

# **EMPLOYEE HANDBOOK**

## **PART II**

### **STAFF WITH INDIVIDUAL CONTRACTS UNDER 118.22, WIS STATS AND PROFESSIONAL/EXEMPTION NON-SUPERVISORY EMPLOYEES**

## ARTICLE I - MANAGEMENT BOARD DUTIES

It is agreed that the Board of Education, as management, possesses the sole right to operate the school district, to carry out the statutory mandates and goals of the educational programs. The management rights include, but are not limited to:

- A. To manage and to direct the employees of the school district.
- B. To hire, promote, transfer, assign, or retain employees in positions within the school system and educational programs.
- C. To establish reasonable work rules and rules of conduct.
- D. To suspend, dismiss, non-renew, or take appropriate disciplinary action against employees.

A non-probationary employee may be disciplined or terminated for reasons that are not arbitrary or capricious. Such discipline or termination shall be subject to the grievance procedure provisions in the Board Policy.

Behaviors that may lead to discipline or termination include, but are not limited to, the following:

1. Unsatisfactory work performance, including teacher's insufficient planning, improper teaching methods, inappropriate classroom management or discipline, faulty student evaluations or ineffective relations with parents, supervisors or colleagues.
2. Excessive absenteeism.
3. Persistent acts of insubordination.
4. Failure to comply with licensure or educational requirements.
5. Physical or sexual abuse of children or co-workers.
6. Alcohol or drug use which impairs the employee's ability to safely and properly perform his/her job.

It is understood that the following offenses may lead to immediate discharge, regardless of an employee's seniority, disciplinary record or prior warnings. Offenses include, but are not limited to:

1. Falsification of material information on an employment application or other significant record.
2. Being under the influence of alcohol or drugs on the job.
3. Violent, unprovoked physical contact with fellow employees or supervisors.
4. Conviction of a job-related crime or a felony involving honesty and integrity.
5. Theft of the employer's property.
6. Refusal to perform an assignment for which the employee is qualified.
7. Performing gainful employment while on a paid leave.

- (1) Suspension: The District reserves the right to suspend a teacher.
- (2) Dismissal: The District reserves the right to dismiss a teacher.
- (3) Non-Renewal: The District reserves the right to non-renew a teacher contract.

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the District shall advise the employee of his or her right to representation prior to the meeting. In the event the employee chooses to have representation, the meeting may be delayed, at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required. Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to the material.

- E. To determine the amount, type, and location of all equipment, supplies, and materials.
- F. To determine staff size, assignments, and composition. Supervisory assignments (lunch duty, hall duty, etc) should be made in a fair and equitable manner so as to minimize the impact on classroom preparation time.
- G. To determine the subjects to be taught, and the sequence of the curriculum and extracurricular program.
- H. The Board will make every effort to hire certified teachers; however, this does not preclude them from hiring an intern if necessary.
- I. All teachers new to the school district will be considered on a probationary status for an employment period equal to their first six (6) semesters with the district. A probationary teacher may be non-renewed during their probationary period for any reason, and such nonrenewal will not be subject to the grievance provisions of this *Handbook* or Board Policy. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats. Probationary teachers will be observed and evaluated according to Board Policy. Probationary teachers during their first year in the district, shall attend and participate in sixteen (16) additional in-service hours during the school year, to be scheduled by the District Administrator. The Board reserves the right to extend probation beyond the six (6) semesters as deemed necessary.

## **ARTICLE II - GRIEVANCE PROCEDURE**

- A. Grievances shall be handled based on the following Board Policy and Procedures: #3340-Grievance Procedure and guidelines outlined in Part I of the *Handbook*.

### ARTICLE III - WORKING CONDITIONS

- A. It is the Board's management function to set class size and teaching loads. Teachers who are given an academic teaching assignment or supervisory assignment in lieu of the class preparation time defined in Article B shall be paid at Step 0, BS lane per forty-five minute period for such assignment.

Full-time teachers taking additional assignments, creating an overload for a quarter or more, will be paid on a pro-rata basis. This will be compensation for loss of prep time, increased student contact time, and an increase in needed preparation time as a result of the overload.

The teacher and administration will mutually agree upon the assignment of zero-hour classes based upon the master schedule. Workday schedule will be determined through mutual agreement by the administrator and teacher.

The teacher and administration will mutually agree upon the assignment of independent study students.

Any teachers required to do district work which extends beyond the normal workday will be compensated at the hourly substitute rate. In lieu of monetary compensation, the teacher, with consent of the administrator, may have the option of earning comp time. Compensatory time earned shall be used by mutual consent of the employee and his/her immediate supervisor or District Administrator and shall be taken before the end of the school year. Specific circumstances, as determined by the administrator, may be eligible for a pro-rata day rate.

- B. The daily teaching load of all full-time regular middle school and high school certified teachers shall average over two days 90 minutes of professional class preparation time during the teacher day, exclusive of the duty-free 30 minute lunch period.

Elementary teacher preparation time will be 270 minutes per week during the student day with no less than 30 minutes per day exclusive of the duty-free 30 minute lunch period. Every attempt will be made to schedule prep time during the student day in at least 30 minute blocks with the goal to give each teacher 60 minutes per student day.

Travel time, for those teachers who travel between buildings, will be taken in to consideration when planning prep time in the master schedule.

Teacher professional class preparation time includes, but is not limited to:

1. Completion of duties expected of a teacher.
2. Physical preparation of classroom for instruction.
3. Completion and critiquing of lesson plans at the discretion of the building principal.
4. Formal consultation with staff regarding student needs and performance.
5. Parent-student-teacher meetings (such as IEP's).

6. Curriculum, in-service and/or other program development approved by administration.
  7. Collaboration with department and/or grade level teams.
- C. The school calendar is posted on the district website and located in the district office.
- D. Professional Personnel File: The school District Administrator will show courtesy to individual employees by furnishing a copy of correspondence which pertains to the individual employee which does not involve routine matters at the time the addition to the personnel file is made. No derogatory material, other than that substantiated by the administration, will be placed in an employee's file. An employee will have the right to review his/her personnel file with the administrator at a mutually agreeable time within 72 hours of request (weekends, holidays, and vacation periods excluded). After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his or her file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party. **§ 103.13(4) Wis. Stats.** Employees and/or administration are encouraged to place relevant materials complimentary to an employee's conduct, service, character, or personality in his/her personnel file.
- E. The salary schedule will be negotiated in accordance with Wisconsin State Statutes. See the district website for Certified Staff Compensation Model Guidelines.
- F. In hiring new teachers, previous teaching experience outside the Deerfield school system or long-term substitute experience in Deerfield of one semester or more shall be evaluated and credit for each full semester may be granted for the teacher's prior teaching experience.
- G. The school district employee agrees to pay the employee contribution to the Wisconsin Retirement System as required by state law on those salary earnings which are applicable to the WRS.
- H. Insurance

#### 1. Health Insurance for Teachers and Professional Employees

For the term of this Agreement, the Board agrees to offer dual choice health plan options including HMO/Health Reimbursement Arrangement plan in which the Board agrees to pay 80.5% of the base health and hospitalization insurance plan and a Health Savings Account qualified High Deductible Health Plan in which the Board agrees to pay 84% of the base health and hospitalization insurance with the family plan premium or single plan premium equal to or lesser than those provided under the Dean HMO Health Insurance Plan for each certified teacher or professional employee employed on a full-time basis. Each certified teacher or professional employee, employed on a full-time basis may elect to participate in the school district

sponsored health and hospitalization insurance program and group life insurance program as specified by the insurance carrier or Wisconsin or Federal Law. No certified employee or professional employee may receive money or compensation in lieu of any insurance program, fringe benefits, or any type of retirement payment at district expense, except as specified in the Employee Handbook. Certified employees and professional employees will be eligible for the type of insurance or retirement plan as outlined and accepted by the insurance company policy only. The school district agrees to pay their portion of the cost for the two base health insurance plans, as outlined above, during the twelve-month calendar year, if such employee fulfills that school term for said period. Employees electing to participate in a health insurance plan more expensive than the base health insurance plan are required to pay the difference in premium above the cost of the base health insurance plan in addition to the employee contribution of the base health plan as outlined above. Certified employees electing to participate in the District-sponsored health insurance plan may complete the Health Risk Assessment to earn a 3.5% discount on the employee premium contribution.

Employees who waive the benefits of the District-sponsored base health plan and elect the monthly compensation may enroll in the base health plan at a later date pursuant to the late enrollment terms, timelines, and conditions stated in the base health plan. Upon such enrollment under the base health plan, the monthly compensation available to the employee will cease as of the month of insurance coverage.

- a) An employee eligible for participation under the plan shall include employees eligible for base health plan coverage under this employee handbook.
- b) The amount of compensation shall be \$3,000 per year. This compensation will be paid in accordance with the district's payroll procedures.

## 2. Dental

For the term of this Agreement, the Board agrees to pay 88.5% of the dental insurance plan. Dental insurance will be made available under the same conditions as health insurance, including 50% coverage for crowns.

## 3. LTD Insurance

A 90% of salary, long-term disability insurance in coordination with accumulated sick days will be provided at no cost to the teachers.

#### 4. Vision and Short-Term Disability Insurance

The school District shall offer a materials only vision insurance plan to be paid 100% by the employee and a short-term disability plan to be paid 100% by the employee. Employees who work more than 20 hours per week are eligible for both plans.

#### 5. Flex Plan

The District shall allow employees covered by this agreement to participate in the following plans, upon the same terms as those plans are established and maintained for administrative employees: a cafeteria plan which is designed to satisfy the requirements of Internal Revenue Code Section 125; a medical reimbursement plan which is designed to satisfy the requirements of the Internal Revenue Code Section 105; and a dependent care assistance plan which is designed to satisfy the requirements of Internal Revenue Code Section 129. The District shall be responsible for the costs of establishing and administering these plans.

- I. Subject to the terms and conditions specified by the carrier, the District will provide group term life insurance for teachers working at least 0.5 FTE at no cost to the employee in the amount of the employee's prior calendar year WRS earnings. If the employee is new to the WRS system the coverage will be an estimated one year earnings.
- J. Regular part-time licensed certified teachers duly contracted other than substitutes or extended substitute teachers shall:
  - (1) Receive a pro-rata salary based upon the regular teacher salary schedule based on the percentage of full-time employment.
  - (2) Receive full pay for all contracted extracurricular assignments and/or special event pay.
  - (3) Receive pro-rata credits and contributions for WRS according to regulations for eligibility in the same manner as full-time teachers.
  - (4) Subject to the terms and conditions specified by the carrier, part-time teachers working at least 0.5 FTE shall be responsible for the following contributions based on the percentage of full-time employment:
    - a. Pro-rated portion of the health insurance premium plus an additional 3.5%. Part-time employees may complete the Health Risk Assessment to earn a 3.5% discount on the employee premium contribution. (For example, a certified employee working a 0.5 FTE contract will be responsible for 53.5% of the health insurance premium. If the employee completes the Health Risk Assessment, the employee will receive a 3.5% discount changing the premium contribution to 50%.)

- b. Pro-rated portion of the dental insurance premium or 11.5%, whichever is the greater amount.
  - (5) Receive a pro-rata allowance for all leave days (sick, emergency, and personal business) based on the percentage of full-time employment. The percentage shall be calculated based on total hours of leave time available in a given classification for a regular full-time teacher. Example: A regular full-time teacher is allowed ten (10) sick days or 80 hours; thus a 50% part-time teacher would receive an allowance of 40 hours which would be taken in any combination of scheduled working hours to the total of 40 in a given year. Unused hours would be accumulated in the same manner as full-time teachers accumulate unused sick days.
  - (6) Attend all scheduled in-district and out-of-district in-service activities, special days, and parent conferences as if a regular full-time teacher. Part-time teachers will be compensated at their prorated salary if said activities are not within their regularly scheduled workday. Part-time teachers may be excused by their supervisor from attending an in-service or special day if arrangements are made at least two weeks in advance.
- K. Teachers, as employees, will be required to attend faculty meetings, unless specifically excused by one of the school administrators prior to the faculty meeting. Staff meetings may begin thirty (30) minutes before the normal workday begins or go thirty (30) minutes later than the end of the normal workday. Normal workday for this purpose is defined as 7:30am-3:30pm. The administration will attempt to provide reasonable notice of all such meetings. Meetings will not be scheduled to extend beyond 3:15pm on Fridays or days preceding holidays, vacations, or any other scheduled breaks except for emergency situations.
- L. Teachers are required to attend all mandatory administratively-required school events. These events, though not limited by enumeration, may include an open house, music program, art show and/or other District or building events that occur after the normal workday. Whenever possible, teachers shall be given no less than thirty (30) calendar days' notice of such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the District Administrator and/or his/her designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the school event.
- M. In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District will, at a minimum, make up all hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.



- N. The school calendar shall be determined by the Board. The calendar consists of 188 days. The determination of the structure of the days (e.g. instructional, in-service, workdays, etc.) shall be at the discretion of the Board.
- O. The District may require teachers to attend in-service and other training, either of which may occur outside of employees' regular hours of work. Additional compensation (if any) for such training shall be determined by relevant law, District policy, and pertinent employment contracts.
- P. Reimbursement for properly authorized school business travel will be paid per board policy. An employee will not be obligated to transport students in his/her personal vehicle for school-related functions.
- Q. The extended contract for a teacher will be based upon a pro-rata day based on the preceding year's calendar. Example: If the school year consisted of 188 days, the pro-rata formula would be  $1/188^{\text{th}}$  of your individual salary.
- R. (I) Voluntary Early Retirement for Certified Staff Vested as of June 30, 2012. The language included in O. (1) (2) (3) is applicable to current teaching staff who, as of June 30, 2012, meet the requirements stated in (1)(a), (1)(b) and the third sentence of (1)(c).
- (1) Early Retirement Requirements: A teacher may elect to retire at the end of any school year if he or she:
- a. Attains the age of at least fifty-five (55) years on or before August 31 of that year;
  - b. Has at least ten (10) years of teaching in the district; and
  - c. Provided written notice to the Board on or before February 15 of his or her confirmation of retirement at the end of the school year. The Board may waive the notice requirement at its discretion. A teacher may also confirm retirement for the following school year if they are turning 55 within that year and wish to be on leave without pay until they turn 55 years old and are eligible for retirement. Insurance coverage provided by the District begins immediately.
- (2) Early Retirement Benefits:
- a. Insurance Coverage:
    - The District shall pay the full cost of the single or family base health insurance plan, as outlined in I. 1. Health Insurance, during the teacher's first year of retirement for a maximum of seven (7) years or 70% of the full cost during the teacher's first year of retirement for a maximum of ten (10) years or until the teacher is eligible for Medicare, whichever occurs first. It is the responsibility of the retiree to inform the District when he/she becomes eligible for Medicare.

The type of coverage provided, single or family, shall be based on the type of coverage the employee maintained during his/her last year of employment with the district. A retiree shall not be permitted to switch from single to family coverage. The District's contribution shall be fixed at the base plan. The teacher shall be responsible for any increase in the premium. The coverage shall be equal to the plan provided active teachers in the District.

- The teacher or his/her surviving spouse may remain in the group at his/her expense after the District obligation to contribute to the cost of the health insurance has ended, subject to the terms and restrictions of the insurance carrier. Insurance premium payments will be discontinued for persons who obtain other employment with at least eighty (80) percent of the health insurance plan premium paid by the employer. It is the responsibility of the retiree to inform the District when he/she becomes eligible for such health insurance.

#### S. (II) Voluntary Early Retirement for Certified Staff Not Qualified under O. (I)

- (1) Early Retirement Requirements: A teacher may elect to retire at the end of any school year if he or she:
  - a. Attains the age of at least fifty-five (55) years on or before August 31 of that year;
  - b. Has at least fifteen (15) years of teaching service in the district; and
  - c. Provided written notice to the Board on or before February 15 of his or her confirmation of retirement at the end of the school year. The Board may waive the notice requirement at its discretion. A teacher may also confirm retirement for the following school year if they are turning 55 within that year and wish to be on leave without pay until they turn 55 years old and are eligible for retirement.
- (2) Early Retirement Benefits:
  - a. Eligible employees will receive up to \$1,000 for each full year of service in the District, pro-rated annually based on FTE, up to a maximum of \$30,000 to be paid in three (3) equal installments over three (3) years into a tax-sheltered annuity (403b).
  - b. Subject to continued allowance by the insurance company, an employee who is on the District health insurance plan in his/her final year of employment may choose to remain on the District health insurance plan as a direct bill customer from the insurance company. The retired employee will be responsible for the full premium cost of the District's plan. In addition, the District will not contribute to any portion of the insurance plan deductible for the retiree. (ie, District contributes toward the high deductible for current employees only) The District obligation to provide COBRA coverage to the retiree would begin upon retirement; however, the retiree would have the option to continue on

the District health care plan after the District obligation for COBRA is met under the direct bill option from the health insurance company.

(3) Limitations:

- a. No Reemployment Rights: Employees electing to retire under this program shall retain no reemployment rights with the District nor any other rights or benefits except those specified within this voluntary early retirement provision.
  - b. Renegotiation: If any aspect of this provision is found to be discriminatory or violative of the Federal Age Discrimination and Employment Act, the Wisconsin Fair Employment Act, or any other state or federal legislation by any court of competent jurisdiction, then a replacement for that aspect of this provision shall be renegotiated by the District and the Association.
  - c. Unemployment Compensation: In the event that a teacher who is receiving voluntary early retirement benefits pursuant to the terms of this section, and receives unemployment compensation which is drawn against the account of the District, the voluntary early retirement benefits specified herein shall be reduced by the amount of the unemployment compensation for the duration of the period in which the unemployment compensation is drawn.
  - d. Other Restrictions: Early retirement under this section shall occur at the end of a school year only and shall not be allowed at any other time. This requirement may be waived at the Board's discretion. This program shall not apply to any teacher who is discharged or non-renewed for cause or who is receiving benefits under the district's long-term disability.
  - e. Part-Time Teachers: Early retirement benefits shall be prorated for teachers working less than full-time.
- T. The Board shall make deductions for retirement programs upon receipt of written authorization from the employee. The maximum number of deductions shall be three (3) per employee. An individual employed as of April 1, 1995, may continue any existing retirement contributions without restriction on the number of deductions but may not increase the number of deductions if the employee has more than three (3) retirement deductions. The employee shall be responsible for the costs of administering the 403(b) tax-sheltered annuity plans.
- U. The employee will schedule and attend a pre-employment physical exam with a designated health care provider to be paid by the District. The exam will include the state mandated TB test.

- V. Resignation – The teacher’s individual contract shall be considered binding on both parties. If for any reason a teacher asks for release from the contract either during its term or after signing a contract for the ensuing contract year, it is understood that the following conditions for release shall apply:

The teacher must give the District notice that he/she intends on severing his/her contract with the District. Whenever possible, the teacher must give such notice at least thirty (30) calendar days prior to the date the employee desires the severance to occur.

Liquidated Damages: In the event that a teacher terminates his/her individual teaching contract for the term of that contract, the following shall apply:

- (1) On or after July 1 but before August 1, the teacher shall pay the District \$250.00 in liquidated damages.
  - (2) On or after August 1 but before August 15, the teacher shall pay the District \$500.00 in liquidated damages.
  - (3) On or after August 15 but before the first day students are in attendance, the teacher shall pay the District \$750.00 in liquidated damages.
  - (4) On or after the first day students are in attendance, the teacher shall pay the District \$1,000.00 in liquidated damages.
  - (5) The District reserves the right and discretion to waive the liquidated damage assessment when it believes such waiver is appropriate.
  - (6) Any teacher who has been reduced in hours will be exempt from paying liquidated damages.
- W. Teaching staff will be evaluated in accordance with District policy. Teacher evaluations will be a continuous process with emphasis upon teacher improvement and effectiveness.
- X. Staff Development: An employee is able to attend workshops, seminars, conferences, or similar types of development programs based on budgetary allowance. These programs must be in the employee’s job assignment area. Employees may suggest a particular workshop but final approval rests with his/her immediate supervisor or the District Administrator.

#### **ARTICLE IV - LEAVES**

- A. Sick Leave: Sick leave will be granted at the rate of ten (10) days each year. Sick leave shall be defined as time off from work with pay because of personal illness, personal disability, medical/dental exams, or illness of member of the immediate family (immediate family is defined as an employee’s or spouse’s parent, grandparent, sibling, child, grandchild, dependents, or member of the employee’s

immediate household). This includes required visits to the doctor, dentist or chiropractor. On September 1 of each year, unused sick leave will be credited to each teacher's reserve which may accumulate to two hundred (200) sick days in coordination with a sixty (60) calendar day LTD insurance program (see Article IV). A teacher must use LTD insurance coverage whenever they are eligible for such benefits, in coordination with a sixty (60) calendar day LTD insurance program (see Article IV). Teachers who retire (according to WRS rules) under the O. (I) Voluntary Early Retirement language with at least ten (10) years of service to the district, become permanently disabled, or die, shall be paid \$25.00 per day for up to 130 accumulated unused sick leave days. Teachers who retire (according to WRS rules) under the O. (II) Voluntary Early Retirement language with at least fifteen (15) years of service to the district, become permanently disabled, or die, shall be paid \$80.00 per day for up to 130 accumulated unused sick leave days. A "day" is equivalent to eight (8) hours. This benefit will be paid out in one installment as cash in the year of retirement with the payroll taxes backed out of the total value. (i.e. maximum of \$10,400 less the payroll taxes of 7.65%)

- B. **Emergency Leave:** A teacher may be granted up to four (4) days per year for emergency reportable leave. Emergency reportable leave is intended to cover funerals/bereavement. However, up to 8 hours may be used for situations not covered by sick leave but deemed an emergency per approval from the District Administrator or designee. All emergency reportable leave must be approved by the District Administrator or designee. Additional days may be granted at the discretion of the District Administrator or designee.
- C. **Personal Business:** Each year two (2) days of personal leave will be granted by the administrator. All days will be granted with no cost to the employee. Personal leave cannot be taken during the first two weeks or the last three weeks of the school year. Exceptions for significant family events may be considered by the District Administrator. Personal leave should be pre-approved by the administrator or immediate supervisor when possible. Teachers can "bank" up to 3 personal days for use at a later time with a maximum of 5 days available in any one school year. The use of "banked personal days" requires prior administrative approval. Such leave may be used to extend a holiday or vacation, provided that requests are made to the District Administrator at least 30 days in advance and no more than three teachers district-wide choose to do so. If more than the allowable number of teachers request to use personal days to extend a holiday or vacation, the administration will decide on which teachers get to use their personal days. Criteria used may include such factors as the importance of the reason for wanting to extend a holiday, time since teacher was last granted the use of personal days to extend a vacation or holiday and seniority. In the event that an unforeseen need arises on short notice, one additional teacher may be granted a personal day to extend a holiday. Teachers will be expected to use personal days when requesting days off. Unplanned childcare needs, pet care needs, mechanical or household needs are examples to be addressed using personal leave. Days off without pay will not be granted until all other appropriate leave days have been exhausted.
- D. **Jury Duty/Subpoena Court Appearances:** An employee called for jury duty or subpoenaed to court shall notify his/her immediate supervisor in writing of his/her

obligation as soon as he/she has been called. This notice will contain the period of time the employee is to be available for being called. Adequate proof of service must be provided to the human resource department in order for employees to receive their regular salary during their absence. Any stipends provided by the court for jury service may be kept by the employee.

For court appearances as a plaintiff, defendant or for non-subpoenaed court appearances, the employee must use personal leave time. Unpaid leave time may be granted by the administration.

- E. **Child-Rearing Leave:** Child-rearing leave without use of sick leave and without pay may be granted at the written request of a teacher for a period of time not to exceed two (2) semesters. If two (2) semesters are granted, both will occur in the same school year. Semester length is based on the middle/high school calendar.

Child-rearing leave without use of sick leave and without pay may be granted at written request of a professional employee for a period not to exceed six (6) months for full-year employees or one semester for school-term employees.

- F. **Extended Leave of Absence:** A teacher with five (5) years of experience in the district may be considered for up to a one (1) year leave of absence, without pay, subject to the approval of the School Board. Leaves of absence provided for by this section cannot be used in conjunction with, nor to extend the duration of, any other extended leaves provided in this section or elsewhere in this agreement. Leaves granted under this section shall be for either a semester or the entire school year. Semester length is based on the middle/high school calendar.

An extended leave of absence may be used for the following purposes, subject to the approval of the School Board:

- (1) **Professional Improvement:** A teacher may request a leave of absence for professional improvement, such as, but not limited to, exchange teaching programs, graduate study, travel or work programs related to professional responsibility. If the School Board determines the experience to have been of value to the school system in improving instruction of students, the teacher may be placed on a salary schedule at a level to receive all rights and benefits as would have accrued had said individual never left.
- (2) **Medical Leave:** In the event of a personal illness or accident or an illness or accident affecting the teacher's spouse, children, parent, sibling or other persons residing in the household, a teacher may request a medical leave. Upon making the request, the teacher shall provide a doctor's statement indicating the need for the leave and the projected length of the leave. Upon request, the district and teacher will follow the guidelines and procedures as outlined in the district FMLA policy.
- (3) **Career Alternative Leave:** If a teacher is considering pursuing a new career outside of teaching, the teacher may request a career alternative leave to allow the teacher to pursue a new career on a trial basis.

## ARTICLE V - REDUCTION IN WORKFORCE, POSITIONS & HOURS

### A. Reasons for Reduction in Force:

In the event the Board determines to reduce the number of positions (full non-renewal) or the number of hours in any position (partial non-renewal), the provisions set forth in this Article shall apply.

### B. Notice of Reduction:

The District will provide notice of non-renewal in accordance with the timelines set forth in **§ 118.22, Wis. Stats.** The non-renewal notice shall specify the effective date of the non-renewal, the right to a private conference under **§ 118.22, Wis. Stats** and will refer the employee to the Reduction in Force provision in this *Handbook*.

### C. Selection for Reduction – Steps:

When the Board in its discretion determines to eliminate a teaching position because of a decrease in enrollment, budgetary or financial limitations, education program changes, or to reduce staff for reasons other than performance or conduct of the teacher, the administration will on an individual basis and in comparison with other teachers, rank and recommend to the Board which teacher or teachers are to be laid off in accordance with the following provisions:

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial workforce reduction in accordance with the following steps:

1. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing reducing staff.
2. Step Two - Volunteers: Volunteers will be non-renewed first. The District will provide the volunteer(s) with a non-renewal notice. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be non-renewed under this section will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District directed non-renewal under this section of the *Handbook*.
3. Step Three - Selection For Reduction/Layoff: The District shall select the employee in the affected grade level, department/certification area for non-renewal (full non-renewal or a reduction in hours).
  - a. Grade Levels/Departments/certification area for the purpose of this section shall be defined as:
    - i. Elementary (PreK-6) - Teachers from all buildings will be considered, not just the building in which the non-renewal is necessary.
    - ii. Middle School and High School (7-12) - Teachers will be considered for

non-renewal from the department (see definition 3, below) in which the non-renewal is deemed necessary. All teachers who teach two or more periods within that department will be considered for non-renewal.

iii. Departments: The term "department" shall mean the subject area in which the teacher taught during the current school year. Examples of departments are math, English, history, science, etc. By enumeration no restriction is placed on the number or types of departments. The number and type of departments is at the discretion of the Board.

b. The District shall utilize the following criteria in order of application for determining the employee for non-renewal:

i. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accordance with its constituted authority.

ii. Qualifications as Established by the Board: Including, but not limited to specific skills, certification (if applicable). Consideration will also be given to academic training towards teacher mastery.

iii. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include but not be limited to current and past assignment and practical experience in the area of need.

iv. Performance of the Employees Considered for Non-renewal: Performance of the employees under consideration as previously and currently evaluated in the last two summative evaluations.

v. Length of Service of the Employee:

a) Length of Service: Is defined as length of service with the District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating length of service.

b) Tie Breaker on Length of Service: In the event two or more employees start on the same date, the employee who is senior shall be determined by the District.

D. Reemployment Process:

The reemployment process is solely available to employees non-renewed underneath this section. It does not apply to employees non-renewed based upon performance as set forth in this *Handbook*.

1. Reemployment Period: Employees non-renewed under this section shall retain the reemployment options set forth herein for a period of twelve (12) months after the employee's last day of work with the District.

2. Reemployment Obligations – Employee: All employees non-renewed under this section shall have their names placed on a reemployment list. In the event a vacancy occurs or a new position is created while employees are on the reemployment list, the District shall first attempt to fill the position utilizing the vacancy and transfer language contained in this *Handbook*. Employees on the



reemployment list may apply for the vacant position according to the terms of this *Handbook*. The District will post vacancies in accordance with the terms of this *Handbook*.

E. Termination of Reemployment Opportunities:

Reemployment opportunities shall end should an employee refuse reemployment to a position under Part II of this *Handbook*, except as provided below. Casual or substitute work with the District during the reemployment period shall not extend the reemployment period. Employees on the reemployment list may refuse reemployment to positions with a substantially different full-time equivalency (FTE), substitute or temporary positions without loss of the ability to apply to the next available position for which the employee is qualified. Employees on reemployment list shall not lose the ability to apply for an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment or a temporary appointment, with the District.

F. Accrued Benefits during Reemployment Period:

Non-renewed employees shall suffer no loss of sick leave, or other accrued benefits when rehired. Sick leave days shall not accrue for an employee during the reemployment period.

G. Initial Salary Schedule Placement:

Employees new to the District shall be placed on the salary listing commensurate with their education and teaching experience. The Board, in its sole discretion, may place newly employed employees in shortage areas at a salary that exceeds his/her actual years of service. The Board will determine what positions that it deems to be shortage areas.

## **ARTICLE VI - WORK STOPPAGE**

- A. Employees of the District shall not engage in, authorize, condone, assist, or support any strike, slowdown, work stoppage, or sanction any such tactic or withhold in full, or in part, any contracted service to the District. In the event of any violation of this section the Board may take appropriate disciplinary action.

## **ARTICLE VII - PLACEMENT, VACANCIES, AND TRANSFERS**

- A. Placement:
  - 1. The teacher's actual assignment and duties, including specific grades, will be listed on the teacher's contract.
  - 2. It is recognized that conditions make it impossible to firmly commit to teacher assignment. Circumstances may require changes. If it appears necessary to reassign a teacher after a teacher's contract has been executed, the District Administrator or designee will notify the teacher prior to change in placement or assignment.
- B. Vacancies: Notice of vacant or new teaching positions to be filled will be posted on the District website and sent to staff via District email. Such notice will contain the date the position is expected to be filled, if known, and the administrator to whom written application is due. Notices of vacancies occurring during the summer will also be posted as described above.
- C. Transfer: When a vacancy or new position is created, the administration will post a notice accordingly. Employees interested in such position(s) shall make application to the administration. District employees will be given consideration for transfer to the new or vacant position provided they are qualified and certified for the position.
- D. Involuntary Transfers: When the District determines that an involuntary transfer of an employee is necessary, it may, at its discretion, transfer any employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference with the District Administrator and/or his/her designee which will include the reasons for the transfer. An employee who is involuntarily transferred shall suffer no loss of wages, hours, or other fringe benefit as a result of such transfer. An employee who is involuntarily transferred and suffers a loss of wages, hours or other fringe benefit as a result of such transfer may contest the transfer as discipline under Part I, Grievances.

## **SECTION II-A Certified Staff**

### **DAILY STUDENT SCHEDULE**

#### **Elementary School Schedule:**

7:35 Supervision starts

7:50 Students begin entering the building -**Teachers must be at their homeroom door at this time, ready to greet children.**

7:55 School begins

8:00 Attendance must be submitted

3:00 Students dismissed -**Teachers must be at their homeroom door at this time.**

#### **Middle/High School Schedule:**

7:43 First bell rings -**Teachers must be in the halls ready to greet students.**

7:48 Final bell rings for first hour-**Teachers must be in their classroom at this time.**

Morning Break for High School only -**Teachers must be in halls and commons area to supervise students.**

3:10 Students dismissed -**Teachers must be in halls to supervise students.**

### **Animals in the Classroom**

While animals can serve as educational tools within the classroom, board policy has provided guidelines and procedures for obtaining and maintaining animals. Student health and safety considerations must be given primary consideration at all times.

### **Attendance Taking**

Attendance for the building is recorded in Skyward. Accurate attendance is necessary for state reporting and student records. **It is the teacher's responsibility to ensure that attendance is reported accurately daily. Teachers must contact the office if a student continues to be listed on the daily class attendance but is not enrolled in the class. These corrections are essential in keeping the daily student attendance records accurate.**

Elementary teachers should complete attendance by 8:00am. In addition, any **written** note stating the reason for an absence **must** be put outside the classroom door by 8:00am.

Please do not forget to ask for notes!

Middle/High teachers will take attendance at the beginning of each period. Teachers conducting class away from a computer first period of the day (PE for example) should send a student to the office with a list of absentees. Teachers should not allow tardy students in to their first hour class without a pass from the office.

### **Budget**

Purchase orders are generated at the building levels through Skyward. Telephone orders placed by staff without prior budget approval or prior administrative approval will not be honored.

Reimbursements require prior approval. Fill out a budget request form indicating reimbursement and submit to the principal. Reimbursements without prior approval will not be honored, no matter the cost.

Receipts from purchases using the purchasing card or P Card should be submitted with the purchasing card form. Receipt must be attached and card returned promptly.

Finally, please be aware of your inventory in your classroom. All books, courses of study, materials and equipment issued to teachers remain the property of the School District.

### **Building Consultation Team (BCT)**

Each building maintains a Building Consultation Team for the purpose of utilizing our resources to better help students. The BCT team typically consists of the school psychologist, guidance counselor, principal, reading specialists, alternative education teachers, special education teachers, and regular education teachers. Teachers wishing to refer a student for BCT discussion should contact the building principal. Parents must be notified prior to such discussions taking place.

### **Classroom Maintenance**

Teachers are responsible for maintaining a neat classroom. Rooms should always be left orderly with materials put away, scraps picked up off the floor and chairs put up wherever possible to assist the custodial staff. No food is allowed in classrooms or hallways. (Exceptions require principal approval.) Water is the only beverage allowed in rooms. There should be absolutely no pillows, stuffed animals and/or any home furnishings in a classroom unless approved by the principal. Should a room require special maintenance or repair, a maintenance request form should be filled out online via SchoolDude.

For safety reasons, there should be no unauthorized appliances in classrooms including microwave ovens, coffee makers, pots, or warmers, toasters or toaster ovens, refrigerators, electric or nonelectric air fresheners, lamps or string lights. Electric fans are acceptable. Extension cords should be requested from the building and grounds supervisor (ext. 3178) or your building principal.

### **Conference/Workshop Requests**

Staff interested in attending a conference or workshop related to their teaching position must fill out a conference request form and submit to the building principal for approval. Teachers may be allowed attendance at one conference/workshop per year. Requests for additional conferences/workshops will be considered based on the staff development budget. Reimbursements for mileage and food expenses will be paid under the guidelines of the board policy and procedures.

### **Daily Announcements**

Staff may submit items to announce to their respective building office by contacting the principal or by giving a note to the office staff. Teachers are responsible for making sure students listen to daily announcements.

### **End of Year/Closing School Procedures**

At the end of the school year, staff members are expected to complete all activities in a timely and orderly fashion. Check-out procedures should be completed and verified. Room clean-up is the responsibility of the individual instructor. Check-out sheets will be handed out by the building principal prior to the end of the school year.

### **Exam Schedule**

An end of the term or semester assessment will be given in all high school courses. Staff will explain their grading policy in the syllabus which is distributed at the start of the course. Semester exams will have a schedule for 9-12 students. The exam is not to constitute more than 20% of the final grade. All graded final exams will be kept by the teacher for three weeks

after the end of the grading period.

### **Extra Duty Assignments**

Certified staff assigned to provide supervision and assistance at school events such as ticket taking, concert supervision and game supervision will be compensated for a minimum of two hours per event as the Extra Assignment Pay rate. A signed timesheet should be submitted to the building principal to receive pay.

### **Extracurricular Activity Advisor Responsibilities**

Various clubs organize activities during the year. Staff persons acting as advisors to these groups must obtain permission for these activities from the building principal at least ten school days in advance of the event. The advisor to the club must be in attendance at the event and shall accept responsibility for supervision of the group. If the advisor must be absent from the event, appropriate supervision must be secured and discussed with the building principal prior to the event. Advisors must complete activity calendar as part of request for pay.

### **Field Trips – Staff Expectations**

Field trips are encouraged provided that they are educational in nature and directly related to subject matter. Teachers planning the trip must provide adequate supervision and chaperones. Adult volunteers will be under the direction of the teacher and should generally be limited to other staff members or parents/guardians of students participating in the trip. All chaperones must read and sign the chaperone policy prior to the field trip. Permission slips should include specific information regarding the trip including a statement of the transportation to be used. If transportation other than a school bus is used, parents must be made aware of the name of driver(s) and vehicle(s) to be used.

**Requests for field trips should be made to the building principal at least 10 days in advance to allow for proper planning and staff notification. Do not schedule a trip and then ask for approval. Teachers are responsible for setting an appropriate fee, and completing the field trip request via Skyward.** If your field trip involves a special request from food service or student absence during lunch hour, you must notify the food service director. Overnight field trips require board approval at least 3 months prior to the trip.

All field trips require prior parental notification. Students must return a signed permission form before leaving for the trip. **No students will be allowed to leave the building without a signed permission slip on file.**

Students who need special accommodations for wheelchairs, handicapped access on school buses, medication, etc., when on field trips should have provisions made in advance to meet their needs. Staff is directed to contact the student's special education teacher as soon as the process of planning a field trip begins.

### **Grade Level/Department Level Meetings**

Grade levels/Department levels should meet at least once a week. Meetings should focus on the following:

- Student learning (general and individualized)*
- Content of curriculum*
- Effective instructional strategies (data driven / researched based)*

- *A willingness to engage in collaboration – planning, assessment, and reflection while posing questions.*

### **Guest Speakers**

Teachers wishing to bring in a guest speaker will inform their building principal at least 1 week prior to the event for approval. **If the topic is judged controversial by the building principal, parents must be notified and allowed the opportunity to withhold their student from the presentation without penalty to the student's grade.** Teachers are expected to remain in the classroom while guest speakers are presenting.

### **Classroom Volunteers**

Volunteers can provide much needed assistance to teachers and students and are welcomed in to the classroom as needed. Per board policy, volunteers must complete a volunteer form and are subject to a criminal background check prior to assignment in our buildings. Volunteers should not be given the responsibility of a regular teacher. Volunteer forms should be picked up from the main office in each building and should be returned to the building principal for approval and a background check.

### **HS Class Advisor Responsibilities**

HS teachers serving as class advisors typically hold the position with a group of students for all four years of high school. All available high school teaching staff act as homeroom facilitators for the purpose of informing students and working on student portfolios.

**Class advisors are expected to supervise and guide class meetings in which class officers are elected, dues are set, and students are assigned to committees.** Each class organizes to create a homecoming float as well as to designate class members for competitions during homecoming week. **Advisors must supervise banner decorating, bonfire and dance during homecoming week. Advisors are expected to provide appropriate guidance and supervision during these activities as well as assist classes in fundraising efforts through organization and supervision of concessions and/or other fundraising activities. Junior class advisors are expected to supervise Junior Prom dance. Senior class advisors are expected to attend graduation.** Class Advisors are expected to fulfill these duties in order to receive full compensation.

### **Lesson Plans**

All teachers are expected to have detailed lesson plans visible on their desks or accessible online by building principal. Weekly lesson plans for the upcoming week must be completed and visible on the desk prior to departure on the last day of the work week.

**Making Up Class Work – Student Absences Absent Excused** - Under typical conditions, a student who is absent excused, will be given time to complete all assignments missed during the absence that is equal to the number of days of the absence plus one day. It is the responsibility of the student to see their teachers, get the missing assignments, and set provisions for completing the work.

**School Related/Induced Absence** – Students who will miss class time because of a school-related absence (including, but not limited to field trips, club competitions, sports releases, college visits, music rehearsals, class meetings, etc.) are required to see teachers at least one day in advance to get their assignments before the absence occurs. In this way, they are able to turn in their work on the day they return to class. Teachers have the option to allow work to be made up after the absence, but students must obtain

permission first.

The student is responsible for making contact with the teacher whose class will be missed, prior to the absence. The student is responsible for completing any quizzes, test, assignments, or other projects that will be completed or are due during the hour that is missed. Work that is not completed or turned in upon return will be graded by the teacher as a late assignment according to that teacher's late assignment policy.

**Advisor/Coach Responsibility** – The teacher sponsoring the activity is responsible for reminding students to take care of class responsibilities. A reminder to staff about the upcoming activity may be submitted for daily announcements 3 days prior to the event.

### **Pre-Arranged Absence**

Upon written request from parents/guardians, students may receive approval for a pre-arranged absence from school. One week prior to the absence, the student must bring a note from the parent/guardian to the office. An advance make-up form will be issued from the office to be signed by each classroom teacher. It is the student's responsibility to make up the schoolwork missed, either before the absence or immediately thereafter, as determined by each teacher. Teachers should be specific as to the work expectations of the student. Failure to complete the assignments as arranged will result in no credit. Failure to submit the advance make-up form to the office could result in the absence being unexcused.

**Suspension Absence** – Students will be allowed to make up all missed work as a result of being suspended, including daily work, tests and quizzes. Students will have the same number of days to make up missed work as they would if absent. It is the student's responsibility to see their instructors to get the missing assignments/tests/quizzes and to set provisions for completing the work.

**Unexcused Absence** – It is the student's responsibility to obtain all make-up work from every teacher immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed. Teachers are not required to help students make up their work missed due to unexcused absences. Teachers may not deny students the right to take unit and/or semester exams missed due to unexcused absences, but they do not have to assist in the student's preparation.

**Money Collection/Activity Accounts-Any money collected must be turned in to the office the same day. Never keep money overnight.** This includes money collected for supplies, activity accounts, etc. Deposit forms are available in the building office and should be completed by the teacher for the specific money collection such as concessions.

Activity account deposit forms are available in the office and should be completed by the person in charge of the activity account. Please give the money directly to the school administrative assistant. For distribution of funds, an activity account requisition form must be completed by the person requesting the funds and must be approved by the building principal or Director of Business Services. Check requests should be made to the business office at least two days in advance. Cash will not be given to activity advisors to pay for purchases. **Under no circumstances should students be given cash to pay for activity account purchases.**

### **Parent-Teacher Conferences**

Parent-Teacher Conferences provide an important opportunity for discussion of student progress. Conferences are held during the year totaling 16 hours of contact time for parents. Teachers who are coaches and advisors are expected to be at conferences having made other arrangements for practice that day. Teachers will not be granted personal time that conflicts with parent-teacher conference dates.

**MS/HS Progress Reports Middle/High teachers are expected to update their Skyward grade book weekly to ensure that information available to students and parents is current.** Teachers are also encouraged to use the Skyward communication tools to share important dates.

*\* Ineligibility and Academic Probation will continue to be determined based on the online grading system and report card grades. Teachers are expected to maintain current grading records to assist with this determination.*

### **Prep/Planning Periods**

Planning/prep periods are part of the work day and should be used by teachers to work on preparation, lesson plans, grading or meeting with colleagues regarding student progress. It is expected that prep time is spent in the District. Teachers needing to leave the District during assigned prep times must seek permission from the building principal and “sign out” and “sign in” at the main office.

### **Report Cards**

Report card grades will be submitted electronically using the Skyward software. Due dates for electronic submission will be determined by the building principal.

### **Showing Movies/Television in the Classroom**

Supplementary instructional materials like film and videos may be occasionally used for instructional purposes but should not take the place of consistent, quality teaching. Teachers, when selecting and using such materials, should exercise good taste and judgment. If uncertain of the appropriateness, teachers should consult with their building principal. R-rated movies will need to be approved by administration before they can be shown to students.

### **Staff Absences - Illness**

In the event of illness after hours, teachers should submit an email via [staffatt@deerfield.k12.wi.us](mailto:staffatt@deerfield.k12.wi.us). Email will be monitored by the building admin. assistants and principals. After 6:45am, teachers should call the building office if reporting a last minute absence or late arrival due to an urgent situation. Staff should speak directly to the admin. assistant to report the absence and needed coverage when possible or leave a message in the admin. assistant's voicemail box. It is helpful to include the hours you have classes, the location of your substitute teacher folder, and any special circumstances or information. **DO NOT LEAVE LESSON PLAN INSTRUCTIONS FOR ADMIN. ASSISTANTS TO CONVEY TO SUBSTITUTES.** Staff should not secure their own substitutes; this should be done by the office personnel. If you are not planning to return the next day, please call the main office of your assigned building and submit your time off request in Skyward by 3:00pm so a substitute can be secured.

### **Staff Absences-School Business**

In Skyward Employee Access, School Business may only be selected if permission has



been received by the building principal or designee. Examples of School Business are attendance at approved workshops, approved meetings, and approved field trips.

### **Staff Communications**

**Faculty Meetings** – Teachers are required to attend faculty meetings unless specifically excused by one of the school administrators prior to the faculty meeting. Teacher/coaches should arrange being at practice around faculty meetings. Meetings provide an opportunity to exchange information. Agenda items should be submitted to the principal prior to meetings.

**The Agenda** - E-mail items you wish to discuss to your principal or drop a note in his/her mailbox, or leave a telephone voice message. Questions may be asked about your item, and put it on the agenda. Although your item may appear on the agenda, it may be necessary to frame parameters of discussion based on the nature of the issue.

**We will not** discuss job performance of colleagues (past or present). We will not discuss specific students or families. Please don't use meetings to complain about things like the temperature in your room, the lack of absorbency of paper towels, or the interruption of your teaching by events that are preplanned. Those and other related topics are properly handled by contacting your principal on an individual basis.

**We will discuss** plans for student events that impact our building like testing dates, portfolio development, special events (homecoming week, winter week), and assemblies. We will discuss for the purpose of evaluating effectiveness, all of the above as well as other scheduling issues as we continue planning and staffing in our building. We may discuss legislation, standards and mandates as we become informed. We should be in the habit of sharing good news and successes.

**Long Distance Phone Calls** - Long distance phone service is available from any phone in the District. Teachers are asked not to use long distance lines for personal phone calls. Students will not be called out of class for a phone call unless it is an emergency.

**Written** - Parents and community members enjoy learning about what is happening in our schools. Making a conscious effort to keep them informed is appreciated and strongly recommended. Copies of relevant notes or newsletters sent home to parents must be shared with the building principal for informational purposes. Articles for print in outside publications such as the newspaper must receive prior approval from the building principal prior to submission. Any staff member distributing a general communication to the entire staff shall share a copy with the building administrator.

### **Staff Hours**

The normal workday for teachers is 7:30am-3:30 pm except on Wednesdays. Teachers are required to stay until 4:00pm on Wednesdays for the purposes of participating in staff meetings, grade level/department meetings and professional development meetings. Teacher-coaches are expected to work a 7:15am-3:15pm workday during their coaching season but must stay until 4:00pm on Wednesdays. Teacher-coaches who have a 7:15am start time may alter their workday on Wednesday to begin at 7:30am. **The teacher will establish their workday each semester with their principal.** On the days preceding the holiday teachers can leave 15 minutes after the end of the scheduled school day. (*Labor Day, Thanksgiving, Winter Break, Spring Break, Good Friday and Memorial Day.*)

Special days, such as parent conferences, shall be identified in the normal calendar and may have a workday which is different than the normal workday. On days that meetings are scheduled, teachers are expected to be present for the meetings. Staff members may not perform unauthorized personal work during assigned working hours.

### **Student Discipline**

There are many areas of policy and conduct in which specific classroom instructors have discretion in order to provide an orderly classroom and education environment. Each teacher has the right to establish his or her own classroom behavior expectations and may want to enforce consequences for noncompliance.

1. Instructors are expected to clearly develop and communicate classroom guidelines and expectations to the students and enforce them with consistency. Students are expected to follow the guidelines developed and communicated by the classroom instructor and other school personnel.
2. Teachers are **expected** to handle routine disciplinary matters themselves for their own classrooms including enforcing classroom consequences.
3. Teachers should attempt to employ a variety of classroom management techniques, to confer with students on an individual basis, and to take necessary and appropriate disciplinary actions to diffuse potentially disruptive behaviors.
4. Refusal of the student to abide by the clearly communicated classroom requirements may constitute insubordination and will be dealt with under the provisions of the school disciplinary policy.
5. When a situation occurs which is out of the ordinary, the teacher should contact parents and refer the student to administration for appropriate disciplinary action.
6. If in the teacher's judgment, a student's behavior becomes so disruptive to the educational environment that it infringes upon the teacher's right to teach and the other students' right to learn, then the teacher should dismiss the student from the class and immediately send him/her to the office with a discipline referral describing the incident.

All staff must use the office referral form when sending a student to the office. Please make sure to indicate prior steps on the referral. Severe violations should be immediately sent to the principal. If a disciplinary referral is not received after fifteen minutes, the student will be sent back to their room.

**Teachers who dismiss a student from class must contact the parents by phone to explain the circumstances that prompted the termination.**

### **Students Leaving or Re-Entering the Building**

Any student leaving the building during the day should bring their written note to the office for a blue slip before 9:00 a.m.

An elementary student leaving the building must have their parent sign them out in our "Early Dismissal Book." When he/she returns from their appointment, the child must report to the office to have their blue slip signed to assure our safe arrival policy. Please send any student to the office if their blue slip is not signed by the office.

A middle/high student leaving the building must sign out at the office. When he/she returns from their appointment, the student must sign back in at the office and will be given a Permit to Class form. Please send any student to the office if they do not have this signed form.

### **Student Passes**

A "pass" should be used when allowing students to leave the classroom. Any student who is

not in his/her regularly assigned room should have a completely filled out “pass” in his/her possession. If, for some reason a staff person is the cause for a student to be tardy for his/her next class, a pass should be given to that student to present to the teacher of the next class. **Issuance of passes during a regular class period should be kept to a minimum and, if possible, passes should not be issued in the first ten (10) minutes or the last ten (10) minutes of a period.**

### **Student Records**

FERPA regulations restrict access to student educational records, allowing parents, guardians, or eligible adult students to control their personal identifiable information, except under certain conditions.

#### **Parents have access to:**

- Educational records, including directory information, special education records, test protocols and assessments, discipline records, medical and health records, reports and evaluations from external agencies, in any permanent form, including video, audio, print, photo, etc.

#### **Parents do not have access to:**

- Notes and files made by school employees and kept in their sole possession (unless shared with anyone other than a substitute)  Records kept and maintained by school law enforcement units for law enforcement purposes

#### **Parental consent is needed to disclose:**

- Personal identifiable information to third parties

#### **Parental consent is not needed to disclose:**

- Directory information (e.g., name, address, height, weight, rank and more)
- Records to school employees with a legitimate need to know
- Records to school board attorneys, expert witnesses, and courts during legal actions
- Records to schools in which the student intends to enroll or parties considering financial aid
- Records to protect the health and safety of the student or others during emergencies
- Records of discipline if risk of safety or well-being of the community exists
- Records of juvenile justice officials prior to adjudication

Teachers and staff must respect the confidentiality of personal information concerning pupils' families, aptitudes and behavior, and use that information only to help the child involved. Such information should never be the topic of casual conversation with colleagues, or shared with persons who have no legitimate access or right to such information.

### **Students Staying After School**

If a student is to remain after school past the dismissal time, parents are to be notified and other transportation arrangement made. Students are not to be in the building without adult supervision.

### **Student Teacher Supervision**

The District assumes the responsibility to provide apprentice-teaching experiences for student teachers from colleges and universities. Student teachers may be accepted voluntarily if desired by qualified staff members with approval from the building principal. Student teachers are placed in our District in a learning situation and should not be given the responsibility of a regular teacher.

## **Supervision of Students**

Student supervision is the single most important factor that ensures student safety. Negligence is the most common of all lawsuits filed against teachers, administrators, and school districts and the outcome of these suits is often difficult to predict. To determine negligence, the courts would complete a three to four prong test: Duty, Breach of Duty, Proximate Cause, and Injury. Our goal is to never have this happen to Deerfield School District and more importantly to a child of our school. As a general rule, never leave students engaged in school activities without faculty supervision. If you must leave your class, duty, or supervision assignment, contact the office or a colleague to temporarily monitor your class.

### **Classroom Supervision**

Teachers are to be in their classrooms when students arrive for their class and are to remain in the classroom throughout the entire period. Teachers are not to leave the classroom unattended while students are present except in emergencies.

**STUDENTS ARE NOT PERMITTED TO RUN ERRANDS THAT ENTAIL GOING OFF THE SCHOOL GROUNDS.**

### **Hallway Supervision**

By law, the school assumes responsibility for each student during the entire school day. This includes that time before school starts in the morning, between classes, and after the end of the school day. All staff members should take a personal and professional interest in the conduct of students during these time periods. It is expected that teachers use the time between classes to meet students at the door as well as keep an eye out for potential or real problems such as fights, confrontations and harassing behaviors. Students will learn what is expected of them if all staff members are alert all the time.

Students are not to be in the hallway during class time without a pass from the teacher responsible. Students found in the hall without a pass should be escorted back to the responsible teacher for a pass.

### **Lunch/Cafeteria Supervision**

Elementary teachers are expected to supervise their students during their grade level's assigned lunch time.

Middle/High teachers will be assigned a lunch supervision duty. Assigned teachers are expected to report to the duty on-time and provide active supervision of students in the commons, halls, and recreation areas (gyms, outdoors).

### **Middle/High School Study Hall Supervision**

Study Hall, when it occurs, is expected to be a quiet study area. All rules that apply to a class apply in study hall. Chromebooks, as a rule, are allowed but all other electronic devices are prohibited unless granted permission by the teacher.

### **Student Assemblies and Meetings Supervision**

Staff members are required to be in attendance, to strategically place themselves among the students and to encourage appropriate behaviors at school assemblies held during the normal school day. Staff members who establish meeting times with students during other times are expected to be in attendance at the meetings to provide proper supervision.

### **Elementary Specials Supervision**

Classroom teachers are to accompany their students to and from all out-of-classroom specials to maintain proper behavior in the hallway. It is important to be on time delivering and picking up your class. Classes for specials are often scheduled back to back and there is no extra time between classes.

### **Elementary Recess Supervision**

Recess supervision will be provided by educational assistants and/or teachers. Teachers may share recess duty, however, one teacher is not responsible for more than one grade level at any one time, and those supervising are to circulate among the different playground areas to keep better watch of the children's activities.

### **Bus Supervision**

Teachers leading field trips are in charge of students on the bus. Make sure students are quiet at all railroad crossings. Count students before departing school and again before leaving on the return trip. Do not allow students to exit the bus through an emergency door except for emergencies and at the direction of the driver. Students must ride to and from the event on the bus unless specific written permission has been given by administration.

### **Substitute Teacher Folders**

All teachers are responsible for creating a substitute teacher folder each year. In that folder, teachers should include a seating chart for each class period, a summary of procedures and rules that govern your classroom, lesson plans for all your classes or directions to the location of your lesson plan book, and class rosters to use for attendance purposes. A description of expectations for "study hall" should also be included with the folder.

### **Tardy Policies**

Any student arriving after your attendance has been submitted **must** report to the office for a tardy slip. If a student arrives stating they reported to the office but do not have a pass, the student should be sent back to the office for a pass. Students participating in or attending any after school activity must be in attendance by 8:00am on the day of the activity.

Middle/High school students are allowed three tardies per semester to accommodate late arrival to school for various reasons that would not be defined as "excused". After three, students are assigned half-hour detentions served after school. A letter goes home at this time making parents aware of the problem. A parent conference will be scheduled for the 6th tardy. A referral will be made to local law enforcement for truancy after 10 unexcused tardies within a semester.

The classroom teacher will deal with students' unexcused tardies to classes after the first hour/block. Possible consequences offered by teachers may include warnings; loss of privilege; or time to be served with the teacher. Teachers should contact the building principal for serious, habitual tardy problems. **Important to note-** If a student comes with a pass from another teacher or office, make sure to change the absence on the computer, or call the office to make the correction.

### **Teacher Evaluation Process**

The teacher evaluation process will be in accordance with the DPI Educator Effectiveness model utilizing Charlotte Danielson's Framework for Teaching and Frontline. Formal evaluations will be held every three years per state statute, with newly hired teachers evaluated their first year in the District. All teachers may be informally evaluated in non-rating

years via classroom walk-thrus and general observations.

### **Teacher Option Hours**

Teachers are required to work a total of 4 hours on days designated Teacher Option Days. Teachers are required to complete and submit the Teacher Option form for all hours. Option hours not fulfilled will result in a pay deduct.

### **Visitors to School**

Parents/legal guardians are welcome to visit at any time. However, please make sure that all visitors have a “visitor pass” and have signed our “visitor book” in the office. This is extremely important, please don't be afraid to ask visitors to follow this procedure. All visitors should enter through entrance ‘Number 1’ at both buildings. Parent/legal guardians should not be permitted to interrupt student learning and are encouraged to seek permission of the teacher prior to classroom visits. Student visitors must have received prior permission from the building principal, have a note from his/her parent/guardian with emergency information and a note from the parent/guardian of the student they are visiting. The building principal/administrator has the right to dismiss a student visitor from the building at any time.

## **APPENDIX A**

### **Certified Staff Compensation Model Guidelines (approved 4/24/17)**

The Deerfield Community School District Compensation Model was designed over the course of the 2015-2016 and 2016-2017 school years by a joint partnership between the Certified Staff Advisory Team (CSAT), School Board Personnel Committee and administration. The Compensation Model has been designed to value continued professional growth and career learning, encourage best practices in instruction through self-reflection and collaboration with peers and recognize the value of staff continuity as we live out our mission of excellence and equity for all our students.

The Deerfield Community School District Compensation Model allows for potential monetary step advancement based on two areas: Credentialing and Continued Professional Development. The monetary value of the step advancements will be determined annually at the sole discretion of the District based on District budgetary needs and state funding.

#### **A. Credentialing**

“Credentialing” is defined as having met the requirements below. Credentialing step advancement can occur on an annual basis, except in years which the employee submits Continued Professional Development points for a higher level of step advancement. Credentialing is a prerequisite for any step advancement on the model.

1. Hold a valid DPI license in your area for the next school year.
2. Meet all Educator Effectiveness criteria.
  - a. Successful planning and completion of Teacher Self Review, SLO and PPG goals.
  - b. Refrain from disciplinary action including but not limited to placement onto a Plan of Improvement.
3. Employment in the Deerfield Community School District for a minimum of ½ of the previous school year.
4. Complete the annual District required professional development hours per the employee handbook specifications and due date.
5. Receive an administrative recommendation which verifies that numbers 1 through 4 have been fulfilled.

#### **B. Continued Professional Development**

“Continued Professional Development” (CPD) is defined as professional development that meets the criteria below. “Continued Professional Development” step advancement can occur a maximum of once every three (3) years and will not be given in conjunction with a credentialing step advancement in the same year. Requirements for Continued Professional Development are in addition to the professional development days embedded into the school district calendar.

1. One (1) Continued Professional Development step can occur once every three (3) years.
2. Fifty (50) CPD points are required per step.
3. A maximum of 50 CPD points may be carried forward to be used toward a future step advancement.

Continued Professional Development (CPD) points may be earned by:

1. District-Approved Graduate Credit: 1 credit = 7 points
  - a. All credits must be pre-approved by the District Administrator and/or his/her designee in order to be counted as CPD. The course must be judged as providing an acceptable professional growth experience related to the employee's teaching position and/or needs of the District and/or mission of the District.
  - b. The individual employee is responsible for all costs associated with the university or college level courses earned for credit.
  - c. The course or class session must be outside of the employee's regular contracted work day.
  - d. A summary reflection will be required for each course taken.
  - e. The grade report or transcript must be received by the District Administrator and/or his/her designee no later than the end of the business day on June 30 to effect an advancement in the teacher's salary for the following school year. Credits received after June 30 will be used toward advancements the following school year.
  - f. Graduate credits must be turned in within one year of the date they were earned.
2. District-Approved PI 34 PDP: Successful Completion of PDP cycle will be equivalent to 6 credits
  - a. PI 34 PDP plan must be approved by the District Administrator and/or his/her designee in order to be counted as CPD. The PI 34 PDP must be judged as providing an acceptable professional growth experience related to the employee's teaching position and/or needs of the District and/or mission of the District.
  - b. The individual employee is responsible for all costs associated with completion of the PI 34 PDP.
  - c. Completion of the PI 34 PDP cycle must be outside of the employee's regular contracted work day.
  - d. The employee must request a formal presentation of his/her completed PI 34 PDP to the District Administrator no later than the end of the last day of the school year to be considered for advancement in the following school year. The District Administrator will convene a review panel of peers to include administrators and teacher peers. The employee may suggest teacher peers to be considered for the panel. The employee will be responsible for presenting his/her PDP goals, action plan, summary of results and evidence of professional growth and learning.
  - e. The District Administrator has the sole discretion to determine if the completed PI 34 PDP plan shows meaningful evidence of professional growth and learning.
3. District-Offered CPD: 1 hour = 1 point
  - a. The District may offer Continued Professional Development courses. Such courses are separate and distinct from courses that are offered as part of an employee's contractually required Professional Development hours.
  - b. The class session will be assigned CPD points as determined by the District.
  - c. A summary reflection will be required for each course taken.
  - d. The class session must be outside of the employee's regular contracted work day.



- e. The employee is expected to be present for the entire class session to earn the CPD points.
  - f. CPD points must be received by the District Administrator and/or his/her designee no later than the end of the business day on June 30 to effect an advancement in the teacher's salary for the following school year. CPD points received after June 30 will be used toward step advancements the following school year.
4. District-Approved CPD: 2 hours = 1 point
- a. The District may approve Continued Professional Development courses that are offered by agencies, organizations, universities and colleges outside of the district. Such courses are separate and distinct from courses that are approved as part of an employee's contractually required Professional Development hours.
  - b. The workshop, conference, course or class session will be assigned CPD points as determined by the District. The Administration shall consider pre- and post-workshop activities and requirements in determining the applicable CPD points.
  - c. A summary reflection will be required for each course taken.
  - d. The workshop, conference, course or class session must be outside of the employee's regular contracted work day.
  - e. The workshop, conference, course or class session must provide the employee with a certificate or letter of participation signed by an accountable agent of the institution, workshop or conference sponsor (e.g. instructor, department head, agency host).
  - f. The employee can only earn CPD points for the hours he/she is present at the workshop, conference, course or class.
  - g. If a course, conference, or workshop is listed on a transcript for a certain number of credits, it may not receive a higher number of CPD points than is possible through credits given by the course provider.
  - h. CPD points must be received by the District Administrator and/or his/her designee no later than the end of the business day on June 30 to effect an advancement in the teacher's salary for the following school year. CPD points received after June 30 will be used toward step advancements the following school year.

### **C. Advanced Degrees - Master's Degree**

An employee who earns a Master's degree in a district approved field will be compensated \$3,000 which will be added to their salary. The employee is eligible to turn in master's degree credits to earn a CPD increase prior to completion of the degree, but the amount of that increase will be deducted from the \$3,000 upon completion of the degree so that the total increase from those earned credits does not exceed \$3,000. To qualify for the Master's, an employee shall have gained the degree either in the field in which he/she is teaching or in an alternative field with prior approval of the District Administrator or his/her designee.

### **D. Initial Salary Placement for New Hires**

A new teacher's initial placement on the salary schedule will be at the discretion of the District Administrator or his/her designee and the School Board. It is the intention of this compensation model that the salary migration formula will be used as a guide for placement.

### **E. Labor Market Factors**

The District has sole discretion to offer an additional salary adjustment to any teacher in a shortage area (e.g. Hard-to-Fill or Hard-to-Retain positions). Such adjustments will be granted with School Board approval as an addendum to the teacher's contract. The granting of the additional salary stipend is only applicable during the individual contract year(s) in which the employee is certified and teaching in a particular teaching assignment and certification area that was provided the additional salary stipend. If the employee transfers or is reassigned outside of the area where the additional salary stipend was provided to an area where the same certification or degree is not required, or he/she no longer possesses such a certification or degree, he/she shall forfeit the salary stipend. If such transfer or reassignment occurs during the course of an individual contract year, the employee's salary stipend shall be pro-rated for the portion of the contract year where he/she possessed the certification or degree and was teaching in the area that received the salary stipend.

The receipt of the above additional salary stipend is at the sole discretion of the District and the District may modify, amend or delete this additional salary stipend without adhering to the non-renewal provisions set forth in **§ 118.22, Wis. Stats.** Such modification, amendment, or deletion shall not affect the other terms and conditions of the teacher's individual contract. Such modification, amendment or deletion of the salary stipend is not subject to the District's grievance procedure.