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.

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. New stipends (Board approved 05.18.16), will be offered for vacated positions.

BASELINE STIPENDS FOR EXTRACURRICULAR POSITIONS

<u>Extracurricular Positions</u>	<u>Stipend Amount</u>
Advisor-Grade 12	\$500.00
Baseball Head Coach	\$2,000.00
Baseball Assistant Coach	\$1,300.00
Boy's HS Basketball Varsity Coach	\$3,000.00
Boy's HS Basketball Jr. Varsity Coach	\$1,800.00
Boy's JH Basketball Coach	\$1,300.00
Cheerleading JH/HS Advisor with min. 4 students	\$1,075.00
Concession Stand Coordinator	\$1,000.00
Cross Country Coach	\$1,500.00
FBLA Advisor	\$850.00
Football-Head Coach	\$2,000.00
Football-Assistant Coach	\$1,300.00
Forensics Advisor	\$500.00
Girl's HS Basketball Varsity Coach	\$3,000.00
Girl's HS Basketball Jr. Varsity Coach	\$1,800.00
Girl's JH Basketball Coach	\$1,300.00
Golf Coach	\$500.00
Music Extracurricular Advisor	\$1,500.00
Quiz Bowl Advisor	\$500.00
Softball Head Coach	\$2,000.00
Softball Assistant Coach	\$1,300.00
Student Council/NHS Advisor	\$1,200.00
Track (MS)	\$900.00
Volleyball HS Varsity Coach	\$2,000.00
Volleyball HS Jr. Varsity Coach	\$1,300.00
Volleyball JH Head Coach	\$1,300.00
Yearbook Advisor	\$1,100.00
Ticket Seller/Crowd Control - 2 per HS home game	\$35.00
Ticket Seller/Crowd Control - 1 per JH home game	\$35.00
Line Judges/Scorekeeper JV/V VB 2 matches per night	\$35.00
JH Timer/Scorer per Game/Match	\$20.00

Note: 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 and Graduation.

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 Form either prior to their known absence, or within 48 hours of returning from an unexpected absence.”

A. 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 \$25 per day for any sick days not taken that school year, up to \$250.00. 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 one hour 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. Serious illness requiring hospitalization or the actual services of a doctor for a member of the professional staff member's immediate family, specifically spouse/domestic partner, children and parents and in-laws of the same degree of relationship and for deaths that occur within the immediate family household. No more than four (4) consecutive days can be taken for each incident, unless provided otherwise by state or federal laws and regulations.
3. a. For attendance at the funeral services of immediate family, step family or spouse/registered domestic partner’s family (spouse, children, grandchildren, parents, brothers and sisters, aunt, uncle, niece, nephew and in-laws of the same degree of relationship) four (4) days per funeral is considered adequate for this need.

b. One day will be granted for attendance at the funeral of a grandparent or step grandparent of the professional staff member or professional staff member’s spouse/registered domestic partner. Additional time up to four days may be granted at the discretion of Administration when unusual circumstances or excessive travel is required to attend the services.

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 three (3) personal leave days per year.

Upon employment each professional staff member will be given one paid personal day at no cost to the professional staff member. Two (2) additional personal leave days may be taken with the professional staff member paying the District \$100.

After completing fifteen (15) years of service in the School District of Mellen, the professional staff member will receive two (2) paid personal days at no cost to the professional staff member.

After completing twenty (20) 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. Professional staff members failing to properly request special leave will have all the salary deducted for the days missed.

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

4. The District will reimburse employee at a rate of \$100 a day for any paid personal leave not taken during a school year. This would be payable at the end of the school year and is considered reported earnings but not hours for WRS purposes.

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 at least two weeks in advance of his/her absence. 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.

****Please note:** All Professional Staff members must complete a Leave Request Form either prior to their known absence, or within 48 hours of returning from an unexpected absence."*

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 form (found in the District Office) and submit to the Student Services Secretary so that a substitute can be arranged. However, when a professional staff member is unable to notify the secretary in advance, he/she must call and leave a message with the Student Services Secretary at 715-274-3601 ext. 400 prior to 6:15 am on the day of the absence if at all possible. Within 48 hours of returning from an unexpected absence, the professional staff member must complete a Staff Leave Request form and submit it to the Administrative Assistant for processing.

Dress Code

Professional staff members are expected to project a professional business-like image on a daily basis. Appropriate business casual dress includes slacks or khakis, dress shirt or blouse, open collar or polo shirt, tie or seasonal sport coat, a dress or skirt at knee length or below, a tailored blazer, knit shirt or sweater and loafers or dress shoes that cover all or most of the foot. Refer to Policy 3216 – Staff Dress and Grooming

Food Service

The District makes Breakfast and Lunch available for all staff. For the 2018-2019 school year, the meal charge for Breakfast is \$2.50 and Lunch is \$4.50. 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.

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

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 to be 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 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.

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-Request 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 7530 – Personal use of District Equipment/Facilities

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 for staff use. If a professional staff member chooses to bring in a personal refrigerator for use in the classroom, the professional staff member must pay an annual fee of \$35. This fee is payable to the District Bookkeeper and is due by September 1st.

Travel Expenses

The Board of Education 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/or parents in accordance with administrative guidelines (AG).

Any employee transporting students shall agree not to 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.

VI. INFORMATION ON STUDENT ATTENDANCE, etc.

Compulsory Student Attendance (State Statute 118.15)

All children between five (5) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays accepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's administrative guidelines. The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

Professional Staff Member's Procedure for taking Attendance

For students in grades 1- 6, attendance will be taken at the beginning of first and sixth hour. For students in grades 7-12, attendance will be taken within the first 5 minutes of each hour.

Excuse For Absence

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences. Parents must provide a written, dated, signed or verbal statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the District Office. The District reserves the right to verify statements and investigate absences from school. The District may require a written doctor's excuse for any absence because of illness or injury.

Administration will determine whether an absence is excused or unexcused. For any questions or concerns, please contact Corey Lake, School Attendance Officer at Ext. 228.

Make-Up Of Coursework And Exams For Excused Absences

A student, whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester or grading period examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be one (1) time the length of the absence unless extended by Administration based upon extenuating circumstances.

Processes For Excused Absences

A student may be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds five (5) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by Administration. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent. The supervisor of such religious instruction shall report monthly, to Administration of the school regularly attended, the names of the students who attended such weekly religious instruction. Refer to Board Policy 5223.

Examples Of Counted Absences

A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional appointments (e.g., medical and dental) that cannot be scheduled outside the school day;
2. to attend the funeral of a relative;
3. legal proceedings that require the student's presence;
4. college visits;
5. job fairs;
6. family vacation*

* When a family vacation must be scheduled during the school year, the parents should discuss the matter with Administration and the student's teacher(s) to make necessary arrangements no less than one week prior to the vacation.

Once 5 (of the 10) days of excused absences have occurred, parents will be notified of the 10 day limit. Any further absences (after 10) must be excused by Administration or the student will be considered truant.

The following do not apply:

1. **Religious Holiday** – The student wishes to observe a religious holiday consistent with the student's creed or belief;
2. **Suspension**
3. **Program or Curriculum Modification (high school only)** – Students who participate in either of these programs leading to a high school diploma or a high school equivalency diplomas as provided by State law.

4. **High School Equivalency – Secured Facilities (high school only)** – Students who participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and his/her parents or guardian must agree that the student will continue to participate in such a program at the expense of the resident District.
5. **Child at Risk (high school only)** – Students identified as a “Child at Risk” under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. Administration will determine on a case-by-case basis the appropriate methods to deal with unexcused absences and shall be in accord with due process as defined in Attendance Policy 5200 and other applicable Board policies.

Credit in a course or subject shall not be denied solely because of a student’s unexcused absence from school.

Make-Up Of Coursework And Exams For Unexcused Absences

A student whose absence from school was unexcused will be permitted to take any quarterly, semester or grading period examinations missed during the absence or any other major assignment that may put the student at risk of receiving no credit in a course or subject if the work is not made up.

Credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by Administration.

It is the student’s responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by Administration based upon extenuating circumstances.

Truant

A student is considered truant if he or she is absent from school without an acceptable excuse for part or all of one (1) or more days from school. Refer to Attendance Policy 5200.

Habitual Truancy – Wisconsin State Statute 118.16

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, Administration shall ensure that all applicable provisions of the Districts’ Truancy Plan are carried out. Refer to Attendance Policy 5200.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, Administration shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out. In the event that the habitual truancy is unresolved, Administration will refer the case to Law Enforcement. Refer to Attendance Policy 5200.

Tardies

The school day starts at 8:15 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.

When a MS/HS student has been tardy to class on three (3) occasions, a thirty minute detention will be assigned by Administration. Each tardy hereinafter will result in an additional 30 minute detention. The count will restart each quarter.

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.

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.

Attendance For Athletes

The following attendance requirements are to be met for students to participate:

1. Student athletes will be in school the full day of a practice/contest in order to participate in that practice/contest, unless they have been excused for medical or dental appointments or have a signed excuse from administration in order to participate.
2. Student athletes must be in school the entire day following an event or competition unless they are excused by the administration. Student athletes violating this provision will be ineligible for the next game, meet, or match.
3. Student athletes suspended from school for any reason are not allowed to participate in or attend any school activity, practice or game, until fully reinstated to school.

Student Dress Code

While fashions change, the reason for being in school does not. Students are in school to learn. Students are to be appropriately dressed and groomed at all times. Attire with printing or

pictures relating to profanity, nudity, drugs, alcohol, or violence will not be tolerated. Students' dress may also be deemed inappropriate if it is judged to be damaging, unhealthy, unsafe, revealing, or of a nature which disrupts the educational process. All professional staff members are required to report dress code violations immediately to the Principal and document in student management system.

The following are dress code guidelines:

- No midriff or underwear/undergarments exposed.
- No tube tops, halter tops, spaghetti strap tops or swimwear.
- No low-cut tops which expose excessive cleavage.
- No shirts cut/ripped down the sides which expose chest or midriff.
- Shorts/skirts must be mid-thigh in length or longer.
- Pants/shorts to be worn above the hip.
- No significant holes in pants/shorts/skirts above mid-thigh.
- No stocking feet(without shoes) or bare feet.
- No excessive high-heels.
- No promotion of gender, racial, or religious harassment.
- No promotion of alcohol, tobacco or drugs.
- No sexually explicit language or sexually-charged innuendo.
- No use of vulgarity.
- No gang-related references.
- No coats, hoods, hats, or caps.
- No apparel/accessories deemed inappropriate by Administration.

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.

Enforcement of Dress Code

Consequences for Students in Grades 6-8

- 1st Violation = Contact parent and change clothes
- 2nd Violation = Noon detention, contact parent and change clothes
- 3rd Violation = After-school detention or in-school suspension, contact parent and change clothes

Consequences for Students in Grades 9-12

- 1st Violation = Contact parent and change clothes
- 2nd Violation = Loss of off campus privileges for one week
- 3rd Violation = Loss of off campus privileges for one quarter
- Additional violations – In-school suspension, out-of-school suspension, parent meeting

Infractions will be corrected in all cases. Students will be issued a District-owned t-shirt or wind pants to wear for the remainder of the day. These items must be returned the next day. The student/parent will be billed for clothing items not returned. Each violation will be logged in the student management system.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

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. All chaperones must satisfactorily pass a background check prior to be 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.

In order to clarify the meaning of chaperones, they cannot be directly related and/or intimate partners, such as spouse, domestic partner or anyone residing in same household. This is not intended to restrict attendees, but to define official chaperones.

Professional staff members are to complete a Field Trip Request Form in advance for administration review and approval.

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 3:30 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 Health Aide 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.

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 – 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 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 and is available in the District office.

Anti-Harassment

It is the policy of the Board of Education 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.

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.

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 Network and Internet 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.

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 keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other e-mails 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. 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 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 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”, ingesting legal chemicals which would alter ones physical, emotional and/or behavioral state, tobacco 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 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 and Administrative guidelines (AG).

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.

X. 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.

Professional Staff Member's Signature

Date

Please print full name

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