

**School District of River Falls
Personnel Committee meeting**

Monday, June 13, 2022 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Educational Program Committee members: Alan Tuchtenhagen (Chair), Lindsey Curtis, & Cindy Holbrook

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at

<https://meetings.boardbook.org/Public/Organization/1447>

1. CALL TO ORDER - 6:00 p.m. at the District Office Conference Room

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. 2022-23 School Instructional Minutes

Description: Last month, the Personnel Committee discussed the option of extending the school day by 5 minutes in all buildings. After careful discussion with all stakeholders, the administrative team is recommending no change for 2022-23. We will continue to examine the issue and may bring forth recommendations for the 2023-24 school year.

Recommended Action: None, informational only.

5. 2023-24 School Calendar

2

Description: The 2023-24 School Calendar will be shared. The recommendation will include the start date, end dates, vacation days, and teacher in-service days.

Recommended Action: Approve the 2023-24 School Calendar.

6. Certified Staffing Update

3

Description: The committee will discuss the recruitment, selection, and hiring timelines for upcoming certified staff openings.

Recommended Action: None, informational only.

7. Proposed 2022-23 Employee Handbook Revisions

4

Description: The administrative team reviewed the employee handbook and is proposing the attached revisions. There may still be a few additional revisions prior to the start of the next school year.

Recommended Action: Approve the employee handbook revisions as presented.

8. Advanced Learning Grant Update

165

Description: Advanced Learning Grants offer an incentive for employees to pursue lifelong learning goals. The program recognizes the personal investment in learning and provides an opportunity for employees to be reimbursed for a portion of the costs associated with this investment.

Recommended Action: None, informational only.

9. Recognize Leadership Fellow Program Participants

166

Description: In 2019, the Leadership Fellow Program was established to help employees develop their personal leadership skills, increase their awareness of educational leadership issues, and develop relationships between other district leaders. Twenty-one employees will be recognized for completing the program.

Recommended Action: None, informational only.

10. Proposed/suggested items for the next regular and future Board meeting agenda(s)

Description: As always, Board members will be given the opportunity to suggest items for future Board member agendas.

Recommended Action: As needed.

11. Schedule next Board/Committee meetings

Description: Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, August 8, 2022, 7:00 p.m.

The meeting will be held at the District Office, 852 E. Division Street.

12. ADJOURN

School District of River Falls
2023-24 SCHOOL CALENDAR

August 2023

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28♦	29♦	30♦	31♦	

22-23 – New Teacher Orientation
28-31 – Teacher In-service

September 2023

19

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 – No School (Labor Day)
5 – First Student Day

October 2023

21

M	T	W	TH	F
2	3	4	5	6
9♦	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

9 – No School (Teacher In-service)

November 2023

18

M	T	W	TH	F
		1	2	3Q
6♦	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30 T	

6 – No School (Teacher In-service)
22-24 – No School (Thanksgiving Break)

December 2023

16

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

25-29 – No School (Winter Break)

January 2024

20

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19Q
22♦	23	24	25	26
29	30	31		

1, 15 – No School (Vacation)
22 – No School (Teacher In-service)

February 2024

19

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16*
19♦*	20	21	22	23
26	27	28	29	

16 – No School (Vacation)
19 – No School (Teacher In-service)

March 2024

16

M	T	W	TH	F
				1
4	5	6 T	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

18-22 – No School (Spring Break)

April 2024

21

M	T	W	TH	F
1	2	3	4Q	5♦
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

5 – No School (Teacher In-service)

May 2024

21

M	T	W	TH	F
		1	2	3
6	7	8	9	10♦*
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

10 – No School (Teacher In-Service)
27 – No School (Memorial Day)

June 2024

4

M	T	W	TH	F
3	4	5	6	7♦*
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

6 – Last Day of School
7 – Teacher In-service

Quarters (Secondary):

- 1: 9/5/23-11/3/23 (43 days)
- 2: 11/7/23-1/19/24 (44 days)
- 3: 1/22/24-4/4/24 (46 days)
- 4: 4/8/24-6/6/24 (42 days)

Trimesters (Elementary):

- 1: 9/5/23-11/30/23 (58 days)
- 2: 12/1/23-3/6/24 (59 days)
- 3: 3/7/24-6/6/24 (58 days)

First Student Day: September 5, 2023
 No School Days:
 Graduation Day: TBD
 Last Student Day: June 6, 2024
 Possible Make-Up Days: *

Student Days	175
Parent Teacher Conference Days	2
Work/In-service Days ♦	11
Total Days	188

CERTIFIED STAFF HIRES											
	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES			
1	RB	PRINCIPAL	25	3/25, 3/31	EATON	RETIREMENT	BINGENHEIMER				
2	MMS	ELA	10	3/24	STENSKE	RESIGNATION	O'CONNOR				
3	HS	SCIENCE	7	3/11	*LANGER	TRANSFER	ROHLINGER	*LANGER TRANSFERS TO HS MATH (NEW POSITION)			
4	HS	ELA	7	4/4	PUFF	RESIGNATION	CLEVAN				
5	MMS	LD-SPED	5	3/29	BEHREND	RETIREMENT	ESTEB				
6	WS	5TH GRADE (0.5 FTE)	4	3/29	*FRANDRUP	TRANSFER	MCQUADE	*FRANDRUP TRANSFERS TO WS LD-SPED (MCCARTHY RETIREMENT)			
7	HS	FCE	7	3/30	OTTMAN	RETIREMENT	PETER				
8	HS	MATH	11	4/1	PEPELKA	RETIREMENT	GEIGER				
9	RB	5TH GRADE	23	4/7	YOUNG	RETIREMENT	WAGNER				
10	MMS	MATH	9	4/4	GOSS	RESIGNATION	MCLAIN				
11	HS	SCIENCE	11	4/7	JOHNSON, B	RESIGNATION	BRAGER				
12	RB	MUSIC	14	4/11	SWANSON	RETIREMENT	CRUICIANI				
13	RB	EBD-SPED	5	4/25	PELLIGRINI	RESIGNATION	GUSTAFSON				
14	MMS	SOCIAL STUDIES	20	4/27	LAMBRECHT	RESIGNATION	ROCHE				
15	WS	1ST GRADE	38	4/22	PELTON	RESIGNATION	SCHLUESSLER				
16	HS	COUNSELOR	19	4/28	JOHNSON, C	RESIGNATION	MULLER				
17	RFPME	CHILDREN'S HOUSE (PK-K)	8	5/9	*BARRY	TRANSFER	MITCHELL	*PURINGTON (RESIGNATION)			
18	RFPME	CHILDREN'S HOUSE (PK-K)	3	5/9	*JILK	RESIGNATION/REDUCTION	THOMPSON	*APPROVED REDUCTION TO 0.5 FTE			
19	DIST	DIR. OF SS	12	5/13, 5/18	STEINHOFF	RETIREMENT	INOUYE				
20	DIST	TECH. INTEGRATION SPECIALIST	13	5/23	*BINGENHEIMER	TRANSFER	CRAMER	*BINGENHEIMER (TRANSFER TO RB PRINCIPAL) *CRAMER'S VES POSITION WILL NOT BE REPLACED IN 22-23			
21	MMS	EBD-SPED	2	5/23	*HAUSCHILD	TRANSFER	HOERNKE	*HAUSCHILD TRANSFERS TO ID-SPED (WALKER RESIGNATION)			
CERTIFIED STAFF-RECRUITMENT PHASE											
	LOCATION	POSITION	REPLACES	REASON							
1	RB	5TH GRADE	SWANSON, M	RESIGNATION							
2	HS	SCHOOL PSYCH	ANDERSON	RESIGNATION							
RETENTION ANALYSIS: REASON											
	YEAR	RETIREMENT	RESIGNATION	NEW	TOTAL	RESIGNATION	R/R	RESIGNATION	R/R	RESIGNATION	R/R
	2018	12	15	5	32	6.20%	11.16%	6.11%	10.92%	7.69%	15.38%
	2019	10	12	9.5	31.5	4.90%	8.98%	5.17%	9.05%	0.00%	7.69%
	2020	8.32	13	14.48	35.8	5.10%	8.37%	5.42%	8.89%	0.00%	0.00%
	2021	7.5	15	5.5	28	5.89%	8.83%	6.25%	8.96%	0.00%	6.67%
	2022	8	12.5	1	21.5	4.70%	7.71%	4.98%	7.71%	0.00%	13.33%
	AVERAGE	9.2	13.5	7.1	31.8						

2022-23 RFSD Employee Handbook Revision Summary

REBRAND THE FRONT PAGE WITH THE UPDATED DISTRICT LOGO

DISTRICT CONTACT INFORMATION

Update Staffing

- Bingenheimer replaces Eaton, C
- Inouye replaces Steinhoff
- Geiser replaces Olson, M
- Taylor replaces Maloney
- Cramer replaces Bingenheimer

DISTRICT BUILDING OFFICE NUMBERS - PAGE 15

Add School Start/End Time, Add Main Office Hours for each building.

QUICK REFERENCE FOR EMPLOYEE QUESTIONS

- Update staffing
- Switch Smurawa to Food Service Advisory Contact.

I.1.2 Definitions

C. Limited Term Employees: Kids' Club assistant caregivers, *Kids' Club lead caregivers, summer Kids' Club staff, trip drivers and ~~volunteer coordinators~~ are considered limited term employees. *Note: If a Kids' Club lead caregiver works as a regular employee (i.e. paraprofessional), then hours worked as a Kids Club lead caregiver will contribute towards the employees FTE.

Regular Employees: "Regular Employees" are defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.

1. Regular Full-time Employee: "Regular full-time employees" are defined in accordance with the following Full Time Equivalency Chart.

CUT Kids Club Lead Caregiver from Chart

ADD: Technology (hired after 9/1/2021): 2080 hours.

3. Seasonal employees performing non-exempt duties shall be paid in accordance with the following hourly wage schedule: **Update seasonal employee rates.**

I.2.8 Harassment and Bullying of Student and Staff is Prohibited

Fix Policy 411.1 Rule Harassment Complaint Procedures (Broken Link)

I.3.3 Alternative Vehicle Driver

Alternative vehicle driver checks are required before anyone, staff or volunteer, is permitted to transport students in either a school vehicle or personal vehicle. Submission every four years of a completed Alternative Vehicle Driver form to the ~~Personnel~~ **Human Resources** Department prior to transporting students is required. You will be notified if we are unable to allow you to transport students.

I.3.12 Computer and Internet Use Agreement

~~Personnel~~ **Human Resources**

I.3.14 Study of Controversial Topics

The District's goal is to create an educational environment to support teachers and students when they enter into discussions of controversial topics in a manner that helps them evaluate multiple perspectives and to encourage civil and constructive critical thinking skills.

It is vital to provide students with the skills needed to participate in community and political life, cope with social change, appreciate other cultures, and gain an understanding of individual responsibility and ethics.

IDENTIFYING CONTROVERSIAL TOPICS

On both a planned and unplanned basis, a topic can be considered controversial when it:

1. Can be reasonably expected to make individuals in a class or other group feel uncomfortable, distressed, or threatened;
2. Tends to elicit strong emotional reactions;
3. Challenges a person's assumptions or personal beliefs;
4. Creates or reveals real or perceived division based on differing beliefs, values, life experiences, or points of view;
5. Presents a problem over which there is significant, and often even emotional disagreement regarding the appropriate solution;
6. Causes some parents/guardians to question the school's role in addressing the topic with their child, and the potential for eliciting such a reaction is reasonably foreseeable and/or;
7. Provides an opportunity for various cultures, beliefs, traditions, and historical matters to be discussed.

GUIDELINES FOR DISCUSSION OF CONTROVERSIAL TOPICS

Teachers and students will engage in civil discourse when handling controversial topics in the classroom. The following guidelines are designed to protect teachers as well as students from unfair or inconsiderate criticism during the study of controversial topics.

1. Discussion should include the open expression of ideas, as long as those views are not derogatory, malicious, abusive, or discriminatory towards other's views.
2. Educators are expected to facilitate the exploration of the topic by presenting related issues objectively, impartially, and professionally.
3. The study of controversial issues should develop students' abilities to evaluate sources of information, undertake critical inquiry, and consider differing experiences and viewpoints.
4. Schools are to be neutral grounds for rational discourse and objective study. Schools are places for students to prepare for informed and reasoned involvement in community life, including its politics, by calm and cooperative study of social issues.
5. Discussion of controversial issues is acceptable when it clearly serves an educational purpose, is age appropriate, consistent with curricular objectives, arises during the educational process, and is consistent with the district's mission statement and non-discrimination policy. Such discussion is not intended to advance the interest of any group, political or otherwise.
6. All students have a right to competent instruction in an atmosphere free from bias, prejudice and harassment.
7. Educators and presenters should have the appropriate background and preparation to academically address such issues and should do so in accordance with the best practices and accepted norms of the discipline. Generally, controversial topics should have a substantial connection to the curriculum. An exception to these guidelines may apply when, for example, a school administrator or leadership team directs or approves the examination of an issue of immediate concern that students are having to process. A school-to-family communication is normally appropriate when such exceptional situations arise unexpectedly.
8. Although it will often be appropriate for educators to avoid revealing their personal opinions, positions, or beliefs to students on a controversial topic, if an educator determines that circumstances exist that justify making such a disclosure, the educator is expected to do so in a manner that does not denigrate the legitimacy of other responses/positions. Specifically, educators will not attempt to persuade students into adoption of such personal opinions and/or beliefs.
9. Educators who are unsure whether, or how, to approach a controversial topic in class or other school activity are expected to communicate such concerns to a supervising administrator or the Director of Academic Services.
10. It is not practical for educators to provide advance notice on every topic or issue that will be covered or discussed in a class or other school activity. However when the controversial topic is foreseeable, parents/guardians will be provided with advanced notice by the teacher and have the right to judge whether certain materials are acceptable for their child(ren). No parent, guardian, or organization may abridge the rights of other parents or children to have access to materials that are a part of the school's educational program.

11. Students, parents and/or guardians are encouraged to contact the educator and/or administrator regarding the discussion of controversial topics in the classroom to identify concerns and provide feedback.

[Fix Policy 381, Study of Controversial Issues \(Broken Link\)](#)

The Board of Education firmly believes that there should be no curtailment in classrooms of the presentation of controversial issues of local, state, national or international importance, unless such presentation is forbidden by law. Thus, opportunity will be provided for their study by students when relevant to the course of study. It should be made clear that such presentation does not constitute endorsement by school district of either side of the issue and is offered to provide opportunity for the study by students.

The Board urges school administrators and teaching personnel of the school district to exert continually their most conscientious efforts to present such facts objectively and impartially.

The Board realizes an obligation to protect and defend its administrators and teachers against unjust reprisals for acting in the spirit of this policy.

Guidelines: Controversial issues shall be freely discussed in the classrooms of the School District of River Falls in accordance with the prudent judgment of teachers and in conformity with the provisions of professional codes of ethics. In the discussion of controversial issues, teachers should consistently relate them to the democratic process. Teachers will provide a balanced discussion that looks at all sides of an issue. Respect for minority opinion should be encouraged. Responsible citizenship within a framework of free and informed expression should be the instructional goal of all teachers who deal with controversy in the classroom. In handling discussion of controversial issues, the school personnel should consider that the students have the following rights in the public schools:

- A. To study any controversial issue which has political, economic, or social significance, and concerning which they should begin to form an opinion.
- B. The right to study under competent instruction in an atmosphere free of bias and prejudice or external pressures.
- C. The right to form and express their own opinions in the classroom on controversial issues without jeopardizing their relations with the teacher or the school, when the issues discussed are relevant to the instructional program.

I.3.18 Emergency and Safety Procedures

A. Crisis Management Plan: All classrooms and/or student learning spaces will have a "Crisis Management Plan" flip chart. The includes information about evacuations, bomb threats, lock downs and medical emergencies. The chart will be kept in an easily accessible place. Employees in charge of supervising students should locate this document and use it as reference in case of emergency. Teachers should reference the flip chart and its location in the notes provided to a substitute/guest teacher. If a classroom/student learning space is missing a "Crisis Management Plan" flip chart, please ask the Building Principal for a copy.

All employees are given a "Crisis Management Plan" flip chart. This should be kept in an easily accessible place should they need to reference this document. It includes information about evacuations, bomb threats, lock-downs and medical emergencies.

I.3.20 Exit Interviews

Personnel [Human Resources](#)

I.3.37 Personnel Records

Personnel [Human Resources](#)

I.3.25 Inclement Weather and Other Emergency School Closings

Administrators, central office staff members, custodians, maintenance, mechanics, principals' secretaries and transportation supervisor are expected to report to work if/when school is called off for an inclement weather emergency unless doing so would compromise their safety. If conditions exist which compromise their personal safety,

they will be allowed to take the day without pay or use other available leave such as personal or vacation time. Upon approval from their supervisor and the superintendent, an employee may be allowed to work from home if their work responsibilities can be completed remotely.

For all other staff, when there is an inclement weather emergency day which is not made up, employees will have the option to make up the time at a later date as approved by their building principal/supervisor, take the day without pay or substitute other available leave such as personal or vacation time.

Employees who have scheduled sick or personal leave when there is an inclement weather school closing will be allowed to withdraw the use of sick or personal leave and instead make up the time at a later date as approved by their building principal or supervisor. Employees on family and medical leave of absence or who have a scheduled vacation day do not have the option of making up the time missed due to inclement weather at a later date.

I.3.49 Volunteers

The school district encourages parents and community members to consider becoming a volunteer in the school district. It is a requirement of the school district that a criminal background check be processed before volunteer service begins even if that service is a one-time event. Volunteers have to complete a volunteer application each year. Employees looking for volunteers should contact the Volunteer Coordinator 715.425.1810 x 3506 to ensure volunteers have applied to volunteer and passed the appropriate background check prior to allowing these individuals to volunteer for a school activity.

~~The school district encourages parents and community members to consider becoming a volunteer in the school district. It is a requirement of the school district that a criminal background check be processed before volunteer service begins even if that service is a one-time event. See your volunteer coordinator, if applicable, or building secretary for an RFSD Criminal Background Check Request Form.~~

I.9.1 Workers' Compensation Coverage and Reporting Responsibilities

All employees shall be covered by Workers' Compensation Insurance. Any employee who is injured on the job shall report the injury to the ~~personnel office~~ Payroll & Benefits Coordinator at 425-1800 ext 1112 prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor within 24 hours after the occurrence of the injury or as soon as practical. The employee shall fill out an **Employee Accident Report (FIX BROKEN LINK)** (available in school health offices or contact the Payroll & Benefits Coordinator at 425-1800 ext 1112).

I.10.5 Personal Leave

A. Personal Days Provided.

1. Teachers and administrators shall be entitled to up to three days of personal leave each employment year.

Teachers who participate in leadership committees and/or serve as a new teacher buddy/mentor will earn up to two additional personal leave days.

F. Personal Leave Increments: Personal leave may be allowed in increments of ~~one~~ a quarter hour.

I.10.6 Sick Leave

A. Sick Leave Earned

1. Calendar Year Employees: Each employee shall be credited with one day of paid sick leave per month of employment to a maximum of 12 days per contract year. **For 2022-23 only, calendar year employees will be credited with 2 additional days of paid sick leave.**

2. School Year Employees: Each employee shall be credited with one day of paid sick leave per month of employment to a maximum of 10 days per contract year. **For 2022-23 only, school year employees will be credited with 2 additional days of paid sick leave.**

C. Sick Leave Increments: Sick leave may be allowed in increments of ~~one~~ a quarter hour.

II.1.1 Standard for Nonrenewal for Teachers

1. A non-probationary teacher who has not been placed on a plan of assistance under the District's evaluation procedures for all or part of ~~two~~ **three** consecutive semesters may only be non-renewed for cause.

II.1.2 Length of Probationary Period for Teachers

All teachers who possess one of the following licenses: a professional educator license under Wis. Admin. Code PI 34.18; a master educator license under Wis. Admin. Code PI 34.19; a life license under Wis. Admin. Code PI 34.20; or were hired as an initial educator license under Wis. Admin. Code PI 34.17 prior to July 1, 2011 shall serve a ~~four~~ **five** ~~year~~ probationary period from the employee's initial date of hire. Initial date of hire is defined as the employee's most recent date of hire with no break in service.

II.4.2 Professional Development/Training Programs/In-service

The school district expects that employees will engage in continuous learning to further develop their professional skills and personal growth. The school district strives to support the development of employees in a variety of ways including school district-provided workshops and classes, reimbursement for participation in regional and state conferences, and recognizing completion of advanced coursework ~~or continuing education credits~~. All professional development opportunities must receive prior approval by your supervisor.

Teachers who are attempting to earn a Masters' degree should complete the ~~who anticipate taking coursework for progression on the salary schedule shall complete a~~ **Graduate Credit/Degree Prior Written Approval Request form (FIX BROKEN LINK)** prior to beginning coursework. Teachers earning their first Masters will move to the MA Salary Ladder. Teachers earning a second Masters or Doctorate degree are eligible for a permanent stipend.

II.5 STUDENT TEACHER SUPERVISION

All student interns, observers, and others doing educational research will be approved by the principal and the college from which they come. Do not make individual arrangements with student teachers or observers for these kinds of assignments. Student teachers must complete the **Student Teacher Process (FIX BROKEN LINK)** before beginning student teaching.

II.8.4 Selection for Reduction – Steps

~~3) Length of Service List: The District will annually produce a length of service list by October 30. Employees will raise any objections to the proposed length of service list by December 1.~~

II.8.5 Re-employment Process

The re-employment 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 Part II, Section 1.

A. Re-employment Period: Employees non-renewed under this section shall retain the re-employment options set forth herein for a period of 12 months after the employee's last day of work with the District.

~~BEmployees non-renewed under this section may apply when a vacancy occurs or a new position is created. The District will post vacancies in accordance with the Section II.7.1.B of this Handbook. Non-renewed employees can apply for vacant positions according to the terms set forth in Section II.7.1.C of this Handbook.~~

~~Re-employment 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 re-employment 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.~~

H.8.6 Termination of Re-employment Opportunities

Re-employment opportunities shall end should an employee refuse re-employment to a position under Part II of this

Handbook, except as provided below. Casual or substitute work with the District during the re-employment period shall not extend the re-employment period. Employees on the re-employment list may refuse re-employment 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 re-employment 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.

II.8.7 Insurance Benefits Following Nonrenewal (Re-number)

See Part I, Section 11 (COBRA) for a full explanation of insurance continuation options.

II.8.8 Accrued Benefits during Re-employment Period

Non-renewed employees shall suffer no loss of sick leave, or other accrued benefits if rehired **within 12 months**. Sick leave days shall not accrue for an employee during the re-employment period.

II.9 PROFESSIONAL COMPENSATION

II.9.1 Salary Ladder Schedule

The *teacher salary ladder (BA and MA) are set forth in Appendix A, Section 1 which is attached to and incorporated in this Handbook.

***Note:** For the purposes of this section, teacher includes all certified staff (counselors, school psychologists, Library Media Specialists, Occupational Therapist, Physical Therapist, and Speech/Language Pathologist)

II.9.2 Overview

The River Falls *Teacher compensation model is a dynamic plan that identifies and rewards educator practices, experiences, and performance. The system is designed to be clear, sustainable, and promote an engaging learning environment that empowers teachers to reach their full potential. Teachers will be expected to complete annual Educator Effectiveness (EE) requirements, and earn a satisfactory summary evaluation. While these expectations are not changing, the vision is that this process will be a meaningful, focused, and collaborative exercise. The compensation model was significantly revised in 2022. A summary of these adjustments is available at ([LINK](#)).

~~The River Falls Compensation System was designed in the 2013-14 school year by a joint committee of River Falls' teachers, administrators, and school board members. The River Falls Compensation System has been collaboratively designed to promote leadership, encourage collaboration and improve student achievement through instructional best practice~~

II.9.2.1 Salary Ladder Schedule Placement

Initial educators will be placed at the BASE of the Salary Ladder **Tier 1, Level 1 of the salary schedule**. A new employee may be credited for prior professional experience, academic preparation, and labor market factors. This determination of applicable salary schedule placement shall be made by the Director of Human Resources and Leadership Development.

II.9.2.2 Salary Ladder Schedule Advancement

Teachers will be credited with an effective year of experience upon successful completion of the Educator Effectiveness (EE) requirements for the year. EE requirements will vary depending on if the teacher is in a supporting or summary year.

Career Tiers

1. BASE: Teachers new to the district, with no recognized prior experience, start at this career level.
2. CAREER TIER A (A1-A3)
3. CAREER TIER B (B1-B3)
4. CAREER TIER C (C1-C3)
5. CAREER TIER D (D1-D3)
6. CAREER TIER E (E1-E3)

7. CAREER TIER F (F1-F3)
8. CAREER TIER G (G1-G3)
9. CAREER TIER H (H1-H3)
10. CAREER TIER V: Veteran Teachers will be eligible for base wage and supplement increases, however, they are no longer eligible for Career Tier Advancement.

Salary Ladder Increases The salary ladder will be adjusted each year to reflect the following potential salary increases for teachers.

Base Wage Increase: Each year the Board of Education will negotiate the total BASE WAGE increase. Under current law, the BASE WAGE increase can not exceed the Consumer Price Index (CPI) for the prior year. The distribution of the BASE WAGE increase is at the discretion of the Board of Education.

Auxiliary Wage Increase: At the sole discretion of the Board of Education, and based on available funding, the Board of Education may determine an auxiliary wage increase. The distribution of the AUXILIARY WAGE increases will be determined based on compensation analysis and could be in the form of a per cell increase, percentage per cell increase, or targeted to a specific career tier.

Career Tier Advancement: Career Tier advancement occurs every three years. Career Tiers are defined on the ladder. Career Tiers will be set at the Board’s discretion based on available funding and market comparable analysis. Career Tiers will be analyzed on a yearly basis. The purpose of the Career Tiers is to clearly communicate potential salary growth to teachers. Generally, a teacher’s raise will be higher in a year when they advance to a new career tier.

~~If funds are available as determined by the District, the River Falls Compensation System allows for salary schedule Level Advancement if an employee satisfies all of the following:~~

- ~~A. Professional Learning (for specific information see Part II, Section 9.3.1);~~
- ~~B. Satisfactory Performance Evaluation (for specific information see Part II, Section 9.3.2);~~
- ~~C. Employment starts by January 31 (for specific information see Part II, Section 9.3.3)~~

~~Level Advancement is defined as the movement of one level on the salary schedule set forth in Appendix A, Section 1.~~

~~Advancement to Tier 2: Upon meeting level advancement requirements at Tier 1, Level 5, an employee will move to Tier 2, Level 1.~~

~~Advancement to Tier 3: Upon meeting level advancement requirements at Tier 2, Level 7, an employee will move to Tier 3, Level 1.~~

An employee shall not be eligible to move more than one level per fiscal year (July 1 through June 30) exceptions to this provision are at the sole discretion of the District, as delineated below.

II.9.2.3 Reason for Not Advancing on the Salary Ladder Schedule

A teacher will not be eligible for salary ladder advancement if:

1. The teacher is currently on a plan of assistance.
2. The teacher didn’t complete Educator Effectiveness requirements by 6/30.
3. The teacher was hired after January 31.

The superintendent has the discretion to waive these requirements.

Not satisfying one or more of the Compensation Plan Components:

1. Professional Learning (i.e. not completing 12 points or not submitting points on time)
2. Performance Evaluation (i.e. evaluation leads to a plan of improvement)

II.9.2.4 Supplemental Pay Professional Development

Supplemental Pay is delineated at the sole discretion of the District. Professional Development Supplemental pay will be provided in the form of one-time stipends or permanent supplemental pay. The receipt of any one-time salary stipends outlined below may be deleted without adhering to the non-renewal provisions set forth in section 118.22, Wis. Stats. Such modification, amendment or deletion shall not affect the other terms and conditions of the teacher’s individual contract.

Masters’/Doctorate Supplemental Pay

Teachers who pursue a Master’s Degree in an area of study that directly applies to their current teaching assignment will be eligible for a permanent supplemental pay. Masters’ programs must be pre-approved by the building principal and the Director of Human Resources and Leadership Development in order to be recorded in the school district’s records and eligible for Master’s supplemental pay. All approved programs must be from a North Central Association Commission on Accreditation and School Improvement, Higher Learning Commission accredited college or university earned after the baccalaureate degree and certification or master’s degree and certification. The Director of Human Resources and Leadership Development (in consultation with the Director of Academic Services), at his/her discretion, may award advancement to approved credits, graduate or undergraduate, that were obtained from an international college or university that is not covered by the accreditation process set forth above. Proper credentials shall be considered as statements of degrees attained or status toward a degree. Such statements shall be certified by a college registrar or other proper college official. **Official transcripts must be received prior to August 1 in order to be eligible for MASTERS’ SUPPLEMENTAL PAY to take effect the next contract year. Such transcripts shall be certified by a college registrar or other proper college official.**

- | | |
|---|-------------------|
| ● 1st Masters’ Degree in a District Approved Field of Study | Per Career Ladder |
| ● 2nd Masters’ Degree in a District Approved Field of Study | \$1000 |
| ● Doctorate Degree in a District Approved Field of Study | \$1000 |

Board Certifications Supplemental Pay

National Board Certification demonstrates the rigorous pursuit of excellence in instruction and practice. The following Board Certifications are eligible for permanent supplemental pay. The teacher will be expected to hold the certification and be using the certification for a specific purpose that expands student opportunities.

- | | |
|---|--------|
| ● National Board Certification in Teaching | \$1500 |
| ● Speech-Language Pathology, Occupational Therapy, Physical Therapy | \$500 |

High Need License Supplemental Pay

In recognition of high need licensure areas, the district will add a permanent high need license supplement for employees who are teaching within these high need licensure areas. Annually the district will determine the license areas that qualify for the supplement and the amount of the supplement. Determination of need is at the sole discretion of the District.

- | | |
|----------------------------------|--------|
| ● Special Education | \$1200 |
| ● Career and Technical Education | \$800 |
| ● Alternative Education | \$1200 |

Retention Stipend

Upon completion of his/her 10th year (full or part time), an active employee will be eligible for a \$500 retainment stipend on the 10/20 payroll. The receipt of the above additional one-time salary stipend may be deleted without

adhering to the non-renewal provisions set forth in section 118.22, Wis. Stats. Such modification, amendment or deletion shall not affect the other terms and conditions of the teacher's individual contract.

Microcredential Stipend

Each year, the District may communicate microcredential professional development opportunities available to all staff. These opportunities will require efforts both during and outside of the teacher's regular working hours. In recognition of teachers who successfully complete microcredential expectations, the District will offer a one-time stipend.

- Microcredentials will be self-paced, which will allow for teachers to complete requirements individually or in a group setting.
- The requirements for completing a microcredential will be communicated prior to the start of school year at the district's discretion.
- More than one microcredential may be offered during the course of a school year. Topics will be aligned so that different grade-levels and departments have equal opportunity for high interest professional development.
- Stipends for completed microcredentials will be paid on the 6/20 payroll.
- The quantity of the one-time stipend will be determined at the sole discretion of the district. Participation in the microcredential is voluntary. Lack of participation will not impact a teacher's evaluation.
- **For 2022-23 only, if teachers exceeded 12 points for 2021-22, a one-time \$50 per point stipend will be offered in recognition of points 13-18 (\$300 max).**

A. Permanent Supplemental Pay

~~1. All Cell Salary Schedule Supplement: Annually dollars may be added to each cell on the salary schedule.~~

~~2. High Need License Supplement: In recognition of high need licensure areas, the district will add a high need license supplement for employees who are teaching within these high need licensure areas. Annually the district will determine the license areas that qualify the supplement and the amount of the supplement. Determination of need is at the sole discretion of the District.~~

~~In 2021-22 the High Need areas were defined as Special Education (\$1200), Career and Technical Education (\$800), and Alternative Education (\$1200).~~

B. One-Time Retainment Stipend

~~Upon completion of his/her 10th year (full or part time), an active employee will be eligible for a \$500 retainment stipend on the 10/20 payroll.~~

II.9.3 Specific Requirements and Procedures for Level Advancement

~~The following applies specifically to the River Falls School District and may or may not coincide with Department of Public Instruction requirements for licensure renewal. Any employee must satisfy the all of the following requirements for level advancement: A. Professional Learning (for specific information see Part II, Section 9.3.1); B. Satisfactory Performance Evaluation (for specific information see Part II, Section 9.3.2); C. Employment starts by January 31 (for specific information see Part II, Section 9.3.3)~~

II.9.3.1 Professional Learning → DELETE ENTIRE SECTION

II.9.3.2 Satisfactory Performance Evaluation –DELETE ENTIRE SECTION

II.9.3.3 Employment starts by January 31–DELETE ENTIRE SECTION

II.9.4 District Professional Learning – Advanced Degrees–DELETE ENTIRE SECTION

II.9.5 District Professional Learning – Individual Salary Stipends–DELETE ENTIRE SECTION

II.10.2 Health Insurance

Specific information about HSA amounts and distribution schedules will be shared with employees during the open enrollment period (May 1-15 31), during new employee orientation meetings, and on the Employee Benefits Webpage.

III.4.3 Selection for Reduction – Steps

~~3) Length of Service List: The District will annually produce a length of service list by October 30. Employees will raise any objections to the proposed length of service list by December 1.~~

III.4.4 Leave Benefits for Full or Partial Reduction in Hours

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced-in-time employees shall be treated as part-time employees under this Handbook.

III.4.5 Reemployment Period

~~Reduced-in-time employees shall retain the reemployment options set forth herein for a period of 12 months either after the employee's last day of work with the District, or from the time the employee received the notification of reduction in force, whichever is later.~~

III.4.6 Reemployment Procedure

~~All reduced-in-time employees shall have their names placed on a reemployment list. All reduced-in-time employees may apply when a vacancy occurs or a new position is created. The District will post vacancies in accordance with the Section 111.5.2 of this Handbook. Reduced-in-time employees can apply for vacant positions according to the terms set forth in Section III.5.3-4 of this Handbook.~~

~~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.~~

III.4.7 Termination of Reemployment Options

~~Reemployment options shall end should an employee refuse reemployment in a position in the job category, 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 in positions with a substantially different full-time equivalency (FTE), substitute or temporary positions without loss of options to the next available position for which the employee is qualified. Employees on the reemployment list shall not lose reemployment options to 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.~~

III.4.8 Insurance Benefits (re-number)

See Part I, Section 11 (COBRA) for an explanation of insurance continuation options.

III.4.9 Accrued Benefits

Reduced-in-time employees shall suffer no loss of sick leave, vacation or other accrued benefits if rehired. Sick leave days, vacation, and length of service time shall not accrue while an employee is not working for the District.

III.4.10 Other Employment

III.6.2 Calendar Year Employee Group

Current calendar year employees who exceed the four week (20 day) maximum will be grandfathered at their current number of vacation days. At the sole discretion of the Superintendent or his/her designee, new employees may be granted a maximum of 10 days of vacation at the time of hire.

III.7.1 Holidays Defined

B. School Year Employees will receive five paid holidays (prorated based on FTE)

Delete Kids' Club Lead Caregivers.

C. Limited Term Employees will not receive paid holidays

Add Kids' Club Lead Caregivers.

Note: If a Kids' Club lead caregiver works as a regular employee (i.e. paraprofessional), then hours worked as a Kids Club lead caregiver will be eligible for holiday pay.

III.8.3 Rate of Pay upon Promotion

Whenever an employee is promoted to a new higher paid classification, he or she will be placed at the step that gives the employee the smallest wage increase. At the sole discretion of the Superintendent or his/her designee, an employee may be placed at a higher step at the time of transfer. An employee who is voluntarily or involuntarily transferred to a lower paid classification shall retain her/his step placement. Upon voluntary transfer to a position in the same job classification, the employee shall retain her/his pay rate and step placement.

III.8.5 Uniforms, Protective Clothing and Tools

A. Uniforms

1. All custodial staff, maintenance staff, mechanics, transportation supervisor, and buildings and grounds supervisor of the district will be required to wear a district-approved uniform while on the job. The required uniform and replacement schedule is as follows:

- a) First year of employment: Six shirts and five work pants provided at district expense.
- b) Second year and each additional year of employment: Three shirts and two work pants provided at district expense.

2. Employees may be required to clean and maintain their work shirts and work pants/shorts.

3. The school district shall determine a supplier of uniforms and all employees shall place their respective orders through this supplier.

4. The style, color, and type of fabric of said uniforms shall be determined by the school district.

5. During tasks where chemical spills/burns (ex. pool chemical handling), risk of laceration (ex. use of powered tools/machinery such as weed whips, chainsaws, etc.), risk of crush (ex. moving heavy loads) are likely, appropriate footwear should be utilized. The Director of Buildings and Grounds can provide further direction based on work activity.

III.12.2 Health Insurance

Specific information about HSA amounts and distribution schedules will be shared with employees during the open enrollment period (May 1-15 ~~31~~), during new employee orientation meetings, and on the Employee Benefits Webpage.

III.13.1 Retirement

B. Regular employees hired on or after January 1, 2012, who are not employed in classifications excluded from retirement benefits under subsection A above, and who meet the eligibility requirements for this subsection, are eligible for the following retirement benefit:

1. Employees must retire from employment, be age 57 or older at the time of retirement, and have at least 15 years of service with the District to be eligible for the retirement benefit in this subsection.

2. The District will deposit \$500 annually for accounting staff, administrative assistants, bus drivers, ~~Kids' Club lead caregivers~~, Kids' Club site managers, maintenance staff, mechanics, paraprofessionals, secretaries, and supervisors, prorated based on FTE, into a Health Reimbursement Arrangement (HRA) to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements. Contributions made on behalf of employees who terminate employment with the District prior to eligibility for any reason will revert back to the District.

~~*Note: If a Kids' Club lead caregiver works as a regular employee (i.e. paraprofessional), then hours worked as a Kids Club lead caregiver will contribute towards the employees FTE..~~

IV.3.1 Athletics

ADD

Fall Cheer, Head:	\$1800
Fall Cheer, Assistant:	\$1200 (1)
Winter Cheer, Head	\$2300
Winter Cheer, Assistant	\$1400 (1)
Winter Dance, Head:	\$2300
Winter Dance, Assistant	\$1000 (1)

IV.3.2 Activities

CUT:

High School

~~42. Ski Club, Head \$660~~

~~43. Ski Club, Assistant Advisor \$440~~

Middle School

~~18. Ski Club, Head \$660~~

~~19. Ski Club, Assistant \$440~~

Elementary (All Schools)

~~b. Ski Club, Head \$660~~

~~c. Ski Club, Assistant \$440~~

~~If district funding allows, each Activity Salary will be increased based on the Consumer Price Index (CPI) on an annual basis.~~

ADD

Renaissance Charter Academy GSA:	\$440
Renaissance Charter Academy Student Council:	\$1540

EDIT

30. *Music, Vocal ~~Head~~ \$2,860

31. *Music, Vocal ~~Assistant \$1,760~~ \$2860

***Note these contracts include Costume Carolers and Acapella**

V.3 Substitute Support Staff Employees

Bus Driver, Route: \$22.52 (Route Driver Step 2)

Custodian \$15.15

Starting 7/1/18, Sub Custodians who accumulate 925 hours of substitute custodian hours will advance to ~~\$17.48~~ \$17.93-Custodian Step 1 in the following fiscal year. Starting 7/1/18, Sub Custodians at Step 1 who accumulate 2,080 hours of substitute custodian hours will advance to ~~\$17.88~~ \$18.33-Custodian Step 2 in the following fiscal year.

Kids Club Asst. \$12.76

Kids Club Lead \$14.70

Para, General Ed. \$15.90

Para, Special Ed. (etc) \$16.80

Secretary \$16.80

A.1 2021-22 TEACHER SALARY LADDER SCHEDULE TIERS AND LEVELS

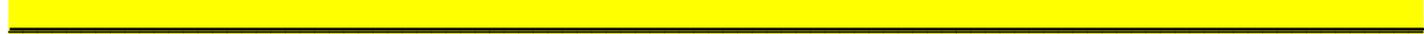
Insert this document (LINK)

A full summary of the Teacher Compensation Plan is available at ([LINK](#)).

<u>Salary and Stipend Guide</u>	<u>Reference</u>
Addition to Standard Day, Secondary (9-12)	\$1,500 per term II.9.7
Curriculum Work, Extended Contracts	Non-Instructional \$30 per hour II.9.6 II.7.4
Grant Work \$22 per hour	
In-Service Presentations	II.7.5
Local Education Guide (LEG)	\$100 per course I.3.33 \$1,500 max per semester
Medical/Emergency Response Team (MERT) Training Stipend (outside of normal working hours)	\$100 Stipend ---
National Board Certification \$2,000	II.9.5
National Board Certification Renewal \$1,000	II.9.5
Summer School	II.9.8
Tutor, Homebound	\$28.62 \$25 per hour
2nd Masters' Degree in a District Approved Field of Study	<u>II.9.2.4</u> \$1000
Doctorate Degree in a District Approved Field of Study	<u>II.9.2.4</u> \$1000
National Board Certification in Teaching	<u>II.9.2.4</u> \$1500
Speech-Language Pathology, Occupational Therapy, Physical Therapy	<u>II.9.2.4</u> \$500
High Need License Supplemental Pay	<u>II.9.2.4</u>
• Special Education	\$1200

• Career and Technical Education	\$800	
• Alternative Education	\$1200	
Retention Stipend	\$500	<u>II.9.2.4</u>

A.1.1 Professional Compensation Completion Flow Chart-DELETE
UPDATE ALL OTHER SALARY SCHEDULES



UPDATES THAT WILL BE PROPOSED IN AUGUST, 2022

SUBSTITUTE HANDBOOK REVISIONS

II.2.2 Field Trips

II.2.3 Instructional/Library Media Center Materials



2022-2023 RFSD Employee Handbook

- To automatically link to an item in this handbook, 1) download this document, 2) click on the item or page number.
- To search this handbook, 1) hold down the CTRL key and press the F key, 2) enter a keyword or phrase, 3) press enter.
- Applicable links are located at the bottom of each section.
- The overall headers noted below are followed by a detailed Table of Contents which includes sub-categories:

[Part I -- Provisions for All Staff](#)

[Part II -- Staff with Individual Contracts](#)

[Part III -- Non-Exempt Staff without Individual Contracts](#)

[Part IV -- Extracurricular Schedule](#)

[Part V -- All Substitute Employees](#)

[Appendix A -- Salaries](#)

[Appendix B -- Elementary School Employee Handbook](#)

[Appendix C -- Middle School Employee Handbook](#)

[Appendix D -- High School Employee Handbook](#)

[Appendix E -- Transportation Employee Handbook](#)

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EMPLOYEE ACKNOWLEDGEMENT

All employees must read the following acknowledgment and confirm they have done so by submitting the "Employee Acknowledgement" through SafeSchools.

"I hereby acknowledge that it is my responsibility to access the *School District of River Falls Employee Handbook* online. I agree to read the *Handbook* and abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that additional school board policies can be found on the District's website at www.rfsd.k12.wi.us under the heading "School Board". The information in this *Handbook* is subject to change. I understand that changes in District policies may supersede modify or eliminate the information summarized in this *Handbook*. I understand that nothing in this *Handbook* is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this *Handbook*, the contract shall govern with respect to that issue."

DISTRICT EMERGENCY PROCEDURES

Should inclement weather or other emergency situation(s) require the District to close school(s) the following procedures shall be followed:

Automated calls will be placed to student and employee home phone numbers before 6:00 a.m. or as soon as practicable using the District's emergency notification system, Infinite Campus School Messenger, if conditions warrant the closing of schools.

Local television and radio stations will also be notified by 6:00 a.m. or as soon as practicable. Please check the following if you do not receive a phone call, and notify your building secretary to update your telephone information in Infinite Campus. Information is also posted on the District website. Employees are encouraged to monitor these TV and radio stations:

Television Stations: WCCO (Channel 4)	KARE (Channel 11)	30
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KSTP (Channel 5, 45, and KSAX-TV Channel 42)
FOX (Channel 9, 25, 29 and 48)

WEAU (Channel 13)

Radio Stations:

WCCO (830 AM)
WEVR (1550 AM & 106.3 FM)
KWNG (105.9 FM)
iHeart Media: 880 AM; 1400 AM; 92.1 FM; 95.1 FM; 98.1 FM; 100.7 FM; 106.7 FM

WDMO (95.7 FM)
WIXK (1590 AM & 107.1 FM)

DISTRICT CONTACT INFORMATION

ADMINISTRATORS/SUPERVISORS/COORDINATORS

Administrative Office.....	715-425-1800
Superintendent—Jamie Benson	715-425-1800 ext 1103
Director of Academic Services—Jennifer Peterson	715-425-1800 ext 1102
Reading/Title I Coordinator—Christopher Kamrath	715-425-1815 ext 3202
Director of Community Education & Communications—Jennifer Ames.....	715-425-1830 ext 1165
Director of Finance & Facilities Management—Chad Smurawa	715-425-1800 ext 1113
Director of Human Resources & Leadership Development—David Bell	715-425-1800 ext 1117
Director of Student Services—Mark Inouye	715-425-1800 ext 1115
Buildings & Grounds—Joe Haselman	715-425-1653 ext 2503
Elementary Schools	
Greenwood Elementary School, Principal—Nate Schurman.....	715-425-1810 ext 3502
River Falls Public Montessori Elementary School, Principal—Nathan Wells.....	715-425-7645 ext 2010
Rocky Branch Elementary School, Principal—Ashley Bingenheimer.....	715-425-1819 ext 3010
Westside Elementary School, Principal—Christopher Kamrath	715-425-1815 ext 3202
High Schools	
Renaissance Charter Alternative Academy, Principal—Kit Luedtke	715-425-1830 ext 1102
Coordinator—Chris Silver	715-425-7687 ext 2224
River Falls High School, Principal—Kit Luedtke.....	715-425-1830 ext 3704
Assistant Principal—Lisa Gohl	715-425-1830 ext 3716
Assistant Principal—Taryl Graetz	715-425-1830 ext 3702
Activities Director—David Crail	715-425-1830 ext 3709
Information Technology	
Supervisor—Brian Dado.....	715-425-1800 ext 1105
Computer Workstation Technician—Jim Helgeson.....	715-425-1830 ext 3712
Computer Workstation Technician – Chris Geiser.....	715-425-1820 ext 3390
Educational Technology Specialist – Erin Cramer.....	715-428-1800 ext 1124
Software & Staff Development Facilitator—Brittany Kaufer	715-425-1800 ext 1123
Kids Club Before-and-After-School Child Care Program Coordinator—Angela Bohnert	715-425-0799
Middle School, Principal—Mark Chapin.....	715-425-1820 ext 3302
Assistant Principal—Brian Buck	715-425-1820 ext 3304
Transportation/Bus Garage	
Supervisor—Todd Burnap	715-425-1808 ext 2501
Assistant Supervisor—Karen Swenson	715-425-1808 ext 2500

BOARD OF EDUCATION

Term expires April 24, 2023:

Stacy Johnson Myers, President, 430 Jefferson St, River Falls, 715-426-2075, stacy.johnsonmyers@rfsd.k12.wi.us
Todd Schultz, N8186 940th Street, River Falls, 715-821-0757, todd.scultz@rfsd.k12.wi.us

Term expires April 22, 2024:

Cindy Holbrook, 1712 South Ridge Road, River Falls, 651-895-7226, cindy.holbrook@rfsd.k12.wi.us

Alan Tuchtenhagen, N8554 1205th Street, River Falls, 715-425-9666, alan.tuchtenhagen@rfsd.k12.wi.us

Robert (Bob) Casey, 1830 Kimberly Circle, River Falls, 715-333-8811, bob.casey@rfsd.k12.wi.us

Term expires April 27, 2025:

Lindsey Curtis, 374 Milwaukee Road, Hudson, 253-307-8254, lindsey.curtis@rfsd.k12.wi.us

Mike Miller, N8016 980th Street, River Falls, 715-760-2309, mike.miller@rfsd.k12.wi.us

DISTRICT BUILDING OFFICE NUMBERS

Elementary Schools

Greenwood Elementary School – 715-425-1810

School Hours: 8:40-3:45 School Year Office Hours: 7:45-4:15

River Falls Public Montessori Elementary – 715-425-7645

School Hours: 8:45-3:35 School Year Office Hours: 8:00-4:00

Rocky Branch Elementary School – 715-425-1819

School Hours: 8:40-3:45 School Year Office Hours: 7:45-4:15

Westside Elementary School – 715-425-1815

School Hours: 8:40-3:45 School Year Office Hours: 7:45-4:15

Middle School - Main Office – 715-425-1820 Guidance Office – 715-425-1821

Meyer Middle School:

School Hours: 7:45-2:50 School Year Office Hours: 7:00-3:30

High Schools

Renaissance Charter Alternative Academy – 715-425-7687

School Hours: 8:30-3:30 (2:30 on Fridays) School Year Office Hours: 8:00-3:00 (2:30 on Fridays)

River Falls High School – Main Office – 715-425-1830 Guidance Office – 715-425-1830, ext. 3717

School Hours: 7:35-2:50 School Year Office Hours: 7:00-3:30

QUICK REFERENCE FOR EMPLOYEE QUESTIONS

Abuse/Neglect—Mark Inouye	715-425-1800 ext 1115
Academic Services—Jennifer Peterson (Director).....	715-425-1800 ext 1102
Jenny Shelstad (Secretary)	715-425-1800 ext 1119
Accounts Payable—Shelly Sorenson	715-425-1800 ext 1110
Activities—David Crail (Administrator)	715-425-1830 ext 3709
Susan Halling (Secretary)	715-425-1830 ext 3710
ADA (Americans with Disabilities Act)—David Bell	715-425-1800 ext 1117
Address Change—Amanda Huppert.....	715-425-1800 ext 1112
Advisory Council, Food Service—Chad Smurawa.....	715-425-1800 ext 1117
Pat Knox (Director).....	715-425-1830 ext 3786
Advisory Council, Kids Club—Ashley Bingenheimer (Administrator).....	715-425-1819 ext 3010
Angela Bohnert (Coordinator)	715-425-0799
Advisory Council, Special Education— Mark Inouye	715-425-1800 ext 1115
Aesop—Brian Dado and Jenny Karras	715-425-1800 ext 1105 and ext 1101 respectively
Alternative Vehicle Driver—Jenny Karras	715-425-1800 ext 1101
Annual Meeting—Chad Smurawa	715-425-1800 ext 1113
At-Risk— Mark Inouye.....	715-425-1800 ext 1115
Benefits—Amanda Huppert	715-425-1800 ext 1112
Board of Education Committee, Business Affairs—Chad Smurawa.....	715-425-1800 ext 1113
Board of Education Committee, Calendar—Jennifer Peterson.....	715-425-1800 ext 1102
Board of Education Committee, Educational Program— Jennifer Peterson	715-425-1800 ext 1102
Board of Education Committee, Governance—Jamie Benson.....	715-425-1800 ext 1103

Board of Education Committee, Personnel—David Bell	715-425-1800 ext 1117
Board of Education Matters, Other—Amanda Taylor	715-425-1800 ext 1104
Bond Issues—Chad Smurawa	715-425-1800 ext 1113
Buildings and Grounds—Joe Haselman	715-425-1653 ext 2503
Business Services—Chad Smurawa (Director).....	715-425-1800 ext 1113
Angie Lucking (Accountant)	715-425-1800 ext 1111
Shelly Sorenson (Accounting Clerk/Accounts Payable)	715-425-1800 ext 1110
Amanda Huppert (Payroll and Benefits Coordinator).....	715-425-1800 ext 1112
Katie Tarasewicz (Accounting & Transportation Secretary)	715-425-1800 ext 1109
Child Find— Mark Inouye	715-425-1800 ext 1115
Community Education—Jennifer Ames (Director)	715-425-1830 ext 3801
Lauren Kaminski (Secretary)	715-425-1830 ext 3800
Communications—Jennifer Ames (Director).....	715-425-1830 ext 3801
Community/Public Relations Contacts—Jamie Benson	715-425-1800 ext 1103
Contracts (Interpretation, Negotiations), Personnel—David Bell.....	715-425-1800 ext 1117
Criminal Background Checks—Jenny Karras	715-425-1800 ext 1101
Crisis Response Team—Jamie Benson	715-425-1800 ext 1103
Curriculum—Jennifer Peterson	715-425-1800 ext 1102
Discrimination (Employee)—David Bell.....	715-425-1800 ext 1117
Discrimination, Title IX (Student)— Mark Inouye	715-425-1800 ext 1115
Early Childhood Registration, Special Education— Mark Inouye.....	715-425-1800 ext 1115
Emergency School Closing—Amanda Taylor	715-425-1800 ext 1104
Employee Access (Set-up)—Brittany Kaufer	715-425-1800 ext 1123
(Questions)—Angie Lucking.....	715-425-1800 ext 1111
Employee Assistance Program (EAP)—David Bell.....	715-425-1800 ext 1117
Employee Handbook—David Bell.....	715-425-1800 ext 1117
Employment—David Bell and Jenny Karras	715-425-1800 ext 1117 and ext 1101 respectively
Energy Conservation—Chad Smurawa.....	715-425-1800 ext 1113
English Language Learner (ELL)—Jennifer Peterson	715-425-1800 ext 1102
Enrollment—Building Secretaries	715-425-1800
Equal Employment Opportunity Compliance (EEOC)—David Bell	715-425-1800 ext 1117
Equal Opportunity, Title IX (Student)— Mark Inouye	715-425-1800 ext 1115
eSchool—Jennifer Peterson	715-425-1800 ext 1102
Evaluation (Staff)—David Bell	715-425-1800 ext 1117
Facilities Management—Chad Smurawa (Director).....	715-425-1800 ext 1113
Nicci Johnson (Secretary).....	715-425-1800 ext 1100
Facility Scheduling—David Crail (Administrator)	715-425-1830 ext 3709
Susan Halling (Secretary)	715-425-1800 ext 3710
Fair Labor Standards Act—David Bell.....	715-425-1800 ext 1117
Family and Medical Leave (FMLA & WFMLA)—Amanda Huppert	715-425-1800 ext 1110
Flexible Spending Account—Amanda Huppert	715-425-1800 ext 1112
Food Service—Pat Knox (Director)	715-425-1830 ext 3786
Free and Reduced Lunch— Rita Turner.....	715-425-1830 ext 3724
Gifted and Talented—Jennifer Peterson.....	715-425-1800 ext 1102
Graduate Credits and Degrees—David Bell and Jenny Karras	715-425-1800 ext 1117 and ext 1101 respectively
Grants—Jennifer Peterson (all except Federal IDEA).....	715-425-1800 ext 1102
Mark Inouye (Federal IDEA).....	715-425-1800 ext 1115
Grounds (Snowplowing/Mowing)—Joe Haselman	715-425-1653

Health Insurance Portability and Accountability Act (HIPAA)—David Bell	715-425-1800 ext 1117
Health Screening—Jenny Karras	715-425-1800 ext 1101
Highly Qualified Teachers—Jenny Shelstad	715-425-1800 ext 1108
Home School—Jennifer Peterson.....	715-425-1800 ext 1102
Home-bound/Hospital-bound— Mark Inouye	715-425-1800 ext 1115
Homeless Liaison— Mark Inouye	715-425-1800 ext 1115
Human Growth and Development—Jennifer Peterson	715-425-1800 ext 1102
Human Resources— David Bell (Director).....	715-425-1800 ext 1117
Jenny Karras (Administrative Assistant).....	715-425-1800 ext 1101
Identification Badge—Jenny Karras	715-425-1800 ext 1101
Infinite Campus School Messenger—Brittany Kaufer	715-425-1800 ext 1123
Insurance (Health, Dental, Long-term Disability, etc)—Amanda Huppert.....	715-425-1800 ext 1112
Internal Transfer (Elementary Students) – Building Secretaries	715-425-1800
Inventory, Technology —Jenny Shelstad	715-425-1800 ext 1119
Invoices—Shelly Sorenson.....	715-425-1800 ext 1110
Kids Club, Ashley Bingenheimer (Administrator)	715-425-1819 ext 3010
Angela Bohnert (Coordinator)	715-425-0799
Deb Sorenson (Accounts Receivable Clerk)	715-425-0799
Kindergarten Registration	
Ashley Bingenheimer, Rocky Branch Elementary School	715-425-1819 ext 3010
Christopher Kamrath, Westside Elementary School.....	715-425-1815 ext 3202
Nate Schurman, Greenwood Elementary School	715-425-1810 ext 3502
Nathan Wells, Montessori Public Elementary School.....	715-425-7645 ext 2010
Leave Requests—David Bell	715-425-1800 ext 1117
Licensing—David Bell	715-425-1800 ext 1117
Lunch Accounts—Rita Turner	715-425-1830 ext 3786
Mentoring—David Bell	715-425-1800 ext 1117
Montessori—Nathan Wells	715-425-7645 ext 2010
Multicultural—Jennifer Peterson	715-425-1800 ext 1102
Name Change—Amanda Huppert.....	715-425-1800 ext 1110
No Child Left Behind—Jennifer Peterson.....	715-425-1800 ext 1102
Nondiscrimination (Pupil)— Mark Inouye.....	715-425-1800 ext 1115
Nurse— Mark Inouye (Administrator).....	715-425-1800 ext 1115
Karin Brandvold (School Nurse)	715-425-1800 ext 1108
Open Enrollment (District-to-District)—Amanda Taylor.....	715-425-1800 ext 1104
(Special Education)— Mark Inouye.....	715-425-1800 ext 1115
Payroll—Amanda Huppert	715-425-1800 ext 1112
Angie Lucking	715-425-1800 ext 1111
Personnel (Human Resources)—David Bell (Director)	715-425-1800 ext 1117
Jenny Karras (Administrative Assistant).....	715-425-1800 ext 1101
PI-34—David Bell	715-425-1800 ext 1117
Pilot Programs—Jennifer Peterson	715-425-1800 ext 1102
Police Liaison—Chris Gottfredsen & Bryan Jensen	715-425-1800 ext 3311 & 3705 respectively
Policy and Procedures—Amanda Taylor	715-425-1800 ext 1104
Purchase Orders—Shelly Sorenson	715-425-1800 ext 1110
Reading Program/Title I—Jennifer Peterson (Director)	715-425-1800 ext 1102

Christopher Kamrath (Reading/Title I Coordinator)	715-425-1815 ext 3202
Recruitment—David Bell and Jenny Karras.....	715-425-1800 ext 1117 and ext 1101 respectively
Retirement—Amanda Huppert	715-425-1800 ext 1110
River Falls 4 Children (RF4C) – Nathan Wells (Administrator)	715-425-7645 ext 2010
Becky McAleavey (Coordinator)	715-307-2481
School-Age Parent— Mark Inouye	715-425-1800 ext 1115
School-to-Work—Jennifer Peterson.....	715-425-1800 ext 1102
Section 504— Mark Inouye	715-425-1800 ext 1115
Security—Chad Smurawa	715-425-1800 ext 1113
Seniority—David Bell.....	715-425-1800 ext 1117
Sexual Harassment, Title IX (Student)— Mark Inouye	715-425-1800 ext 1115
Sexual Harassment (Employees)—David Bell.....	715-425-1800 ext 1117
Sick Leave—Amanda Huppert	715-425-1800 ext 1112
Special Education (see Student Services)	
Staff Development and In-service—Jennifer Peterson	715-425-1800 ext 1102
Staffing—David Bell	715-425-1800 ext 1117
Student Services— Mark Inouye (Director).....	715-425-1800 ext 1115
Cassie Hames & Tricia McGrath (Secretaries).....	715-425-1800 ext 1121 and 1116 respectively
Substitutes—Jenny Karras.....	715-425-1800 ext 1101
Suicide (Youth)— Mark Inouye.....	715-425-1800 ext 1115
Summer School—Jennifer Peterson (Administrator).....	715-425-1800 ext 1102
Jenny Shelstad (Secretary)	715-425-1800 ext 1119
Superintendent—Jamie Benson.....	715-425-1800 ext 1103
Amanda Taylor (Administrative Assistant)	715-425-1800 ext 1104
Tax Sheltered Annuities—Amanda Huppert	715-425-1800 ext 1112
Tech Prep—Jennifer Peterson	715-425-1800 ext 1102
Technology, Information Technology Services—Brian Dado (Supervisor).....	715-425-1800 ext 1105
Jim Helgeson, Computer Workstation Technician.....	715-425-1830 ext 3712
Chris Geiser, Computer Workstation Technician.....	715-425-1820 ext 3202
Erin Cramer, Educational Technology Integration Specialist.....	715-425-1800 ext 1124
Brittany Kaufer, Software & Staff Development Facilitator	715-425-1800 ext 1122
Testing and Assessment—Jennifer Peterson	715-425-1800 ext 1102
Textbook Selection—Jennifer Peterson	715-425-1800 ext 1102
Title I/Math— Jennifer Peterson.....	715-425-1800 ext 1102
Title I/Reading Program— Christopher Kamrath	715-425-1815 ext 3240
Title IX (Equal Opportunity, Pupil Nondiscrimination, Sexual Harassment)— Mark Inouye	715-425-1800 ext 1115
Transportation—Todd Burnap and Karen Swenson.....	715-425-1808
True Time (Set-up)—Brittany Kaufer.....	715-425-1800 ext 1123
(Questions)—Angie Lucking	715-425-1800 ext 1111
Tuition Waiver—Amanda Taylor	715-425-1800 ext 1104
United Parcel Service (UPS)—Nicci Johnson	715-425-1800 ext 1100
Usage and Rental of School District Buildings—David Crail (Administrator)	715-425-1830 ext 3709
Susan Halling (Secretary)	715-425-1830 ext 3710
Vacation—Amanda Huppert	715-425-1800 ext 1112
Verification of Employment—Amanda Huppert.....	715-425-1800 ext 1112
Volunteers—Jennifer Ames (Director)	715-425-1830 ext 3801
Districtwide Volunteer & Senior Tax Exchange Programs Coor —Lesley Schradle	715-425-1819 ext 3131
Wellness Liaison—Karin Brandvold (School Nurse)	715-425-1800 ext 1108
Withholding Deductions—Amanda Huppert	715-425-1800 ext 1102

DISTRICT EDUCATIONAL GOALS

The Board of Education for the School District of River Falls will provide opportunities such that...

- ▶ Every student will live a physically, socially, and emotionally balanced, healthy life.
- ▶ Every student will be prepared, confident and motivated to succeed.
- ▶ Every student will be a critical thinker.
- ▶ Every student will embrace diversity.
- ▶ Every student will recognize and develop their unique potential.
- ▶ Every student will be actively engaged in his or her own learning.
- ▶ Every student will take ownership and be actively involved in their communities.
- ▶ Every student will respect and protect all resources.
- ▶ Every student will have a critical appreciation and understanding of other cultures.
- ▶ Every student will know, understand, and apply the nine positive character traits.

DISTRICT MISSION STATEMENT AND PHILOSOPHY OF EDUCATION

The School District of River Falls, innovative leader in personalized learning, ensures the development of every student’s unique potential in order to excel as responsible, productive, global citizens, facilitated by forward-thinking staff in a safe, nurturing, and collaborative environment.

The Board of Education and staff of the School District of River Falls believe that...

- ▶ Each person is unique and the resulting diversity enriches our community.
- ▶ All people have equal value.
- ▶ Engagement in lifelong learning is essential to a productive and meaningful life.
- ▶ The pursuit of excellence is worth the effort.
- ▶ Every person has a right to a safe environment.
- ▶ The family is the primary influence in the development of the individual.
- ▶ Our staff is valued, respected and essential for the success of our schools.
- ▶ Proactively and creatively managing change is critical in order to thrive.
- ▶ Integrity, healthy relationships, and effective communication are necessary for strong communities.
- ▶ A commitment to service is a vital part of citizenship.
- ▶ People are responsible for their own choices.
- ▶ A global perspective and cultural understanding are necessary to effectively participate in an interconnected world.
- ▶ It is our responsibility to be good stewards of all resources for present and future generations.

DISTRICT PRIORITIES

- ▶ **Provide social and emotional support** *for students and staff.*
- ▶ **Increase connectedness** *of traditionally marginalized students.*
- ▶ **Address the achievement gap** *by focusing on growth.*

PART I – PROVISIONS APPLICABLE TO ALL STAFF

I.1 PREAMBLE AND DEFINITIONS

I.1.1 About This Handbook

- A. Employees Covered: This *Handbook* is provided as a reference document for the River Falls School District’s (hereinafter referred to as “District”) employees.

- B. Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this *Handbook*, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this *Handbook* or individual contract.

In case of a direct conflict between this *Handbook*, rules, regulations or policies of the Board and any specific provisions of an individual contract or collective bargaining agreement, the individual contract or collective bargaining agreement shall control.

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this *Handbook* should not be considered all-inclusive. Copies of Board Policies and Administrative Regulations are available in each administrative office to all personnel and are on the River Falls School District’s website ([Link to District Policies](#)). It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the River Falls School Board.

I.1.2 Definitions

- A. Administrative Employees: “Administrative Employees” are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.
- B. Casual Employees: “Casual Employees” are defined as persons who are not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.
- C. Limited Term Employees: Kids’ Club assistant caregivers, *Kids Club lead caregivers, summer Kids’ Club staff, and trip drivers are considered limited term employees. *Note: if a Kids Club lead caregiver works as a regular employee (i.e. paraprofessional), then the hours worked as a Kids Club lead caregiver will contribute to the employee’s FTE.
- D. Discipline: “Discipline” is defined as a suspension [unpaid or paid], or a written reprimand.
- E. Regular Employees: “Regular Employees” are defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.
1. Regular Full-time Employee: “Regular full-time employees” are defined in accordance with the following Full Time Equivalency Chart:

Group	Full Time Equivalency
Accounting	1968 hours
Administrative Assistants	1968 hours
Bus Drivers (Route)	1968 hours
Food Service	1968 hours
Paraprofessionals	1968 hours
Secretaries	1968 hours
Kids' Club Accts Receivable	2080 hours

Custodians	2080 hours
Mechanic	2080 hours
Technology (hired after 9/1/2021)	2080 hours
Kids' Club (Supervisor only)	230 days
Renaissance Charter Academy Coordinator	215 days
Supervisors	230 days
Technology (hired before 9/1/2021)	230 days
Teachers	188 days
Administrators	261 days

2. Regular Part-time Employee: “Regular part-time employees” are defined as those who work a school year or more, but less than the number of hours/days as defined in the Full Time Equivalency Chart above.
3. Exclusions: A regular full-time or regular part-time employee does not include casual, substitute or temporary employees as defined in this Section.

F. Seasonal/Summer School Employees: “Seasonal employees” are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A “summer school employee” is defined as an employee who is hired to work for the District during the summer school session. “Summer school session” is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.
2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.
3. Seasonal employees performing non-exempt duties shall be paid in accordance with the following hourly wage schedule:

Band Clinician (*Summer 2021 Rates)	*\$13.95 per hour, \$25 per parade
Bus Washer	\$11.75 per hour
Grounds Worker	\$17.52 per hour
Snow Removal	\$17.52 per hour
Swimming Lifeguard	\$12.65 per hour

G. Substitute Employees: “Substitute Employees” are defined as persons hired to replace a regular employee during the regular employee's leave of absence. See Part V, starting on page 99, for all details, specific policies, expectations, and procedures for substitute employees.

H. Supervisor: The District will identify the individual employee’s supervisor on the employee’s job description.

I. Teachers: “Teachers” are defined as persons hired under a contract under § 118.22, Wis. Stats.

- Permanent Substitute Teachers are not hired under a contract under 118.22 Wis. Stats. because these positions are part-time.
- J. Temporary Employees: “Temporary Employees” are defined as persons hired for a specific project for a specific length of time. A temporary employee has no expectation of continued employment.
- K. Termination: “Termination” is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include, for instance, voluntary retirement, voluntary resignation, nonrenewal of contract under § 118.22, Wis. Stats. or § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.
- L. Workplace Safety Definition for Grievance Procedure: In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines shall apply:
1. A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).
 2. The issue must concern the safety of a person (e.g., not the “safety” of one’s vehicle or other personal possessions).
 3. The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).
 4. The individual(s) filing the grievance must propose a specific remedy.
 5. The issue and proposed remedy must be under the reasonable control of the District.

I.1.3 General Personnel Policies

This *Handbook* is subservient to, and does not supersede the provisions set forth in District policies.

I.2 EMPLOYMENT LAW

I.2.1 Employment of Minors

No one under 18 years of age will be employed without providing proper proof of his or her age. Minors will be employed only in accordance with state and federal laws and District policies.

I.2.2 Equal Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with [Board Policy 511 Equal Employee Opportunity](#) 39

The Director of Human Resources and administrators are responsible for recruiting and hiring highly qualified staff who represent diverse backgrounds, points of view, and experiences. ([Policy 533-Rule Recruitment, Selection, and Hiring Policy](#)).

I.2.3 Equal Opportunity Complaint Procedure

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District. See [Board Policy 511-Rule Employee Discrimination Complaint Procedure](#)

I.2.4 Fair Labor Standards Act and Wisconsin Administrative Code DWD 274.08

Certain types of workers of public employers in Wisconsin are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act (FLSA) as authorized by Wisconsin Administrative Code DWD 274.08. See the FLSA workplace poster for issues concerning overtime, compensatory time off, and minimum wage for non-exempt employees, as well as notification of rights under FLSA. See [FLSA workplace poster](#)

I.2.5 Family and Medical Leave Act (FMLA)

The District may be obligated to provide eligible employees with leave from work, and certain associated rights and mandated benefits, as provided under the following laws:

- The federal [Family Medical Leave Act of 1993](#) (FMLA)
- The [Wisconsin Family and Medical Leave Act](#) (WFMLA)
- The [Wisconsin Bone Marrow and Organ Donation Leave Act](#)

The FMLA and WFMLA offer leave entitlements to eligible employees related to the following circumstances:

- Leave for employee's own serious health condition.
- Leave to care for certain individuals who have a serious health condition.
- Leave connected to the birth of a child, the adoption of a child, and certain foster placements.
- The District will increase the length of requested leave for parents who both work for the school district and who are taking leave connected to the birth of a child, the adoption of a child, and certain foster placements beyond the length stipulated by the FMLA to a total of 18 weeks. The maximum leave that can be taken by one parent is 12 weeks.

The federal FMLA also provides for periods of leave and various related rights to eligible employees for the following:

- Certain qualifying exigencies that arise when an eligible employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to cover active duty; and
- To care for a covered service-member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered service-member.

Separate from WFMLA and FMLA, state law also provides for work-related leave and certain rights for eligible employees who serve as a bone marrow or organ donor.

1. Notification of Benefits and Leave Rights:

- A. Information concerning family and medical leave entitlements and employee obligations under the federal FMLA will be posted in a conspicuous place where notices to employees and applicants are customarily placed. See [FMLA Employee Rights and Responsibilities 29 U.S.C. § 2619\(a\); 29 C.F.R. § 825.300\(a\)\(1\)](#)
- B. Information concerning family and medical leave rights under the Wisconsin Family and Medical Leave Act will be posted in a conspicuous place where notices to employees and applicants are customarily placed.

C. Information concerning leave rights under the Wisconsin Bone Marrow and Organ Donation Leave Law will be posted in a conspicuous place where notices to employees and applicants are customarily placed.

2. **Requested Leave:** Employees shall adhere to applicable law and District-established procedures for requesting, using, and returning from a period of leave that may be for an eligible purpose under one or more of the laws addressed in this section. No employee may approve or deny his/her own requests for leave that may be taken under the laws addressed in this section. The duration and other terms and conditions of any approved leave will be as specified in the applicable law, and expressly supplemented by District-established guidelines and procedures, and by the notices that the District provides to an employee in a specific situation.

Pursuant to the established procedures described above, employees are expected to provide the District with reasonable notice of the need for leave, and this notice should be provided in advance of the need for leave whenever possible. See [RFSD FMLA Request Form](#)

3. **Eligibility Notice:** When an employee requests family and medical leave, or when the employer acquires knowledge that an employee's leave may be for a family and medical leave-qualifying reason, the employer must notify the employee of the employee's eligibility to take family and medical leave within five business days, absent extenuating circumstances. See [FMLA Employer Notice Requirements 29 C.F.R. § 825.300\(b\)](#)
4. **Eligibility Determination:** To the extent required by any applicable state or federal law or regulation, upon the District's receipt of an employee's request for such leave, or once the District becomes aware that an employee's need for leave is for a reason that may qualify under any of the types of leave being addressed in this section of the Handbook, the District will:
 - a. Notify the employee if he or she is eligible for leave, and if eligible for leave under the federal FMLA, provide a notice of rights and responsibilities under the federal FMLA including notice of the employee's eligibility to take leave intermittently or on a reduced schedule if eligible.
 - b. Notify the employee of the reason for ineligibility or denial of leave if such a determination is made.
 - c. Notify the employee if leave will be designated as family and medical leave, and if so, how much leave will be designated as FMLA leave.

Employees are encouraged to direct any questions regarding this section of the Handbook, or its applicability to their particular circumstances, to the Director of Human Resources and Leadership Development.

See [FMLA Designation Notice](#)

I.2.6 Immigration Law Compliance

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an [Employment Eligibility Verification Form I-9](#) before commencing work and at other times prescribed by applicable law or District policy.

I.2.7 Equal Educational Opportunities for All Students

All students have the right to be admitted to school and to participate fully in curricular, co-curricular, student services, and recreational activities, and shall not be impaired because of a student's sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap of physical, mental, emotional or learning disability. See [Board Policy 411 Equal Educational Opportunities](#)

All employees of the School District are required to intervene to stop or prevent and report any suspected blatant acts of discrimination of students. When reporting a discrimination complaint, employees should follow compliant procedures outlined in [Board Policy 411-Rule \(1\) Student Discrimination Complaint Procedures](#).

I.2.8 Harassment and Bullying of Students and Staff is Prohibited

School district Board Policy 411-1 Harassment and Board Policy 411-1-Rule Harassment Complaint Procedures *prohibit* harassment in any form. No students or school employees will be allowed to engage in any form of harassment or intimidation including sexual, racial, religious, or disability towards other students.

All employees of the School District are required to intervene to stop or prevent and report any suspected or blatant acts of harassment of students. When reporting a harassment complaint, employees should follow the complaint procedures outlined in [Board Policy 411.1 Rule Harassment Complaint Procedures](#).

[Board Policy 411.11: Title IX Sexual Harassment](#) addresses the definition, reporting, notifications, and training requirements related to sexual harassment and sexual violence. Students, parents/guardians, and employees are encouraged to review this policy. Individuals who feel they have been sexually harassed may process a complaint pursuant to [Board Policy 411.11-Rule Title IX Sexual Harassment Complaint Procedures](#).

The District is committed to providing fair and equal employment opportunities and to providing a student learning environment free of all forms of harassment and bullying. The District shall not tolerate harassment based on any personal characteristic described above. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing students. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- A. Unwelcome sexual advances, comments or innuendos;
- B. Physical or verbal abuse;
- C. Jokes, insults or slurs based on any personal characteristic described above; *such comments are unacceptable whether or not the individual within the protected class is present to overhear them and whether or not a member of a class professes to tolerate such remarks;*
- D. Taunting based on any personal characteristic described above.

Bullying is defined as systematic or repeated infliction (or attempted or threatened infliction) of physical or psychological/emotional distress on one or more students, staff, or other persons. It involves purposeful or intentional written, spoken, verbal, or physical behavior, including but not limited to any threatening, intimidating, insulting, degrading, or dehumanizing conduct, gesture, or communication that has the effect of doing any of the following:

- A. Substantially interfering with any employee's work or a student's education;
- B. Substantially interfering with a person's ability to participate in or benefit from any school activity or program;
- C. Endangering the health, safety, or property of the target(s) of the behavior;
- D. Creating a threatening, intimidating, hostile, or offensive environment within a District school, activity, or program;
or
- E. Substantially disrupting the orderly operation of the school.

Cyber-bullying is defined as bullying that involves the use of digital technologies, including but not limited to email, cell phones, text messages, instant messages, chat rooms, and social media (e.g. Twitter or Facebook). Cyber-bullying is prohibited and treated the same as all other types of bullying.

Bullying is deliberate/purposeful conduct, but intent/purpose may properly be inferred from the totality of the circumstances (e.g., where the behavior is persistent/repeated or where the responsible party reasonably should have been able to foresee the consequences of his/her actions and the manner which his/her conduct would be likely to be perceived by the target(s) of the conduct.

Bullying can involve direct interactions between the aggressor-bully and the target(s), or it can be indirect (such as orchestrating others to engage in acts of bullying; facilitating bullying conduct by others; etc).

Not all behaviors that (1) hurt another person's feelings; (2) are a manifestation of an interpersonal conflict; or (3) are in some way unkind amount to acts of bullying. However, such negative behaviors are still a legitimate subject of concern and regulation within the school environment. Further, it shall be a goal of the District's workplace and educational programs to help staff, students and others recognize and acknowledge that even one-time instances of, for example, name calling, negative teasing, put-downs, or excluding others (when inclusion was readily possible) are inappropriate and problematic for a number of reasons.

All employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures outlined in [Board Policy 411-Rule \(1\) Student Discrimination Complaint Procedures](#).

All regular employees are required to complete the Harassment Policy and Complaint Procedures training within six months of employment and annually thereafter. The opportunity to complete these trainings will occur during normal working hours.

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

See [Board Policy 411.2 Bullying](#) and [Board Policy 411-Rule \(3\) Transgender Students](#)

I.3 GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

I.3.1 District Expectations

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, students, and the general public. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this Handbook, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

I.3.2 Accident/Incident Reports

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. Reports should cover property damage as well as personal injury. A completed [Employee Accident Report](#) (available in school health offices or contact Payroll & Benefits Coordinator at 415-1800 ext 1112) must be submitted to the building principal within 24 hours or the next scheduled District workday, as appropriate. In the event of a work-related accident or injury, please see the Worker's Compensation section of this Handbook.

I.3.3 Alternative Vehicle Driver

Alternative vehicle driver checks are required before anyone, staff or volunteer, is permitted to transport students in either a school vehicle or personal vehicle. Submission every four years of a completed [Alternative Vehicle Driver form](#)

to the Human Resources Department prior to transporting students is required. You will be notified if we are unable to allow you to transport students.

I.3.4 Athletic Participation

Your safety is imperative and therefore you should limit your participation when engaged in physical activities with our student population/athletes. Participation should be limited to instruction, supervision, and demonstrations of the physical activities related to tasks.

When instructing or demonstrating specific activities, you should assure the physical effort and force used will not place yourself or others in a situation that may cause injury.

I.3.5 Attendance

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this Handbook. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Unplanned time off should be entered in Employee Access True Time within 24 hours of your return to work. Planned time off should be entered in Employee Access True Time prior to your time off. Details of the absence should be given in Employee Access True Time so your building secretary and principal can determine if your request is correct. Employee is also responsible for submitting substitute requests via Aesop.

Any time spent not working during an employee's scheduled day must be accounted for in the system using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination.

I.3.6 Bloodborne Pathogens

All school district staff members are required to be trained annually about blood-borne pathogens. Staff hired after the start of the school year must view the online [bloodborne pathogens training](#).

All regular employees are required to complete bloodborne pathogen training within six months of employment and annually thereafter. The opportunity to complete these trainings will occur during normal working hours.

I.3.7 Breastfeeding

In recognition of the well documented health advantages of breastfeeding for infants and mothers, the River Falls School District provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

Milk Expression Breaks: Breastfeeding employees are allowed to express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisor.

A Place to Express Milk: A private room (not a toilet stall or restroom) shall be available for employees to express milk. The room will be private and have an electrical outlet. Expressed milk can be stored in the general school building refrigerator and should be labeled accordingly.

I.3.8 Cell Phones

Personal cell phones should only be used during non-contractual time. Individual prep time should be used to prepare instructional time and materials related to students and classroom objectives.

I.3.9 Chaperone Responsibilities for School-Related Activities

School-sponsored activities will be supervised by staff member chaperones. Chaperones must have the emergency phone numbers, ride with students while transported, and abstain from tobacco or controlled substances while responsible for the supervision of students.

The roles and responsibilities of the chaperone, whether paid or volunteer, are further delineated in [Board Policy 455.1 Student Chaperones](#) of the Procedures Manual and are available in all the school offices along with field trip request forms. .

I.3.10 Child Abuse

- A. **Reporting:** Wisconsin law requires all employees of Wisconsin public school district to report suspected child abuse and neglect, Wis. Stat.sec. 48.981(2)(a)16m. ***All employees having reasonable cause to suspect that a child seen in the course of their professional duties has or will experience abuse, neglect, been threatened with abuse or neglect, or that abuse and neglect will occur*** shall immediately contact the department of social services in which county the child resides in, and inform the agency of the facts and circumstances which led to the filing of the report. The building principal or department supervisor should also be contacted.

Contacting the building principal or department supervisor does not meet your obligation as a mandatory reporter. You must call the appropriate Department of Human Services.

If two or more employees are provided notice of suspected child abuse and neglect, then all employees must individually or jointly report this to the appropriate Department of Human Services.

Firsthand knowledge of suspected abuse or neglect is not required for reporting. If a third party provides information of suspected abuse or neglect, then an employee is obligated to report it. When in doubt, report.

Failure to report suspected cases of child abuse or neglect is punishable by fine and /or jail sentence.

Pierce County Department of Human Services: 715-273-6766
St. Croix County Department of Health and Human Services: 715-246-6991

More information is available on the [Department of Public Instruction's School's Role in Preventing Child Abuse and Neglect](#). Also see [Wis. Stat. § 48.981](#)

- B. **Training:** All regular employees are required to complete Child Abuse and Neglect training within six months of employment and annually thereafter. The opportunity to complete these trainings will occur during normal working hours.

I.3.11 Communication with the Public

On behalf of the school district, administration and designated staff members are responsible for the preparation of informational materials including newsletters, news media articles and press releases, websites, and special pamphlets and informational brochures, as well as the use of all available media and technology, to keep the goals, program, achievements, and needs of the school district before the public.

Ongoing opportunities will be provided for stakeholders to provide input and discussion regarding school district affairs with staff, administrators, and school Board members.

Administrators and staff members are strongly encouraged to actively participate in community organizations, events, and other opportunities to promote positive school-community communications.

In the event of an emergency/crisis situation, the superintendent or his/her designee will be the school district's spokesperson.

I.3.12 Computer and Internet Use Agreement

The school district requires that all staff including coaches and substitutes, who may utilize computers in the course of their employment, must read and complete a computer and internet use agreement. The agreement is available on the school district's webpage under Information Technology Department and Human Resources Department.

A. Examples of acceptable uses/limitations of District technology tools include, but are not limited to:

1. The District's technology tools are to be used primarily for District purposes. Appropriate staff uses of the District's technology tools include, but are not limited to, research, teaching, internal and external technology/collaboration and uses that support the professional activities of staff. Use of any District technology tool for the financial or pecuniary benefit of any student, employee or third party is expressly prohibited, except as otherwise provided. Students and employees shall be permitted to use District technology tools in a prudent manner for personal use as long as it does not interfere with the use of technology by other members of the District community or the performance of their job responsibilities.
2. Users do not own accounts on District computers, but are granted the privilege of use. The District may revoke this privilege if District policies are not followed. Users may not share their accounts with others and must keep account passwords confidential.
3. The District cannot guarantee that messages or files created, stored, received or sent through District technology tools (including computers, hard drives, disks, telephones) are private or secure.
4. The District may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary actions against the user.
5. Users must adhere strictly to software licensing agreements and copyright laws.
6. Only software that has been authorized by the District may be loaded or used on any District computer. The Technology Services Department is responsible for loading or removing any software.

B. Examples of prohibited conduct include, but are not limited to:

1. Sending, storing or accessing harassing, pornographic, obscene, offensive or otherwise inappropriate information or material.
2. Deliberate attempts to access files or information that the user is not authorized to access.
3. Downloading music or videos for non-school use is not authorized due to the impact on system performance.
4. Unauthorized attempts to view and/or use another person's accounts, computer files, programs or data.
5. Student use of District resources for any commercial activity or for-profit services.
6. Staff use of District resources for any commercial activity or for-profit services, other than in the course of teaching, scholarship, public service or other District business, unless the use is otherwise approved in this policy or by the building principal or Superintendent.
7. Any attempts to disable or compromise the security of information contained on District computers.
8. Copying software protected by copyright, except as otherwise provided. Staff may copy software protected by copyright as permitted by software licensing agreements.
9. Initiating or propagating electronic chain letters.
10. Inappropriate mass mailings to newsgroups, mailing lists or individuals.
11. Unauthorized "broadcasting" of unsolicited mail or information.
12. Failure to limit personal use to non-work time or as appropriate. Attempts to disrupt, subvert or circumvent the District's access to any data, communications, systems, files or passwords.
13. Posting a message on an internet bulletin board, World Wide Web document or any publicly available internet site which contains statements pursuant to an employee's official duties, or which might be interpreted as stating a District position or policy, without advance written approval of the building principal, or in the case of staff, building principal or Superintendent, unless the message clearly indicates that it reflects only the views of the author and not the District.

I.3.13 Conflict of Interest

Under Wisconsin law, [Wis. Stat. § 118.12\(2\)\(a\)](#) and [Board Policy 522.4 Staff Conflict of Interest](#), school district employees are prohibited from receiving anything of value for their own benefit that results from selling, soliciting, or promoting the sale of any goods or services to any public school pupil while on school property or at school-sponsored events. Prohibited items of value include gifts, benefits, or compensation. School district employees must avoid obtaining any personal gain or benefit from activities involving public school students while on school district property or involved in school-related activities, unless it is provided by the school district itself.

I.3.14 Study of Controversial Topics

The District's goal is to create an educational environment to support teachers and students when they enter into discussions of controversial topics in a manner that helps them evaluate multiple perspectives and to encourage civil and constructive critical thinking skills.

It is vital to provide students with the skills needed to participate in community and political life, cope with social change, appreciate other cultures, and gain an understanding of individual responsibility and ethics.

IDENTIFYING CONTROVERSIAL TOPICS

On both a planned and unplanned basis, a topic can be considered controversial when it:

1. Can be reasonably expected to make individuals in a class or other group feel uncomfortable, distressed, or threatened;
2. Tends to elicit strong emotional reactions;
3. Challenges a person's assumptions or personal beliefs;
4. Creates or reveals real or perceived division based on differing beliefs, values, life experiences, or points of view;
5. Presents a problem over which there is significant, and often even emotional disagreement regarding the appropriate solution;
6. Causes some parents/guardians to question the school's role in addressing the topic with their child, and the potential for eliciting such a reaction is reasonably foreseeable and/or.
7. Provides an opportunity for various cultures, beliefs, traditions, and historical matters to be discussed.

GUIDELINES FOR DISCUSSION OF CONTROVERSIAL TOPICS

Teachers and students will engage in civil discourse when handling controversial topics in the classroom. The following guidelines are designed to protect teachers as well as students from unfair or inconsiderate criticism during the study of controversial topics.

1. Discussion should include the open expression of ideas, as long as those views are not derogatory, malicious, abusive, or discriminatory towards other's views.
2. Educators are expected to facilitate the exploration of the topic by presenting related issues objectively, impartially, and professionally.
3. The study of controversial issues should develop students' abilities to evaluate sources of information, undertake critical inquiry, and consider differing experiences and viewpoints.
4. Schools are to be neutral grounds for rational discourse and objective study. Schools are places for students to prepare for informed and reasoned involvement in community life, including its politics, by calm and cooperative study of social issues.
5. Discussion of controversial issues is acceptable when it clearly serves an educational purpose, is age appropriate, consistent with curricular objectives, arises during the educational process, and is consistent with the district's mission statement and non-discrimination policy. Such discussion is not intended to advance the interest of any group, political or otherwise.
6. All students have a right to competent instruction in an atmosphere free from bias, prejudice and harassment.
7. Educators and presenters should have the appropriate background and preparation to academically address such issues and should do so in accordance with the best practices and accepted norms of the discipline. Generally, controversial topics should have a substantial connection to the curriculum. An exception to these guidelines may apply

when, for example, a school administrator or leadership team directs or approves the examination of an issue of immediate concern that students are having to process. A school-to-family communication is normally appropriate when such exceptional situations arise unexpectedly.

8. Although it will often be appropriate for educators to avoid revealing their personal opinions, positions, or beliefs to students on a controversial topic, if an educator determines that circumstances exist that justify making such a disclosure, the educator is expected to do so in a manner that does not denigrate the legitimacy of other responses/positions. Specifically, educators will not attempt to persuade students into adoption of such personal opinions and/or beliefs.

9. Educators who are unsure whether, or how, to approach a controversial topic in class or other school activity are expected to communicate such concerns to a supervising administrator or the Director of Academic Services.

10. It is not practical for educators to provide advance notice on every topic or issue that will be covered or discussed in a class or other school activity. However when the controversial topic is foreseeable, parents/guardians will be provided with advanced notice by the teacher and have the right to judge whether certain materials are acceptable for their child(ren). No parent, guardian, or organization may abridge the rights of other parents or children to have access to materials that are a part of the school's educational program.

11. Students, parents and/or guardians are encouraged to contact the educator and/or administrator regarding the discussion of controversial topics in the classroom to identify concerns and provide feedback.

See [Board Policy 381, Study of Controversial Issues](#)

I.3.15 Copyright Guidelines

All staff are expected to follow relevant copyright law. [Visit this website if you would like guidance on this topic](#)

I.3.16 Criminal Background Checks/Charges/Convictions

The school district requires a criminal background check for all new employees including coaches, substitutes, and volunteers. The cost of the criminal background check is paid by the school district. See [District's Criminal Background Check Form](#)

All employees will have passed a criminal background check prior to the start of employment. As is outlined in [Policy 511 Equal Opportunity Employment](#), the district will not discriminate against an applicant based on an arrest or conviction record unless:

- A. a relationship exists between the duties of the position and the nature of the arrest or conviction record
- B. it is allowed by state or federal law.

All District employees and volunteers shall notify their immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee/volunteer for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below. Nothing herein shall prohibit the District from placing an employee on administrative leave or from suspending an employee/volunteer based upon an arrest, indictment or conviction.

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school-sponsored activity;
- D. a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- E. a misdemeanor which violates the public trust.

I.3.17 Email

All staff members are expected to check and respond to emails on a regular basis each day. There are many important emails that come to staff from various places that require prompt responses.

I.3.18 Emergency and Safety Procedures

- A. Crisis Management Plan: All classrooms and/or student learning spaces will have a “Crisis Management Plan” flip chart. This includes information about evacuations, bomb threats, lock downs and medical emergencies. The chart will be kept in an easily accessible place. Employees in charge of supervising students should locate this document and use it as reference in case of emergency. Teachers should reference the flip chart and its location in the notes provided to a substitute/guest teacher. If a classroom/student learning space is missing a “Crisis Management Plan” flip chart, please ask the Building Principal for a copy.
- B. Crisis Management Teams: Each building will designate employees assigned to emergency response team(s). When alerted, designated staff should promptly report to area of emergency.
- C. Required Drills: State Statute 118.17 requires 13 safety drills be conducted annually in each building with at least one drill happening each month. The specific safety drill plan will be created by the building administrator. Each teacher has the responsibility to inform all classes of the proper exit routes/procedures from that room. A sign should be posted in each room to indicate the proper exit door from that room.
- D. Injury Procedure: Report injured students to the Health Services office immediately. Never allow an injured student to come to the office alone. In some instances, the injured or ill student should be permitted to remain in the room and medical assistance will be brought there. You are required to fill out an injury report form that must be filed in the office.

I.3.19 Employee Assistance Program (EAP)

The [Employee Assistance](#) Program offers confidential and professional assistance to all employees and their families who are currently having problems that affect their personal lives and/or job performance. Information that explains the many aspects of this program may be found on the school district’s webpage. Just log in and select Employee Assistance Program found under the Teacher and Staff Resources tab. Information folders are also available and can be requested by contacting your building principal or the Director of Human Resources and Leadership Development. See [Board Policy 523.3, Employee Assistance Program](#).

I.3.20 Exit Interviews

Exit interviews with the human resources department are strongly encouraged for employees who leave the school district. Employees are encouraged to provide candid comments and suggestions which can help to improve future school district/employee relations and ultimately make the school district a better place to work.

I.3.21 Facility Use

It is understood that staff may want to use rooms other than their own for classroom projects, presentations, etc. If these activities are during the course of the day, they should be scheduled with the building secretary/principal where the room in question is located.

If the activity is after school, the following will apply. Gymnasiums, auditoriums, and other outdoor athletic fields, should be scheduled through the activities office at the high school (425-1830 ext. 3710 or 3709). Classrooms at the high school should also be reserved at this number. All other rooms in the school district should be reserved through the building secretary/principal of the room in question.

Staff interested in using a room for personal use need to follow the same procedures as the public as outlined in [Board Policy 830 Use of School District Facilities, Grounds, and Equipment](#)

I.3.22 Fundraising

All fundraising must be pre-approved by the building principal. School groups (athletic, band, etc) that have community booster groups are required to follow the same guidelines listed above. See [Board Policy 374 Student Fund-Raising Activities](#)

I.3.23 Gifts and Gratuities

No school district employee or official shall accept or offer to receive, either directly or indirectly for their own personal use, any rebates, gifts, discounts, or anything of value which he/she is not authorized by the superintendent or his/her designee to receive from any individual or company doing business with the school district. Such officials or employees may accept minor items distributed by a company or salesperson through their regular public relations program. This policy also applies to business transacted for school organizations, student classes, and extracurricular activities.

Inexpensive gifts (\$25 or less), which students or their parents present to staff members to show their gratitude or appreciation, may be accepted. However, students should be encouraged to use some non-monetary form.

Attempts by persons doing business with the school district or representing any person, business, organization or entity attempting to do business with the school district to offer gifts, gratuities, or other advantages as an apparent inducement to do business with the school district or any part of it, including its students or any portion thereof, shall immediately be reported to the superintendent in writing by the person to whom the offer was made.

See [Board Policy 522.4 Staff Conflict of Interest](#) and [Wis. Stat. § 118.12\(2\)\(a\)](#)

I.3.24 Health Screening

State statute [Wis. Stat. § 118.25\(2\)](#) requires that all school employees complete the health screening process which includes a tuberculin skin test (if deemed necessary by a physician upon the employee's completion of a screening questionnaire) and basic physical examination. Information and forms are available on the school district's webpage under Human Resources Department.

The cost of the health screening including the examination, and tuberculin skin test or chest x-ray if deemed necessary, shall be paid out of school district funds for all permanent and substitute employees.

I.3.25 Inclement Weather and Other Emergency School Closings

Administrators, central office staff members, custodians, maintenance, mechanics, principals' secretaries and transportation supervisor are expected to report to work if/when school is called off for an inclement weather emergency unless doing so would compromise their safety. If conditions exist which compromise their personal safety they will be allowed to take the day without pay or use other available leave such as personal or vacation time. Upon approval from their supervisor and the superintendent, an employee may be allowed to work from home if their work responsibilities can be completed remotely.

For all other staff, when there is an inclement weather emergency day which is not made up, employees will have the option to make up the time at a later date as approved by their building principal/supervisor, take the day without pay or substitute other available leave such as personal or vacation time.

Employees who have scheduled sick or personal leave when there is an inclement weather school closing will be allowed to withdraw the use of sick or personal leave and instead make up the time at a later date as approved by their building principal or supervisor. Employees on family and medical leave of absence or who have a scheduled vacation day do not have the option of making up the time missed due to inclement weather at a later date.

If schools are closed by order of a county, state or federal public health official due to health or other safety concerns, the following provisions shall apply:

- A. For purposes of this section, "staff" shall include all employee position groups defined in Section I.1.2 E. Regular Employees,
- B. The Board of Education has the discretion to pay staff their regular rate of pay during a school closure that is 50

- mandated by order of a county, state, or federal public health official due to health or other safety concerns
- C. If paid during a closure, staff shall be available for work during normally scheduled workdays and work hours.
 1. If directed to work, they will report to work for duties as assigned.
 2. If directed to work, but not available, normal vacation and general leave request, approval, and usage procedures delineated in this handbook and administrative work rules will be followed.
 3. If an hourly employee is directly impacted by a health concern (either personally or through caregiver status) and is unable to report to work when requested, the District Administrator / Designee will work with the employee on a case-by-case basis in an effort to mitigate or eliminate the impact on that employee's accumulated paid leave

I.3.26 Mobile Device Staff User Agreement

The School District of River Falls has provided a mobile device to many staff members who work directly with students. The purpose of the mobile device implementation is to enhance personalized learning and achievement for students and staff. The mobile devices will be used in instruction to promote 21st century learning skills. All staff members who are issued mobile devices will be required to review the Mobile Device Staff User Agreement and sign the agreement with the school district to protect the hardware and software with this technology. See [Board Exhibit 363-2 Mobile Devices Staff User Agreement](#)

I.3.27 Injury Procedure

The teacher in charge of an injured student will immediately report such injury to the Health Services Office. The Health Services Aide will report the injury to the Principal's Office. Never allow an injured student to come to the office alone. If you cannot leave, seek student assistance for this purpose. In some instances, the injured student should be permitted to remain in the room and medical assistance will be brought there. If you are in doubt, seek advice. You are required to fill out an injury report form that will be filed in the office.

I.3.28 Key and ID Badge Distribution and Replacement

Key distribution shall be the responsibility of the Director of Buildings and Grounds. ID badge distribution shall be the responsibility of the Human Resources Administrative Assistant. Persons shall be provided keys and ID badges as necessary for the fulfillment of their duties and responsibilities. Keys and ID badges may not be used to gain access to any area the person is not specifically authorized to enter. An inventory of distributed keys and ID badges shall be maintained at all times. Employees are required to display ID badges during the school day while on school grounds. Under no circumstances are keys or ID badges to be duplicated or given to others without the approval of the Superintendent.

In the event an employee's key is lost, the employee shall be liable for \$50 fee per lost key up to a maximum of \$100. Should lock cylinders need to be replaced due to security concerns because of the lost key, the employee may be charged \$75 per cylinder up to a maximum of \$500. In the event an employee's ID badge is lost, the employee shall be liable for a \$5 replacement fee. Key requests are submitted through the district work order system. For ID badges, please email the Human Resources Administrative Assistant. These non-refundable fees shall be assessed at the discretion of the Superintendent.

When an individual terminates their employment with the district their key must be returned on their last day of employment unless other individual arrangements have been made with the Director of Buildings and Grounds. If key is not returned a fee will be assessed similar to the lost key and cylinder replacement fee listed above.

I.3.29 Leaving the Building During the School Day

If it is necessary to leave the building during the school day, outside of lunch, employees must notify the office prior to leaving.

I.3.30 Local Education Guide (LEG)

A LEG is someone in the district who gives support and is a liaison to students who are taking virtual courses online through Wisconsin Virtual School.

In an online course, the student must complete assignments and communicate with the teacher on a regular basis in order to complete the course. The LEG monitors student progress to be sure they are moving forward toward course completion. The LEG will receive a weekly progress report that provides a quick snapshot of the student's current progress in the course. The LEG will then communicate that progress to the student, parent/guardian, and school counseling team.

It is also the LEG's responsibility to help the student get started with an online course for the first time as well as submitting final grade summaries.

The LEG will be compensated as follows: \$100 per student managed up to nine students; \$1,500 per semester for 10-15 students; \$2,000 per semester for 16-20 students; \$2,500 per semester for 21 and over students.

I.3.31 Mobile Technology

A. Breakage: Employees are fully responsible for all mobile technology and any damage to their device(s) after one allowable breakage. The first breakage will be covered fully by the district unless it is determined to be gross negligence on the behalf of the employee, after that, the employee is 100% responsible for the cost of all damage or replacement.

Teachers should strongly consider not allowing students to interact with their District issued devices.

B. Returning Mobile Technology: Resigning and retiring employees must turn in their mobile device(s) to a member of the technology staff located at Central Office. A member of the technology staff must be present (scheduling an appointment is strongly recommended) to take the device as they might ask the employee to sign out and clear their device(s).

I.3.32 Movies

Movies shown must be germane to the subject matter and should in some way connect to the curriculum at that grade level. Please exercise professional discretion when choosing movies or clips for your class. Commercially rated movies should be rated G or PG at the elementary level. At the middle school level, PG-13 or R-rated movies require principal approval and parent permission; this includes both movies shown in the classroom and as part of a field trip or other activity. At the high school level, movies with an R rating may not be shown without principal approval. Please note that any videos or materials that may contain controversial material should be discussed with the principal before use.

I.3.33 Observance Days

Special days shall be observed in the school district in accordance with state law. The administration, along with teaching staff, shall be responsible for planning special observance day activities. Activities should be appropriate for students at particular grade levels. See [Special Observance Days Wis. Stat. § 118.02](#)

If any observance day falls on a weekend, the observance shall be on a school day immediately preceding or following such day.

The following days shall be appropriately observed in the school district:

January 15	Dr. Martin Luther King, Jr. Day
February 12	Abraham Lincoln's birthday
February 15	Susan B. Anthony's birthday
February 22	George Washington's birthday
March 4	Casimir Pulaski Day
March 17	for "The Great Hunger" in Ireland from 1845 to 1850
April 9	Prisoners of War Remembrance Day

April 13	American Creed Day
April 19	Patriots' Day
April 22	Environmental Awareness Day

The last Friday in April, Arbor Day, except that if the governor by proclamation sets apart one day to be designated as Arbor and Bird Day under s. 14.16(1), that day shall be appropriately observed

June 14	if school is held, Robert M. La Follette, Sr. Day
September 16	Mildred Fish Harnack Day
September 17	U.S. Constitution Day

Wednesday of the 3rd week in September, as part of Wonderful Wisconsin Week under s.14.16 (8), Wisconsin Day

Friday of the 3rd week in September, POW-MIA Recognition Day

Wednesday of the 4th week in September, Bullying Awareness Day

September 28	Frances Willard Day
October 9	Leif Erikson Day
October 12	Christopher Columbus' birthday
November 11	Veterans Day

I.3.34 Outside Employment

The school district does not prohibit its faculty and staff from employment in non-school activities provided that such activity does not conflict with an employee's obligations to the school district. Specifically, the school district expects that any employment accepted by employees of the school district from outside sources will not compromise their effectiveness as school district employees or contradict the [Code of Ethics for Public Officials and Employees in Chapter 19 \(19.45\) of the statutes](#).

I.3.35 Outside Speakers or Presenters Invited to Classes

Guest speakers that enhance student learning are encouraged. If you plan on having a guest speaker or presenter, please let your principal know in advance. Please advise the speaker that they must sign in and get a visitor pass.

I.3.36 Personal Appearance

Staff members are expected to dress professionally at all times, except when engaged in an activity that would require other attire. Fridays or other special days can be more casual.

Face Covering/Mask Requirements

The Superintendent or designee in consultation with the Board of Education has the authority to require face coverings/masks if it is deemed necessary for the health and safety of students, staff, and visitors. The Superintendent or designee and Board of Education will rely on guidelines and expectations from the Center of Disease Control (CDC), the Wisconsin Department of Health Services (DHS), and Pierce County Public Health.

If a face covering/mask requirement is initiated by the Superintendent, the following expectations will be followed by students.

- Face covering is defined as "a piece of cloth or other material that is worn to cover the nose and mouth completely."
- A 'face covering' includes but is not limited to a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering.
- A 'face covering' does not include face shields (alone), mesh masks, masks with holes or openings, or masks with vents.
- Face covering are to be worn at all times when indoors, with the exceptions of the following situations:
 - When you are eating or drinking.
 - When you are communicating with someone who is deaf or hard of hearing.

- When you are working if wearing a face covering poses a safety risk, as determined by government safety guidelines or regulations.
- When you are having trouble breathing.
- Face coverings are strongly recommended in all other settings, including outdoors when it is not possible to maintain physical distance of 6 feet or more.
- If for personal medical reasons an employee cannot wear a mask, alternative options will be collaboratively determined between the employee, the district nurse, and their supervisor.
 - A Physician’s note or equivalent is required
- The intent of the mask is to protect other people in case the employee or student is infected, but not showing symptoms. - while also protecting the wearer of the mask.
- Employees may be asked to wear other PPE if work responsibilities put them in close contact with others.

I.3.37 Personnel Records

Personnel records for all school district employees are maintained by the human resources department and shall contain such information as application, credentials, transcripts, references and other pertinent information concerning the employee. Personnel files shall be maintained in the administrative office.

Individual personnel records shall be maintained in accordance with state laws and regulations. Each employee has the right to the extent permitted by law to examine his or her personnel file in the presence of a human resources department representative.

All original school district employee records remain the property of the school district. However, employees are entitled to copies of certain personnel documents as provided by law. See [Wis. Stat. § 103.13 Records Open to Employee](#)

I.3.38 Political Activity

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

- A. No school employee shall, (1) in the presence of any student, and (2) during hours for which pay is received or while the employee is otherwise acting within the scope of their employment, engage in any activity for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. When not engaged in the performance of their duties (e.g., during designated break periods) and when no students are present, employees who are at a work location may engage in private conversations with non-students or in other personal activities that address, for example, political topics.
- B. During established hours of employment or while an employee is engaged in his/her official duties, no employee or other person may solicit or receive from any employee any contribution or service for any political purpose, where a “political purpose” includes an act done for the purpose of influencing the election or nomination for election of a person to office. Furthermore, no person may enter any District building, office or facility in order to request, make or receive a contribution for a political purpose.
- C. No school employee shall use in any way the classrooms, buildings, district property or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. This provision does not apply to use of District facilities by employees for events or activities that are not within their scope of employment and that are held pursuant to the District’s policies regarding facilities use by third parties.
- D. No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- E. This section does not apply to the provision of information by school employees in connection with any election, referendum or legislation where authorized by the school board or District Administrator and where consistent with legal limitations on the use of public funds and school District resources.

I.3.39 Religious Activities

The historical and contemporary significance of religious holidays may be included in the program of education provided that such instruction is presented in an unbiased and objective manner. Holiday-related activities will be educationally sound and sensitive to religious differences, and will be selected carefully to avoid excessive or unproductive use of school time.

I.3.40 Rooms and Doors

Each staff member is responsible for their own area. Classroom doors should be locked at all times. Do not loan your keys to students or permit students to use your room when you are not present. All staff are required to close and lock classroom windows prior to leaving at the end of the school day.

Heaters, candles, and unattended lights (Christmas lights) are not allowed. Fans should have UL rating attached as well as a grounding plug (three-prong). Classroom refrigerators are prohibited. However, they are allowed only in very specific situations (science or special education) and must be in an approved location through OSHA or Fire Marshal.

I.3.41 Seclusion and Restraint

Maintaining a safe and productive environment for student learning is a high priority of the District. Positive behavior interventions and supports shall be considered and utilized to address behavior that interferes with the students' learning or the learning of others. The District recognizes that there may be times when a student will engage in a dangerous or significantly disruptive behavior that requires immediate attention and intervention. In such cases, school personnel shall avoid the use of any excessively restrictive interventions and shall make reasonable efforts to identify the least restrictive intervention that would be effective and appropriate to the situation. See [Board Policy 447.11 Seclusion and Restraint](#)

I.3.42 Tobacco Use is Prohibited

Any use of tobacco is not permitted in any school district areas or at any school district events.

I.3.43 Staff-Student Relations

The school district is committed to quality educational programs requiring integrity, high ideals and human understanding. The welfare and achievement of students is dependent upon positive relationships within the school environment. Employees should understand that their conduct may be regarded as representative of the District, and that even off-duty conduct may adversely affect the ability of a staff member to effectively perform his/her job duties. To this end, school district employees are expected to develop positive relationships by:

- A. Maintaining empathy with and respect for all students.
- B. Communicating with students in a way that fosters the development of a positive self-image.
- C. Using discretion in handling confidential information about students in public areas both in and out of school.
- D. Adhering to Family Educational Rights and Privacy Act (FERPA) guidelines.
- E. Adhering to Health Insurance Portability and Accountability Act (HIPAA) guidelines.
- F. Using credible, positive feedback with students.
- G. Implementing motivation techniques that enhance self-esteem.
- H. Modeling and reinforcing behaviors that are expected of students.
- I. Utilizing problem-solving techniques in correcting and changing student behavior including collaboration
- J. Helping students recognize their strengths and abilities and become competent learners.
- K. Maintaining appropriate physical boundaries between employees and students.
- L. Refraining from assessing, diagnosing, or treating students' personal problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships. Students should be referred to the appropriate staff member or agency for assistance. This does not prevent students from bringing personal problems to the attention of an employee.

- M. Refraining from disclosing personal, sexual, family, employment concerns, or other private matters to one or more students.

Employees are expected to develop and expand their skills in sustaining positive student relationships. The school district explicitly prohibits use of sarcasm, ridicule, insults, profanity, belittling statements or sustained yelling in the school environment.

I.3.44 Staff Use of Social Media

The school district recognizes the importance of effective communication between students, staff, families, and community members. Social media and digital communication are potentially effective methods to keep stakeholders informed and engaged in a timely and accessible fashion. The use of these forms of communication should align to current school district policies, maintain student rights, and protect the interests of the school district. The guidelines in [Board Policy 522.71 Staff Use of Social Media](#) are designed to clarify the expectations for employee use of social networking and digital communication.

I.3.45 Suicide Prevention/Intervention Program

Teachers and other school staff are well-positioned to observe student behavior and to ACT if there is suspicion that a student may consider suicide. Young people lack the perspective of time. Suicide is a permanent solution to a temporary problem, but for kids, their problems can seem endless at this stage. If we get them through the crisis, there is a better chance that they will never attempt suicide (as referenced in the [Wisconsin Department of Public Instruction's Required Notice of Youth Suicide Prevention Resources](#)). ACT stands for Acknowledge (acknowledge feelings rather than minimizing them), Care (show care and concern for the student), and Tell (tell a member of the crisis team). If you believe an individual is in crisis and may be contemplating suicide, never leave that person alone and contact your building counselor, school psychologist, or administrator immediately. The following are warning signs of suicidality:

- A. Talking about or threatening to hurt or kill oneself.
- B. Looking for ways to kill oneself by seeking access to firearms, pills, etc.
- C. Talking or writing about death, dying, or suicide/having a specific plan.
- D. Feeling hopeless.
- E. Feeling rage or uncontrolled anger or seeking revenge.
- F. Acting reckless or engaging in risky activities-seemingly without thinking.
- G. Feeling trapped-like there is no way out.
- H. Increasing alcohol or drug use.
- I. Withdrawing from friends, family, and society.
- J. Feeling anxious, agitated, or unable to sleep or sleeping all the time.
- K. Experiencing dramatic mood changes.
- L. Seeing no reason for living or having no sense of purpose.
- M. Giving away possessions.

I.3.46 Travel

Any time business/work travel is required, an employee must complete an [Employee Travel Checklist](#). This form can be obtained from your building secretary or office/budget paraprofessional. Complete the form before commencing travel and submit it to administration for approval. Once you complete your travel, use the form to request expense reimbursement if applicable. The school district shall reimburse at the current federal rate for each mile driven by each employee required to drive his or her personal vehicle during the course of performing duties for the school district. Meals for approved travel will be reimbursed as noted below. Meals above these limits may be reimbursed if the meals are part of the organization's schedule of activities. Please keep receipts to turn in when you return. See [Board Policy 671.2 Expense Reimbursement](#)

- A. Breakfast – \$13.00

- B. Lunch – \$14.00
- C. Dinner – \$23.00

I.3.47 School Day Visitors

Visitors are required to wear an official visitor ID badge on a red RFSD visitor lanyard while on school district grounds. They are to return the ID badge and lanyard at the completion of their visit. Students may not bring a friend or relative to school for an entire day. Visits may be allowed during the lunch hour with approval from the principal. See [Board Policy 860 Visitors to the School](#)

I.3.48 Voicemail and Telephone Contacts

Office personnel will handle incoming calls to the schools. Office staff will use their professional judgment for allowing phone calls to interrupt class. It is an expectation that voicemail will be checked and responded to on a regular basis every day. Personal calls should be minimized during the workday so that they do not interrupt you while performing your duties.

I.3.49 Volunteers

The school district encourages parents and community members to consider becoming a volunteer in the school district. It is a requirement of the school district that a criminal background check be processed before volunteer service begins even if that service is a one-time event. Employees looking for volunteers should contact the Volunteer Coordinator 715.425.1810 x 3506 to ensure volunteers have passed the appropriate background check prior to allowing these individuals to volunteer for a school activity.

I.3.50 Wellness Program

The district’s staff and wellness program focuses on education and activities that promote physical and mental well-being. The program encourages staff to make positive lifestyle changes, which include learning how to make wise choices by eating healthy and nutritious food, increasing exercise and activity levels, and decreasing stress to promote emotional well-being. The school district encourages employees to maintain good health throughout their lives with a well-balanced lifestyle.

I.3.51 Work Made for Hire

Occasionally an employee has questions regarding the use of materials to be included in books or other commercial materials. Such materials created by the employee may include lesson plans, staff development presentations or tests/test items. Any work prepared by an employee within the scope of his/her employment is owned by the District. Under federal copyright laws, this is called “work made for hire.” An employee with questions regarding the ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

I.3.52 Advanced Learning Grants

The purpose of Advanced Learning Grants is to create a sustainable and equitable program to financially support the professional growth of employees. The Director of Human Resources and Leadership Development will share grant rules, submission requirements, and deadlines with all employees via email and on the District Website no later than September 30.

- The maximum grant awards to an individual employee will be no greater than \$1,000.
- The total of all grant awards will not exceed \$10,000.

I.3.53 Reporting Threats of School Violence

- A. Reporting: Wisconsin law (ACT 143) requires all employees of Wisconsin public school districts to report threats of

school violence. All employees having reasonable cause to suspect threats of school violence in the course of their professional duties shall immediately inform a law enforcement agency. This can be done by phone or personally. A School Resource Officer is considered part of a law enforcement agency.

- B. Training: All school district staff members are required to be trained within six months of employment and annually thereafter about reporting threats of school violence. The opportunity to complete these trainings will occur during normal working hours.

I.3.54 Required Annual Trainings

All regular employees are responsible for completing the following annual required trainings. These trainings are required by state statute and school district policy and are designed to ensure that all employees understand their responsibilities and duties as representatives of the district. In response to new state statutes or school district policies additional trainings may be added at any time. Annual required trainings will be completed and verified using an online training system (i.e. SafeSchools). New employees will be required to complete within six months of employment. On-going employees will have the opportunity to complete trainings during normal working hours. Employees who fail to complete required trainings are subject to disciplinary actions. Trainings include, but are not limited to:

- Recognizing Child Abuse and Neglect
- Reporting Threats of School Violence (all regular employees)
- Bloodborne Pathogens
- Employee Handbook Acknowledgement
- Access to District Technology Tools
- Harassment Policy and Complaint Procedures
- Sexual Harassment and Sexual Violence Policy and Complaint Procedures
- Equal Educational Opportunities Policy and Student Discrimination Complaint Procedures
- Equal Employment Opportunities Policy and Employee Discrimination Complaint Procedures
- Work Safety Guidelines and Expectations

I.3.55 Use of Video and Audio Recording Systems

In an effort to maintain a safe and healthy environment for employees, students, and visitors on district premises, the use of video and/or audio recording may be installed. Systems will be located in public areas where individuals have no expectations of privacy. Areas include, but are not limited to, hallways, classrooms, parking lots, entrances, athletics areas, and school buses. Systems will not be located in areas where individuals have a reasonable expectation of privacy including restrooms and locker rooms. Any employee who takes action to block, move, or alter the location and/or viewing angle of the video camera will be subject to disciplinary and/or legal action.

I.3.56 Title IX Coordinators

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board:

[Policy 411: Equal Education Opportunities](#)

[Policy 411.1: Harassment](#)

[Policy 411.11: Title IX Sexual Harassment](#)

[Policy 511: Equal Employment Opportunities](#)

Any questions regarding Title IX compliance may be directed to the District's Title IX Coordinators.

Title IX Coordinator-Student (i.e. when the complainant is a student)

Mark Inouye, Director of Student Services
852 E. Division Street
River Falls, WI 54022
715-425-1800
mark.inouye@rfsd.k12.wi.us

Title IX Coordinator-Staff (i.e. when the complainant is an employee)

David Bell, Director of Human Resources
852 E. Division Street
River Falls, WI 54022
715-425-1800
david.bell@rfsd.k12.wi.us

I.4 MANAGEMENT RIGHTS

I.4.1 Delineation of Rights

Management retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this *Handbook*/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

- A. To direct all operations of the school system;
- B. To establish and require observance of reasonable work rules and schedules of work;
- C. To hire, promote, transfer, schedule and assign employees in positions within the school system;
- D. To suspend, discharge and take other disciplinary action against employees;
- E. To relieve employees from their duties because of lack of work or any other legitimate reason;
- F. To maintain efficiency of school system operations;
- G. To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders; To introduce new or improved methods or facilities;
- H. To select employees, establish quality standards and evaluate employee performance;
- I. To determine the methods, means and personnel by which school system operations are to be conducted;
- J. To determine means and methods of instruction, selection of textbooks and other teaching materials, the use of teaching aids, class schedules, hours of instruction, class size, teaching load, and length of school year. Teacher recommendations may be considered in determining decisions relevant to areas mentioned in the paragraph;
- K. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- L. To determine the educational policies of the District; and
- M. To contract out for goods and services.

I.5 GRIEVANCE PROCEDURE

I.5.1 Purpose

The purpose of the [Board Policy 527 Employee Grievance](#) is to provide for the exclusive internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

I.5.2 Grievance Processing Procedure

For specific information regarding the grievance procedure, see [Board Policy 527 Rule-1 Employee Grievance Procedure](#) and [Board Policy 527 Rule-2 Impartial Hearing Officer Selection Procedures](#).

I.6 EMPLOYEE COMPLAINT PROCEDURE FOR ISSUES OTHER THAN DISCIPLINE, TERMINATION AND WORKPLACE SAFETY

The District recognizes an employee's right to receive fair treatment. Accordingly, the District has established the following complaint procedure for use by all employees. The District regards the use of this problem-solving procedure as an opportunity to correct dissatisfaction in job-related practices. This complaint procedure should be used to address concerns that are not covered by the formal grievance procedure.

In order to make suggestions, or register a complaint or a problem related to his/her job, or District policy that is not subject to the statutory Grievance Procedure, the employee should:

- A. Step 1: Discuss the matter completely with his/her immediate supervisor. Most issues can be satisfactorily resolved in this manner. If the employee and his/her supervisor cannot reach a solution within 10 working days the employee should proceed to Step 2. In the event of a complaint over a work assignment, the employee should perform the assigned task and then discuss the problem with the supervisor.
- B. Step 2: Make a written request for a meeting with the Director of Human Resources and Leadership Development who will discuss the problem with the employee and investigate the basis for concern. The Director of Human Resources and Leadership Development will provide either a verbal or written decision to the employee within ten working days unless he/she determines that additional time is required under the circumstances. If the employee is not satisfied with the Director of Human Resources and Leadership Development's decision, the employee should proceed to Step 3.
- C. Step 3: Make a written request to meet with the District Administrator who will typically schedule a meeting with the employee and appropriate administration to discuss the complaint. The District Administrator may conduct whatever additional investigation he/she deems necessary. The District Administrator will provide either a verbal or written decision to the employee within 15 working days of this meeting unless it is determined that additional time is required under the circumstances. The decision at this step shall be final and conclusive for all parties.

If the employee does not proceed on to the next step in the grievance procedure within five working days of receiving notification of the decision on any given step, it will be assumed that the complaint is resolved.

It is the District's intention to be fair in order to establish the smoothest working relationship possible. Employees will not be discriminated or retaliated against, or in any way penalized, for using this procedure.

I.7 PAY PERIODS

I.7.1 Annualized Payroll Cycle

A. Teachers and Administrators:

1. Annualized Payroll: Employees scheduled to work the school year may voluntarily request to be paid on a 12 month payroll cycle as set forth in subsection 2, below. Such requests shall be made in writing and submitted to the business office by July 1. For employees with an individual contract, such election may be provided at the same time as the issuance of the individual contract or letter of intent. All school year employees covered under this provision shall have their wages annualized based upon the number of hours worked per day, annual number of days worked, current wage/salary rate, and number of payrolls in accordance with the District-approved format.
2. School Year Payroll: For employees who do not voluntarily request to be paid on a 12-month payroll cycle, the

payroll cycle shall be on a 10-month basis and shall be placed on a 20-payroll cycle.

- B. Calendar Year Employees: All employees scheduled to work the calendar year will be placed on the 24-check payroll cycle.

I.7.2 Payroll Dates

The payroll dates shall be the 5th and 20th of each month. If the 5th or 20th of the month falls on a weekend, the payroll date will be the preceding Friday. If a paid holiday falls on the 5th or 20th, payroll deposits shall be issued on the preceding day. The payroll date schedule may be found on the [RFSD Payroll Website](#).

I.7.3 Direct Deposit Payment Method

All employees, except for those individuals whose position is solely as a coach, shall participate in a direct payroll deposit plan. The district will bear any costs and/or services charges. Direct deposit changes may be made after giving 10 calendar days' notice in writing. Each non-exempt employee shall, with each electronic payroll deposit slip, receive information indicating the number of hours for which straight time hourly pay is received and the number of hours for which the overtime rate of pay is received. Each exempt employee shall, with each electronic payroll deposit slip, receive information on the employee's salary received. In addition to the above, each employee shall have access to electronic records indicating the number of accumulated sick leave days, the number of personal days remaining to the employee's credit, and the number of vacation days taken and the number remaining.

I.7.4 Definitions for Payroll Purposes Only

- A. Day: A day shall run from 12:00 midnight (12:00 a.m.) until 11:59 p.m.
B. Week: A week shall run from 12:00 midnight (12:00 a.m.) Sunday until 11:59 p.m. the following Saturday.
C. Pay Period: The pay periods are determined annually and can be found on the district's website.

I.7.5 Salary Deferrals –Tax Sheltered Annuities (TSA)

- A. The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an "Investment Vehicle").
- B. The purchase of the annuity will be optional for the individual employee. The employee may make 403(b) elective salary reductions in one or both of the following ways:
1. Pre-tax dollars (salary reduction, also known as "regular" TSA contributions), or
 2. After tax dollars (also known as "Roth" TSA contributions).
- C. Staff will be permitted to have their contribution remitted via payroll deduction to an Investment Vehicle offered by a vendor listed as a District-approved vendor, as required by the IRS Code and as directed by the District's plan document.
- D. An approved TSA Provider list can be obtained from the Business Office.
- E. The amount to be deducted is selected and the determination made wholly by the person choosing to participate in the Savings Program.
- F. The salary deferral will be transmitted on or about the date the money is deducted from the employee's paycheck. In unforeseen circumstances, transmittals will be made no later than 15 business days following the end of the month in which the amount would have been paid to the participant.

- G. Employees may choose to defer either a percent of salary or a specific dollar amount up to the amount permitted by law. The salary reduction limit (402(g)(1), the age 50 additional deferral (414(v)(2)(B)(i)).
- H. The salary reduction limits will be adjusted from time to time to conform to statutory limits.
- J. General
 - 1. The employee shall be permitted to change the TSA amount provided he/she provides the District with at least 10 business days' notice prior to the applicable payroll date of the month (5th and 20th of each month).
 - 2. In no event shall the employee's contribution exceed 100% of the employee's compensation less payroll and other required deductions. Employee and employer contributions are 100% vested and non-forfeitable at all times.
 - 3. Loans shall be permitted to the extent permitted as detailed in the plan document. Contact the district approved vendor to obtain loan information.
 - 4. Hardship withdrawals are permitted and IRS safe harbor standards with respect to estimating an immediate and heavy financial need [Treasury Section 401(k)-1(d)(3)(iii)(B) will be used]. Contact the vendor or plan administrator for further details if a hardship withdrawal is requested.
- K. Salary Reduction Agreement
 - 1. Employees will be required to sign an agreement to authorize TSA deductions from salary. The current agreement can be obtained from the District Business Office. The District, without the consent of the employee, is authorized to modify the salary reduction agreement to comply with applicable legal requirements. The District will provide the employee with reasonable notice concerning any such modification.
 - 2. A change in a beneficiary designation shall take effect when the election is accepted by the Vendor.
 - 3. By authorizing TSA deductions from his/her salary, the Employee acknowledges that the District made no representation to the Employee regarding the advisability, appropriateness or tax consequences of any salary reduction agreement, participation in a tax sheltered annuity, or the company which issues the annuity contract or which invests the Employee's salary reduction funds. Furthermore, the Employee agrees the District shall have no liability whatsoever for any loss, solvency, operation or benefits provided by the TSA vendor.
- L. Deferred Compensation: Employees may defer salary through the Wisconsin Deferred Compensation Plan (457). The plan limitations and salary deferral rights will be those permitted by the TSA unless the Deferred Compensation plan's rules are in conflict, in which case the Deferred Compensation rules shall apply.
- M. Disability: The definition of "disability" for the purpose of the employee's TSA is the same as the definition used within the district's long-term disability insurance.

I.8 COMPENSATION AND EXPENSE REIMBURSEMENT APPLICABLE TO ALL DISTRICT EMPLOYEES

I.8.1 Mileage Reimbursement

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage can be obtained from the district website (go to Departments, Business Services). Employees will not be reimbursed if a District vehicle is available, but the employee chooses to drive their personal vehicle.

I.8.2 Expenses

Employees required or approved by the District to attend conferences, seminars, and in-service training sessions shall be reimbursed for travel, meals, lodging, and registration providing prior approval has been received via a [Travel Request Form](#); supporting receipts/documentation are attached and forwarded to Business Services upon completion of travel.

The Travel Request Form is available on the school district's website (go to Departments, Finance and Business Services, Employee Travel).

- A. Breakfast: \$13.00
- B. Lunch: \$14.00
- C. Dinner: \$23.00

Employees will be reimbursed for the lower of either: 1) actual cost of the meal, or 2) reimbursement amount outlined above.

I.9 WORKERS' COMPENSATION

I.9.1 Workers' Compensation Coverage and Reporting Responsibilities

All employees shall be covered by Workers' Compensation Insurance. Any employee who is injured on the job shall report the injury to the Payroll & Benefits Coordinator at 425-1800 ext. 1112 prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor within 24 hours after the occurrence of the injury or as soon as practical. The employee shall fill out an [Employee Accident Report](#) (available in school health offices or contact the Payroll & Benefits Coordinator at 425-1800 ext 1112).

I.9.2 Benefits While on Workers' Compensation

If any employee is injured while performing duties for the District, the District shall continue to provide workers' compensation insurance and the employee will be compensated in the following manner:

- A. The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining workers' compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third of a day of sick leave for each day while on workers' compensation until the employee's sick leave has been exhausted.
- B. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

I.9.3 Injuries Not Covered by Workers' Compensation

Some types of injuries suffered while at work may not be covered by workers' compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

- A. injuries because of a self-inflicted wound;
- B. injuries sustained because of an employee's horseplay;
- C. injuries sustained while an employee does an activity of a strictly private nature.

I.10 LEAVES OF ABSENCE

I.10.1 Association Days Leave

Employees who serve the role of Association Leaders (Association Officers, Association Committee Chairs, and Building Representatives) per district recognized unions may be granted Association Days (if they are a member of a state or national committee) to conduct Association business or attend Association meetings that are scheduled during work days. The number of days will be limited to three total days in a given year. The Association agrees to pay for the substitute needed to replace the Association Leader in his or her absence. The Association Days shall not be used to picket, attend demonstrations, or other activities intended to discredit the school district.

I.10.2 Bereavement Leave

Bereavement leave outlined in part A and B below is non-accumulative, however, it will not be deducted from any other

paid leave. Upon receiving prior approval from their immediate supervisor, employees may use bereavement leave as follows:

- A. Bereavement/Funeral Leave for a Death in the Immediate Family: In the event of death in an employee's immediate family, the employee shall be allowed per occurrence three paid days off work. Immediate family includes the spouse, parents, domestic partner, children, brother, sister, grandchildren, grandparent, step-relative of the same relationship as provided herein of the employee and his or her spouse.
- B. Bereavement/Funeral Leave for a Death of an Individual Outside of the Immediate Family: Employees shall be granted one paid day per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins and other individuals residing in the employee's household.
- C. Bereavement/Funeral Leave for a Friend: Employees may use one paid day of bereavement leave to attend the funeral of a friend, but such leave is limited to three occurrences per year and will be deducted from the employee's accumulated sick leave.
- D. Additional Bereavement Leave: In extenuated circumstance, additional days may be granted by the District Administrator or his/her designee. Such additional days, at the option of the employee, shall be deducted from the employee's accumulated sick leave if the employee wants paid leave.
- E. Part-Time Employee: Part-time employees will receive bereavement leave on a pro-rated basis based upon the number of hours they are scheduled to work.
- F. Bereavement Leave Increments: Bereavement leave may be allowed in increments of one hour.

I.10.3 Child Rearing Leave

- A. Application Procedures: The employee shall make written application for an unpaid child rearing leave to the District Administrator at least 30 days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an unpaid child rearing leave shall include acceptable medical or legal (for adoption) verification and the anticipated date of beginning the leave and return to work. Such application will be reviewed and processed by the District Administrator and shall be granted or denied at his/her sole discretion.
- B. Duration of the Unpaid Child Rearing Leave: The maximum length of the leave shall be limited as noted below. Shorter leave and/or an early return from the leave shall only be upon the mutual agreement of the employee and the District.
 - 1. Child born or adopted during the summer vacation – the following two semesters.
 - 2. Child born or adopted during the first semester – the balance of that semester plus the second semester.
 - 3. Child born or adopted during the second semester – the balance of that semester plus the first semester of the following school year.
 - 4. Should the child be born or adopted during the last three weeks of first semester or the last three weeks of second semester, the leave may be extended for an additional quarter/semester upon mutual agreement of the employee and the district.
- C. Benefits during the unpaid child rearing leave:
 - 1. The child rearing leave is an unpaid leave except that the employee may substitute accrued paid sick leave for any leave allowed under the Wisconsin and Federal FMLA.

2. During the unpaid child rearing leave, the employee may continue participation in insurance programs at his/her own expense subject to approval of the carrier. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated. The District will continue health and dental insurance benefits during any childrearing leave covered by the Wisconsin and Federal FMLA.
 3. The employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid child rearing leave.
- D. Return from the Unpaid Child Rearing Leave: The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal and/or reduction in force, whichever is applicable.
- E. Interaction with family and medical leave provisions: Child rearing leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any family leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

I.10.4 Jury Duty Leave

- A. Jury Duty Leave: Subject to the provisions on "Payment for Time Out on Jury Duty," a non-accumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

Third shift employees will be excused from working the evening shift of the day that they serve on jury duty if there was less than eight clock hours between the time their jury duty ended and the start of their shift.

- B. Employee Notice: An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.
- C. Payment for Time Out on Jury Duty: An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a check for compensation from serving on the jury, minus travel expenses, to the District. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

I.10.5 Personal Leave

- A. Personal Days Provided
1. Teachers and administrators shall be entitled to up to three days of personal leave each employment year. Teachers who participate in leadership committees and/or serve as a new teacher buddy/mentor will earn up to two additional personal leave days.
 2. All other employees, with the exception of limited-term employees, shall be entitled to up to two days of personal leave each employment year;
 3. A "day" of personal leave is defined the same as a "day" of sick leave.
- B. Reasons for Personal Leave: Personal leave may be used for compelling personal obligations which cannot reasonably be conducted outside of the employee's workday.

C. Personal Leave Day Restrictions

1. The personal leave day will not be granted during the first or last week of a semester, on a parent-teacher conference day, or on an in-service day. Personal leave during these periods may be approved for personal business that cannot be rescheduled for a different time at the discretion of the District Administrator or his/her designee. Personal leave shall not be used to engage in activities for which the employee will receive compensation from any source. Compensation shall not include payment or reimbursement for expenses. In addition, personal leave shall not be used to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.
2. Personal leave will be deducted from the employee's available sick leave days.

D. Approval of Personal Leave and the Total Number of Employees on Personal Leave

1. A request through Employee Access to the Administrator shall be made as far in advance as possible, normally not less than five days. Emergencies may delay the submitting of the written statement until the employee returns to work.
2. The Administrator has the right to approve or disapprove all requests.
3. Unless approved by the District Administrator or his/her designee, the number of personal days granted per day will not exceed the following guidelines:
 - a. MMS and RFHS: No more than three support staff employees and three certified staff employees.
 - b. RB, GW, and WS: No more than two support staff employees and two certified staff employees.
 - c. RFPME and RCA: No more than one support staff employee and one certified staff employee.

E. Part-time Employees: Part-time employees will receive personal leave on a pro-rated basis based upon the number of hours they are scheduled to work (prorated based on FTE).

F. Personal Leave Increments: Personal leave may be allowed in increments of a quarter hour.

I.10.6 Sick Leave

A. Sick Leave Earned

1. Calendar Year Employees: Each employee shall be credited with one day of paid sick leave per month of employment to a maximum of 12 days per contract year. For 2022-23 only, calendar year employees will be credited with two additional days of paid sick leave.
2. School Year Employees: Each employee shall be credited with one day of paid sick leave per month of employment to a maximum of 10 days per contract year. For 2022-23 only, school year employees will be credited with two additional days of paid sick leave.
3. Crediting of Sick Leave: Sick leave though credited at the beginning of each fiscal year is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.
4. Part-Time Employees: Part-time employees will receive sick leave on a pro-rated basis based upon the number of hours they are scheduled to work.
5. Summer School Employees: If employees under contract for the regular school year work summer school they will receive one additional day of sick leave (prorated based on 160 hours of summer school employment).

B. Sick Leave Use

1. Sick leave shall be paid for any absence from work due to the:
 - a. Personal illness, injury or serious health condition of the employee;
 - b. Illness or injury of an employee's child;
 - c. Serious health condition of an employee's immediate family (spouse, child, sibling, domestic partner, parent

or other relative with whom the employee may be living);

- d. Medical or dental appointments for the employee and/child that cannot be scheduled outside of the employee's regularly scheduled work hours.
- e. Employees shall be granted a maximum of two days to care for the employee's child due to closure of daycare due to daycare provider illness.

2. Definitions: the following apply under this section:

- a. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward.
- b. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee or an employee's spouse or domestic partner.
- c. Spouse: means an employee's legal husband or wife.
- d. Serious Health Condition: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
 - 1) Inpatient care in a hospital, nursing home or hospice.
 - 2) Outpatient care that requires continuing treatment or supervision by a health care provider.

3. Domestic Partner: means a relationship between two individuals that satisfies all of the following:

- a. Each individual is at least 18 years old and otherwise competent to enter into a contract.
 - 1) Neither individual is married to, or in a domestic partnership with, another individual.
- b. The two individuals are not related by blood in any way that would prohibit marriage under §765.03, Wis. Stats.
- c. The two individuals consider themselves to be members of each other's immediate family.
- d. The two individuals agree to be responsible for each other's basic living expenses.
- e. The two individuals share a common residence. Two individuals may share a common residence even if any of the following applies:
 - 1) Only one of the individuals has legal ownership of the residence;
 - 2) One or both of the individuals have one or more additional residence not shared with the other individual;
 - 3) One of the individuals leaves the common residence with the intent to return.

C. Sick Leave Increments: Sick leave may be allowed in increments of a quarter hour.

D. Sick Leave Accumulation: Sick leave will accumulate for full-time and part-time employees to a maximum of 144 days (prorated based on FTE). After the maximum accumulation of days, employees will be paid \$60.00 for each day of accumulated, unused sick leave in excess of 144 days.

Employees who are within their first two years of employment and who run out of sick leave will be allowed to borrow a maximum of five days from the next year's sick leave allotment. Employees leaving the system with a sick leave deficit will pay for each deficit day at their current rate of pay. Borrowed sick leave shall never accumulate beyond five days.

E. Overuse of Sick Leave: If an employee were to leave the school system prior to completion of his/her contract term or the school year for an individual teacher and had used all sick leave, a sum equal to the sick leave days, not earned would be deducted from the remaining pay. Deductions will be based on one day of paid sick leave earned per month of employment to a maximum of 12 days per contract year.

F. Reporting Procedures – Doctor's Certificate

- 1. If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent for one of the reasons stated in "sick leave use" above. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or

restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

2. Unplanned time off should be entered in Employee Access True Time within 24 hours of the employee's return to work.
- G. Holidays During Sick Leave: In the event a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

I.10.7 Uniformed Services Leave

- A. Uniformed Services Leave of Absence: Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, and this *Handbook*. The "uniformed services" consist of the following [20 CFR § 1002.5(o)]:
1. Army, Navy, Marine Corps, Air Force and Coast Guard;
 2. Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve;
 3. Army National Guard and Air National Guard;
 4. Commissioned Corps of the Public Health Service;
 5. Any other category of persons designated by the President in time of war or emergency.

- B. Seniority/Length of Service during Uniformed Services Leave

Employees shall continue to accrue length of service for wage/salary increments, if applicable, and all other purposes where length of service is a factor. The employee's absence shall not be construed as a break in service for any purpose.

Re-employment rights extend to persons who have been absent from a position of employment because of "service in the uniformed services." "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:

1. Active duty and active duty for training;
2. Initial active duty for training;
3. Inactive duty training;
4. Full-time National Guard duty;
5. Absence from work for an examination to determine a person's fitness for any of the above types of duty;
6. Funeral honors duty performed by National Guard or Reserve members;
7. Duty performed by intermittent employees of the National Disaster Medical System (NDMS), which is part of the Department of Health and Human Services, when activated for a public health emergency, and approved training to prepare for such service (added by Pub. L. 107-188, June 2002). See 42 U.S.C. § 300hh-11(d).

- C. Request for Uniformed Services Leave: When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the District Administrator or his/her designee.

I.10.8 Unpaid Leaves of Absence

- A. Medical leaves are normally limited to the paid sick leave allowed under this handbook and the leave allowed under the Wisconsin and Federal Family and Medical Leave Acts. Medical leaves to care for a family member with a serious health condition are limited to the leave allowed under the Wisconsin and Federal Family and Medical Leave Acts. Employees with disabilities protected under the Americans with Disabilities Act and the Wisconsin Fair Employment Act may be allowed additional unpaid leave as an accommodation of their disabilities.

B. Application Procedures: Employees shall give notice of leaves covered by the Wisconsin FMLA in a reasonable and practical manner. Employees shall give notice of leave covered by the Federal FMLA as soon as practical. Shorter notice may be given in case of emergency.

C. Benefits during Leave

1. Length of service and other benefits shall not accrue during such leave.
2. The District will continue health and dental insurance as required under the Wisconsin and Federal FMLA.
3. Where an unpaid leave is allowed beyond that required by the Wisconsin and Federal FMLA the employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.
4. Employees are allowed to use accrued paid sick leave during any leave covered by the Wisconsin and Federal FMLA.
5. The employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.

D. Placement upon Return from Leave

The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or reduction in force, whichever is applicable.

The employee shall be eligible to return to duty from an unpaid medical leave of absence when he/she is physically able provided:

1. The employee has previously indicated his/her intent to return to duty following the expiration of the medical leave.
2. The employee provides his/her physician's certification that he/she is able to return to work. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed to physician will issue a physician's certification. The third physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification.
3. If the employee is unable to return to work at the end of a Wisconsin or Federal FMLA leave due to the employee's disability, the employer will consider an additional unpaid leave of absence as an accommodation of the employee's disability.

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

F. Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

I.10.9 Unpaid Leaves of Absence – For Other Than Medical and Child Rearing Reasons

- A. Application Procedures: All requests for other unpaid leave of absence, other than emergencies, must be submitted to the District at least 30 days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion. The unpaid leave of absence shall not exceed one calendar year
- B. Benefits During Leave:
1. Length of service and other benefits shall not accrue during such leave.
 2. Insurance Application: An employee on unpaid leave under this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain commencing with the beginning of the leave. Employees continuing their insurance during an unpaid leave of absence of 10 or more consecutive work days will reimburse the district for the cost of the insurance, unless such leave was taken in accord with the terms of either the state or federal Family Medical Leave Act. Employees taking more than 10 days of unpaid leave during a school year that are not consecutive will begin reimbursing the district for insurance starting with the 11th day of unpaid leave. It is the responsibility of the employee to make arrangements with the school business office to pay to the School District the monthly premium amounts in advance and on such date as determined by the School District. The right to continue participation in such group insurance programs, however, shall discontinue upon termination of employment.
 3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.
- C. Placement upon Return from Leave: The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least 30 days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or reduction in force, whichever is applicable.

I.11 BENEFITS APPLICABLE TO ALL EMPLOYEES

Additional information available at the [RFSD Employee Benefits Page](#).

I.11.1 Cafeteria Plan/Flexible Spending Account

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to permit employees to reduce their salary and contribute to an FSA to cover the following expenses: Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.

Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129).

I.11.2 Dental Insurance

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Eligibility for and payment toward coverage for individual employment groups are set forth in the applicable part of the *Handbook* covering such employees.

I.11.3 Health Insurance

Compliance Authority: The District may, in its sole discretion, make changes to health insurance, including, but not limited to, health benefits, eligibility standards, coverages, and contribution levels in order to comply with the Patient Protection and Affordable Care Act (ACA) and applicable federal and state agency rules and regulations regarding the implementation of the ACA. Such actions may also be implemented in order for the District to comply with regulatory provisions of the Internal Revenue Service (IRS), e.g. non-discrimination in benefits provisions [IRC 105(h), IRC 125], and to minimize tax liability for the district and/or the benefit recipient underneath such regulatory provisions. Changes to health benefits, eligibility standards, coverages and contribution levels include, but are not limited to, changes in the sections addressing health insurance in the employee handbook.

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Eligibility for and payment toward coverage for individual employment groups are set forth in the applicable part of the *Handbook* covering such employees.

I.11.4 Liability Insurance

Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.

I.11.5 Life Insurance

The Board shall provide life insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Eligibility for and payment toward coverage for individual employment groups are set forth in the applicable part of the *Handbook* covering such employees.

I.11.6 Long-Term Disability

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Eligibility for and payment toward coverage for individual employment groups are set forth in the applicable part of the *Handbook* covering such employees.

I.11.7 Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share. The employee shall pay the employee's required WRS contribution as required by state statute. Under no circumstances shall the Board pay the employee's required WRS contribution.

I.11.8 COBRA Law Continuation of District Health Plan Participation

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the District's health, dental and vision insurance plan at the group rate in certain instances where coverage under the plan would otherwise end.

A. Qualifying Events: An employee, employee's spouse and an employee's dependent children (if any) covered by and participating in the District's health insurance plan (medical, dental, and vision), may qualify for continuation coverage if District-sponsored coverage is lost due to the occurrence of any of the following qualifying events:

1. Voluntary or involuntary termination of employment for any reason other than "gross misconduct;"
2. Death of the covered employee;

3. Divorce or legal separation from the covered employee;
 4. Loss of “dependent child” status;
 5. Eligibility for Medicare entitlement;
 6. Reduction in work hours such that the employee no longer qualifies for coverage under the plan.
- B. Period of COBRA Continuation: In the event of one of the above qualifying events, COBRA coverage is available for up to 18 months, but may be extended to a total of 29 months in certain cases of disability (see Disability Extension below) or up to 36 months if a qualifying spouse or dependent suffers a second qualifying event. The employee, employee’s spouse and each covered dependent has an individual right to request COBRA coverage. Additionally, any child born to or placed for adoption with a covered employee during a period of continuation coverage is automatically considered a qualified beneficiary.
- C. COBRA Extension (Second qualifying events—the second event can be a second *qualifying* event only if it would have caused the qualified beneficiary to lose coverage under the plan in the absence of the first qualifying event): A spouse or dependent child may be eligible for COBRA extension coverage for a period of up to 36 months if coverage is lost due to one of the following second qualifying events:
1. The employee's death;
 2. Divorce or legal separation;
 3. The covered employee becomes eligible for Medicare;
 4. A child loses his or her “dependent child” status.
- D. Premium Cost & Payment: The cost for this extended continuation coverage shall not exceed the group rate in effect for an active group member, including the District’s contribution (i.e., the total amount the employee and District have been paying for health insurance coverage). If the cost for COBRA coverage changes during an employee’s participation, the employee will be notified of the new premium in writing prior to its due date.
- E. Termination of Coverage: Employee continuation coverage may be terminated automatically if:
1. The employee fails to make a monthly premium payment to the District on time;
 2. The employee obtains similar coverage through a different employer;
 3. The employee becomes eligible for Medicare and converts to an individual policy;
 4. The District terminates its health plan;
 5. The employee’s guaranteed continuation period expires.
 6. The employee or a qualified beneficiary has the responsibility to inform the District of a divorce, legal separation, or a child losing dependent status under the group health plan within 60 days of the qualifying event. The District will then notify any other covered dependents that are affected by the event of their right to elect COBRA coverage.
 7. COBRA participants must also notify the District if they experience additional COBRA qualifying events during their COBRA term that might qualify them for additional months of extended coverage.
- F. Disability Extension: If an employee elects COBRA continuation coverage based on termination of employment or reduction of hours, and the employee or a qualified beneficiary from his or her family becomes disabled (as determined by Social Security) anytime within the first 60 days of COBRA continuation coverage, the employee and his or her family’s qualified beneficiaries may elect a special additional 11-month extension, for a total of 29 months of COBRA continuation coverage. To elect the 11-month extension, the employee must notify the Plan Administrator within 60 days of the date Social Security determines that the employee or a qualified beneficiary from his or her family is disabled and within the first 18 months of COBRA continuation coverage.

I.12 WORK STOPPAGE

Employees of the District shall not engage in, condone, assist or support any organized strike, slowdown, or sanction, or withhold in full or in part any services to the District. In the event of a violation of this Section, the District may take whatever disciplinary action it deems appropriate up to and including discharge.

I.13 CONFORMITY TO LAW

If any provision of this *Handbook*, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this *Handbook* shall not be affected thereby.

PART II – STAFF WITH INDIVIDUAL CONTRACTS UNDER § 118.22, WIS. STATS.

II.1 DISCIPLINE, TERMINATION AND NONRENEWAL

II.1.1 Standard for Nonrenewal for Teachers

- A. Probationary Employee: 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* and Board Policy 527 Employee Grievances unless such non-renewal is due to the employee's failure to meet the District's performance expectations. All other non-renewal shall be exclusively subject to the provisions of section [Wis. Stat. 118.22 Renewal of Teacher Contracts](#).
- B. Non-Probationary Employee: After completing the probationary period, the parties agree to the following procedure for nonrenewal:
1. A non-probationary teacher who has not been placed on a plan of assistance under the District's evaluation procedures for all or part of two consecutive semesters may only be non-renewed for cause.
 2. An administrator has the discretion to place a non-probationary teacher on a plan of assistance. This decision will be based on evaluator observations and/or evaluations.
 - a. A non-probationary teacher who is in the first two semesters (secondary) or first three trimesters (elementary) of placement on a plan of assistance is subject to the same standard for non-renewal applicable to other non-probationary teachers in subsection B, 1, above.
 - b. A non-probationary teacher who continues to not meet performance expectations after being on a plan of assistance for all or part of two semesters (secondary) or three trimesters (elementary) shall return to probationary teacher status for three years and be subject to non-renewal under the standard applicable to probationary teachers.
 - c. A non-probationary teacher who successfully completes a plan of assistance in either two or fewer semesters or three or fewer trimesters retains non-probationary status. If such a non-probationary teacher who has successfully completed a plan of assistance subsequently receives an unsatisfactory evaluation within five years of completion of the plan of assistance, the teacher will be placed on a last chance plan of assistance for at least one semester or two trimesters. A teacher on a last chance plan of assistance who subsequently does not meet performance expectations shall be returned to probationary status indefinitely and be subject to non-renewal under the standard applicable to probationary teachers. Such teachers may be returned to non-probationary status at the district administrator's discretion.

A non-renewal shall not be deemed a "termination" under the grievance procedure in this *Handbook* or in [Board Policy 527 Employee Grievances](#). Such nonrenewal shall be exclusively subject to the provisions of section [Wis. Stat. 118.22 Renewal of Teacher Contracts](#)

II.1.2 Length of Probationary Period for Teachers

All teachers who possess one of the following licenses: a professional educator license under [Wis. Admin. Code PI 34.18](#); a master educator license under [Wis. Admin. Code PI 34.19](#); a life license under [Wis. Admin. Code PI 34.20](#); or were hired as an initial educator license under [Wis. Admin. Code PI 34.17](#) prior to July 1, 2011 shall serve a four year probationary period from the employee's initial date of hire. Initial date of hire is defined as the employee's most recent date of hire with no break in service.

II.1.3 Standard for Discipline and Termination

A teacher may be disciplined or terminated for "cause". Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook*. "Cause" is defined as the following:

- A. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest; and
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

II.1.4 Benefits during Probation

Except as expressed herein, all provisions of this *Handbook* shall apply to an employee as of the first day of employment. If an employee quits or is terminated during the probationary period, however, sick leave, personal leave, or other benefits shall not be due to him or her. Employees eligible to receive insurance benefits shall receive initial coverage in accordance with the waiting periods, if any, contained in paid coverages without regard for the probationary period.

II.1.5 Benefits for Non-Probationary Employees

Employees who have satisfactorily completed the probationary period and remained employed thereafter shall be entitled to all of the provisions of this *Handbook* retroactive to the original date of employment.

II.1.6 Representation

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 employee has the right to request representation. 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.

II.1.7 Disciplinary Materials

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 said material.

II.1.8 Termination of Employment

The employment relationship between the District and any employee is terminated:

- A. if the employee is discharged pursuant to section II.1.3;
- B. if the employee quits his/her employment;
- C. if the employee fails to return to work on the work day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis;
- D. if the employee retires.

II.2 INSTRUCTION

II.2.1 Curriculum

- A. Curriculum writing during the school year: To obtain compensation for new curriculum writing, complete the appropriate form obtained from the office of the Director of Academic Services. Proposals are due two months before writing is to occur.
- B. Summer school: Summer school class proposal applications will be available in December. Closing date will be the first week of January and will be closely adhered to. Email notification of reminders will come from the Director of Academic Services.

II.2.2 Field Trips

Procedure: The educational benefits of field trips and outdoor activities are recognized and encouraged by the School Board. These trips must be of an educational nature, pertain to a specific element of the curriculum, and be integrated into the curriculum. All requests for student field trips are to be submitted by the teacher(s) to the building principal for prior approval. See [Board Policy 352 Field Trips / Extended Trips](#) and [Board Policy 352-R Guidelines for Field Trips / Extended Trips](#)

Guidelines for Extended Trips: Proposals for Extended Trips shall be made to the School Board upon approval of the building principal and recommendation of the Superintendent. Extended trips include any one of the following characteristics: trips of more than a 150 mile one-way radius, trips that tour foreign countries, overnight trips, and those involving student fund-raising. Proposals for Extended Trips shall be presented to the Board's Educational Program Committee prior to full Board action at a regular meeting.

Extended trips should generally be scheduled during vacation times to minimize the loss of teacher/student school time. Extended trips should not exceed 10 days in total length during the school year calendar or 14 days in total length during the summer break.

All proposals for school-sponsored extended trips shall be presented to the building principal and the superintendent prior to any preliminary discussion with students, fund-raising activities, or any public announcements.

Requests for school-sponsored extended trips should be submitted a minimum of 90 days prior to the trip and include the following information as appropriate to the activity:

- A. An explanation of the instructional purposes of the trip and how it complements school district curriculum objectives.
- B. Housing and travel plans, including the length of time for travel including departure and return times and dates.
- C. Approximate number of students.
- D. An explanation of all financial arrangements.
- E. The cost of the trip per participant and what is and is not included in the price.
- F. A count of the number of free transports (tickets/hotel rooms/services/stipends/etc) if any are furnished, and to whom they will be granted.
- G. A list of the names of chaperones who will accompany the students. The trip organizer is to be an employee of the School District of River Falls. Additional supervisors are to be adults approved by the building principal.
- H. Evidence of insurance coverage and transportation by a bonded carrier.
- I. Deadlines for forfeiture of deposit if a student signs up for a trip and then decides not to participate.
- J. A list of fund-raising activities and/or organizations that will be solicited for support.
- K. A list of references of the contract company.
- L. Any requests for modifications of this procedure.

Participation in extended trips should be voluntary, with no sanctions resulting from non-participation. All costs for extended trips, including costs incurred for chaperones, shall be borne by participants on the extended trip. In planning extended trips, staff members need to be aware of the financial and academic impact on students and families.

Consideration of such impact should strongly affect the destination, frequency, and planned activities of the extended trip. The timelines listed herein may be modified in exceptional circumstances by the Board of Education.

II.2.3 Instructional/Library Media Center Materials

The school district shall not discriminate in the selection and evaluation of textbooks, supplementary instructional materials, or library media center materials on the basis of sex, race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures, as listed below.

A parent/guardian may request that his/her child not use certain instructional or library media center materials or participate in certain instructional programs. Alternative assignments or programs shall be made available in such cases.

Procedures: The following procedures shall serve as a guideline for those staff members dealing with citizens of the community who issue a formal complaint about instructional materials (i.e., textbooks and supplementary instructional materials) or library media center materials.

- A. If the staff member (teacher, librarian/media specialist, department or building unit leader) to whom the complaint has been made is unable to resolve the issue, the building principal should schedule a meeting between the staff member(s) involved, the principal and the complainant.
- B. If the issue cannot be resolved amicably during the above-mentioned meeting, the principal should ask the complainant to complete a copy of the "Request for Reconsideration of Instructional/Library Media Center Materials" form and submit it to his/her office as soon as possible.
- C. If the form has not been received within 30 days, it is reasonable to assume the complainant has dropped the case and the issue is closed.
- D. If a completed form is returned, it is incumbent upon the principal to schedule a meeting of a committee to review the form and the material(s) in question. The membership of this committee shall be composed of the following persons:
 1. The building principal
 2. The staff member(s) to whom the complaint was made
 3. Appropriate department and/or unit representatives
 4. The Director of Academic Services
 5. A student selected by the principal
 6. A staff member at large
- E. The decision of the review committee shall be forwarded to the Superintendent who shall advise the complainant of the committee's decision and his/her right of appeal to the Board of Education.

Maintenance and Control of Instructional Materials: All instructional materials and equipment of the school district shall be classified and catalogued according to an acceptable system. Textbooks shall be made available to all students in sufficient quantity and at appropriate levels so that they are optimally useful to each student.

All textbooks purchased by and in the possession of the school district shall be and remain school district property.

II.2.4 Lesson Plans

Good planning combined with sincerity of purpose, desire of accomplishment, and most importantly, consideration of students, is essential for good teaching. Lesson planning is a method to achieve this goal.

The submission of lesson plans is based on the discretion of the building principal. Lesson planning should include but is not limited to instructional methods and tools necessary for the lesson, learning objective/target, placement of the

lesson in the unit of study, guided practice, independent practice, formative assessment, and connection to Wisconsin DPI standards.

The school district expects teachers to prepare and maintain evidence of their planning. This evidence is important as a record of course content and methods, to demonstrate that the approved curriculum is being taught, as an aid to students, and as evidence of your preparation for instruction.

II.2.5 Homework Guidelines

While there is varying research on the benefits and amounts of homework, all interested stakeholders agree that it is vital to a student's "practice" of skills. This holds true when the homework is rigorous, relevant, and designed in conjunction with the students' interests and abilities. However, staff members should adhere to the following parameters relative to homework:

- A. Grades K-5: In addition to nightly reading and special projects, elementary school students may expect to receive required homework. The homework is to be relevant and serve to further develop the students' skills, abilities, and sense of responsibility.
- B. Grades 6-12: Every attempt will be made by teachers to coordinate special projects and homework assignments to avoid overload of demand on students at any one time.

II.2.6 Religious Beliefs, Accommodating Students'

The Board of Education recognizes that parents/guardians may desire or request that their children be excluded from receiving instruction in specific phases of certain curricular offerings on the basis of their religious beliefs. Accommodation requests shall be handled in accordance with established procedures.

Procedures:

- A. Parents/guardians should contact either their child's teacher or the building administrator/coordinator with questions and concerns dealing with curricular topics of assignments that they find objectionable. The curriculum guide and materials associated with any course will be available for inspection by the parent/guardian prior to making the written request for exclusion.
- B. Requests for exclusion of a child from any school-authorized course, or portions of a course, must be made by the parent/guardian in writing to the building principal, and must include an explanation of the reason for said request. The request must also identify that portion of the specific curriculum to which the request applies.
- C. The written request will be evaluated by the building principal and director of academic services, who will consult with the teacher and rule on the appropriateness of the request. Parents/guardians shall be informed of the ruling in writing.
- D. If the request is approved, the student will be assigned a work station away from the class, under the supervision of authorized school personnel, and will be given an alternate assignment by the teacher. Parents/guardians will be consulted when determining the alternate assignment.
- E. If principal approval for the request is denied, the parent/guardian may appeal the decision in writing to the school district administrator and, if necessary, to the Board of Education.

The entire process of responding to an accommodation request shall be completed within 90 days, unless the parties involved agree to an extension of time. If after completing the above process a parent/guardian is still dissatisfied with the district's decision, he/she may appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision.

II.3 PROFESSIONAL HOURS/WORKDAY

II.3.1 Normal Hours of Work

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats. Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight hours per day Monday through Friday including a duty-free 30-minute lunch period. The actual workday for each building shall be established by the Board. See [Board Policy 535.1 Professional Staff Time Schedules](#)

II.3.2 Administratively-Called Meetings

- A. Staff Meetings: Teachers are required to attend all mandatory administratively-called staff meetings. Administratively-called meetings may begin 30 minutes before the normal workday begins or go 30 minutes later than the end of the normal workday. The number of staff meetings shall be established by the District. The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend administratively-called meetings will receive no additional remuneration above their regularly paid salaries for attending such meetings.
- B. Other Administratively-Called Meetings: The notification and duration provisions of the previous paragraph do not include nor shall they apply to parent-teacher conferences, department meetings, or activities of similar nature which are normally conducted at other times. Teachers are required to attend such events regardless of the date, time, or duration of said meetings. Teachers who are required to attend other administratively-called meetings will receive no additional remuneration above their regularly paid salaries for attending such meetings.

II.3.3 Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences.

II.3.4 Prep Time

The District believes that teacher prep time is important and has value. It shall be the responsibility of the Building Principal to annually review teacher schedules to assure teachers are provided with an appropriate amount of prep time.

II.3.5 School Calendar

The school calendar shall be determined by the Board after seeking input. The normal duty year for regularly contracted employees, upon which the employee's annual salary is based, shall be 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.

II.3.6 Schedules

Teaching personnel shall be available a minimum of 15 minutes both prior to the beginning of the actual student day and after dismissal for the purpose of meeting with students for individual help, planning and preparation, assisting with administrative duties, and discipline and order in the halls and individual classrooms or teaching stations.

Building principals are authorized to adjust an individual teacher's work day (setting the before and after time to equal eight hours for a full-time teacher and four hours for a half-time teacher, etc). See [Board Policy 535.1 Professional Staff Time Schedules](#)

II.4 PROFESSIONAL GROWTH

II.4.1 Expectation to Remain Current

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of pedagogy.

II.4.2 Professional Development/Training Programs/In-service

The school district expects that employees will engage in continuous learning to further develop their professional skills and personal growth. The school district strives to support the development of employees in a variety of ways including school district-provided workshops and classes, reimbursement for participation in regional and state conferences, and recognizing completion of advanced coursework. All professional development opportunities must receive prior approval by your supervisor.

Teachers who are attempting to earn a Master's degree should complete the [Graduate Credit/Degree Prior Written Approval Request](#) form prior to beginning coursework. Teachers earning their first Masters will move to the MA Salary Ladder. Teachers earning a second Masters or Doctorate degree are eligible for a permanent stipend.

II.4.3 Professional Goals, Yearly

Teachers will annually set a Professional Practice Goal (PPG) as well as Student Learning Objective (SLO) Goal(s) in their Educator Effectiveness Plans (EEP). While it is important that these goals are separate – one focusing on the educator's practice, the other focusing on increasing student achievement, teachers can and should use one to inform the other.

- A. Professional Practice Goals: Establishing practice related goals based on self-evaluation are an important part of professional practice. Goals are set as educators prepare for their Educator Effectiveness Plans and they are monitored by the educator along with their evaluator during the year.
- B. Student Learning Objectives: Rigorous, yet attainable goals for student learning growth aligned to appropriate standards set by individual educators. Educators must develop SLOs based on a thorough review of needs based on data, identification of targeting population, clear rationale for the amount of expected growth, and the identification of specific instructional strategies or supports that will allow the attainment of the growth goals. The ultimate goal of SLOs is to promote student learning and achievement while providing for pedagogical growth, reflection, and innovation.

II.5 STUDENT TEACHER SUPERVISION

Each year we have requests to assist colleges by accepting student teachers, sophomore interns, and observers. Generally, first and second year teachers are not assigned student teachers. The following are guidelines used for full-time student teachers:

- A. Week 1 - Pre-teaching
 - 1. Orientation to physical facilities, handbooks, personnel
 - 2. Discussion of school and department philosophies
 - 3. Observation of the total schedule of the resident teacher's responsibilities
- B. Weeks 2-3 - Limited Teaching
 - 1. Planning with the resident teacher for the teaching of a short lesson or unit in one or two class sections
 - 2. Planning with the resident teacher evaluation methods for short lessons taught
 - 3. Assuming some remedial or conference work on a one-to-one basis, or a small group of students

4. Assuming a share of the resident teacher's non-teaching duties (excluding coaching of athletics or non-athletic groups)
- C. Weeks 4-6 - Total Responsibility in Some Classes - Resident teacher in attendance most of the time
1. Plans, teaches, and evaluates in at least two class sessions
 2. Assume greater responsibilities in the areas of small group or individual conferences
 3. Assume a greater share of the resident teacher's non-teaching duties
- D. Weeks 7-8 (end of term) - Total Responsibility for the Entire Schedule of the Resident Teacher some of the time - Resident teacher in attendance most of the time
1. Plans, teaches, and evaluates in all of the resident teacher's classes
 2. Assume all of the non-teaching duties of the resident teacher (if practical)
 3. Report and meet often with the resident teacher during conference preparation times
- E. Week 9 – Observe other classrooms, transition back to regular classroom teacher

All student interns, observers, and others doing educational research will be approved by the principal and the college from which they come. Do not make individual arrangements with student teachers or observers for these kinds of assignments. Student teachers must complete the [Student Teacher Process](#) before beginning student teaching.

II.6 TEACHER SUPERVISION AND EVALUATION

II.6.1 General Provisions

Evaluation requirements will be aligned to the Wisconsin Educator Effectiveness Evaluation Model. The purpose of evaluation is to promote the continuous improvement of teachers, identify actions that positively influence student achievement, and assess the individual performance of staff members.

II.6.2 Evaluators

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee. The administrator may be a certified building principal, assistant principal, district administrator, or central office administrator. The administrator may be a District employee or a non-District employee who is a certified administrator.

II.6.3 Evaluation Process – Conditions for All Employees

A. Basic Requirements

1. All teachers will complete a Summary Year in Year 1 of employment.
 - This provision includes one-year limited term teachers and teachers moving to a position in a different building.
2. Upon successful completion of the Summary Year 1, a teacher will move to a three-year evaluation cycle.
3. Summary Year: A summary year is a school year that ends in a summative evaluation of performance by the teacher's assigned evaluator(s).
4. Supporting Year 1: The first year of a three-year evaluation cycle.
5. Supporting Year 2: The second year of a three-year evaluation cycle.
6. An evaluator has the discretion to adjust the evaluation cycle for a teacher.

B. Evaluation Components

1. Self-Review: Required in a summary year only, a teacher will analyze their practices using the Charlotte Danielson Teaching Framework (or similar for non-teaching certified staff) as a guide.

2. Student Learning Objectives (SLO): Required in supporting and summary years. See II.4.3 Professional Goals for more information.
 3. Professional Practice Goals (PPG): Required in supporting and summary years. See II.4.3 Professional Goals for more information.
 4. Announced Observation
 1. Teachers will receive no less than one announced observation during their summary year;
 2. At least one announced observation for teachers in Year 1 will be completed by February 15;
 3. An administrator and teacher may mutually agree to substitute two additional mini-observations in lieu of an announced observation. All mini-observations will follow the protocols outlined in the employee handbook section II.6.3.B.5.
 5. Mini Observations
 1. A mini observation is a 15-20 minute unannounced classroom visit, performed by an administrator, with a focus on a reduced number of components from the Charlotte Danielson teaching framework;
 2. Three mini observations are required for first year teachers and two mini observations per year will occur for all other teachers. Probationary teachers must have at least one mini observation completed by February 15.
 6. Administrator discretion may be used to place a teacher on a schedule with more frequent announced observations or mini-observations than the minimum requirements outlined in II.6.3.
- C. Acknowledgement of Receipt and Response: The teacher will acknowledge receipt of all documents related to supervision and evaluation by signing and dating the document within 10 school days. The teacher shall have the right to attach a report with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may submit those comments or objectives in writing and have them attached to the evaluation instrument to be placed in the personnel file. A teacher may attach a response to any document related to this process after the teacher's receipt of the evaluation document(s) listed above.
- D. Copy of Evaluation Procedures: are available on the district website or upon request from the evaluator or the Director of Human Resources and Leadership Development.

II.7 TEACHER ASSIGNMENTS

II.7.1 Teacher Vacancies and Transfers

- A. Determination of Assignment: Teachers will be assigned or transferred by the District Administrator and/or his/her designee.
- B. Job Posting: When a position becomes vacant or a new position is created, notice of such available position shall be posted on the District's website for a minimum of five days. The employer retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the work hours of the position, the rate of pay for the position, the anticipated start date, and the qualifications required for the position.
- C. Process for Filling Vacancies: An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term "applicant" refers to both internal candidates and external candidates for the position. The District retains the right to determine the job descriptions needed for any vacant position.

Some teacher postings will include the statement: Applications will be screened as they are submitted, and candidates may be contacted for interviews prior to the close date of the job posting. In these instances, interviews may occur before an employee decides to apply.

- 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 followed by a written notice from 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 benefits as a result of such transfer. An employee who is involuntarily transferred and suffers a loss of wages, hours, or other fringe benefits as a result of such transfer may contest the transfer as discipline under Part I, Section 5 of this *Handbook*.

II.7.2 Teacher Absence and Substitutes

Unplanned time off should be entered in Employee Access True Time within 24 hours of your return to work. Planned time off should be entered into Employee Access and Aesop prior to your time off. Details about the absence should be given in Employee Access so your building secretary and principal can determine if your request is correct.

II.7.3 Summer School

When possible, summer school course assignments should be made known on or before June 1. All current teachers in the District may apply for summer school positions by submitting a Summer School Teacher Application form to the Director of Academic Services. Employees teaching summer classes shall be given a summer school session contract in accordance with [Wis. Stats. § 118.21 Teacher Contracts](#).

II.7.4 Extended Contracts

Additional contract days may be added to the contracted school calendar for each teacher at the discretion of the District. Teachers shall be compensated for said days at their individual per diem rates of pay for each of the extended contract days. Days may be scheduled in full or half-day increments.

II.7.5 Staff In-Service Presentations – In District

The District can benefit from the training and expertise of its staff. Staff members who are interested in sharing their expertise and in receiving compensation for their efforts may provide presentations to staff in accordance with the following guidelines:

- A. Approval Process: Presentations beyond the normal scope of duties will be arranged and pre-approved through the Director of Academic Services to qualify for compensation. Compensation is paid for presentations that occur within or outside of regular school hours.
- B. Presentation Compensation
1. Planning Time: Up to two hours at \$50 per hour or \$100 total;
 2. Presentation Time: \$50 - \$100 per hour for each hour of presentation.
- C. Repeated Session(s) Compensation
1. Planning Time: Up to one hour at \$50 per hour or \$50 total;
 2. Presentation Time: \$50 - \$75 per hour for each hour of presentation.
- D. Multiple Presenters: When multiple presenters are used, the above amounts may be divided amongst the presenters as determined by the District.

II.8 RESIGNATION & REDUCTION IN FORCE, POSITIONS & HOURS

II.8.1 Resignation

- A. The teacher's contract shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:

1. The teacher must give the school district notice that they intend on severing their contract with the school district. The teacher must give such notice at least 30 calendar days prior to the date the employee desires the severance to occur. If the resignation occurs during the school year, or less than 30 calendar days prior to the start of the school year, the teacher must work the school days scheduled during the 30 day calendar notice time period.
2. It is agreed that liquidated damages are due to the District with the 60 calendar day notice of resignation as follows:
 - a. \$750 if the employee's resignation is effective on or after July 1, but before August 1.
 - b. \$1,000 if the employee's resignation is effective on or after August 1, but before the start of the school year.
 - c. \$1,500 if the employee's resignation is effective on or after the start of the school year.
3. Liquidated damages and the 30 calendar day notice requirement would not apply to teachers who do not return their contracts by June 15, or whose resignation is tendered and effective after the end of the school year, but before July 1.
4. The employee may choose to have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit a check for the liquidated damages amount at the time of resignation. If the employee refuses to pay liquidated damages, the school district will take proactive steps to recoup these damages; methods may include but are not limited to:
 - a. Notification letters;
 - b. Formal refusal to accept resignation;
 - c. Contacting the Wisconsin Department of Public Instruction and/or Minnesota Department of Education;
 - d. Using a collection agency.
5. The District in its discretion may waive the liquidated damages for the following reasons:
 - a. Employment transfer of spouse;
 - b. Illness of employee;
 - c. Other reasons as determined by the District

In the event the District chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.

6. Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Article.

The board is not precluded from seeking and recovering the actual amount of damages from a break of individual contract.

II.8.2 Reasons for Reduction in Force

In the event the Board determines to reduce the number of positions or the number of hours in any position, the provisions set forth in following sections shall apply.

II.8.3 Notice of Reduction

The District will provide notice of nonrenewal in accordance with the timelines set forth in [Wis. Stats. 118.22 Renewal of Teacher Contracts](#). The nonrenewal notice shall specify the effective date of the nonrenewal and the right to a private conference under [Wis. Stats. 118.22 Renewal of Teacher Contracts](#).

II.8.4 Selection for Reduction – Steps

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

- A. Step 1 – Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing a reduction in staff.
- B. Step 2 – Selection for Reduction: The District shall select the employee in the affected grade level, department/certification area for nonrenewal.
 - 1. Grade Levels/ Departments/certification area for the purpose of this section shall be defined as:
 - a. Elementary (K-5): Teachers from Greenwood, Rocky Branch and Westside will be one grade level. Montessori will be a separate grade level.
 - b. Middle School (6-8): Teachers will be considered for nonrenewal from the department in which the nonrenewal is deemed necessary. All teachers who teach two or more periods within that department will be considered for nonrenewal.
 - c. Senior High (9-12): Teachers will be considered for nonrenewal from the department in which the nonrenewal is deemed necessary. All teachers who teach two or more periods within that department will be considered for nonrenewal. Renaissance will be a separate department.
 - d. Departments: The term "department" shall mean the subject area in which the teacher taught in the District within the last five school years. 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.
 - 2. The District shall utilize the following criteria in order of application for determining the employee for nonrenewal:
 - a. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - b. Qualifications as Established by the Board: Including, but not limited to specific skills, certification [if applicable], training, District evaluations, etc.
 - c. 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 may include but not be limited to current and past assignment and practical experience in the area of need.
 - d. Performance of the Employees Considered for Nonrenewal: Performance of the employees under consideration as previously and currently evaluated.. Greater weight may be given to more recent evaluations.
 - e. Length of Service of the Employee:
 - 1) 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.
 - 2) 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.

II.8.5 Reduction in Hours Resulting in Nonrenewal

Employees who are non-renewed and such nonrenewal results in a reduction in hours shall not lose any benefits they have accrued. Benefits are defined as length of service and sick leave earned as an employee. Reduced in time employees shall be treated as part-time employees under this *Handbook*.

II.8.6 Re-employment Process

The re-employment 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 Part II, Section 1.

- A. Re-employment Period: Employees non-renewed under this section shall retain the re-employment options set 84

forth herein for a period of 12 months after the employee's last day of work with the District.

- B. Employees non-renewed under this section may apply when a vacancy occurs or a new position is created. The District will post vacancies in accordance with Section II.7.1.B of this Handbook. Non-renewed employees can apply for vacancy positions according to the terms set forth in Section II.7.1.C of this Handbook.

II.8.7 Insurance Benefits Following Nonrenewal

See Part I, Section 11 (COBRA) for a full explanation of insurance continuation options.

II.8.8 Accrued Benefits during Re-employment Period

Non-renewed employees shall suffer no loss of sick leave, or other accrued benefits if rehired within 12 months. Sick leave days shall not accrue for an employee during the re-employment period.

II.9 PROFESSIONAL COMPENSATION

II.9.1 Salary Ladder

The *teacher salary ladder (BA and MA) is set forth in Appendix A, Section 1 which is attached to and incorporated in this Handbook.

*Note: For the purpose of this section, teacher includes all certified staff (Counselor, School Psychologist, Library Media Specialist, Occupational Therapist, Physical Therapist, and Speech/Language Pathologist)

- A. Part-time employees will receive the salary set forth in the *Handbook* in a percentage equal to the amount of their employment.
- B. The salary ladder is based upon the regular school calendar set forth in this *Handbook*.
- C. The employee's pro-rata daily rate and pro-rata hourly rate shall be determined in the following manner:
 - 1. The employee's scheduled annual salary divided by the number of contracted days equals the pro-rata daily rate (extended contract or furlough days shall not be used in this calculation). The number of contracted days is 188.
 - 2. The pro-rata daily rate divided by eight hours per day equals the pro-rata hourly rate.

II.9.2 Overview

The River Falls *Teacher compensation model is a dynamic plan that identifies and rewards educator practices, experiences, and performance. The system is designed to be clear, sustainable, and promote an engaging learning environment that empowers teachers to reach their full potential. Teachers will be expected to complete annual Educator Effectiveness (EE) requirements, and earn a satisfactory summary evaluation. While these expectations are not changing, the vision is that this process will be a meaningful, focused, and collaborative exercise. The compensation model was significantly revised in 2022. A summary of these adjustments is available at ([LINK](#)).

II.9.2.1 Salary Ladder Placement

Initial educators will be placed at the BASE of the Salary Ladder. A new employee may be credited for prior professional experience, academic preparation, and labor market factors. This determination of applicable salary ladder placement shall be made by the Director of Human Resources and Leadership Development.

II.9.2.2 Salary Ladder Advancement

Teachers will be credited with an effective year of experience upon successful completion of the Educator Effectiveness (EE) requirements for the year. EE requirements will vary depending on if the teacher is in a supporting or summary year.

Career Tiers

1. BASE: Teachers new to the district, with no recognized prior experience, start at this career level.
2. CAREER TIER A (A1-A3)
3. CAREER TIER B (B1-B3)
4. CAREER TIER C (C1-C3)
5. CAREER TIER D (D1-D3)
6. CAREER TIER E (E1-E3)
7. CAREER TIER F (F1-F3)
8. CAREER TIER G (G1-G3)
9. CAREER TIER H (H1-H3)
10. CAREER TIER V: Veteran Teachers will be eligible for base wage and supplement increases, however, they are no longer eligible for Career Tier Advancement.

Salary Ladder Increases: The salary ladder will be adjusted each year to reflect the following potential salary increases for teachers.

Base Wage Increase: Each year the Board of Education will negotiate the total BASE WAGE increase. Under current law, the BASE WAGE increase cannot exceed the Consumer Price Index (CPI) for the prior year. The distribution of the BASE WAGE increase is at the discretion of the Board of Education.

Auxiliary Wage Increase: At the sole discretion of the Board of Education, and based on available funding, the Board of Education may determine an auxiliary wage increase. The distribution of the AUXILIARY WAGE increases will be determined based on compensation analysis and could be in the form of a per cell increase, percentage per cell increase, or targeted to a specific career tier.

Career Tier Advancement: Career Tier advancement occurs every three years. Career Tiers are defined on the ladder. Career Tiers will be set at the Board's discretion based on available funding and market comparable analysis. Career Tiers will be analyzed on a yearly basis. The purpose of the Career Tiers is to clearly communicate potential salary growth to teachers. Generally, a teacher's raise will be higher in a year when they advance to a new career tier.

An employee shall not be eligible to move more than one level per fiscal year (July 1 through June 30) exceptions to this provision are at the sole discretion of the District, as delineated **below**.

Labor Market Factors: Labor market factors may arise that allow the District, through the Director of Human Resources and Leadership Development, to make level placement modifications for individual employees. Such labor market factors may include, but are not limited by enumeration to: certifications held by the employee, the number of applicants for the employee's position, the placement of new employee's in the incumbent employee's position and additional skills and/or responsibilities not set forth in the preceding sections. The Director of Human Resources and Leadership Development may under such special circumstances grant levels in excess of the employee's professional points, evaluations and length of service. It is within the Director of Human Resources and Leadership Development's discretion as to whether to bring a level modification recommendation to the Board. The Director of Human Resources and Leadership Development's recommendation for such placement modifications shall be approved by the Board.

II.9.2.3 Reason for Not Advancing on the Salary Ladder

A teacher will not be eligible for salary ladder advancement if:

1. The teacher is currently on a plan of assistance.
2. The teacher didn't complete Educator Effectiveness requirements by June 30.

3. The teacher was hired after January 31.

The superintendent has the discretion to waive these requirements.

II.9.2.4 Supplemental Pay Professional Development

Professional Development Supplemental Pay is delineated at the sole discretion of the District. Professional Development Supplemental pay will be provided in the form of one-time stipends or permanent supplemental pay.

The receipt of any one-time salary stipends outlined below may be deleted without adhering to the non-renewal provisions set forth in section 118.22, Wis. Stats. Such modification, amendment, or deletion shall not affect the other terms and conditions of the teacher’s individual contract.

Masters’/Doctorate Supplemental Pay

Teachers who pursue a Master’s Degree in an area of study that directly applies to their current teaching assignment will be eligible for permanent supplemental pay. Masters’ programs must be [pre-approved](#) by the building principal and the Director of Human Resources and Leadership Development in order to be recorded in the school district’s records and eligible for Master’s supplemental pay. All approved programs must be from a North Central Association Commission on Accreditation and School Improvement, Higher Learning Commission accredited college or university earned after the baccalaureate degree and certification or master’s degree and certification. The Director of Human Resources and Leadership Development (in consultation with the Director of Academic Services), at his/her discretion, may award advancement to approved credits, graduate or undergraduate, that were obtained from an international college or university that is not covered by the accreditation process set forth above. Proper credentials shall be considered as statements of degrees attained or status toward a degree. Such statements shall be certified by a college registrar or other proper college official. **Official transcripts must be received prior to August 1 in order to be eligible for MASTERS’ SUPPLEMENTAL PAY to take effect the next contract year. Such transcripts shall be certified by a college registrar or other proper college official.**

- 1st Masters’ Degree in a District Approved Field of Study Per Career Ladder
- 2nd Masters’ Degree in a District Approved Field of Study \$1000
- Doctorate Degree in a District Approved Field of Study \$1000

Board Certifications Supplemental Pay

National Board Certification demonstrates the rigorous pursuit of excellence in instruction and practice. The following Board Certifications are eligible for permanent supplemental pay. The teacher will be expected to hold the certification and be using the certification for a specific purpose that expands student opportunities.

- National Board Certification in Teaching \$1500
- Speech-Language Pathology, Occupational Therapy, Physical Therapy \$500

High Need License Supplemental Pay

In recognition of high need licensure areas, the district will add a permanent high need license supplement for employees who are teaching within these high need licensure areas. Annually the district will determine the license areas that qualify for the supplement and the amount of the supplement. Determination of need is at the sole discretion of the District.

- Special Education \$1200
- Career and Technical Education \$800
- Alternative Education \$1200

Retention Stipend

Upon completion of his/her 10th year (full or part time), an active employee will be eligible for a \$500 retainment stipend on the 10/20 payroll. The receipt of the above additional one-time salary stipend may be deleted without adhering to the non-renewal provisions set forth in section 118.22, Wis. Stats. Such modification, amendment or deletion shall not affect the other terms and conditions of the teacher’s individual contract.

Microcredential Stipend

Each year, the District may communicate microcredential professional development opportunities available to all staff. These opportunities will require efforts both during and outside of the teacher's regular working hours. In recognition of teachers who successfully complete microcredential expectations, the District will offer a one-time stipend.

- Microcredentials will be self-paced, which will allow teachers to complete requirements individually or in a group setting.
- The requirements for completing a microcredential will be communicated prior to the start of school year at the district's discretion.
- More than one microcredential may be offered during the course of a school year. Topics will be aligned so that different grade-levels and departments have equal opportunity for high interest professional development.
- Stipends for completed microcredentials will be paid on the 6/20 payroll.
- The quantity of the one-time stipend will be determined at the sole discretion of the district. Participation in the microcredential is voluntary. Lack of participation will not impact a teacher's evaluation.
- **For 2022-23 only, if teachers exceeded 12 points for 2021-22, a one-time \$50 per point stipend will be offered in recognition of points 13-18 (\$300 max).**

II.9.3 Curriculum Planning Projects and Other Projects within the Scope of Employment

Pay for non-instructional work performed as approved by the Director of Academic Services during the summer and during the school term but outside of the teacher work day and year will be paid at \$30 per hour. Non-instructional work includes, but is not limited to curriculum writing, attendance at staff development activities and any other work that does not involve instruction of students and is not otherwise compensated under the guidelines set forth in the handbook.

II.9.4 Secondary 9-12 Addition to Standard Day

If a teacher is designated an administratively assigned teaching block in excess of the norm (presently three blocks and a focus; or two blocks, two skinnies and a focus; or one block, four skinnies and a focus), the teacher will be compensated \$1,500 per term. A minimum of 15 students is required. Hybrid/web-based classes and traditional classes taught at the high school will be treated the same.

II.9.5 Summer School

Pay for school summer school classes will be paid at a rate of \$30 per hour. Classes are expected to contain rigorous instruction and align to our curriculum standards. The Director of Academic Services must approve all courses. Current summer school teachers (both academic and enrichment courses) who are earning \$35 per hour or more will be grandfathered at \$35 per hour.

Summer school substitutes will be paid at a rate of \$20 per hour.

II.10 INSURANCES

II.10.1 Dental Insurance

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board

A. Eligibility

1. **Minimum Hours for Any Board Contribution:** An employee whose individual contract has an assignment of at least 50% of full-time equivalency is eligible to participate in the District's dental insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended

contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 50% of a full-time equivalency are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

2. Pro-ration of District Contributions: An employee whose individual contract has an assignment of at least 50% of a full-time equivalency, but less than a full-time 100% assignment, shall have the District's contribution prorated, consistent with the employee's percentage of employment.
3. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for dental insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment and continue for a full 12-month period. The insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:

1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
2. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31.

C. Premium Contributions

1. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay 87.5% of premium. Employees shall be responsible for the remaining portion of the premium.
2. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay 87.5% of the premium. Employees shall be responsible for the remaining portion of the premium.

II.10.2 Health Insurance

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board

A. Eligibility

1. Minimum Hours for Any Board Contribution: A teacher whose individual contract has an assignment of at least 50% of full-time equivalency is eligible to participate in the District's health insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are for less than 50% of a full-time equivalency are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.
2. Pro-ration of District Contributions: An employee whose individual contract has an assignment of at least 50% of a full-time equivalency, but less than a full-time (100%) assignment, shall have the District's contribution prorated, consistent with the employee's percentage of employment.
3. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment

and continue for a full 12-month period. The insurance benefits described in this *Handbook* and in the individual contract terminate according to the following schedule:

1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
2. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31.
3. Health Savings Account (HSA): As part of your health insurance benefit, the district will contribute an annual amount to your H.S.A. The specific district contribution amount varies depending on the plan you select (Family or Single), the deductible you select (Base vs. Alternative) and your full time equivalency (FTE). The district makes HSA contributions in July and October. Specific information about HSA amounts and distribution schedules will be shared with employees during the open enrollment period (May 1-15), during new employee orientation meetings, and on the [Employee Benefits Webpage](#).

D. Premium Contributions

1. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay 87.5% of the premium. Employees shall be responsible for the remaining portion of the premium.
2. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay 87.5% of the premium. Employees shall be responsible for the remaining portion of the premium.

II.10.3 Liability Insurance

The School Board shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

II.10.4 Life Insurance

The Board shall provide life insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

1. Minimum Hours for Any Board Contribution: An employee who has participated in the Wisconsin Retirement System (WRS) for at least six months through employment with the district and any other employer participating in WRS is eligible to participate in the District's life insurance plan. Employees must enroll in the plan during the 30-day open enrollment period following their sixth month of participating in WRS or 30 days following their initial employment with the district for employees with at least six months of participation in WRS through other covered employers. Employees who enroll outside of the open enrollment period may be required to show proof of insurability. Employees who do not participate in WRS are not eligible to participate in the District's life insurance plan.

- B. Commencement and Termination of Benefits: Coverage will commence on the employee's initial eligibility date if the employee has enrolled in the plan on or before that date. Coverage will commence on the first day of the month following enrollment for employees who enroll during the 30-day open enrollment period following initial eligibility. The life insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:

1. The last day of the calendar month following the month in which you terminate employment with the district or employer if this occurs before the employee becomes entitled to insurance as provided in the plan or before the employee qualifies for continuation of insurance as a retired employee as provided in the plan.

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2. Thirty days after the date of expiration of an authorized leave of absence for the period permitted in the plan.
 3. The last day of the calendar month following the month in which the employee files a cancellation of insurance with the district.
 4. The date to which the employee's premiums are paid if the employee fails to pay the required premiums within 30 days of such date while the employee is on unpaid leave or while the employee's coverage has continued as provided in the plan.
 5. The date to which premiums are paid for continuing coverage provided in the plan after the employee has again become employed by the district and enrolled for coverage as an eligible employee.
 6. The employee's 70th birthday for Supplemental insurance
 7. The effective date of termination of the group policy by district.
- C. Premium Contributions: The District shall pay the full cost of the Basic Plan. The employee shall pay the cost of any supplemental, additional or spouse and dependent plan.

For more information on the plan, see [ETF -- Wisconsin Public Employers Group Life Insurance Program](#)

II.10.5 Long-term Disability

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

1. Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least 50% of full-time equivalency is eligible to participate in the District's long-term disability insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration to, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are for less than 50% of full-time equivalency are not eligible to participate in the District's long-term disability insurance plan.
- B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment and continue for a full 12-month period. The long-term disability insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:
1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
 2. If an employee resigns or is terminated who has completed the school year, his/her long-term disability insurance benefits shall terminate June 30.
- C. Premium Contributions: The District shall pay 100% of the premium for long-term disability insurance. The benefits will be equal to 90% of the employee's monthly salary. Coverage shall begin after the 90 consecutive calendar day of disability and continue until the employee is eligible to work or until the termination date provided in the District's long term disability plan.

II.10.6 Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

II.11 POST-EMPLOYMENT BENEFITS

II.11.1 Retirement

A. Eligibility

1. Eligibility for teachers who were age 50 or older as of June 30, 2012: Teachers who are at least age 55 **by 8/31 of the year they plan to retire** and have completed at least 15 years of service in the District.
 2. Eligibility for teachers who were younger than age 50 as of June 30, 2012: Teachers who are at least age 57 **by 8/31 of the year they plan to retire** and have completed at least 15 years of service in the District.
 3. The Board may approve retirements prior to age requirement in cases of medical hardship. This decision is at the sole discretion of the Board.
- B. Notice: Declaration of retirement under this Article shall be filed in the District Office on or before March 1 of the final teaching year. The Board may allow later notice date at its discretion on a case-by-case basis. The retirement plan shall not begin during the school year except to accommodate any basic implementation requirements of the benefits described below and other special circumstances that have been pre-approved by the Board.
- C. The retirement benefits shall be as follows:
1. Sick leave payment to a Health Care Savings Plan
 - a. Teachers who were hired before July 1, 2012: All retiring teachers will receive a payment equal to the number of sick leave days accumulated, not to exceed 105, multiplied by the percent of the employee's 2011-12 daily rate of pay or by the same percent multiplied by a daily rate of \$188, whichever is higher. The maximum number of sick leave days is 105 for full time employees and is prorated for part-time employees based on the employee's FTE at the time of retirement. The percent of the daily rate of pay shall be 50% for employees with 30 or more years of service to the district reduced by 1% for each year of service less than 30 for employees with fewer than 30 years of service. The District shall deposit this payment into a Health Reimbursement Arrangement (HRA) on behalf of the retiree in accord with plan requirements.
 - b. Teachers who resign and are rehired forfeit all sick leave earned before the resignation and have a new hire date and forfeit years of service prior to the resignation for purposes of the C.1. retirement benefit.
 - c. Teachers who were hired after June 30, 2012: All retiring teachers will receive a payment equal to the number of sick leave days accumulated, not to exceed 105, multiplied by the percent of the daily rate of \$188 specified in this paragraph. The maximum number of sick leave days is 105 for full time employees and is prorated for part-time employees based on the employee's FTE at the time of retirement. The percent of the daily rate shall be 50% for employees with 30 or more years of service to the district reduced by 1% for each year of service less than 30 for employees with fewer than 30 years of service. The District shall deposit this payment into a Health Reimbursement Arrangement (HRA) on behalf of the retiree in accord with plan requirements.
 2. For all employees that no longer were on probation as of April 15, 2004 and who did not opt out of this benefit and into the benefit described in paragraph C, (3) below pursuant to the MOU between the Board and the West Central Education Association – River Falls Teachers in the 2005-07 collective bargaining agreement, the District shall make five annual payments into a Health Reimbursement Arrangement (HRA) on behalf of the retiree. The payments shall be made in accord with plan requirements. For employees with 30 or more years of service in the District each of the five payments shall be an amount equal to 45% of \$30,000. For those employees retiring with less than 30 years of service to the District the stipend shall be equal to 45% minus 1% for each year of service less than 30 that the employee has worked in the District.

YOS	BASE	MULTIPLIER	YEARLY STIPEND
30	30,000	45.00%	13,500
29	30,000	44.00%	13,200
28	30,000	43.00%	12,900
27	30,000	42.00%	12,600
26	30,000	41.00%	12,300
25	30,000	40.00%	12,000
24	30,000	39.00%	11,700

23	30,000	38.00%	11,400
22	30,000	37.00%	11,100
21	30,000	36.00%	10,800
20	30,000	35.00%	10,500
19	30,000	34.00%	10,200
18	30,000	33.00%	9,900
17	30,000	32.00%	9,600
16	30,000	31.00%	9,300
15	30,000	30.00%	9,000

1. For employees that are still on probation as of April 15, 2004, employees hired thereafter, and employees who opted out of the C, (2) benefit above and into this benefit pursuant to the MOU between the Board and the West Central Education Association – River Falls Teachers in the 2005-07 collective bargaining agreement, these employees shall not be eligible for the benefit described in paragraph C, (2) above but will still be entitled to the benefit defined in paragraph C, (1) above. In addition, for those employees hired after or on probation as of April 15, 2004, the District shall contribute \$1,000 each year worked into Health Reimbursement Arrangement (HRA) on behalf of the retiree in accord with plan requirements. This yearly contribution shall apply only to those employees ineligible for the benefits defined in paragraph two and either still on probation or hired after April 15, 2004 or who opted into this benefit and out of the C, (2) benefit as described above. Employees covered by this paragraph must meet the eligibility requirements Section A above (15 years of service, age 57 or older) to receive the benefit described in this paragraph. Contributions made on behalf of employees who terminate employment with the District prior to eligibility for any reason will revert back to the District.

PART III – NON-EXEMPT STAFF WITHOUT INDIVIDUAL CONTRACTS UNDER § 118.22, WIS. STATS.

III.1 DISCIPLINE AND TERMINATION

III.1.1 Standard for Discipline and Termination

An 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 of this *Handbook*. See [Board Policy 527 Employee Grievances](#)

III.1.2 Representation

In the event any employee is called to a meeting with representatives of the Employer for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that may lead to discipline or discharge, the employee has the right to request representation. In the event the employee chooses to have representation, the meeting shall be delayed until appropriate representation may be obtained. Nothing in this provision shall prevent an Employer from removing an employee from the work place if immediate action is required.

III.1.3 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file.

III.2 HOURS OF WORK AND WORK SCHEDULE

III.2.1 Letter of Appointment

Should the district anticipate a continuing need for Route Bus Driver, Kids' Club Lead Caregiver, Kids' Club Site Manager, Food Service, and Paraprofessional services during the next school year, it will issue a letter of appointment that shall be consistent with, but subservient to, this *Handbook* and board policy, before the last student contact day of the school year. The letter of appointment shall identify the employee, the position(s) that the employee is employed for and that there is reasonable assurance that they will work in a similar capacity. Specific assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held.

A new Employment Recommendation shall be issued in cases of transfers, additional positions, promotions, and demotions. In the case of a change of assignment the employee shall be provided with at least five calendar days' notice of the change of assignment, if practicable, as determined by the administration.

III.2.2 Regular Workday and Starting and Ending Times

A regular full-time workday is eight hours, excluding lunch time, except during the summer when the full-time workday for Secretaries, Accounting, and Administrative Assistants, is seven hours. Because of different schedule requirements, employees' starting, lunch, and finishing times may vary in different assignments and locations. Each employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

III.2.3 Regular Workweek

A regular work week is 40 hours or fewer. The regular work week is five consecutive days unless the immediate supervisor assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

III.2.4 Part-time Employees

A schedule of hours shall be prepared for part-time employees. Such schedule shall be made known to the affected employees.

The normal duty year for bus drivers and paraprofessionals upon which salary and benefits are based shall be as follows:

1. **Bus Driver (Route):** All student days plus two additional days (one dry run day and one inservice day). All drivers are expected to be available on late start or early release days which are caused by inclement weather or inservice days. Route bus drivers will be paid, but not required to make up the hours lost for the first inclement weather closure in a school year. Bus drivers will have the option to make up the hours lost for the second inclement weather closure in a school year by completing optional online trainings selected by the Transportation Supervisor. The time to complete online trainings will not exceed the hours lost due to inclement weather. If the driver does not want to complete the online trainings, then he/she will be allowed to use personal leave or take the day without pay.
2. **Paraprofessional:** All student days plus three additional inservice days (one before students report, one mid-year, and one after students' last day). Paraprofessionals will be paid, but not required to make up the hours lost for the first inclement weather closure in a school year. Paraprofessionals will have the option to make up the time lost due to the second full day inclement weather cancellation, any late start, or any early release, at a later date as approved by their building principal.

III.2.5 Additional Hours and Overtime – Approval and Assignment

- A. **Approval:** In order for an employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, and the community or District property.
- B. **Assignment:** Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee(s) as determined by the District. If no one volunteers to perform the overtime, the District may assign the work on a rotating basis within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.
- C. **Pay Rate for Overtime:** Time worked over 40 hours per week is paid at one and one-half (1.5) rate. Time over 40 hours per week does not include sick, vacation, holiday, or personal leave time. The reason for overtime must be indicated on the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.
- D. In the event a bus driver is not notified of a cancelled trip until he/she arrives at the pick-up point, the driver shall be paid \$25.

III.2.6 Lunch Period

All employees who work six hours or more per day will be entitled to an unpaid half-hour lunch period, which shall be duty free. In the event that an employee's lunch break is interrupted by required work, the employee will be allowed to reschedule their lunch period. If the employee is unable to find a time to reschedule their lunch break during their normal shift, then the employee will be compensated for their missed lunch period. An employee is required to contact their supervisor if their unpaid lunch is interrupted by required work.

III.2.7 Breaks

Employees scheduled to work at least four hours per work day shall receive one 15 minute paid break. Employees scheduled to work at least eight hours per work day shall receive two 15 minute paid breaks. Breaks shall be scheduled by the immediate supervisor. There is no expectation that breaks will occur at the same time each day.

<u>Hours Worked</u>	<u>Break(s) and Lunch Period Scheduling</u>
0 to 3.99 hours	0 minutes
At least 4.0 to 5.99 hours	15 minutes
At least 6.0 to 7.49 hours	15 minutes and 30 minute unpaid duty-free lunch
At least 7.5 or more hours	(2) 15 minute and 30 minute unpaid duty-free lunch

III.2.8 Time Cards or other Form of Electronic Tracking of Hours Worked

Electronic or paper time card system shall be used by the following work groups:

- A. Paraprofessionals
- B. Bus Drivers
- C. Temporary Seasonal Maintenance (Grounds Lead, Grounds Worker, Utility Worker)
- D. Kids' Club
- E. Food Service
- F. Teachers (Tutoring, Curriculum)
- G. Weight Room Supervisor
- H. Band Clinicians
- I. Parking Lot Supervisors

Employees will punch in only when fully prepared to begin work. Employees are responsible for their own time cards and shall not punch in or out for any other employee. Employees caught punching in or out for another employee or for time not worked will be subject to discipline up to and including discharge.

III.2.9 Call-In Pay

Employees called in to work hours outside of their regular work schedule, as approved by an administrative supervisor, that are not contiguous with their regular work schedule, except as noted below, shall be paid no less than two hours pay. The District may, at its discretion, require such employees to work the full two hour period. Employees called in to open the building for a special event (e.g., use of school District facilities by an outside agency or for co-curricular events) will be paid for the time that the employee is required to be at the District.

III.2.10 Shift Pay Differential

- A. Second Shift: Employees who work and are assigned to a regular second shift shall receive 20 cents per hour added to their regular rate of pay. Second shift is defined as a shift that starts between (1:00 – 2:30 p.m.) and ends between (10:00 – 11:30 p.m.).
- B. Third Shift: Employees who work and are assigned to a regular third shift shall receive 40 cents per hour added to their regular rate of pay. Third shift is defined as a shift that starts between (10:00 – 11:30 p.m.) and ends between (6:30 – 8:00 a.m.).
- C. Employees who are temporarily shifted from their regular night shift to days during summer, winter, and spring recess shall not receive their normal shift premium as provided herein during such period of time.
- D. This provision does not apply to the working supervisor position(s).

III.2.11 Attendance at Meetings

Employees required to attend meetings called or scheduled by the Employer shall be paid for all hours spent in attendance at such meetings. Failure to attend mandatory meetings may result in disciplinary action.

III.2.12 Verification of Hours Worked

Regular full-time or part-time accounting, administrative assistant, maintenance, and secretary staff must annually submit a calendar that confirms total paid hours per month.

III.3 EMPLOYEE FURLOUGH

The District may furlough employees for budgetary or organizational reasons. A furlough is an involuntary, unpaid leave of absence from work for a specific period of time. The decision to implement a furlough will be made by the Superintendent or designee after consultation with the School Board. Employees will be given as much advance notice as possible, but not less than fourteen (14) calendar days prior to implementation of the furlough. Employees will receive written notification of the furlough. The notice will include the expected dates of furlough. The length of the furlough can be changed at the sole discretion of the Superintendent or designee after consultation with the Board of Education. Failure to return to work if called back will result in a voluntary resignation on the part of the employee. The following guidelines apply during furlough periods:

1. Employees shall not receive any wages from the District and are not permitted to use District-provided accrued time off, such as vacation, sick or personal leave.
2. Employees will retain their accrued time off subject to the Handbook provisions during the furlough and will be eligible to use it upon their return.
3. Employees who are otherwise eligible for District-provided benefits, such as health insurance and dental insurance, may continue participation in the benefits during the furlough period, provided such employees remit their required contributions towards the premium as directed.
4. Employees are prohibited from working for the District during a furlough, but may work for another employer.
5. Employees to be furloughed will be selected first by classification and building or department (as appropriate) and then taking into consideration the following criteria in order of importance:
 - a. Educational Needs of the District: Will be those needs as identified by the Board through normal channels in accord with its constituted authority.
 - b. Qualifications as established by the Board: Including, but not limited to, to specific job skills, certification (if applicable), training, and district evaluations.
 - c. Length of Service of the Employee
 - i. Length of service is defined as length of service with District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating the length of service.

A furlough is not a reduction in force. The procedures for a reduction in force are outlined in III.4 Reduction in Force.

III.4 REDUCTION IN FORCE, POSITIONS & HOURS

III.4.1 Reasons for Reduction in Force

In the event the Board determines to reduce the number of positions or the number of hours in any position, the provisions set forth in this Article shall apply.

III.4.2 Notice of Reduction

The District will give at least 30 calendar days' notice of any reduction in force. The notice of reduction in force shall specify the effective date and that it is the responsibility of the employee to keep the District informed in writing of any changes in the employee's address.

III.4.3 Selection for Reduction – Steps

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in force in accordance with the following steps: 97

- A. Step 1 – Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing reductions.
- B. Step 2 – Selection For Reduction: The District shall follow the guidelines below to select the employee in the affected job category for full or partial reduction in hours.
1. Job categories for the purpose of this section shall be defined as:
 - a. Accounting Department
 - b. Administrative Assistants
 - c. Bus Drivers (Route)
 - d. Custodians
 - e. Food Service Department
 - f. General Education Paraprofessionals
 - g. Health Services Paraprofessionals
 - h. Kids’ Club Department
 - i. Mechanics
 - j. Secretaries
 - k. Special Education Paraprofessionals
 - l. Supervisors
 - m. Technology
 - n. Volunteer Coordinators
 2. The District shall utilize the following criteria in order of application for determining the employee for full or partial reduction in hours:
 - a. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - b. Qualifications as established by the Board: Including, but not limited to specific job skills, certification (if applicable), training, district evaluations, etc.
 - c. Qualifications of the Remaining Employees in the affected job category: 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; and
 - d. Length of Service of the Employee
 - 1) 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.
 - 2) 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.

III.4.4 Leave Benefits for Full or Partial Reduction in Hours

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced-in-time employees shall be treated as part-time employees under this *Handbook*.

III.4.5 Reemployment Procedure

All reduced-in-time employees may apply when a vacancy occurs or a new position is created. The District will post vacancies in accordance with Section III.5.2 of this Handbook. Reduced-in-time employees can apply for vacant positions according to the terms set forth in Section III.5.3-4 of this Handbook.

III.4.6 Insurance Benefits

See Part I, Section 11 (COBRA) for an explanation of insurance continuation options.

III.4.7 Accrued Benefits

Reduced-in-time employees shall suffer no loss of sick leave, vacation or other accrued benefits if rehired. Sick leave days, vacation, and length of service time shall not accrue while an employee is not working for the District.

III.5 ASSIGNMENTS, VACANCIES, AND TRANSFERS

III.5.1 Determination of Assignment

Employees will be assigned or transferred by the District Administrator of the District and/or his/her designee.

III.5.2 Job Posting

When a position becomes vacant or a new position is created, notice of such available position shall be posted either internally only or internally and externally simultaneously for a minimum of five working days. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. Vacancies will be posted on WECAN and accessible via the District's website. The notice shall include the date of posting, a description of the position available, the work hours of the position, the rate of pay for the position, and the qualifications required for the position.

III.5.3 Interviews

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position, and, if qualified, may be awarded the position.

III.5.4 District Ability to Select the Most Qualified Applicant

The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position.

III.5.5 District Ability to Determine Job Description

The District retains the right to determine the job descriptions needed for any vacant position.

III.5.6 Involuntary Transfers

When the District determines that an involuntary transfer of an employee is necessary, due to the District's inability to fill a vacancy or a new position according to the procedures set forth above in III.4.2 through III.4.6, the District reserves the right to transfer an employee in the District qualified for the position.

III.6 PAID VACATION

III.6.1 Notice

Each employee shall be notified of their total number of vacation days by September 15 of each year.

III.6.2 Calendar Year Employee Groups

Vacation Days for the following calendar year employee groups (prorated based on FTE)

Calendar Year Groups:	Vacation days:		
	after 1 year	after 5 years	after 10 years
Accounting	10 days	15 days	20 days
Administrative Assistants	10 days	15 days	20 days
Custodians	10 days	15 days	20 days
Kids' Club Accounts Receivable Clerk	10 days	15 days	20 days
Mechanics	10 days	15 days	20 days
Secretaries	10 days	15 days	20 days

Current calendar year employees who exceed the four week (20 day) maximum will be grandfathered at their current number of vacation days. At the sole discretion of the Superintendent, or his/her designee, new employees may be granted a maximum of 10 days of vacation at the time of hire.

III.6.3 Scheduling of Vacation

Vacation time may be taken in full blocks, or in shorter blocks not less than one hour as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least five working days prior to taking such leave, however, vacation time requested with less than five working days' notice may be approved by the District Administrator and/or his/her designee. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the District Administrator and/or his/her designee shall have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives. All vacations shall be taken during the school vacation months except by special arrangement with the immediate supervisor or his/her designee.

III.6.4 Vacation Accumulation

Vacation Time will not be accumulated from year to year for the following calendar year employees except that an employee has the option to accumulate vacation if taken before December 31.

Calendar Year Groups:
Accounting
Administrative Assistants
Custodians
Kids' Club Accounts Receivable Clerk
Maintenance/Grounds
Mechanics
Secretaries
Supervisors/Coordinators

III.6.5 Payment upon Termination/Transfer to a Position Not Eligible for Vacation

Any employee who terminates his/her employment for any reason, other than discharge, or any employee who transfers to a position that is not eligible for vacation, shall be entitled to the vacation pay remaining in his/her accumulation, as well as a pro-rated amount of the vacation that the employee would have received upon his or her next anniversary. Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck.

III.6.6 Holidays during Vacation

Should a paid holiday fall during an employee's vacation period the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

III.7 HOLIDAYS

III.7.1 Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided to full-time and part-time employees according to the following schedule:

A. Calendar Year Employees will receive 10 paid holidays (prorated based on FTE):

Calendar Year Groups:	10 Paid Holidays:
Accounting	July 4
Administrative Assistants	Labor Day
Custodians	Thanksgiving Day
Kids' Club Coordinator	Day after Thanksgiving Day
Kids' Club Accounts Receivable Clerk	December 24
Mechanics	December 25
Secretaries	December 31
Supervisors	January 1
Technology	Good Friday
	Memorial Day

B. School Year Employees will receive five paid holidays (prorated based on FTE):

School Year Groups:	5 Paid Holidays:
Bus Drivers (Route)	Labor Day
Food Service	Thanksgiving Day
Paraprofessionals	December 24
School-Year Custodian	December 25
Kids' Club Site Managers	Memorial Day

C. Limited Term Employees will not receive paid holidays

Limited Term Employee Groups:
Bus Drivers (Trip)
Kids' Club Assistant Care Givers
Volunteer Coordinators
Summer Kids' Club Staff
Kids' Club Lead Caregivers

*Note: If a Kids' Club Lead Caregiver works as a regular employee (i.e. paraprofessional), then hours worked as a Kids Club Lead Caregiver will be eligible for holiday pay.

If any holiday falls on the weekend, the corresponding Friday or Monday will be considered the paid holiday as approved by the Superintendent/designee.

III.7.2 Holidays Falling on Student Contact Days

If any of the holidays listed in section above fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a paid holiday on a date determined by the Administration.

III.7.3 Work on a Holiday

Except as provided above, employees who are required to work by their supervisor on any of the above-mentioned holidays shall be paid time and one-half for all hours worked in addition to the holiday pay. In other words, if the employees receive a different holiday date above, this provision shall not apply.

III.7.4 Holidays during Vacation

If any of the above holidays fall within an employee's vacation period, the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

III.7.5 Eligibility for Holiday

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay which has been approved by the District Administrator and/or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

III.8 WAGE COMPENSATION AND EXPENSES

III.8.1 Wage Schedule

Appendix A, Section 2, Wage Schedule, shall be attached hereto.

III.8.2 New Employee Wage Schedule Placement

- A. New employee placement: New employees shall be placed on the wage schedule at the discretion of the District.
- B. Step Movement after First Year of Employment: Employees beginning employment prior to January 31 who have provided satisfactory service, as determined by the District, will advance to the next step the ensuing fiscal year on July 1 provided funds are available as determined by the District. Employees who begin employment after January 31 will remain on the same step for the ensuing fiscal year. An employee may be held to the previous year's step for less than satisfactory performance. An employee may be frozen at his/her previous year's wage rate for more serious nonperformance.

III.8.3 Rate of Pay upon Promotion

Whenever an employee is promoted to a new higher paid classification, he or she will be placed at the step that gives the employee the smallest wage increase. At the sole discretion of the Superintendent, or his/her designee, an employee may be placed at a higher step at the time of transfer. An employee who is voluntarily or involuntarily transferred to a lower paid classification shall retain her/his step placement. Upon voluntary transfer to a position in the same job classification, the employee shall retain her/his pay rate and step placement.

III.8.4 Retainment Stipend

Employees with 10 years of continuous district experience (full or part time), will qualify for a one-time \$500 retainment stipend. Employees who have worked continuously for the district since 9/15/2012 will be eligible for the stipend. The one-time stipend will be paid on the 10/20/22 payroll.

III.8.5 Uniforms, Protective Clothing and Tools

- A. Uniforms

1. All custodial staff, maintenance staff, mechanics, transportation supervisor, and buildings and grounds supervisor of the district will be required to wear a district-approved uniform while on the job. The required uniform and replacement schedule is as follows:
 - a) First year of employment: Six shirts and five work pants provided at district expense.
 - b) Second year and each additional year of employment: Three shirts and two work pants provided at district expense.
 2. Employees may be required to clean and maintain their work shirts and work pants/shorts.
 3. The school district shall determine a supplier of uniforms and all employees shall place their respective orders through this supplier.
 4. The style, color, and type of fabric of said uniforms shall be determined by the school district.
 5. During tasks where chemical spills/burns (ex. pool chemical handling), risk of laceration (ex. use of powered tools/machinery such as weed whips, chainsaws, etc.), risk of crush (ex. moving heavy loads) are likely, appropriate footwear should be utilized. The Director of Buildings and Grounds can provide further direction based on work activity.
- B. Personal Protective Equipment: The school district shall provide the protective clothing and equipment necessary for maintenance employees and mechanics to perform their jobs. Such clothing and equipment shall be limited to the following items: nonprescription safety glasses. The school district reserves the right to determine the style and the type of protective gear to be used. Any employee who receives protective gear shall be responsible for such items. All items of protective clothing shall remain the property of the school district and shall be worn while working on an assigned school job. All issued items of protective clothing shall be inspected by the employee prior to each use. All damaged protective items and clothing must not be used and reported to the immediate supervisor and/or his/her designee.
- C. Tools: The District will furnish, without cost to the employees, tools considered necessary by the District for the employee to perform his/her normal duties. Any replacement of hand tools deemed necessary by the District will be furnished by the District without cost to the employee, except where loss due to negligence or willful destruction is apparent in which case the employee will be billed for the School District's replacement cost.

III.8.6 Substitutes for Teachers

General Education Paraprofessionals or Special Education Paraprofessionals with teacher licensure, assigned to substitute for an absent teacher for one class period or more will be paid at either the district substitute teacher rate of pay or their current rate, whichever is higher. By definition, teaching assistants who do not hold teaching or substitute certificates are not qualified teachers and shall not be required, permitted, nor authorized to take the place of a teacher for the purpose of instructing students during times that a qualified substitute for that teacher could reasonably be expected to be hired. This provision does not preclude teaching assistants from being assigned to student(s) supervision responsibilities, for example, monitoring a study hall. A general education paraprofessional/special education paraprofessional receiving compensation under this section is ineligible for the per diem substitute teacher pay.

III.9 JOB-RELATED TRAINING

III.9.1 In-service Training

The district within its discretion may provide appropriate paid in-service training to each employee.

III.10 EMPLOYEE EVALUATIONS

III.10.1 Evaluation

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District. See [Board Policy 538 Evaluation of Staff](#)

III.10.2 Procedures and Instruments

The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented.

III.10.3 Frequency

The frequency of evaluations shall be established at the discretion of the District.

III.10.4 Receipt of Evaluation

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same.

III.10.5 Comments, Disputes

The employee may respond in writing with his or her comments attached to the completed evaluation.

III.10.6 Evaluators

The Employer shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel. When a teacher works with an instructional assistant, the teacher may be requested to provide input for consideration.

III.11 RESIGNATION FROM EMPLOYMENT

III.11.1 Notice of Termination of Employment

Employees will give written notice of termination of employment, as soon as possible, but at least 10 working days prior to the effective date of resignation. If an employee has overused the holiday, sick, or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from his/her last paycheck. The District's obligation to pay its share of the employee's insurance benefits will terminate at the end of the month in which the employee works his/her last day. Any employee who breaches this Article shall, at the District's discretion, forfeit any accrued benefits. See [Board Policy 546.1 Resignation of Support Staff Members](#)

III.12 INSURANCES

III.12.1 Dental Insurance

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

1. Job classification areas eligible for insurance: Employees in the following job classification areas are eligible for insurance if they meet the other eligibility requirements:
 - a. Accounting
 - b. Administrative Assistants
 - c. Bus Drivers (Route)
 - d. Custodians
 - e. Kids' Club Accounts Receivable
 - f. Kids' Club Lead Care Givers
 - g. Kids' Club Coordinator
 - h. Kids' Club Site Manager
 - i. Mechanics

- j. Paraprofessionals
- k. Secretaries
- l. Supervisors
- m. Technology

2. Minimum Hours for Any Board Contribution: An employee whose individual letter of assignment has an assignment of at least 50% of full-time equivalency is eligible to participate in the District's dental insurance. Hours worked beyond those set forth in the letter of assignment shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: overtime, extended contracts, summer classes, summer work, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 50% of a full-time equivalency are not eligible to participate in the District's insurance and are not eligible for any District premium contribution. Employees whose hours are reduced during the term of the letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.
3. Pro-ration of District Contributions: An employee whose individual letter of assignment has an assignment of at least 50% of a full-time equivalency, but less than a full-time 100% assignment, shall have the District's contribution prorated, consistent with the employee's percentage of employment.
4. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment. The insurance benefits described in this *Handbook* and on the individual letter of assignment shall cease at the end of the month the employee's resignation or termination becomes effective.

C. Premium Contributions

1. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay 87.5% of premium. Employees shall be responsible for the remaining portion of the premium.
2. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay 87.5% of the premium. Employees shall be responsible for the remaining portion of the premium.

III.12.2 Health Insurance

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

1. Job Classification areas eligible for insurance: Employees in the following job classification areas are eligible for insurance if they meet the other eligibility requirements:
 - a. Accounting
 - b. Administrative Assistant
 - c. Bus Drivers (Route)
 - d. Custodians
 - e. Kids' Club Accounts Receivable Clerk
 - f. Kids' Club Lead Care Givers
 - g. Kids' Club Coordinator
 - h. Kids' Club Site Manager

- i. Mechanics
- j. Paraprofessionals
- k. Secretaries
- l. Supervisors
- m. Technology

2. Minimum Hours for Any Board Contribution: An employee whose letter of appointment for one or any combination of the above positions has an assignment of at least 50% of full-time equivalency is eligible to participate in the District's health insurance. Hours worked beyond those set forth in the letter of assignment shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: overtime, extended contracts, summer classes, summer work, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 50% of a full-time equivalency are not eligible to participate in the District's insurance and are not eligible for any District premium contribution. Employees whose hours are reduced during the term of the letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.
3. Pro-ration of District Contributions: An employee whose individual contract has an assignment of at least 50% of full-time equivalency, but less than a full-time 100% assignment, shall have the District's contribution prorated, consistent with the employee's percentage of employment.
4. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment. The insurance benefits described in this *Handbook* and on the individual letter of assignment shall cease at the end of the month the employee's resignation or termination becomes effective.

C. Health Savings Account (HSA): As part of your health insurance benefit, the district will contribute an annual amount to your H.S.A. The specific district contribution amount varies depending on the plan you select (Family or Single), the deductible you select (Base vs. Alternative) and your full time equivalency (FTE). The district makes HSA contributions in July and October. Specific information about HSA amounts and distribution schedules will be shared with employees during the open enrollment period (May 1-15), during new employee orientation meetings, and on the [Employee Benefits Webpage](#).

D. Premium Contributions:

1. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay 87.5% of the premium. Employees shall be responsible for the remaining portion of the premium.
2. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay 87.5% of the premium. Employees shall be responsible for the remaining portion of the premium.

III.12.3 Liability Insurance

The Board shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

III.12.4 Life Insurance

The Board shall provide life insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

1. Minimum Hours for Any Board Contribution: An employee who has participated in the Wisconsin Retirement System (WRS) for at least six months through employment with the district and any other employer participating in WRS is eligible to participate in the District's life insurance plan. Employees must enroll in the plan during the 30-day open enrollment period following their sixth month of participating in WRS or 30 days following their initial employment with the district for employees with at least six months of participation in WRS through other covered employers. Employees who enroll outside of the open enrollment period may be required to show proof of insurability. Employees who do not participate in WRS are not eligible to participate in the District's life insurance plan.

- B. Commencement and Termination of Benefits: Coverage will commence on the employee's initial eligibility date if the employee has enrolled in the plan on or before that date. Coverage will commence on the first day of the month following enrollment for employees who enroll during the 30-day open enrollment period following initial eligibility. The life insurance benefits described in this *Handbook* and on the individual contract terminate on the earliest of the following dates:

1. The last day of the calendar month following the month in which you terminate employment with the district if this occurs before the employee becomes entitled to a disability waiver of premium benefit or before the employee qualifies for continuation of insurance as a retired employee as provided in the plan.
2. Thirty days after the date of expiration of an authorized leave of absence for the period permitted in the plan.
3. The last day of the calendar month following the month in which the employee files a cancellation of insurance with the district.
4. The date to which the employee's premiums are paid if the employee fails to pay the required premiums within 30 days of such date while the employee is on unpaid leave or while the employee's coverage has continued as provided in the plan.
5. The date to which premiums are paid for continuing coverage provided in the plan after the employee has become employed by the district, or a participating employer, and enrolled for coverage as an eligible employee.
6. The employee's 70th birthday for supplemental insurance.
7. The effective date of termination of the group policy by district.

- C. Premium Contributions: The District shall pay the full cost of the Basic Plan. The employee shall pay the cost of any supplemental, additional or spouse and dependent plan.

For more information see [ETF -- Wisconsin Public Employers Group Life Insurance Program](#)

III.12.5 Long-Term Disability

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

1. Minimum Hours for Any Board Contribution: An employee whose individual letter of assignment has an assignment of at least 50% of full-time equivalency is eligible to participate in the District's long-term disability insurance. Hours worked beyond those set forth in the letter of assignment shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration to, the following: overtime, extended contracts, summer classes, summer work, co-curricular assignments, substitute assignments, etc. Employees whose assignments are for less than 50% of full-time equivalency are not eligible to participate in the District's long-term disability insurance plan. Employees whose hours are reduced during the term of the letter of assignment shall have their eligibility and contributions based

upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.

2. Commencement and Termination of Benefits. Coverage will commence on the employee's first day of employment. The insurance benefits described in this *Handbook* and on the individual letter of assignment shall cease at the end of the month the resignation or termination becomes effective.
3. Premium Contributions: The District shall pay 100% of the premium for long-term disability insurance. The benefits will be equal to 90% of the employee's monthly salary. Coverage shall begin after 90 consecutive calendar days of disability and continue until the employee is eligible to work, or until the termination date provided in the District's long-term disability plan.

III.12.6 Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

III.13 POST-EMPLOYMENT BENEFITS

III.13.1 Retirement

- A. The following classifications of employees are not eligible for retirement benefits under this section:
 1. Limited Term Employees
 2. Casual Employees
 3. Seasonal Summer School Employees who are not also employed during the school year in a position that qualifies for retirement benefits under this section
 4. Substitute Employees
 5. Temporary Employees
 6. Administrative Employees
 7. Teachers
- B. Regular employees hired on or after January 1, 2012, who are not employed in classifications excluded from retirement benefits under subsection A above, and who meet the eligibility requirements for this subsection, are eligible for the following retirement benefit:
 1. Employees must retire from employment, be age 57 or older at the time of retirement, and have at least 15 years of service with the District to be eligible for the retirement benefit in this subsection.
 2. The District will deposit \$500 annually for accounting staff, administrative assistants, bus drivers, Kids' Club site managers, maintenance staff, mechanics, paraprofessionals, secretaries, and supervisors, prorated based on FTE, into a Health Reimbursement Arrangement (HRA) to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements. Contributions made on behalf of employees who terminate employment with the District prior to eligibility for any reason will revert back to the District.

*Note: If a Kids' Club Lead Caregiver works as a regular employee (i.e. paraprofessional), then hours worked as a Kids Club Lead Caregiver will contribute towards the employees FTE.
- C. Regular employees in the job classifications described below hired before January 1, 2012, who are not employed in classifications excluded from retirement benefits under subsection A above, and who meet the eligibility requirements for this subsection, are eligible for the following retirement benefit:
 1. Employees must retire from employment, be age 57 or older at the time of retirement, and have at least 15 years of service with the District to be eligible for the retirement benefit in this subsection. Employees who are at least age 50 or older as of June 30, 2012 may receive the benefits described below if they retire at age 55 or older with at least 10 years of service with the District.

2. Maintenance Staff: The District will deposit an amount equal to the employee's number of accumulated sick leave days up to 144 days times the employee's daily rate of pay during the 2011-12 school year into a HRA to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.
3. Paraprofessionals: The District will deposit an amount equal to the employee's number of accumulated sick leave days multiplied by \$25 per day into a HRA to be used upon retirement. The employee's number of accumulated sick leave days will be computed by dividing the number of accumulated sick leave hours (up to the maximum) by 7.5 hours to convert hours to days. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.
4. Bus Drivers: The District will deposit an amount equal to the employee's number of accumulated sick leave days, up to a maximum of 100 multiplied by \$60 per day into a HRA to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.
5. Secretaries: The District will deposit an amount equal to the employee's number of accumulated sick leave days, up to a maximum of 144 multiplied by \$85 per day into a HRA to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.
6. Accounting, Administrative Assistants, Kids Club Coordinator, Kids Club Site Managers, Mechanics, Assistant Transportation Supervisor, and Technology:
 - a. Employees hired before January 1, 2006: The District will deposit an amount equal to the employee's number of accumulated sick leave days, up to a maximum of 144 multiplied by \$167 per day into a HRA to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.
 - b. Employees hired on or after January 1, 2006 will receive the benefit described in subsection B above.
7. Food Service: The District will deposit an amount equal to the employee's number of accumulated sick leave days multiplied by \$30 per day into a HRA to be used upon retirement.

The employee's number of accumulated sick leave days will be computed by dividing the number of accumulated sick leave hours (up to the maximum) by seven hours to convert hours to days. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.

8. Transportation Supervisor and Information Technology Supervisor:
 - a. Employees hired before January 1, 2006: The District will deposit an amount equal to the employee's number of accumulated sick leave days, up to a maximum of 144 multiplied by \$227 per day into a HRA) to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.
 - b. Employees hired on or after January 1, 2006 will receive the benefit described in subsection B above.

PART IV – EXTRACURRICULAR SCHEDULE

IV.1 EXPERIENCE/LONGEVITY – RIVER FALLS EXPERIENCE ONLY

- A. After 5 years in the activity – 10% of the contracted compensation will be added.
- B. After 10 years in the activity – 15% of the contracted compensation will be added.
- C. After 15 years in the activity – 20% of the contracted compensation will be added.

Only supervising in the District counts toward experience factor. Supervising within one activity transfers to another position within the same activity.

IV.2 COMPENSATION

IV.2.1 Athletics

- A. Safety and Liability: If numbers are such that an additional coach is needed for safety and liability reasons, the Activities Director may add such a position at the rate of \$880.
- B. High School Athletics
 - 1. Each sport must have at least the number of assistant coaches listed.
 - 2. No assistant coach may earn more than the listed amount. Exception would be a shared position with the head coach where money is shared from head coach’s salary.
 - 3. Head coach may not receive more than the listed amount.
 - 4. Head coach and athletic director will assign salary to each assistant coach prior to the start of the season. Consideration may include, but is not limited to, responsibility, level of team, scouting, weight room, etc.

Sport	Head Coaches Salary	Total Assistants Pool	Minimum # of Assistants	Top Possible Assistant Salary
Baseball	\$3,991	\$7,885	3	\$2,993
Basketball - Boys	\$5,665	\$13,870	5 (if 5 teams)	\$4,249
Basketball - Girls	\$5,665	\$13,870	5 (if 5 teams)	\$4,249
Cheer - Fall	\$1,800	\$1,200	1	\$1,200
Cheer – Winter	\$2,300	\$1,400	1	\$1,400
Cross Country	\$3,444	\$4,308	2	\$2,583
Dance - Winter	\$2,300	\$1,000	1	\$1,000
Football	\$5,665	\$23,789	7	\$4,249
Golf - Boys	\$3,300	\$1,968	1	\$1,968
Golf - Girls	\$3,300	\$1,968	1	\$1,968
Gymnastics	\$4,180	\$3,929	2	\$3,135
Hockey - Boys	\$5,288	\$6,553	2	\$3,966
Hockey - Girls	\$5,288	\$6,553	2	\$3,966
Soccer - Boys	\$4,328	\$5,258	2	\$3,246
Soccer - Girls	\$4,328	\$5,258	2	\$3,246
Softball	\$3,991	\$7,885	3	\$2,993
Swimming - Boys	\$4,032	\$4,787	2	\$3,024
Swimming - Girls	\$4,032	\$4,787	2	\$3,024
Tennis - Boys	\$3,479	\$2,410	1	\$2,410
Tennis - Girls	\$3,479	\$2,410	1	\$2,410
Track – Boys & Girls	\$4,019 each (2)	\$10,309	4	\$3,014
Volleyball	\$4,328	\$10,823	5 (if 5 teams)	\$3,246
Wrestling	\$5,036	\$6,898	2	\$3,777

High School Speed and Strength Coordinator \$4,240

C. Middle School Athletics

1. Basketball, Boys
 - a. 8th Grade Head \$2,000
 - b. 8th Grade Assistant \$1,600
 - c. 7th Grade Head \$2,000
 - d. 7th Grade Assistant \$1,600
2. Basketball, Girls
 - a. 8th Grade Head \$2,000
 - b. 8th Grade Assistant \$1,600
 - c. 7th Grade Head \$2,000
 - d. 7th Grade Assistant \$1,600
3. Cross Country, Boys & Girls
 - a. Head \$2,000
 - b. Assistant \$1,600
4. Football
 - a. 8th Grade Head \$2,200
 - b. 8th Grade Assistant \$1,980
 - c. 7th Grade Head \$2,200
 - d. 7th Grade Assistant \$1,980
5. Gymnastics
 - a. Head \$1,000
6. Track, Boys & Girls
 - a. Head \$1,800
 - b. Assistant \$1,400
 - c. Assistant \$1,400
 - d. Assistant \$1,400
 - e. Assistant \$1,400
7. Volleyball
 - a. 8th Grade Head \$2,000
 - b. 8th Grade Assistant \$1,600
 - c. 7th Grade Head \$2,000
 - d. 7th Grade Assistant \$1,600
8. Wrestling
 - a. Head \$2,000
 - b. Assistant \$1,600
9. Speed & Strength Coordinator \$2,000

IV.2.2 Activities

- A. Guidance and Supervision: If numbers are such that additional guidance and supervision are needed, the Activities Director may add such a position at the rate of up to \$880.
- B. High School Activities
 1. Art Club \$1,320
 2. Band, Marching & Pep \$3,300
 3. Band, Marching & Pep \$3,300
 4. Band, Jazz \$2,200
 5. Band, Jazz \$2,200
 6. Band, Major Trip \$1,760
 7. Biology Club \$500
 8. C.A.T.S. (Connecting All Together Socially) \$1,600
 9. C.A.T.S. Assistant \$500

10. Chess Club	\$250		
11. Class Advisor, Senior	\$550		
12. Class Advisor, Senior	\$550		
13. Class Advisor, Junior	\$660		
14. Class Advisor, Junior	\$440		
15. Class Advisor, Sophomore	\$440		
16. Class Advisor, Freshman	\$440		
17. Creative Writing Club	\$440		
18. FFA	\$2,200		
19. FBLA	\$2,288		
20. Foreign Exchange Student Advisor	\$220		
21. Foreign Language Trip Advisor	\$1,540	(min # students = 15)	(1 per year max)
22. Forensics, Head Coach	\$3,000		
23. Forensics, Assistant Coach	\$1,600		
24. Forensics, Assistant Coach	\$1,600		
25. Games Club	\$440		
26. G.S.A. (Gender and Sexuality Alliance)	\$440		
27. G.S.A. – Renaissance Academy	\$440		
28. Intramurals, Coordinator	\$2,000		
29. Mock Trial Advisor	\$1,600		
30. Mock Trial, Assistant	\$700		
31. Music, Vocal	\$2,860		
*Note: Includes Costume Carolers and Acapella			
32. Music, Vocal	\$2,860		
*Note: Includes Costume Carolers and Acapella			
33. Musical Director	\$2,200		
34. Musical Director, Asst. - Music	\$1,320		
35. Musical Director, Asst. - Tech/Programs	\$1,320		
36. Musical Director, Assistant	\$1,320		
37. National Honor Society	\$660		
38. Pep Club Advisor	\$500		
39. Pep Club Advisor	\$500		
40. Plays, #1 Director	\$1,760		
41. Plays, #1 Assistant	\$1,320		
42. Science Trip Advisor (every other year)	\$1,100		
43. Ski Club, Head	\$660		
44. Ski Club, Assistant	\$440		
45. SOS Advisor	\$1,100		
46. SOS Assistant Advisor	\$660		
47. Student Council, Advisor	\$2,640		
48. Student Council, Asst. Advisor	\$1,540		
49. Student Council - Renaissance Academy	\$1,540		
50. Yearbook, Advisor	\$4,400		
51. Yearbook, Assistant	\$2,200		
52. Additional Activity, AD Discretion	\$1,000		

C. Middle School Activities

1. Art Club, Advisor	\$660		
2. Drama, Head	\$1,540		
3. Drama, Assistant	\$1,100		
4. Drama, 2nd Play Head *	\$1,540		
5. Drama, 2nd Play Assistant *	\$1,100		
6. Forensics, Advisor	\$660		

7. G.S.A. (Gender and Sexuality Alliance)	\$440
8. Girls Who Give Back, Advisor	\$660
9. Girls Who Give Back, Assistant	\$440
10. Math Counts Advisor	\$660
11. Music, Instrumental	\$1,760
12. Music, Instrumental	\$1,760
13. Music, Vocal	\$2,640
14. Music, Vocal Assistant	\$1,760
15. Musical, Director	\$1,980
16. Musical Assistant, Music	\$1,100
17. Musical Assistant, Technology	\$1,100
18. Ski Club, Head	\$660
19. Ski Club, Assistant	\$440
20. Student Council	\$1,760
21. Wildcat Crew, Advisor	\$660
22. Wildcat Crew, Assistant	\$440
23. Yearbook, Head	\$3,080
24. Yearbook, Assistant	\$1,100
25. Additional Activity, Discretion of the Principal	\$1,000

D. Elementary

1. Greenwood	
a. Safety Patrol	\$1,100
b. Ski Club, Head	\$660
c. Ski Club, Assistant	\$440
d. Student Council	\$880
e. Additional Activity at the Discretion of the Principal	\$1,000
2. Montessori	
a. Safety Patrol	\$1,100
b. Ski Club, Head	\$660
c. Ski Club, Assistant	\$440
d. Student Council	\$880
e. Additional Activity at the Discretion of the Principal	\$1,000
3. Rocky Branch	
a. Safety Patrol	\$1,100
b. Ski Club, Head	\$660
c. Ski Club, Assistant	\$440
d. Student Council	\$880
e. Additional Activity at the Discretion of the Principal	\$1,000
4. Westside	
a. Safety Patrol	\$1,100
b. Ski Club, Head	\$660
c. Ski Club, Assistant	\$440
d. Student Council	\$880
e. Additional Activity at the Discretion of the Principal	\$1,000

PART V – ALL SUBSTITUTE EMPLOYEES

V.1 PRE-EMPLOYMENT REQUIREMENTS

All new substitute staff hires, must meet all new staff requirements including but not limited to a health screening including a physical examination and tuberculin test/or chest x-ray if deemed necessary, and a criminal background check.

V.2 SUBSTITUTE TEACHERS, PARAPROFESSIONALS, AND SUPPORT STAFF

V.2.1 Regular Substitute

A regular or “mod” substitute teacher is a regular, full-time teacher who is substituting during a period of the day normally used to prepare for student instruction. Regular or “mod” substitutes are compensated as outlined in section C.2.4.A because they are expected to complete preparation for student instruction outside of their normal workday.

V.2.2 Permanent Substitute Teacher or Paraprofessional

At the sole discretion of the Superintendent or designee, permanent substitute teachers or paraprofessionals may be hired on an annual basis. Permanent substitute teaching and paraprofessional positions will be used to ensure the quality delivery of instruction to students in an in-person or distance learning environment. The primary responsibility of a permanent substitute teacher will be to provide short-term, day-to-day instruction or to provide supervision/instructional support as directed by a building principal. Permanent substitute teachers are not hired under a contract under 118.22 Wis. Stats., because these positions are part-time.

V.2.3 Short Term Substitute/Guest Teacher, Paraprofessional, or Support Staff

Short-term substitutes are expected to follow established school rules and the plans provided to ensure the safety and wellbeing of all students. Notice of absence will be provided using an automated system that all substitutes will have access to. A representative from the district may contact a substitute/guest employee individually to inquire about filling open positions.

V.2.4 Licensure and/or Permit

All substitute teachers and paraprofessionals shall have the necessary license and/or permit required by state law to serve in the substitute teaching assignment.

V.2.5 Assignment and Professional Responsibilities

- A. Assignments: Substitutes shall be assigned at the discretion of the District.
- B. A copy of the appropriate school policies, an outline of the absence and tardiness procedures, recess schedule (if applicable), teacher’s daily schedule, general class schedule (bell schedule when applicable), name of any individual designated in charge of discipline, seating charts, class schedule and lesson plans for all classes to be taught shall be made available to the substitute. School Board policies will be available to the substitute upon request.
- C. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment
 1. A substitute teacher may refuse an automated or personal daily call. The District may, in its sole discretion, unilaterally remove individuals from the substitute teacher list if the substitute demonstrates a pattern or practice of declining assignments.
 2. A substitute who accepts a job by mistake will contact the district as soon as possible to rectify the error. A substitute teacher may also cancel a teaching assignment using the automated system in advance of the current day without providing notification to the Building Secretary. A substitute who wishes to cancel an assignment

on the current date must inform the Building Secretary by phone. Any substitute teacher who abuses the cancellation privilege, in the District's discretion, will have their cancellation privileges revoked.

- D. Professional Responsibilities: The professional responsibilities and duties of substitutes shall be consistent with the regular teacher's responsibilities and duties for whom they are substituting. When a substitute is employed as a long-term substitute teacher, or is employed at the end of the semester, and is expected to close out school records, do report cards, and inventories, he/she may be given up to one day to complete these tasks if deemed necessary by the principal. The substitute will be compensated at the applicable substitute rate.
- E. Long-Term Substitute Assignment
1. As employees of the school district, long-term substitutes will have to meet all new staff requirements including but not limited to a health screening including a physical examination and tuberculin test/or chest x-ray if deemed necessary, and a criminal background check.
 2. When a substitute is assigned for more than ten consecutive days in the same position, then the long-term rates begins on day 11, unless the long-term nature of the assignment is known in advance, in which case payment will begin on the first day.
 3. Responsibilities of the long-term substitute teacher shall be the same as the regular classroom teacher.
- F. Substitute Teaching Day: A substitute's teaching day shall be eight hours, including lunch, when subbing for a full-time teacher who is absent for a whole day. If a teacher does not have a full schedule of classes the time will be prorated. A substitute's teaching day may be less than eight hours if the substitute is replacing a teacher on a partial absence.

V.2.6 Compensation

- A. Regular Substitute: A regular full-time teacher substituting for an absent teacher shall be compensated at the BASE, hourly rate, pro-rated in quarter hour intervals if more or less than an hour.
- B. Permanent Substitute Teacher: A permanent substitute teacher shall be compensated at the daily rate of \$170 per day.
- C. Permanent Substitute Special Education Paraprofessional: A permanent substitute special education paraprofessional will be compensated at an hourly rate of \$16.80 (plus any step movement based on years of experience).
- D. Short-term Substitute Teacher: A daily/short-term substitute shall be compensated at the daily rate of \$160.
- E. Short-term Paraprofessional or Support Staff: Hourly rates of pay are outlined in Section V.3 Substitute Support Staff Employees.
- F. Long-term Substitute
1. When a substitute teacher is assigned for more than 10 consecutive days in the same position, the long-term substitute shall be paid at the rate of a beginning level teacher at BASE on the salary ladder.
 2. When a substitute school psychologist is assigned for more than 10 consecutive days in the same position, the long-term substitute shall be paid at the rate of a beginning level teacher at C1M (divided over 188 days) on the salary ladder.
 3. If a daily substitute falls into this category after continuous service in the same position for at 10 consecutive days because the regular teacher/school psychologist's absence has been extended for reasons not known at the time of original employment, the substitute shall be paid the long-term substitute rate as noted above from the start of the 11th consecutive day of work in the same position.
 4. No fringe benefits, other than sick leave, will accrue to long-term substitutes except as provided below. Sick leave will be granted at the rate of one day per month of employment, such time to begin after the initial 10¹⁵

school days of employment. Sick leave will be cumulative only through the period of employment of each teacher and will be cancelled at the end of the school year.

- Long-term substitute teachers under contract for a full school year shall receive the same health insurance benefit provided to regular full and part-time teachers as described in this handbook, Part II.10.2 Health Insurance).

D. Homebound or Alternative Site Instruction: Substitute teachers who are contracted to provide homebound or alternative site instruction to a student of this school district, shall be compensated at the rate of \$28.62 per hour.

V.2.7 Dismissal/Removal from Substitute List

Substitute employees hired by the school district are casual employees and therefore have no expectation of continued employment. As such, substitute employees may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute teachers and paraprofessionals may be removed from the substitute call list at the discretion of the school district.

V.3 Substitute Support Staff Employees

SUBSTITUTE POSITION	HOURLY RATE
Bus Driver, Route	\$22.52 (Route Driver Step 2) Sub Drivers who accumulate 925 hours of substitute route driver hours will advance a step in the following fiscal year.
Custodian	\$15.15 Starting 7/1/18, Sub Custodians who accumulate 925 hours of substitute custodian hours will advance to \$17.93 (Custodian Step 1) in the following fiscal year. Starting 7/1/18, Sub Custodians at Step 1 who accumulate 2,080 hours of substitute custodian hours will advance to \$18.33 (Custodian Step 2) in the following fiscal year.
Kids' Club, Assistant Care Giver	\$12.76
Kids' Club, Lead Care Giver	\$14.70
Paraprofessional, General Ed	\$15.90
Paraprofessional, Bilingual, Health and Special Education	\$16.80
Secretary	\$16.80
Support Long-Term Sub	Group Step 1

APPENDIX A – 2022-23 SALARIES

A.1 2022-23 TEACHER SALARY LADDER

2022-23 SALARY LADDER		
	BA	MA
V(TOP)		\$80,267
V+2		
V+1		
V		\$77,570
H3		
H2		
H1	\$69,345	\$73,667
G3		
G2		
G1	\$66,167	\$69,767
F3		
F2		
F1	\$62,967	\$65,867
E3		
E2		
E1	\$59,267	\$62,067
D3		
D2		
D1	\$55,167	\$57,867
C3		
C2		
C1	\$51,267	\$53,857
B3		
B2		
B1	\$46,705	\$49,405
A3		
A2		
A1	\$44,045	\$46,745
BASE	\$43,045	\$46,045

A full summary of the Teacher Compensation Plan is available at [\(LINK\)](#).

<u>Salary and Stipend Guide</u>		<u>Reference</u>
Addition to Standard Day, Secondary (9-12)	\$1,500 per term	<i>II.9.7</i>
Curriculum Work, Non-Instructional	\$30 per hour	<i>II.9.6</i>
Extended Contracts		<i>II.7.4</i>
In-Service Presentations		<i>II.7.5</i>
Local Education Guide (LEG)	\$100 per student up to nine \$1,500 per semester for 10-15 \$2,000 per semester for 16-20 \$2,500 per semester for 21+	<i>I.3.33</i>
Medical/Emergency Response Team (MERT) Training Stipend (outside of normal working hours)	\$100 Stipend	---
Summer School		<i>II.9.8</i>
Tutor, Homebound	\$28.62 per hour	---
2 nd Master's Degree in a District Approved Field of Study	\$1,000	<i>II.9.2.4</i>
Doctorate Degree in a District Approved Field of Study	\$1,000	<i>II.9.2.4</i>
National Board Certification in Teaching	\$1,500	<i>II.9.2.4</i>
Speech-Language Pathology, Occupational Therapy, Physical Therapy	\$500	<i>II.9.2.4</i>
High Need License Supplemental Pay		<i>II.9.2.4</i>
• Special Education	\$1,200	
• Career and Technical Education	\$800	
• Alternative Education	\$1,200	
Retainment Stipend	\$500	<i>II.9.2.4</i>

A.2 2022-23 SUPPORT STAFF SALARIES

A.2.1 Hourly – Step Movement

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Accounting, Accountant	\$29.96	\$30.36	\$30.76	\$31.16	\$31.56	\$31.96	\$32.36	\$32.92			
Accounting, Payroll and Benefits	\$24.67	\$25.07	\$25.47	\$25.87							
Accounting, Accounts Payable	\$22.09	\$22.49	\$22.89	\$23.29	\$23.69	\$24.09	\$24.49	\$24.89			
Administrative Assistant	\$27.92	\$28.39	\$28.86	\$29.26	\$29.66	\$30.06					
Building & Grounds, Custodian	\$17.93	\$18.33	\$18.73	\$19.13	\$19.53	\$19.93	\$20.33	\$20.73			
Building & Grounds, District Courier	---	\$20.66	\$21.06	\$21.46	\$21.86	\$22.26	\$22.66	\$23.06	\$23.46		
Building & Grounds, District Building Lead	---	\$21.25	\$21.86	\$22.26	\$22.66	\$23.06	\$23.46	\$23.86	\$24.26		
Building & Grounds, District Grounds Lead	---	\$21.25	\$21.86	\$22.26	\$22.66	\$23.06	\$23.46	\$23.86	\$24.26		
Building & Grounds, Lead Custodian	---	\$20.66	\$21.06	\$21.46	\$21.86	\$22.26	\$22.66	\$23.06	\$23.46		
Building & Grounds, Maintenance Tech I	---	\$21.25	\$21.65	\$22.05	\$22.45	\$22.85	\$23.25	\$23.65	\$24.05		
Building & Grounds, Maintenance Tech II	\$27.28	\$27.68	\$28.08								
Building & Grounds, Seas, Grnds Worker/Trainer	\$18.45										
Building & Grounds, Seasonal, Grounds Worker	\$17.52										
Building & Grounds, Seasonal, Snow Removal	\$17.52										
Food Service	\$18.00										
Kids Club, Accounts Receivable	\$19.20	\$19.60	\$20.00	\$20.40	\$20.80	\$21.20	\$21.60	\$22.00			
Kids Club, Assistant Care Giver	\$12.76										
Kids Club, Lead Care Giver	---	\$14.70	\$15.17	\$15.64	\$16.04	\$16.44	\$16.84	\$17.24	\$17.64		
Kids Club, Site Manager	\$15.40	\$15.87	\$16.34	\$16.81	\$17.21	\$17.61	\$18.01	\$18.41	\$18.81		
Kids Club, High School Helper	\$11.94										
Occupational Therapy Assistant	\$21.60	\$22.00	\$22.40								
Paraprofessional, General Education	---	\$15.90	\$16.30	\$16.80	\$17.40	\$17.70	\$18.10	\$18.35	\$18.75	\$19.15	\$19.55
Para, Bilingual/Health/Special Ed/At-Risk	---	\$16.80	\$17.20	\$17.60	\$18.00	\$18.40	\$18.80	\$19.20	\$19.60	\$19.90	\$20.30
Secretary & Volunteer Coordinator, District	---	\$18.26	\$18.73	\$19.20	\$19.67	\$20.07	\$20.47	\$20.87	\$21.27		
Technology, Computer Workstation Technician	\$25.76	\$26.27	\$26.77	\$27.27	\$27.67	\$28.07	\$28.47	\$28.87	\$29.27	\$29.79	
Technology, Software & Staff Dev. Facilitator	\$25.76	\$26.27	\$26.77	\$27.27	\$27.67	\$28.07	\$28.47	\$28.87	\$29.27	\$29.79	
Transportation, Bus Driver, Route	---	\$22.52	\$22.92	\$23.32	\$23.72	\$24.12	\$24.52	\$24.92	\$25.32	\$25.72	\$26.12
Transportation, Bus Driver, Trip	\$17.65										
Transportation, Bus Driver Trainer	\$26.12										
Transportation, Mechanic	\$26.79	\$27.23	\$27.68	\$28.12	\$28.52	\$28.92	\$29.32	\$29.72	\$30.12	\$30.52	
Transportation, Seasonal, Bus Washer	\$11.75										

OTHER:

Auditorium Supervisor Stipend	\$2,500.00/year										
Auditorium Supervisor, MMS	\$26.45										
Board Meeting Video Recorder	\$15.45 (\$60.00 minimum/meeting)										
Girls' Hockey Transportation	\$11.03										
Gymnastics Spotter/Guard	\$11.03										
Lifeguard, Swimming	\$12.65										
Local Education Guide (LEG)	\$100/course, \$1,500 max per semester										
Medical/Emerg. Response Team Training Stipend	\$100 stipend, MERT training outside normal working hours										
Retention Stipend	\$500 Upon completion of an employee's 10th year (full or part-time), an active employee will be eligible for a \$500 retention stipend. The stipend will be paid on the 10/20/22 payroll.										
Summer Band Clinician (\$25.00 per parade)	\$13.95*										
Summer Speed/Strength (Gen Ed Para Step 1)	\$15.90*										
Tutor, Homebound (non-teacher)	\$16.45										
Tutor Supervisor, Middle School	\$15.60										

*Rate for Summer 2023

A.2.2 Salaried

Coordinator, Kids' Club	\$60,450
Coordinator, Renaissance Charter Academy	\$89,200
Supervisor, Director of Community Education & Communications	\$82,000
Supervisor, Director of Buildings & Grounds	\$94,000
Supervisor, Information Technology	\$84,450
Supervisor, Transportation	\$85,150
Supervisor, Transportation Assistant	\$55,590

A.3 2022-23 EVENT WORKER PAY SCHEDULE

All Sports	Event Coordinator	All	\$50
Drama	All	All	\$25
Gymnastics	Announcer	Varsity	\$25
Soccer	Announcer	Varsity	\$25
Swimming	Announcer	Varsity	\$25
Basketball	Scorer	8th, 7th	\$25
Basketball	Scorer	8th, 7th	\$25
Baseball	Scorer	Varsity	\$25
Football	Scorer	Varsity	\$30
Gymnastics	Scorer	Varsity	\$30
Softball	Scorer	Varsity	\$25
Basketball	Scorer	Varsity, JV	\$40
Volleyball	Scorer	Varsity, JV	\$40
Wrestling	Scorer	Varsity, JV	\$40
Volleyball	Scorer (1 game)	Sophomore, Freshman	\$20
Volleyball	Scorer (2 games)	Sophomore, Freshman	\$30
Hockey	Scorer (2 games)	Varsity, JV	\$35
Baseball	Scorer (DH)	Varsity	\$40
Softball	Scorer (DH)	Varsity	\$35
Basketball	Scorer (LL 1 game)	Sophomore, JV2, Freshman	\$20
Basketball	Scorer (LL 2 games)	Sophomore, JV2, Freshman	\$30
Basketball	Supervisor	8th, 7th	\$25
Soccer	Supervisor	8th, 7th	\$25
Volleyball	Supervisor	8th, 7th	\$25
Basketball	Supervisor	Varsity	\$25
Football	Supervisor	Varsity	\$25
Hockey	Supervisor	Varsity	\$25
Soccer	Supervisor	Varsity	\$25
Volleyball	Supervisor	Varsity, JV	\$25
Wrestling	Supervisor	Varsity, JV	\$25
Basketball	Ticket Seller	Varsity	\$30
Football	Ticket Seller	Varsity	\$30
Gymnastics	Ticket Seller	Varsity	\$25
Swimming	Ticket Seller	Varsity	\$20
Track	Ticket Seller	Varsity	\$30
Volleyball	Ticket Seller	Varsity	\$30
Wrestling	Ticket Seller	Varsity, 8th, 7th	\$30

Gymnastics	Ticket Taker	All	\$30
Soccer	Ticket Taker/Seller	Varsity	\$30
Football	Ticket Taker/Supervisor	Varsity	\$35
Basketball	Ticket Taker/Supervisor	Varsity, JV	\$35
Volleyball	Ticket Taker/Supervisor	Varsity, JV	\$35
Wrestling	Ticket Taker/Supervisor	Varsity, JV, 8th, 7th	\$35
Football	Timer	Varsity	\$30
Basketball	Timer	Varsity, JV	\$40
Volleyball	Timer	Varsity, JV	\$40
Wrestling	Timer	Varsity, JV, 8th, 7th	\$40
Volleyball	Timer (1 game)	Sophomore, Freshman	\$20
Basketball	Timer (1 game)	Sophomore, JV2, Freshman	\$20
Basketball	Timer (LL 2 games)	Sophomore, JV2, Freshman	\$30
Cross Country	Worker	Varsity	\$20

The principal or activities director may make payment adjustments for unique situations such as an 8-10 hour activity, overnight duty, etc.

A.4 2022-23 ADMINISTRATOR SALARIES

Administrator, District Activities Director	\$90,000
Administrator, Assistant Principal & Activities Director, Middle School	\$111,550
Administrator, Assistant Principal, High School	\$104,550
Administrator, Assistant Principal, High School	\$107,287
Administrator, Director of Academic Services	\$139,881
Administrator, Director of Finance & Facilities Management	\$148,529
Administrator, Director of Human Resources & Leadership Development	\$150,444
Administrator, Director of Student Services	\$125,000
Administrator, Principal, Elementary, Montessori	\$89,617
Administrator, Principal, Elementary, Rocky Branch	\$115,000
Administrator, Principal, Elementary, Westside	\$120,582
Administrator, Principal, Elementary & District Safety Coordinator, Greenwood	\$129,714
Administrator, Principal, High School	\$139,210
Administrator, Principal, Middle School	\$133,860
Administrator, Summer School	\$2,500 stipend
Superintendent	\$190,067

APPENDIX B – ELEMENTARY EMPLOYEE HANDBOOK

This appendix presents information that should be useful to you. These policies are consistent at all four elementary schools in our school district.

Greenwood Elementary School

982 East Division Street
River Falls, WI 54022
715-425-1810 phone
715-425-0783 fax

Nate Schurman, Principal
Nate.Schurman@rfsd.k12.wi.us

Rocky Branch Elementary School

1415 Bartosh Lane
River Falls, WI 54022
715-425-1819 phone
715-425-0599 fax

Ashley Bingenheimer, Principal
ashley.bingenheimer@rfsd.k12.wi.us

Westside Elementary School

1007 West Pine Street
River Falls, WI 54022
715-425-1815 phone
715-425-1805 fax

Christopher Kamrath, Principal
Christopher.Kamrath@rfsd.k12.wi.us

River Falls Public Montessori Elementary

421 West Maple Street
River Falls, WI 54022
715-425-7645 phone
715-425-7671 fax

Nathan Wells, Principal
Nathan.Wells@rfsd.k12.wi.us

ELEMENTARY SCHOOL STAFF RESPONSIBILITIES

EXPECTATIONS OF STAFF

The school district's expectation is that all staff member conduct themselves in a manner that is professional. All staff are expected to communicate effectively with students, other staff, and the community, and maintain a professional attitude toward others, and dedicate themselves to improve our schools and self in educating our students. Staff members are expected to uphold all professional expectations and obligations.

TEACHER HOURS

Work hours are 8:00 a.m.-4:00 p.m. This allows time for class preparation and student contact. Please be in your room to plan or confer, and assist students before and after school. Teachers are expected to be available to students in their classrooms or supervising activities that have been scheduled. Altering the above work hours must be approved in advance by the building principal.

MAILBOXES

Boxes for teachers' mail, notices, daily bulletins, etc., are located in the office. Please check these boxes before students arrive and before leaving school each day. Many of these communications require attention the same day! The principal must approve communications directed to all teachers before being placed in staff mailboxes.

PARKING

Staff are expected to park in designated areas. If you have questions about where these places are, please ask the office staff.

EMPLOYEE ABSENCES

DUE TO ILLNESS

If any staff members are unable to report to work because of illness or emergencies, call or log on to the AESOP system as soon as possible before 7:15 a.m. After 7:15, please call your building secretary. Call in the morning or the evening when you know that you will not be able to teach.

Teachers are responsible for providing seating charts, lesson plans, and additional information for the substitute or guest teacher so they can conduct all business as usual.

PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT REQUESTS/REIMBURSEMENT (also see overall employee handbook)

To request travel for professional development, submit, two weeks in advance, a travel request form to the principal along with a copy of the workshop registration and a description of the workshop. Once approved, you will need to submit a substitute teacher request.

POLICIES AND PROCEDURES

FIELD TRIP GUIDELINES (also see overall employee handbook)

The purpose of the following guidelines is to standardize field trip expectations for all grade levels. It is understood that some classes or grade levels may be required to cut back on some of the outings enjoyed in the past, while other classes or grade levels may be expected to explore learning opportunities outside the school walls.

- Each class should go on no more than two fields trips per year which are funded by proceeds or donations accepted from the students' families. This count does not limit the number of field trips without cost (i.e., Kinnickinnic River Walk, community events, UWRF farm, Glen Park, local banks, etc).
- Limit the family cost to no more than \$20 per child (no charges above and beyond for consumables).
- You must be able to ensure that all students may be able to participate in a field trip experience without regard to their ability to pay. Families should be made aware that student scholarships are available by including that information on the permission form.
- Permission forms should also have attached, the Chartwells/School Lunch Form option for students to order their "bag lunch" if it is needed. Chartwells will pack the lunch for the student if ordered ahead of time and it will then be deducted from the family's lunch account.
- Field trips need to be coordinated at the grade level. This means that all teachers at a grade level and across grade levels must be aware of which class or group is going to a particular place or event.

Field trips can be a very valuable teaching/learning method. Please see the principal before you plan a field trip. Do not discuss a field trip with a class before you have received approval for the trip. The procedure for field trips is as follows:

- Teachers may use their discretion on who may or may not attend the field trip.
- Discuss it with the principal and receive approval for the trip.
- Submit a copy of the field trip request two weeks prior to the date of the trip.
- Students who have attendance or academic problems may not be included on field trips. Teachers are required to discuss this with the parent and principal in advance of the field trip.
- Parent information/permission slips must be used.
- An accurate list of participants and chaperones must be given to the attendance secretary and bus driver

prior to the trip.

- Arranging buses or transportation is the responsibility of the teacher or advisor.
- No student shall be denied participation due to lack of funds. If a student is unable to pay, discuss this with your principal as soon as possible,

A transportation request needs to be sent to the bus garage. The bus garage will return a copy of your request to verify transportation arrangements. Check with the budget secretary for purchase orders to cover as many of the bills as possible in advance. You will be responsible for submitting any bills and receipts when you return from the trip for reimbursement along with your copy of the original form. Reimbursement for items not listed on the form may be accomplished by filling out a special reimbursement form which is available in the office. Please hold receipts until you have an accumulation of \$25 or more.

CALENDAR OF EVENTS

A school calendar in the office or on a shared Google Calendar lists important school events. Staff should submit important events for the calendar as they arise. Groups from outside the building may use our facilities before or after school hours, if scheduled with the building secretary. Gym usage must be arranged through the Activities Department located at River Falls High School.

It is imperative that all staff members plan in advance with consideration of other departments and activities. Some dates for activities are dictated to us by the State Department of Public Instruction such as the WKCE/WKCE-CRT testing window.

PROGRESS REPORTS

A record of work should be maintained throughout each trimester to share with parents. If a student is not meeting grade level expectations, parents should be notified as soon as possible, and a conference should be set up to discuss an action plan.

TEACHER CLASSROOM CHECK LIST FOR SUMMER DEPARTURE

- Remove all tape from floor, doors, walls, and also hallways outside the classroom.
- Remove all furniture/bookcases, books, etc. from window ledges.
- Remove all totes, books, and other items from ledges where univents are.
- Empty heavy bookcases if you want them removed from your classroom so the floors can be cleaned beneath them.
- Draw a map so the custodians will know how to put your room back together after cleaning.
- Wash desks and chairs the last week of school (maybe students can help with this).
- Inventory keys.
- Flexible in-service records.

DAILY ROUTINES

COMPUTER TEACHING, COMPUTER LAB, AND THE USE OF OTHER DEVICES LAB

- Arrangements for use of the computer labs must be made in advance with the lab paraprofessional to avoid conflicts.
- Teachers must accompany their class to the lab and remain to supervise as the class works there.
- Teachers are responsible for training their students to use equipment in the lab. They are also responsible for enforcing rules and procedures which have been designed for use of computers and other technology.
- Food and drink are not allowed in the lab.
- Students need to be supervised at all times no matter what devices or where the devices are being used.

MEDIA CENTER USE

Teachers should sign up in advance to use the media center. Please discuss the nature of assignments requiring media center usage so that the needs of the students may be anticipated. Teachers are encouraged to reserve books in the media center for their class projects. The media center specialist is able to assist you in this matter, but you must plan ahead. Teachers may suggest books for purchase to strengthen the collection for a curricular area. Current magazines and newspapers are not to be taken from the media center, but back issues may be checked out. The media center specialist must approve any exception to this rule.

COPIER USAGE

The copier is for making copies of letters, documents, special graphs, pictures, newspaper articles, and very current articles. Please use Google Drive whenever possible. Color copies should only be used when necessary. School copiers should be used for school business only.

BUDGETING, PURCHASING, AND REQUISITIONS

All purchases require a requisition form available in the office which must be approved by the principal. Phone orders must first be approved and given a purchase order number. Staff members will be responsible for any unapproved purchases. Receipts for reimbursement should be submitted in a timely manner after purchase; by November 1, February 1, and March 1 respectively.

BUILDING RESPONSIBILITIES

It is important that classrooms and hallways be kept clean and orderly. Students must be reminded of their responsibility in this goal and occasionally be requested to assist in the “clean-up process,” picking up papers, etc.

Please take responsibility for keeping your teaching room and school presentable. If you make it known to students that you have pride in the condition of the building, students will respond positively.

BOOK AND MATERIAL FINES

Teachers are responsible for keeping an accurate record of materials issued to students and the condition of the material. Students should be fined for unnecessary damage or lost books. Forms are available in the office. Reasonable measures should be taken to collect fines from students and/or families.

STUDENT SALES/SOLICITING POLICY/FUNDRAISING

Students may sell items as a fundraising venture for clubs and organizations during non-instructional hours. Students will not be permitted to sell items for private gain on the school premises. Soliciting funds for organizations and clubs or event sponsorship will only be approved during non-instructional hours. All fundraising activities must be approved by the principal. See [Board Policy 374, Student Fund-raising Activities](#)

Any student or staff member that is repeatedly approached by individuals or organizations for sales or sponsorships should report it to the principal.

SCHOOL ACTIVITY ACCOUNTS

The principal must approve all purchases and financial disbursements. Receipts must be submitted. Money submitted to the office for deposit should be counted. Do not keep money in your rooms. The advisor is responsible for funds lost or stolen.

Good business practices are expected of all advisors of extracurricular groups:

- Do not obligate yourself beyond your group’s potential.
- When obtaining materials or equipment for your activity, use the procedure outlined by the new

accounting and budgeting system. Give your name and be clear about the exact name of the group or activity. Do not just say or write River Falls High School or River Falls Public Schools.

- Meet payments and obligations on time.
- If you have problems with a vendor, contact the budget paraprofessional for assistance in obtaining resolution.

STUDENT DISCIPLINE AND STAFF RESPONSIBILITIES

OVERVIEW

Staff should be familiar with policies, guidelines, and information in the student handbook. It is the responsibility of staff to uphold the elementary code of classroom conduct and deal with minor discipline and to involve the principal with more severe violations of the handbook. Teachers are expected to contact parents regarding habitual situations and to follow their specific building discipline philosophy and/or procedures.

ATTENDANCE POLICY/PROCEDURE

Teachers are expected to take and maintain attendance. Attendance should be posted in Infinite Campus by 9:15. Attendance is computed via minutes in school. Tardies and absences are handled by the office staff. If you have questions, please ask the school secretary. Students must check out in the office when leaving early for attendance purposes. Let the office know if you receive any communication with parents regarding a student's absence. If habitual tardiness or absences occur, discuss this with the principal.

See [Board Policy 431 Student Attendance](#) and [Board Procedure 431-AP Student Attendance Guidelines](#)

GRADING PROCEDURES

- Teachers have the responsibility of keeping complete and accurate records of grades and student achievement.
- Keep students and parents informed of grade status; direct calls home or emails are best. It is also expected that you keep your grade book up to date, with updates at least weekly.
- Special Education students should receive a grade based on capability and achievement. Grading of Special Education students should be guided by the expectations and modifications as documented in the IEP determined by the IEP team.
- Teachers should use a standards based approach when grading. This approach includes but is not limited to providing opportunities for re-do and retakes, not grading homework, accepting late work for full credit, grading behavior separately from academics, not giving zeros, etc.
- Teachers must be in regular communication with families whose children have "Areas of Concern" (as related to report card). Teachers will allow adequate time for the family to assist in the improvement of the student's progress.

DRUGS, ALCOHOL, ILLICIT SUBSTANCES AND TOBACCO

Immediately notify the principal of suspected substance violations by students, staff, or visitors.

CLASSROOM MANAGEMENT

Good management is absolutely essential to good teaching. Teachers are expected to handle most of their own disciplinary problems and should be in contact with the student's parents regarding behavior issues. Habitual or severe behaviors should be reported to the principal. Teachers should never leave the classroom unsupervised and maintain a school-wide presence by standing at the door to monitor hallways between classes.

If a student is sent from class to the office for discipline reasons, contact the office via phone as to why they are sent and when they were sent. This provides for accountability for student behavior and whereabouts.

The use of physical contact with students should be used only as a last resort for self-defense or to prevent injury or harm to self or others. A Seclusion/Restraint Form needs to be filled out. Please see the District Employee Handbook and/or consult with any special education teacher or your principal.

Students are to be dismissed by the teacher, not the bell, from each class. Students should not be dismissed early.

TELEPHONE GUIDELINES

- It is an expectation that your voicemail has a personal and professional message.
- It is an expectation that your voicemail is checked regularly throughout the day.
- Long distance calls for personal reasons should not be made on school property.
- Long distance calls for school purposes should be made conservatively.
- Encourage your students to make calls at the end of the school day or during free periods, unless it is an emergency.
- Closely monitor student use of the telephone. Allow students to use the classroom phone only if it is a legitimate necessity.
- Discourage students from answering the phone in your classroom. If you are temporarily out of your classroom, perhaps designating one student to answer calls may be appropriate.
- It is an expectation that all phone calls be answered in a professional manner. For example, "Mrs. Smith speaking."

Also see Voicemail and Telephone Contact.

"EXTRA YEAR" PROCEDURE

Staff believing an extra year might be appropriate for one of their students should initiate conversations with the school counselor or school psychologist by February 1. The "Extra Year" Procedure paperwork should be reviewed and the child should be brought to Student Support Team. There are three procedural steps that must be followed.

APPENDIX C – MIDDLE SCHOOL EMPLOYEE HANDBOOK

Meyer Middle School
230 North Ninth Street
River Falls, WI 54022
715-425-1820 phone
715-425-1823 fax

Mark Chapin, Principal Mark.Chapin@rfsd.k12.wi.us

Brian Buck, Assistant Principal Brian.Buck@rfsd.k12.wi.us

A. Philosophy of Education

We, the faculty and staff of the Meyer Middle School, recognize that adolescent students make significant changes in intellectual and physical growth, and in emotional and social adjustment. Our population is heterogeneous in ability and in rate of progression through the transitional child-to-adult stage.

We believe that the primary purpose of our school is to provide an educational setting in which each student can best develop his/her individual talents.

We believe that students learn by experience and practice of skills. Therefore, the middle school must offer a curriculum that is exploratory in its scope, adaptable to change, and provides opportunities for increasing mastery of basic skills.

We believe that learning situations should encourage use of the scientific method, problem solving, experimentation, discovery, choice, and the evaluation of choices.

We believe this setting should help the students to adjust in a rapidly changing society, to develop positive attitudes and values, and to become more responsible for their actions in the decision making process.

We will make every effort to insure each student's success through appropriate curriculum, and ongoing communication between the students, parents, school, and community.

B. Goals of the Instructional Program

We, the Meyer Middle School faculty, believe that the school contributes to the fulfillment of basic needs and to the development of individual aspirations through the following goals.

1. Skill Developments: To present opportunities for the development of fundamental skills while providing for individual learning patterns through a variety of instructional techniques and experience.
2. Exploration: To provide many and varied learning experiences which permit the individual to assess personal strengths and weaknesses, explore numerous fields of knowledge, and examine occupational possibilities.
3. Social Development: To present a variety of curricular and co-curricular experiences which recognize the social-emotional needs of the individual.
4. Promoting Intellectual Growth: To create a climate that enables students to develop abilities, find facts, weigh evidence, draw conclusions, determine values, and open their minds to new ideas.
5. Physical and Mental Health: To promote the physical and mental health of students by providing an understanding of physical growth and physical fitness; to provide opportunities for individuals to develop and maintain a positive self-concept.
6. Articulation of Learning Experience: To provide appropriate learning experiences based on an accurate diagnosis of the individual's progress consistent with his/her educational background; to foster cooperation and continuity between grade levels and interdisciplinary programs.

7. Civic Education: To guide in the development of mental processes and attitudes needed for constructive citizenship; to develop life-long competencies and appreciation needed for effective use of leisure time.

C. Guidelines

In conjunction with the achievement of the middle school goals, the following guidelines are set forth:

1. The curriculum shall be structured in a manner which allows each student to:
 - a. Achieve a measure of success through individualized and innovative instructional programming.
 - b. Explore a wide variety of curricular exposures and concepts.
 - c. Assume a measure of responsibility for the determination of academic pursuits
 - d. Have opportunities to listen carefully, to think critically, to evaluate thoughtfully, and to assess its value.
2. The teachers will continue to:
 - a. Plan in a manner which challenges each student's imagination and relates to the level of comprehension.
 - b. Present learning experiences in a manner which responds to student needs and maintains student interest.
 - c. Promote improvement of instruction by coordinating, cooperating, and communicating with fellow staff members and personnel at other grade levels.
 - d. Demonstrates a genuine concern for and interest in the students attending this school.
3. The co-curricular programs shall be conducted in a manner which presents to all participants additional opportunities to:
 - a. Nurture their leadership qualities.
 - b. Develop an understanding of group interaction.
 - c. Be of service to other people.
 - d. Enjoy the middle school experience while at Meyer Middle School.
4. The physical plant shall be maintained in a manner which allows students to:
 - a. Pursue their scholastic endeavors with minimum environmental distraction.
 - b. Develop an awareness of and an appreciation for the supportive services supplied by the custodians, cooks, secretaries, and paraprofessionals.
5. The principal and assistant principal will continue to:
 - a. Encourage educational growth by being receptive to new ideas.
 - b. Encourage creativity in program development.
 - c. Support and facilitate a & b.

D. Teacher Advisee Program

Philosophy: The Teacher Advisee Program (TA) of the Meyer Middle School is an integral part of each school day. The TA exists for the purpose of developing personal and interpersonal skills in students, in addition to building warm and open relationships. The overall goal of the TA program is to help our students become happy, self-actualized and fully functioning human beings. The TA program will assist our students to more fully realize all of their potential capabilities and talents, learn how to relate to others in a meaningful and satisfying way and acknowledge their preciousness and worth as developing young adolescents.

Goals: The TA program is a part of the regular Middle School schedule as an attempt to meet the following specific goals emphasizing both the moral and performance character development of our students:

1. To provide each student in grade 6, 7 and 8 access to a teacher-advisor on a daily basis. The Teacher Advisor will:
 - a. Be aware of the student's total school performance.
 - b. Interact with the student on a personal level.
 - c. Be an integral link between the student and his/her assigned teachers.
 - d. Encourage a positive attitude toward school.
 - e. Counsel a student with discipline problems to promote appropriate social growth.

- f. Provide an outlet for a student to express concerns.
 - g. Reinforce positive behaviors observed at school.
 - h. Be a focus for communication between the home and the school.
2. To help students feel that the Meyer Middle School is their school and becoming an effective member of the school to feel pride in it.
 3. To provide a place, time and support for positive peer interaction and strengthening of the positive aspects of the peer group by exposing each student to skills needed to deal with peer pressure and other social interactions.
 4. To assist students systematically with the developmental issues that confront them at this time of their lives by promoting proper decision-making skills in each student.

TA is NOT just another academic period and should not be used for this type of work. Academic work should be completed during the respective core periods.

STAFF REGULATIONS

A. Discipline

Good classroom management is absolutely essential to good teaching. Students rarely respect teachers who cannot control their classroom. Without respect, effective teaching cannot be accomplished, regardless of preparation.

In each classroom the teacher is the primary disciplinarian and can expect to be involved in the disposition of referrals relating directly to his/her class.

Outside the classroom, every teacher is a primary disciplinarian. The principal or the principal's designee can expect to be in charge of the disposition of the referrals originating under these circumstances.

Attending to discipline in school is an all-staff responsibility.

B. Harassment (see overall employee handbook)

C. Students After School

Should you desire to retain a bus student after school, particularly as a disciplinary measure, please allow one day for the student to make arrangements at home. To keep the youth at school without allowing the parents to make adjustment could be considered punishment for the parent rather than the child. In all cases please verify the arrangements through a personal phone call to the parents.

D. Suspension From Class

Students sent from your class for disciplinary reasons are to be in the office for the duration of the class period. In all such instances, teachers are to submit to the office written documentation of the student's actions. This summary is to be handed in as soon after the incident as possible.

You are to have the students make up the work missed while absent from your class - even for disciplinary reasons.
Students are to be given credit for makeup work in such instances.

In the event a disciplinary situation comes to the point where suspension or possible expulsion are being considered, you are advised of the following elements of due process.

The elements of due process are not static, however they are related to the severity of court action. In criminal action all elements of due process must be observed in detail.

On the other hand, lesser infractions may not require the elements of due process. In between these two extremes is suspension and expulsion of pupils. Suspension would require much less of the elements of due process; while expulsion would probably require most, if not all, of the elements.

Students have the right to due process including:

- A. Notification of school rules.
- B. A fair hearing of infraction of rules.
- C. Written notification of reasons for suspension and/or expulsion.
- D. Appeal to higher administrative authorities as follows:
 1. Principal
 2. Superintendent
 3. Board
 4. Department of Public Instruction
 5. Court System

Suspension: It would be necessary that there be an intelligent communication as to what is charged. This must be stated in clear, easily understood language which the student has no difficulty in understanding and in a form intelligible to the average parent. This may not necessarily be in writing, but it would be foolish not to present this in writing. If conveyed orally, it would be necessary to have witnesses agree or indicate that it had been conveyed clearly.

Expulsion: There must be a hearing at which the student is present, has the opportunity to hear testimony, appear and speak in his own defense, and to be represented by counsel. Typically, this means that other students would be required to testify at the hearing: however, there is also the possibility of written testimony with names of the persons presenting this information available. Written testimony which does not include the name of the person giving this information is of little value and is not generally admissible. It is possible to subpoena people and place them under oath and require that they indicate the knowledge they have about a particular issue. While persons may take the Fifth Amendment and refuse to testify relative to their own activities, this same privilege does not appear to be extended to others who have knowledge of the occurrence.

1. The hearing must be held before an impartial body. This means that the Board of Education cannot expel a person and then hold a hearing on whether they were justified in the expulsion. Rather it means that the professional staff will suspend a pupil at which point the Board will have a hearing where both sides will have an equal opportunity to present their points of view and where a determination is made by the Board of Education in an impartial manner.
2. A verbatim transcript of the record should be made. This requirement is met by having a tape made of the meeting. The attorney for the pupil is entitled to use the tape as well as the Board of Education.
3. While a pupil may be expelled without breaking a specific rule, it is normally much better to have a rule and proceed *under that rule to the necessary expulsion*. However, there are certain acts which any student should know would be in violation of school policy. For example, the school may have no specific rule relative to nudity, but if the pupil streaks, expulsion would be possible. What is necessary is that the pupils know or should know that this type of activity is prohibited by the school. These elements apply at this particular moment. A month from now, because of court action, elements may be added or modified.

E. Responsibilities

Each teacher is totally responsible for all students' actions within his/her classroom or study hall and under his/her jurisdiction in activities. It is imperative that the teacher is present and always in control. Many difficulties can arise during the brief absences, particularly at the beginning or the end of a period. An example of this transition time assistance is to be at your door as classes pass, controlling the flow of traffic in and out of your room and in the hallway in your area.

F. Class Dismissal and Passing Time

Please refer to the bell schedule. Teachers are responsible to dismiss the students at the appropriate times since bells will not ring at the end of each class period.

Corridors should be regarded as an avenue for passage, not a place to congregate. Students should be kept moving except when actually at their lockers or drinking fountains. Running, whistling, loud talking, etc., should not be permitted. Visiting prior to class time should be done in classrooms or study halls.

G. Rooms and Halls

It is essential that halls and rooms be kept orderly. Students must be continually reminded of their responsibility in this endeavor and occasionally requested to assist in the “cleanup” process of picking up paper, etc. Please remember, it is generally assumed that your teaching success is positively correlated with room decor and neatness. Attractive and frequently changed bulletin board material is an education tool - a tool you are expected to use. An “Adopt-A-Hall” Program will be available to TA’s each year.

H. Lesson Plans

Good daily classroom preparation is a must and combined with sincerity of purpose, desire of accomplishment and most importantly, consideration for your students.

1. Unit Planning Procedures

a. Each unit plan should include:

- 1) Purpose of Unit
- 2) Suggested time limit
- 3) Instructional Objectives
- 4) Instructional methods
- 5) Instructional materials outline
- 6) Assessment tools and methods.
- 7) Notation of all related standards of DPI in relationship to related curriculum/grade level.

b. During each instruction unit:

- 1) Students are to have a complete understanding of expectations
- 2) Instructors are to note successes and unsuccesses
- 3) Instructors are to have a daily plan available for sub to use

2. Plan to Facilitate Learning

a. State your objectives in a manner which:

- 1) Middle School students understand
- 2) Identifies intended learning outcomes
- 3) Defines the conditions you wish to impose on the students
- 4) Lets the learner and the instructor know when it has been accomplished
- 5) Allows for integration of the student’s reasoning powers, appreciations, and physical needs.

b. Structure your methods in terms which:

- 1) Differentiate levels of learning into:
 - a) Knowledge
 - b) Comprehension
 - c) Application
 - d) Analysis
 - e) Synthesis
 - f) Evaluation
- 2) Promote within your students the capacities to:
 - a) Receive information
 - b) Respond to information
 - c) Organize information
 - d) Value information

- e) Clarify values
 - 3) Purposefully provide for:
 - a) Gross bodily movement
 - b) Finely coordinated movements
 - c) Non-verbal communication behaviors
 - d) The development of speech skills
 - c. Define desired learner behavior
3. The students you are planning for need:
- a. Direction
 - b. Discipline
 - c. Recognition
 - d. Routines
 - e. Variety
4. Unit Plan Evaluation
- a. From the perspective of curriculum:
 - 1) Does this unit clearly state its intended purpose?
 - 2) Does this unit fit in the context of other units in this class?
 - a) Scope- sufficient or excessive detail
 - b) Sequence - order of units - repeated topics
 - 3) Does this unit allow the instructor opportunity to readily assess student progress?
 - 4) Does this unit include the provisions as stated in Unit Planning Procedures of this handbook?
 - b. From the perspective of the students
 - 1) Does this unit offer opportunities for students to learn practical skills and applications
 - 2) Does this unit direct students toward affective growth?
 - 3) Does this unit purposefully provide students with opportunities to expand in the area of human relations?
 - 4) Does this unit help the student better understand the world outside the classroom?
 - c. From the Perspective of Implementation:
 - 1) What aspects of this unit were very successful?
 - 2) What aspects of this unit need to be re-worked before another similar situation?
 - 3) What from this unit did you share with another teacher?

I. Professional Participation

Teachers are encouraged to affiliate with and participate in the activities of professional organizations and programs relating to their field. Contributions to various types of professional literature are highly recommended.

Requests to attend national, regional and state meetings for your subject areas may be considered. These requests are to be submitted far in advance, preferably prior to budget construction time if considerable expense is involved. Requests should receive sanction by the other team members prior to presentation to the principal.

J. Staff Meetings

Middle school staff meetings are held at 3:00 p.m. on the first Wednesday of each month. Your cooperation will be sought in an attempt to produce varied, interesting and informative programs. Additional meetings may be called to serve as a clearing house for common problems that may develop during the year. Everyone is expected to be present and on time unless prior arrangements have been made with the principal. Coaches are asked to make every effort to be present.

K. Book Fine Procedures

Keep a record of each book assigned to students. Students should be fined for unnecessary damage as well as for lost books. Therefore, the condition of the book upon issuance should be assessed and tabulated on the "Textbook Card"

provided at the beginning of the course. This card is to be turned in upon the completion of the course with a listing of any fine to be paid. The office will collect all fines. If no fine is assessed the card is not to be turned in.

L. Duty Assignments

All teachers may volunteer for extracurricular activity duty assignments. You will be paid for such duties as ticket selling, ticket taking chaperoning dances, etc.

M. Media Publicity

Three extremely valuable sources of good public relations are the local paper, and the local radio stations, WEVR and WIXK, and the district webpage.

Teachers are encouraged to request media exposure for classroom and extra-curricular activities. It shall be mandatory that any article to appear in the local paper shall be cleared through the principal's office if it comes under any phase of school activity. One article of poor judgment or poor taste can destroy years of work in the attempt to build good public relations. All articles shall be dated and have the signature of approval.

GENERAL INSTRUCTIONS TO STAFF

A. Class Record Books

Teachers are expected to keep records current through the student software program, Infinite Campus. Students and parents benefit greatly when your assessments are posted quickly.

B. Purchasing of Instructional Supplies

It is our wish that you are supplied with sufficient materials so that you may do an effective job of teaching. If supplies you want do not seem available, please inform your principal. If possible, the situation will be remedied. Requisitions for next year should be submitted to your team members. Team members will finalize the budget preparation and submit it to the principal.

C. Phone Calls

Students are NOT to use the office or classroom phones except in the case of an emergency. Cell phones should not be used by any student for calls or texting during the school day unless approved by a classroom teacher.

D. Recording Attendance

Staff members will take attendance at the beginning of TA and each period throughout the school day.

E. Absentees, Tardiness, Make-up Work

The Middle School staff recognizes the value of attendance and its direct correlation to positive achievement. To that end, the Middle School attendance policy is in compliance with Board Policy 431 Student Attendance and Board Procedure 431-R Student Attendance Guidelines relating to excused/unexcused absences.

See [Board Policy 431 Student Attendance](#) and [Board Procedure 431-AP Student Attendance Guidelines](#)

Following an absence, a student must report to the office, unless a call has been made to the office by the parent/guardian concerning the absence. If a pupil is likely to be late to a class because he/she was securing an admit slip, the time leaving the office will be indicated on this slip, thereby indicating that the student should not be marked tardy.

Students who are excused for a **Pre-Absence** must secure a form from the office and request advance assignments from their teachers. This should be done at least one week prior to the absence.

Students who are tardy to T.A. should be sent to the office to get a pass. Teachers will keep track of students who are tardy to their classes, lunch or study hall throughout the school day. Teachers should notify the attendance secretary if the student comes in after attendance has been taken.

A record of unexcused absences will be kept in the office. Students exhibiting chronic tendencies in this area will be dealt with by the attendance officer.

All work missed during an excused absence period must be made up to meet the satisfaction of the teacher. Some alternatives may be given to those students who have been absent with special circumstances.

Staff are encouraged to remind and prod, if necessary, students who are delinquent in making up work; parents should be notified, as well.

F. Corridor Passes

It is desirable at all times to keep the number of students in corridors during a class period down to a minimum. Corridor passes (found within assignment books) are to be used on each occasion you send a student from your room. Do not send students out to lockers unless necessary. Students must have a pass.

On the rare instances when students leave your class to go to their lockers or restroom, they remain your responsibility while they are absent from your classroom. Corridor passes are contained in assignment books and are required for this type of activity, too.

If teachers wish to see students who have study hall during a particular period they must supply a written request for these students indicating date and time they want the students. No students should be allowed to leave the study hall or a classroom unless they present such a written request. Exception: library privileges and large group movements.

G. Passes to Leave the Building

In order to leave the school building during the school day, it is necessary for students to receive a "Check In/Check Out Permit" from the office, and sign out before leaving the building. Upon their return to school, they are to bring the "Leave the Building Permit" to the office and sign back in. This permit must be signed in the office and then the student will be sent to their next class.

Permits to leave the building are to be requested prior to the start of school or during study hall. Students will not be permitted to run errands which require them to leave the school grounds.

H. Teacher Hours

Work hours are 7:15 a.m.-3:15 p.m. This allows time for class preparation and student contact. Please be in your room to plan or confer, and assist students before and after school. Teachers are expected to be available to students in their classrooms or supervising activities that have been scheduled. Altering the above work hours must be approved in advance by the building principal.

I. Mailboxes

Boxes for the teachers' mail and for notices, weekly bulletin, attendance sheets, etc., are located in the staff commons (lounge area). Please check these boxes at least twice daily (before school and after your lunch period). Students are NOT permitted to pick up a teacher's mail.

J. Church Night

Wednesday is designated as church night in this community, and no required evening school activity should be scheduled. There is also some parent concern regarding the length of assignments for this particular night. Teachers should keep this criticism in mind.

K. Lockers

Students will receive their hall locker assignment from the office at the beginning of school. Lockers remain the property of the school and thus periodic locker checks will be made.

L. Daily Bulletin and PA Announcements

A daily bulletin will be issued via e-mail from the office of the principal to inform the teachers of various matters. Teachers wishing to have announcements in the daily bulletin must submit them on the proper form before 12:00 pm each day. Advisors are responsible for initiating student announcements for their organizations. PA announcements will be made only for emergency situations or those approved by the principal.

M. Health Aide

The middle school has a health aide assigned to the building throughout the school year. The health aide's office is located in room 105 on the north end of the building. All student referrals regarding illness and/or injury are to be made directly to the health aide.

N. School Problems, Confidentiality

We ask that you be professional in dealing with these concerns at all times. You are encouraged to share your problems with colleagues and other available educational specialists. Every personal wish cannot be granted, but a problem situation cannot be corrected if it is unknown.

O. Student Records

A separate file folder is maintained for each pupil. These folders are kept in the guidance office vault. Folders need to be signed out on the sign out sheet.

1. Content: Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available only to persons involved in psychological treatment of a student.
 - a. Progress records maintained by the school include a statement of courses taken by the student, the student's grades, the student's extracurricular activities and the student's attendance record.
 - b. Behavioral records maintained by the school include all student records other than progress records (e.g. standardized achievement tests, psychological tests, physical health records, teacher evaluations other than grades, i.e. student description summary, statements relating to individual student behavior, etc.)

In the middle school, each teacher shall cooperate with the counselor in compiling and maintaining the permanent record folder. The confidential nature of such records is a matter of fact and is fully recognized by the Board of Education.

All staff are to make themselves aware of the divorce/separation forms regarding the confidentiality and/or dissemination of student information.

P. Economy

Teachers are requested to make an effort to practice economy in the use of materials to keep the cost of maintenance in its proper proportion to the cost of instruction. Please be alert to the problems in your room, especially concerning lights or windows at the end of the day. Always be alert to problems caused by students to desks and chairs. This is another responsibility the kids slip up on if we are not aware and remindful.

Q. Procedures for Dropping and Adding Classes

This procedure will be followed when students change elective classes for a specific reason:

1. Report to the guidance office to explain why the change is requested.

2. Pick up Drop/Add Form from the Guidance Counselor.
3. Have Drop/Add sheet signed by all teachers involved (NOT study hall supervisors). Parents must also sign this form.
4. Turn in Drop/Add sheet to the attendance secretary in the office.
5. Class changes DO NOT take place until you are notified by your TA.
6. The Assistant Principal and the secretary make all schedule changes.
7. Notification of changes will be given to TA's and classroom teachers by the office.

OTHER POLICIES AND PROCEDURES

A. Transferring Pupils

When a student leaves our system, the office will make the necessary transfer of records.

On the last day of attendance the student will present a transfer clearance form to you. Books will be checked in and an estimate of grades will be made at this time. The student will return this form to the office at the end of the last day in attendance at our school. A withdrawal notice will be filled out by the office and sent for the student's entrance into the next school.

B. Faculty Athletic Passes

All personnel are eligible for free admission to all home athletic contests by showing their staff ID badge. Free admission is only for school employees. Any questions should be directed to the Activity Director at the high school athletic office. 425-1830 ext 3709.

C. Conferences – Solicitors

Teachers are not to schedule conferences on school time or in school buildings with individuals whose object is to promote or sell for personal use - no form of solicitation is to be permitted unless permission has been received from the principal's office.

D. Posters and Advertisements

Staff members are asked to remind students that posters, signs, etc., not representing our own school activities, may NOT be displayed on walls, lockers bulletin boards, etc. without office permission. Also all signs, posters, etc., must be attached to specifically designated wall areas with masking tape only. These areas are above each of the drinking fountains. Please assist students in learning to respect prepared bulletin boards and various communications, pictures, and signs posted about the halls.

Posters for outside and/or other non-school activities **MUST** indicate the sponsoring group in order to be approved in the office. This type of poster cannot be posted without prior office approval.

REPORTING SYSTEM

A. Grading Guidelines

1. Purpose of Grading: To formally communicate student learning and knowledge.
2. Important Definitions
 - a. Formative Assessments: In process formal and informal processes used to gather evidence for the purpose of improved learning. Examples could include exit tickets, quizzes, verbal whip-around, journals, brief writing prompts.
 - b. Summative Assessments: Assessments in which students demonstrate their acquired knowledge. Commonly summative assessments are administered at conclusion of the unit of study.
 - c. Assignments: A task given to students to independently practice a skill, set of skills, or concept.
3. Grade Formation
 - a. Report academic achievement of student;

- b. Student performance compared to learning targets and essential questions with clear descriptions of achievement expectations;
 - c. Use individual achievement for summative assessments (no group grades);
 - d. Extra credit is not offered;
 - e. 85 percent summative assessments;
 - f. 15 percent formative assessments and assignments.
4. Late Work
- a. Students are expected to complete daily work (assignments) on time for full credit.
 - b. Students will have an opportunity to complete summative assessment two weeks past the end of a unit of study.
 - c. Utilize in-classroom behavioral interventions to address late work.
 - d. Use Academic Success Action Plan (ASAP) program to ensure summative completion and remedy habitual late work.
5. Summative Retakes
- a. Students scoring below a 70% on a summative assessment are required to retake. The highest score a student can receive on a retake is 70%. Students scoring above a 70% on a summative assessment will not have an opportunity to retake the assessment.
 - b. Standards-based grading; students will reassess if receive a mark of “Does Not Meet;”
 - c. Refer student for ASAP if reassessment hasn’t occurred one week after unit;
 - d. Provide a minimum of one re-teaching opportunity before retake.
 - e. Apply behavioral consequences for academic dishonestly – reassess to determine level of achievement.
6. Assignments
- a. Rationale: to practice and reinforce prior learning;
 - b. Differentiated for ability;
 - c. Purposeful and linked to learning targets;
 - d. Used to reinforce positive academic habits.

B. Grading System

1. Report Cards

a. Observed Student Achievement

1) Letters are used for identifying bands of student achievement as follows:

- A – Outstanding
- B – Above Average
- C – Average
- D – Below Average
- F – Failure

Plus and minus signs may be used with the letters to indicate a position within that band.

A+ = 4.0	B- = 2.7	D = 1.0
A = 4.0	C+ = 2.3	D- = .7
A- = 3.7	C = 2.0	F = 0
B+ = 3.3	C- = 1.7	
B = 3.0	D+ = 1.3	

Grading procedures in the Meyer Middle School will provide the teacher the right to fail a student for a quarter based on his/her performance during the entire quarter.

I (Incomplete) An “I” may be given for incomplete work. Incompletes not made up during the following two weeks or within the time specified by the teacher involved will be automatically changed to a failing grade.

W (Withdrawn) A “W” will be given to a student whose has dropped the class.

NG (No Grade) A “NG” will be given to a student who has entered the class during the grading period but has not been in the class a sufficient amount of time to determine a grade.

PERFORMANCE GRADING - Performance grades are a combination of grades earned in a class and ability levels. The “concept” of performance grading is designed to be used with students who have learning difficulties. Each grade is based on an assessment of the individual’s performance in relation to the potential levels of ability, effort and attitude. Performance Grading may come about as an individualized instructional tool as well.

Before a student is placed on performance grading, the parents of the student must give their consent to the change. Staff members will be notified of those students who are to be performance graded if it is considered a modification due to an Individualized Education Plan (IEP).

2. Student Progress Reports: Progress reports will be sent home quarterly.

C. Parent-Teacher Conferences

Parent-Teacher Conferences are held three times each year. Parent-Teacher conference dates will be shared with parents at the beginning of the school year.

Learn to be a good listener and a sharp questioner. Remember that the **conference is confidential**. The educational or personal problems of children and parents ought never be discussed, except in highly ethical and professional settings. Other students grades, problems, etc. should NEVER be discussed with other parents.

Remember, Conferences are to be a joint program between the home and school.

SPECIAL AREAS

A. Lunch Program

Each staff member will have a lunch account. Money can be deposited in this account for lunches.

B. Noon Hour Policy

Times for the noon hour lunch periods are designated in the daily time schedule. Lunches and jackets-are to be brought to the cafeteria as the students arrive for lunch.

Students will remain in the cafeteria until taken outside by a supervisor. While outside, students are to remain on the south and west side of the building unless otherwise directed. Students are not to leave the school grounds without office permission. Students are to refrain from congregating in doorways and should not enter the building before signaled to do so.

During inclement weather students will be taken to the gym, multi-purpose room or other areas as designated.

C. Study Hall

Consistency in study hall regulations is necessary for good student control and cooperation. Since many students have more than one study hall and thus possibly more than one study hall supervisor, this policy is very important. Please cooperate by following and executing the following list of responsibilities:

1. Students are to remain seated during each study hall period unless given permission from the study hall teacher to move about. If given permission to move, the students must have some destination and must sit with the person to whom they are talking.
2. Students must bring appropriate study materials to use each study period.
3. The level of noise shall be at a minimum at all times.
4. The library will only be used for reference and library work. Any unnecessary noise or abuse of library privileges will bring about suspension from the library immediately.

5. Any student leaving the study hall to work with another teacher must have a pass signed by the teacher who is assuming the responsibility.
6. The study hall shall be left neat and orderly at the end of the period.
7. The whereabouts of a student is the responsibility of the study hall teacher unless the student is in the library or resource center or another authorized person has assumed the responsibility.
8. Discipline problems shall be handled by the study hall teacher, unless of a very severe nature.
9. The period begins at the prescribed time. Tardiness will be dealt with through counseling, and/or more stern measures if necessary.
10. Restroom passes should be held to a minimum and used only in the case of emergencies. Only one boy and one girl should be permitted to go to the rest rooms at one time.
11. While supervising a study period teachers are to:
 - a. Assume a "take charge" manner
 - b. Be active supervisors
 - c. Maintain a structured seating arrangement
 - d. Dismiss students in an orderly manner and at an appropriate time.

D. Library Policies

1. The library will be open 7:20 a.m. to 3:00 p.m. daily.
2. Teachers should notify the librarian *in advance* of assignments that require the use of the library and of classes they wish to bring to the library.
3. Teachers should take an active part in suggesting materials for the library collection.
4. Magazines and newspapers may be taken from the library at the discretion of the librarian.
5. All materials may be checked out of the library for different lengths of time:
 - a. Books - two weeks
 - b. Old Magazines - one week
 - c. Reserve materials – overnight
 - d. Reference materials – overnight
 - e. Materials to teachers - as long as necessary
6. Students may lose library privileges for misconduct in the library, defacement of materials or equipment, keeping materials far beyond the designated checkout period, or taking materials without first checking them out. The librarian and/or principal will determine the length of time that a student may not use the library or its materials.
7. Students coming to the library from an individual classroom should have a pass signed by the teacher of that class.
8. Fines *are not* assessed for overdue materials. If, however, a book or magazine is lost, the student will be expected to pay for the lost material.

APPENDIX D – HIGH SCHOOL EMPLOYEE HANDBOOK

River Falls High School
818 Cemetery Road
River Falls, WI 54022
715-425-1830 phone
715-425-1827 fax

Kit Luedtke, Principal	kit.luedtke@rfsd.k12.wi.us
Lisa Gohl, Assistant Principal	lisa.gohl@rfsd.k12.wi.us
Taryl Graetz, Assistant Principal	taryl.graetz@rfsd.k12.wi.us
David Crail, Activities Director	david.crail@rfsd.k12.wi.us

Renaissance Charter Alternative Academy
1107 South Wasson
River Falls, WI 54022
715-425-7687 phone
715-425-7693 fax

Kit Luedtke, Principal	kit.luedtke@rfsd.k12.wi.us
Chris Silver, Coordinator	chris.silver@rfsd.k12.wi.us

River Falls High School Mission Statement

River Falls High School is a community of learners moving forward to develop critical thinkers and honorable citizens.

Administrative Responsibilities

The River Falls High School administrative team includes a principal, two assistant principals, and an activities director. General areas of responsibility are outlined in each Administrator's Job Description. If you have a concern contact designated principal. If one school administrator is absent (and you need assistance that day), please contact the principal's office for assistance.

- Principal ([Job Description](#))
- Assistant Principal – Student Services ([Job Description](#))
- Assistant Principal – Instructional Leadership ([Job Description](#))
- Activities Director ([Job Description](#))

Expectations of Staff

Focus on the idea that we serve students and parents in providing quality learning experiences. ***Students are our clients.***

- Honest, open communication, constructive criticism, support of each other.
- Dedication to improvement and growth in personal and professional skills.
- Work as a team with excellence as our goal.
- Keep a sense of humor and positive attitude.
- Share ideas with each other (collegiality).
- Maintain a professional attitude toward yourself, your colleagues, your students and your community.
- Be a trustful and credible member of the team.
- Be creative and innovative.
- Look to the future.
- Work together to mutually solve problems which face all of us, i.e. discipline, focus on goals.
- Keep in mind the goals established for this year and the future.
- Gossip is never acceptable.

- Show mutual respect.
- Adhere to a code of ethics.
- Be a model to students.
- Treat all students, parents, and staff with dignity and respect.
- Maintain confidentiality: what goes on in school stays in school.
- Read articles and materials provided to you.
- Failures should not come as a surprise to students or their parents. At least two parent contacts should be made during the term. A good rule of thumb: if the grade falls below C, call home.

Book and Material Fines

Keep an accurate record of materials issued to students and the condition of the material. Students should be fined for unnecessary damage. Forms are available in the office. For Seniors, all fines and bills must be paid before graduation practice on the seniors last day of school.

Budgeting, Purchasing and Requisitions

The budget is developed each year by each department. Once accepted, purchases throughout the year are regulated by this document. All items to be purchased must be itemized on purchase orders and signed by the Supervisor of Accounting after clearance by the building principal, even though items are on the accepted budget. Items can be substituted with the recommendation of the department chairman and approval of the principal.

The principal must approve all purchases. Phone orders must first be approved and given a purchase order number. The staff member will be responsible for any unapproved purchases.

Building Responsibilities

It is important that classrooms and hallways be kept clean and orderly. Students must be reminded of their responsibility in this goal and occasionally be requested to assist in the “clean-up process” (picking up papers, etc.).

Please take responsibility for keeping your teaching room presentable. Don’t tack or tape things to the walls. If you make it known to students that you have pride in the condition of your room, students will respond positively.

Food and drink are not to be allowed in the regular classroom. Water in clear bottles is permitted. Planned activities related to food or drink must take place in the commons. The staff lounge, FL kitchen, and the FACS. foods room are the only sites where cooking will be allowed.

Bulletins and P.A. Announcements

You will be informed of important events, happenings, or information via the PA system and/or email.

All P.A. announcements must be written up or e-mailed to the lead secretary in the main office for administrative approval before reading.

Business Conferences

Staff members are not to schedule conferences on school time or in school buildings with individuals whose object is to promote or sell for personal staff needs. Do not schedule meetings with vendors for your club or group during class time.

Calendar of Events

A school calendar on the RFSD website lists important school events, grading periods, etc. A check of the calendar will help you in making plans for your group. **All scheduled programs and practice periods must be cleared with the Principal and/or Activities Director.** Groups from outside our building contract to use many of our facilities after school hours.

It is imperative that all staff members plan in advance with consideration of other departments and activities. Some dates for activities are dictated to us by the State Department of Public Instruction, Forensics and Music Associations, the WIAA, and by our school conference.

Class Advisor Duties

1. Hold a planning meeting of the class early in the school year.
2. Call all other class meetings when needed or requested by the class officers.
3. Be present at all class meetings and class projects.
4. Approve class announcements before they are submitted to the office.
5. Approve all class expenditures before the expenditure is made.
6. Be responsible for the financial status of the class (fundraising and activities sponsored by the class).

Classroom Discipline

Good discipline is absolutely essential to good teaching. Teachers are expected to handle their own disciplinary problems as much as possible. More difficult situations should be reported to the assistant principal. **Teachers should never leave the classroom unsupervised. Stand at the door to monitor hallways between classes.**

Students are not to be in the hallways during a class period unless they have a signed pass to do so.

If a student is sent from class to the office for discipline reasons, please contact the office via e-mail or phone as to why they are sent and when they were sent. This provides for accountability for student behavior and whereabouts.

The use of physical contact with students should be used only as a last resort for self-defense or to prevent injury or harm to self or others.

Students are to be dismissed by the teacher, not the bell, from each class. Students should not be dismissed early.

Computer Teaching and Computer Lab

- ◆ Students who need to use desktop computers outside of class should do so in the library/media center.
- ◆ Arrangements for use of the computer labs must be made in advance via the calendar schedule to avoid conflicts. The lab schedules will be posted online. Follow designated procedures to schedule a lab.
- ◆ Teachers must accompany their class to the lab and remain to supervise as the class works there.
- ◆ Teachers are responsible for training their students to use equipment in the lab. They are also responsible for enforcing rules and procedures which have been designed for use of computers and other technology.
- ◆ Food and drink are not allowed in the labs.

Copier Usage

The copiers are available for teacher use in each of the staff office suites. The District no longer supports copy services, so all work is done in-house. The pre-vocational special education students can do some copying with enough lead time. The details will be provided at the beginning of the year. Please be considerate in your use of the copiers. If a jam occurs, attempt to clear it according to the training you were provided. Remove your colored paper if you use it for a job. Don't leave the machine empty. If you cannot clear a jam, or supplies are needed, please contact the library paraprofessional who will be able to assist you.

Daily Attendance/Tardiness

Record accurate daily attendance and keep tardy records each block of the day. Take roll in your first hour class before 8:00 a.m. each day. Allow students to enter your class without a tardy slip until 7:40 a.m. Attendance will be taken each remaining block (2, 3, 4), within the first twenty minutes of each block. If a student is tardy during the first hour class by less than 5 minutes, the student should go directly to class.

Detention

Detention will be assigned by the principal or assistant principals. Staff members may recommend detention as a penalty for violating school regulations or unexcused absences.

The time assigned to the student must be made up according to the arrangement specified. Detention is served primarily **after** school. Any variation such as before school or noon detention must be assigned through the principal's office. Longer detention periods may be utilized during the school year if found to be necessary.

Duties and Supervision

Teachers may be assigned some type of supervision duty for halls, parking lot, commons, detention, locker bays, or other areas. Please be on time for this supervision and be physically present during all of the periods that you are assigned

Duties, such as hallway monitoring or coverage of a class, may be assigned during a teacher's prep time. Before and after school duties, such as detention and bus supervision, may be assigned on a rotating basis.

Employee Absences Due to Illness

Staff members unable to report to work because of illness or emergencies, are to log on to AESOP to report an absence. AESOP will find subs until 7:00 AM. If an illness or emergency occurs after that time, please call the main office to report the absence. Lesson plans and notes are strongly encouraged to be uploaded into AESOP. Calling illnesses well before 7:00 AM ensures that a qualified sub will be found. It is recommended that illness calls be made before 6:00 AM to allow the sub calling system to work effectively. Should the illness require more than one day of absence, contact the Assistant Principal before the end of the school day so that we may inform your substitute.

Teachers are responsible for providing seating charts, lesson plans, and additional information for the substitute. Substitute teacher folder will be provided.

What I Need (WIN) Time

All WIN teachers need to create a balance between scheduled WIN activities and student work time. It is of the utmost importance, if we hope to create and uphold consistent expectations throughout all WINS, that we make it very clear to students that WIN is a time for quiet study or teacher led activities. **Pod areas should be utilized minimally during WIN time.**

Students failing at mid-term will have to travel to the WIN of the teacher whose class they are failing on a schedule determined by the classroom and WIN teachers.

No-travel WIN days provide great opportunities for teachers to discuss grades with their WIN students. This should happen *every two weeks* for all students and more frequently for those who are struggling.

WIN TIME:

WIN is designed to ensure that every student has contact with a caring adult daily. Students are assigned to the same advisor for four years. The advisor will serve as a student advocate.

The advisor has the following responsibilities:

1. Daily positive contact with each student
2. Monitor student behavior, ***academics and progress.*** Encourage the student to improve. Alert the counselor if there is a problem.
3. Take care of administrative responsibilities as designated.
 - a. Daily attendance
 - b. Announcements

- c. Enforce guidelines
 - d. Monitor travel procedures daily
 - e. Notify the Assistant Principal of travel violations/problems
4. Attempt to make all students welcome
 5. Provide registration assistance.
 6. Provide parental contact.
 7. Conduct designated focus activities.
 8. Career units as designated at each grade level

Consistent Focus Rules

- 30 minutes daily
- Travel as approved via administration
- Attendance – taken daily – regular attendance rules apply
- Quiet study time unless planned activity
- On time – assigned seats
- Bring academic or library materials to study.
- Disruptions/inappropriate behavior or language NOT allowed
- No food or drink other than water– regardless of classroom
- Electronics (iPod, iPad, cellphones, etc) are to be used at teacher discretion and for academic purposes

Grading Procedures

- Teachers have the responsibility of keeping complete and accurate records of grades and student achievement.
- Keep students and parents informed of grade status – direct calls home or emails are best. ***It is also expected that you will keep your Infinite Campus grade book up to date, with up-dates at least weekly.***
- Teachers must provide a mid-term progress report to the student.
- The term grade is a cumulative final grade.
- Special Education students should receive a letter grade based on capability and achievement. Grading of EEN students should be guided by the expectations and modifications as documented in the IEP.
- Teachers should make all attempts possible to prevent students from failing.

Mailboxes

Boxes for staff mail are located in the office. Please check these boxes when arriving and before leaving school each day. Many communications require attention the same day! The principal must approve communications directed to all staff before being placed in staff mailboxes.

Media Center Use

Teachers should sign up in advance to use the media center. The media center can accommodate four classes each 45-minute periods or 2 classes for an entire block. Please discuss the nature of assignments requiring media center uses so that the needs of the students can be anticipated. Teachers are encouraged to reserve books in the media center for their class projects. The librarian is very eager to assist you in this matter, but you must plan ahead. Teachers are encourage to suggest books for purchase to strengthen the collection for a curricular area. Current magazines and newspapers are not to be taken from the library, back issues may be checked out. The librarian must approve any exception to this rule.

Optional Duty

All staff members have the opportunity to become involved with duties associated with the operation of extra-curricular activities. Ticket selling, ticket taking, hall supervision during activities, and chaperoning dances are some of these duties. Rosters will be developed and posted in the office. We hope you will offer your services; the pay scale is listed in the salary schedule.

Parking

The West and Southwest parking lots are reserved for staff parking. All staff will be issued a parking hanger that must be visible in their vehicle while parked in the staff parking lot. The parking lot on the north side of the building is reserved for visitors only. The east lot is reserved for student parking; the students will purchase a parking hanger and display it in their vehicle while parked in the student parking lot.

Staff members who have children in school may allow their children to drive and park in the staff parking lot only if the student and staff member use the same car during the day. Only a few designated staff members are allowed to park in the student parking lot on school days or during school hours.

Passes to Leave the Building

Student passes to leave the building during the school day (except those eligible for open lunch) may only be issued by the office; teachers should not permit students to leave the school building during the school day.

Progress Reports

Progress reports will be recorded at midterm each term and be made available to students and parents on Infinite Campus and during in-person parent teacher conferences. Teachers are expected to maintain current grade records on their grade book to keep parents and students informed about the student's current grade standing.

Public Appearance of Pupils

We expect that a number of community organizations will request performances by our students, especially in vocal and instrumental music. ***Students should be instructed that such appearances should have the approval of the staff member in charge of the activity represented and sanctioned by the principal,*** to insure that the performance will be a credit to the department represented and to the school in general. All advisors will be responsible for their groups.

Sometimes student groups while performing, traveling by air, or attending meetings, are in proximity of served alcoholic beverages. We have, therefore, set down the following guidelines:

River Falls High School Guidelines Related to Alcohol/Alcoholic Beverages

1. When an advisor is making arrangements for a field trip, banquet, activity, or appearance at a site that sells intoxicants, the advisor must request a separate non-alcoholic setting for the student group (most civic/professional groups and restaurant managers will cooperate with a "no alcohol" rule while students are present).
2. No advisor, chaperone, or other adult affiliated with a school group will use alcoholic beverages when serving as leader of a school group.
3. Activity advisors must give clear directions to students regarding how the guidelines apply to them.
4. School advisors will be present for the entire time that students are present. The advisor will leave with the entire group at the same time. No lingering or waiting for parents, etc. will be permitted.

School Activity Accounts

The principal must approve all purchases and financial disbursements. Receipts must be submitted. Money turned in for deposit should be counted and coins wrapped if sufficient for full rolls. Turn the money into the Main Office Secretary. Do not keep money in your rooms. The advisor is responsible for funds lost or stolen.

Good business practices are expected of all advisors of extra-curricular groups:

1. Do not obligate yourself beyond your group's potential.
2. When obtaining materials or equipment for your activity, use the procedure outlined by the new accounting and budgeting system. Give your name and be clear about the exact name of the group or activity. Do not just say or write River Falls High School or River Falls Public Schools.
3. Meet payments and obligations on time.
4. If you have a problem with a vendor, contact the principal for assistance in obtaining resolution.

School Dance Regulations

The following rules will assist us in holding good school dances:

1. School dances and parties scheduled on school nights will end on or before 10:30 p.m. Advisors may request extension of time for dances on Friday or Saturday nights to 12:00.
2. Every student at RFHS is welcome at our dances until behavior does not warrant the privilege.
3. Students have permission to invite one outsider, as a guest, to our dances. Guests are to be in at least 9th grade but no older than 20. Guest passes must be requested in the main office no later than Wednesday of the week before the dance to enable guest school reference checks to be completed. The host student is responsible for informing his/her guest of the rules in effect during the dance. This pass method will be in effect for every dance including the Prom.
4. **All students and guests are expected to stay in the building while in attendance at a dance.** Students who leave will not be permitted to return to the dance. The advisor of the sponsoring group may give permission, on an individual basis, to leave the building and return because of unusual circumstances.
5. Loitering in the halls or restrooms is not permitted.
6. Violators will be asked to return to the dance area or to leave the building.
7. Smoking, alcohol, drug, and substance rules apply to students and guests. Police will be called if there are violations. The student will not be allowed to return to the dance.
8. A student who has consumed alcohol will not be admitted. The police will be called.
9. At least two faculty members must chaperone each dance. Class or organizational advisors automatically become the chaperones. Should only one person have this duty, he or she may ask for assistance. There are advantages in supervision to have both sexes represented. All members of the faculty are welcome at school functions and should feel free to attend.
10. The major responsibility for all chaperones is to see that proper order and conduct are maintained

Staff Meetings

Staff meetings will occur a minimum of once a month either before or after school as determined by administration. All full-time teachers are expected to attend. Part-time teachers should meet with the principal for attendance arrangements.

Student Teacher Supervision

Each year we have requests to assist colleges by accepting student teachers, sophomore interns, and observers. Generally, first and second year teachers are not assigned student teachers.

The following are guidelines used for full-time student teachers:

1. Weeks 1 - Pre-teaching:
 - A. Orientation to physical facilities, handbooks, personnel
 - B. Discussion of school and department philosophies
 - C. Observation of the total schedule of the resident teacher's responsibilities
2. Weeks 2-3 - Limited Teaching:
 - A. Planning with the resident teacher for the teaching of a short lesson or unit in one or two class sections
 - B. Planning with the resident teacher evaluation methods for short lessons taught
 - C. Assuming some remedial or conference work on a one-to-one basis, or a small group of students
 - D. Assuming a share of the resident teacher's non-teaching duties (excluding coaching of athletics or non-athletic groups)
3. Weeks 4-6 - Total Responsibility in Some Classes - Resident teacher in attendance most of the time:
 - A. Plan, teaches, and evaluates in at least two class sections
 - B. Assume greater responsibilities in the areas of small group or individual conferences
 - C. Assume a greater share of the resident teacher's non-teaching duties

4. Weeks 7-8 (end of term) - Total Responsibility for the Entire Schedule of the Resident Teacher some of the time -- Resident teacher in attendance most of the time:
 - A. Plan, teaches, and evaluates in all of the resident teacher's classes
 - B. Assume all of the non-teaching duties of the resident teacher (if practical)
 - C. Report and meet often with the resident teacher during conference preparation times
5. Week 9 – Observe other classrooms; transitions back to regular classroom teacher

All student interns, observers, and others doing educational research will be approved by the principal and the college from which they come. Do not make individual arrangements with student teachers or observers for these types of assignments.

Teacher Hours

Work hours are 7:15 a.m.-3:15 p.m. This allows time for class preparation and student contact. Please be in your room to plan or confer, and assist students before and after school. Teachers are expected to be available to students in their classrooms or supervising activities that have been scheduled. Altering the above work hours must be approved in advance by the building principal.

Truancy

A student who is **more than 15 minutes late** to any class is considered truant. See the student handbook for make-up provision for truancy.

Voicemail and Telephone Contacts

Office personal will handle incoming calls to the school (see District Employee Handbook). Non-emergency calls should use the 425-1830 and enter your office extension and messages can be left on voicemail. Only in emergencies will teachers be called out of classes.

APPENDIX E – TRANSPORTATION EMPLOYEE HANDBOOK

Bus Garage
805 West Locust Street
River Falls, WI 54022
715-425-1808 phone
715-425-0798 fax

Todd Burnap, Transportation Supervisor todd.burnap@rfsd.k12.wi.us
Karen Swenson, Transportation Assistant Supervisor karen.swenson@rfsd.k12.wi.us
Katie Tarasewicz, Transportation Secretary katie.tarasewicz@rfsd.k12.wi.us

QUALIFICATIONS TO BE A RIVER FALLS SCHOOL BUS DRIVER

1. Obtain a CDL license.
2. Be able to conduct the following procedure when picking/dropping students:

Letting Students Off Bus

REMEMBER: Drivers using Red Lights (warning lights) are stopping traffic; the ONLY time Drivers have the authority to stop traffic is when dropping off or picking up students.

- a. Turn red lights on at least 100 feet before stop and 300 feet if road is posted at 45 MPH or higher.
 - b. Come to a smooth stop 10-12 feet behind the student crossing (the middle of the driveway).
 - c. Put bus in neutral.
 - d. Open the door, putting the stop arm out.
 - e. Check traffic.
 - f. Instruct the students to stand 10-12 feet ahead of the bus, so they can see the driver.
 - g. Open the door and count the students when leaving them out. (1-2-3).
 - h. Close the door just enough so that no other students can get off the bus. (Don't latch the door so that the stop arm retrieves).
 - i. Check traffic.
 - j. When traffic is stopped, motion the students across with a stiff arm.
 - k. Count the students (1-2-3 students) safely across the street.
 - l. Shut off warning lights, lock door, put bus back in "D", check cross-over mirrors, double check the whereabouts of students, and proceed.
 - m. It is important to start out immediately.
3. Have patience in dealing with children, parents, and school employees.
 4. Be able to discipline children ages 5 – 18.
 5. Be able to tolerate noise and confusion while behind the wheel.
 6. Be prepared to drive during the sub-zero cold, snowstorms, thunderstorms, and tornado watches.
 7. Remember the bus schedule comes first before outside activities, classes, or a second job.
 8. Be able to meet the requirement to drive your route from the first day of school to the last day.
 9. The bus should never be used for disciplinary purposes such as suddenly applying brakes, making unnecessary sharp turns, speeding over bumps, etc.

GENERAL INSTRUCTIONS

1. Safety first!
2. Set an example of dignified, personal behavior and cleanliness, thus obtaining the respect and obedience due the driver from all pupils. Maintain order among the children at all times while they are under your supervision.
3. Be a responsible friend of youth, fair and firm at all times.

4. Act as public agents of the school. You must understand this important relationship and always represent the school.
5. Set examples of loyalty to everything to which they address themselves – promptness, obedience to the laws, regulations, and the principles of safety and courtesy.
6. Be professional and promote good public relations with the community and fellow employees.

DUTIES AND RESPONSIBILITIES OF A RIVER FALLS SCHOOL BUS DRIVER

1. Safe driving procedures must be followed at all times. It is possible to drive at speeds below the speed limit and still be driving too fast for conditions, thus creating the impression that you are driving carelessly. This can be done by making sharp corners out of shallow ones, braking rapidly, starting before students are seated, or racing the engine in low gears. A small effort to impress riders with your ability by careful driving and a desire to accommodate them will make your job easier.
2. All first aid training will be in accordance with Transportation Department policy.
3. When a route driver misses a regular route, he/she must fill out necessary forms.
4. When an employee is injured on the job, the supervisor must be notified immediately. An “Employer’s First Report of Injury or Disease” form must be prepared as required by law.
5. An accurate time schedule must be kept.
6. Drivers shall not drive a school bus with any detectable controlled substance or any detectable amount of alcohol in their blood.
7. Do not possess or use alcohol, tobacco, drugs, and/or weapons.
8. Eating and drinking on the bus is not permitted for regular daily routes. Eating and drinking on extracurricular routes is permissible. At no time is the driver to eat or drink while the bus is in motion.
9. All trips must have an accurate list of passengers on the bus. The list is to be given to the driver before leaving on the trip with names and emergency phone numbers on the list.
10. Drivers needing a substitute shall make arrangements through the supervisor.
11. Pranks are not allowed.
12. All drivers shall use the sidewalk in Bay 103 to get to and from the lounge as the shop is for mechanic work only.
13. Parking is permitted on the east side of the school bus lot by the embankment and middle of parking lot where designated. Do not park so that you block doors to the garage. There is additional parking in the back as well as on the street when conditions permit.
14. The bus load capacity is painted in your bus and is not to be exceeded at any time for any reason. If an overload condition occurs, radio the supervisor for instructions.
15. Seat belt use is required in all vehicles. Trans 300.61, 10 – d.
16. All instances of bus damage must be reported to the bus supervisor on the day of the damage. If damage is caused by a student, get his/her name so that a bill may be sent to the student’s parents.
17. All accidents, including minor accidents resulting in no apparent injury or damage to persons or vehicles, must be reported to the supervisor immediately. When involved in a traffic accident, you must fill out an accident form located in your first aid kit. Know where all forms are located. Be sure to get all necessary information from the

other party at the scene. Use your radio to report your accident to the supervisor and receive any further instructions.

18. In case of an accident or a breakdown, when practical, the driver shall remain with the bus and shall send two (2) responsible pupils or other passengers to the nearest place for help, unless aid has been secured by means of the two-way radio.
19. Use radios for business only and language appropriate to that business. No profanity is allowed and all drivers must have their radio on at ALL TIMES.
20. Take all license numbers and report all vehicles that pass through your extended stop arm. Stop arm violation forms are located at the end of the mailboxes. Fill out form completely, sign it and return it to supervisor or designee.
21. Drivers are responsible to sweep the buses thoroughly at least once a day. Drivers are also responsible for keeping the windows clean inside and out.
22. When mechanical failures are found or suspected, fill out a repair order. In some cases, a mechanic may ride with you so he/she can verify the problem you are describing. Also, fill out a repair order when your bus needs to be serviced indicated by the mechanics service ticket. File the work order forms in the work to be done box.
23. It is important that drivers do not change their routes or time schedules (including turnarounds). Any changes must be cleared through the supervisor. Remember, the school board has the right to sanction all bus routes and schedules. Drivers are to arrive at schools at approved times.
24. When a bus is in operation on the road, STATE policy requires you to run with your clip lights on. Transportation Department policy requires you to run with your headlights on, too.
25. Strobe lights should be on at all times in the state of Wisconsin. They should not be used in the state of Minnesota.
26. When driving in town and there is a curb and sidewalk on both sides of the street, the procedure for picking up and dropping off students is proceed to the nearest crosswalk, pull over to the right, turn on your hazards and then discharge the student. When in doubt, USE FLASHING RED LIGHTS.
27. A driver shall not leave the bus unattended with the engine running, when the key is in the ignition, or when pupils are in the bus or in the immediate area of the bus.
28. The driver shall not require nor permit any passenger to stand while the vehicle is in motion or immediately after loading. This does not apply to chaperones or monitors in the performance of their duties. The driver shall not permit any passenger to sit anywhere on the bus except in seats provided.
29. The driver shall not operate a school bus beyond the posted speed limits.
30. The driver of a school bus is required to follow the below procedure at the railroad crossing:
 - a. Check traffic before slowing.
 - b. Turn your hazard lights on at least 100 feet before.
 - c. Stop in the farthest right driving line, no closer than 15 nor further than 50 feet from the nearest rails.
 - d. Use foot brake to prevent the bus from moving.
 - e. Check for trains:
 - 1) Look both ways.
 - 2) Instruct students to be quiet and turn radio down.
 - 3) Open service door (or driver's side window on vehicles without driver controlled service door), listen for a train.
 - 4) Look again; if no train, proceed across tracks; when front wheels cross the first set of tracks, shut and lock service door as the front wheels are crossing the tracks.
 - f. Resume normal speed.
 - g. Shut off hazard lights.

31. Drivers are responsible to know the medical information about their students; all information that we receive will be passed on to the drivers. All information is to be kept confidential.
32. When you put your bus away for the day, all windows shall be shut. While enroute, at no time should your windows be down more than half way.
33. Drivers shall not take guests on extracurricular trips without permission from school authorities.
34. Use of a personal cell phone while driving is prohibited
35. Prior to the beginning of each school year, a dry run will be done for each assigned route and the drivers will also try to meet with RF4C students and any new Kindergarten students on their route.
36. Route drivers shall be responsible for keeping his/her route sheets updated and color coded as follows:
 - a. Items to be highlighted in yellow:
 - 1) The name of each early childhood student
 - 2) The names of each special needs student
 - b. Student helpers' names go in the upper right hand corner.
 - c. The highlight pens are in the office.
 - d. The highlighted route copy shall be left in your box, except over route time. A second printout of your route is available upon request.
 - e. Early Childhood and RF4C students must have someone bring them to the bus, and upon return there must be a responsible person to take them off again at the end of the school day.
37. Each bus driver and their students shall conduct state-mandated fire drill procedures twice each school year:
 - a. First drill no later than October 1.
 - b. Second drill no later than April 30.

BUS EVACUATION, FIRE, AND LIFE SAFETY PROCEDURES

PREFACE

Bus drivers are trained to deal with emergencies that may arise. Bus drivers must take into consideration the unique circumstances of each situation and make the best decision possible to ensure student safety.

DRIVER PREPARATION:

The purpose of any evacuation program is to have a prearranged plan for safe, fast movement of people from a dangerous area to safety. When it becomes necessary to evacuate a school bus, your first concern is for the safety of the students involved, NOT for the bus. Care must be taken to ensure each student's safety during the evacuation process.

As the bus driver, you need to maintain control on a daily basis. If your passengers are used to your being in control during each and every trip, they will be more apt to turn to you for direction during an emergency. It is vital for you to have an established bond of trust and respect with your passengers.

Proactively consider how you will handle an emergency situation on your bus. This will allow you remain calm and use your best judgment during an actual emergency situation.

PASSENGER PREPARATION:

In order to ensure that your passengers are prepared for an evacuation, it is imperative that documented drills be held two times per year. This provides students with the opportunity to practice emergency procedures. In any type of evacuation, students should leave their belongings on the bus.

A post-evacuation report must be submitted to the District Transportation Director.

You may want to select certain key words which you will use in your directions and to which your passengers can develop a conditioned response. You might then try stopping the bus in a safe place and speaking these key words to see if the students react properly and silently.

Identify and train 2-6 responsible students that can assist you during an evacuation. The trained students need to know:

1. How to evacuate the bus, even if the driver is not conscious:
 - a. Apply air brake
 - b. Open doors
 - c. Operate radio
2. How to locate on-bus student roster and identify missing students
3. How to identify bad smells and or mechanical concerns with the bus

THE DECISION TO EVACUATE:

If ever you feel there is reason to evacuate your bus, take the precaution and evacuate. Don't try to make it to school, for instance, just because you are only a few blocks or miles away.

EMERGENCY EVACUATION IS NECESSARY IF:

1. The bus is involved in any accident which results in:
 - a. Fuel leaks from any source.
 - b. The bus or students being in danger of being hit by passing traffic.
 - c. There being any danger of drowning.
2. There is a fire on board, regardless of the size of the blaze.
 - a. Park the bus in as safe a location as possible.
 - b. Set the parking brake.
 - c. Activate the four-way flashers.
 - d. Turn off the engine and take the key.
 - e. Upon standing up and facing the students, instruct them as briefly and calmly as possible on the evacuation.

EVACUATION PROCEDURE:

1. Take time to review the situation and determine the safest way to conduct the evacuation.
2. Gain the attention of the students. Provide them with clear instructions on how to exit the bus and where to assemble. Use emergency exits as required. Usually, the front door will be used as the exit door, unless it is blocked, damaged, or inoperative. If the driver is unable to conduct the evacuation, the trained students should take over.
3. Front door evacuations:
 - a. Trained students exit first. They will assist in helping others exit the bus.
 - b. Students in the left front seat exit first, followed by those in the right front seat.
 - c. Students then continue alternating from the front to the rear of the bus.
 - d. Students will then proceed to their meeting point.
 - e. Conduct a headcount after everyone is evacuated from the bus.
 - f. Check under seats to ensure students are not hiding underneath.
4. Rear door exit evacuations:
 - a. Trained students exit first. They will assist in helping others exit the bus.

- b. Students in the left rear seat exit first, followed by those in the right rear seat.
 - c. Students then continue alternating until all have exited the school bus.
 - d. Students will then proceed to their meeting point.
 - e. Conduct a headcount after everyone is evacuated from the bus.
 - f. Check under seats to ensure students are not hiding underneath.
5. Side door evacuations:
- a. Trained students exit first. They will assist in helping others exit the bus.
 - b. If emergency is in front of bus, release students in the front first starting with students closest to exit.
 - c. If emergency is in the back of the bus, release students in the back first starting closest to the exit.
 - d. Students then continue alternating until all have exited the school bus.
 - e. Students will then proceed to their meeting point.
 - f. Conduct a headcount after everyone is evacuated from the bus.
 - g. Check under seats to ensure students are not hiding underneath.
6. When both doors are used for evacuation, start at both doors, alternating as above.

Immediately after the evacuation students should assemble in one location. Students should not cross the road or re-enter the bus. Repeat a headcount after everyone is evacuated from the bus.

The driver or trained students are responsible for removing the fire extinguisher, first-aid kit, and warning reflectors. If you have a radio with a microphone, you will want to hang the microphone out the driver's window to make it accessible to you later on, in case you are unable to re-enter the bus.

In an emergency, there may be injured students who are trapped under seats and on the floor and who are unable to move by themselves. Movement and care of these persons will be covered in the first-aid portion of this booklet.

POST-EVACUATION PROCEDURES:

When all passengers are off the bus and you have secured the safety equipment:

- A) COUNT YOUR PASSENGERS! You must account for each one.
- B) If necessary, contact FIRE, POLICE or AMBULANCE at 911.
- C) Set out warning reflectors.
- D) If any student requires transport to the hospital, obtain the name of the student and what facility they are being transported to. If the driver is not able to obtain this information, the ambulance attendant should leave information with the police officer or incident commander at the scene.
- E) You must contact an individual from the list below. Continue calling until you reach the first available district contact from the list:
 1. Bus Garage 715-425-1808
 2. Todd Burnap 715-307-4298
 3. Karen Swenson 651-260-6258
 4. Kory Pechacek 715-222-2718
 5. Jeff Lentz 715-425-0050 or 651-357-0925
 6. Jamie Benson 715-307-4869
 7. Chad Smurawa 715-307-0933

When calling for help in an emergency, you will need to supply the following information:

- The problem
- Location, be specific
- Number of students
- Number of students injured
- Name
- Bus number

THE OVERTURNED BUS:

If the school bus is overturned, you will need to use your discretion in removing the students in order to get them out as quickly and safely as possible. You may need to attend to injuries.

If the bus is involved in an accident of such severity that it is turned over on either side, the rear emergency exit will likely be your first choice for use. The normal procedure of emptying the bus seat by seat will probably not be feasible. In such cases, the driver must emphasize complete control over the passengers in order to facilitate an orderly and safe evacuation.

You may decide that your first responsibility is to get the mobile students out of the bus. In assuming control over the situation, you will go to the emergency exit, open it, and deliberately direct the passage of students out of the bus.

SCHOOL BUS FIRES:

When determining priorities in the case of a fire, it must be remembered that human life and safety are the most important elements for a driver to consider. The driver's first concern is to get all passengers and him or herself out of danger. Drivers are not expected to extinguish the fire if it endangers their well-being.

If any mechanical damage, or suspicion of it, has been sustained by the bus, the driver will not reload the bus until school district mechanics have determined that the bus is safe to be used.

The driver may move the bus, empty, if told to do so by police for the purpose of clearing traffic or by school officials for removal to the garage for repairs.

Remember, the care of injured persons will be considered to be more important than saving the property. The driver will render first aid within his or her capabilities after the bus has been evacuated. Bus fires will be disregarded if first-aid is needed, providing that the bus can be and has been evacuated.

USE OF THE FIRE EXTINGUISHER:

The basic purpose of a fire extinguisher is immediate application to a fire – while the fire is still controllable. A fire extinguisher used quickly and properly can control and put out a fire which is discovered while it is still small enough to be handled. An improperly used extinguisher accomplishes little or nothing. As efficient as extinguishers are, they are limited by their size and content. Therefore, proper use is mandatory if fires are to be controlled by them.

When using an extinguisher, learn how to PASS.

PULL THE PIN.

AIM AT THE BASE OF THE FIRE

SQUEEZE THE HANDLE

SWEEP FROM SIDE TO SIDE AT THE BASE OF THE FIRE

Try not to use all of the agent on your first sweep, if possible. Additional agent may be needed in the case of a flashback. You will also want to remember that there is always a possible danger from toxic fumes.

FIRST-AID PRACTICES

The following is an outline of first-aid procedures for you to follow in the event of an emergency involving injury to the occupants of your bus. If you have this type of an accident, you are probably going to encounter injuries ranging from minor to serious. This booklet will cover basic information on what to do and what not to do for the injured students.

In the midst of what may be a very frightening circumstance you will need to identify your priorities immediately. With reference to injuries, your first concerns will be:

1. BREATHING
2. BLEEDING
3. SHOCK

A school bus accident may involve injury to a number of people. If several people are injured and the scene permits the driver to begin treatment immediately, the driver should treat those who have stopped breathing first. Then, those who are bleeding severely should be attended to. Next, shock victims must be cared for. Whenever possible, victims should be treated where they are found.

As a general rule, do not move injured persons. If, however, there is a great urgency to move a victim (possible further injury from fire, etc.), the driver should drag the person on the long axis of the body. If possible, a coat or blanket can be placed under the victim so that he can “ride” on it. Stretchers should always be carried to the victim, not the victim carried to the stretcher.

A helpful hint: check the quiet victims first. They are probably the ones most in danger of dying because of airway obstruction or shock.

FIRST THINGS FIRST:

There is always the possibility that the bus driver may be injured in the accident also. They should, therefore, be able to direct students to first-aid practices in the event they are injured. The driver should also decide which of their regular passengers might be most capable of assisting them during an emergency.

BREATHING:

REMEMBER – Open the airway, restore breathing, treat bleeding and shock.

Airways

- A. Breathing may stop for three reasons:
 1. The mouth or windpipe is blocked (by tongue, blood, or mucous.)
 2. The brain centers that control breathing have stopped (drowning, electrocution, head injury, or poisoning.)
 3. There is a sucking wound of the chest that prevents the lungs from expanding (obvious by looking at the chest.)
- B. With the first two, the person may be blue in color and respiration appears to have Stopped, or he may be choking.
- C. Give mouth-to-mouth resuscitation.
 1. Tilt head back – look, listen, and feel for breathing close to mouth and nose.
 2. Pinch nose closed.
 3. Get a tight seal.
- D. If a person is unconscious or in danger of vomiting or has blood in the airway:
 1. Use the fingers to clear matter out of the mouth, if present.
 2. Place the victim on his side.
 3. Tilt the head to allow the blood to run out.
 4. Breathe for patient (about 12 times each minute).

BLEEDING:

- A. Find out what kind.
 1. Artery
 - a. spurts every time heart beats
 - b. Bright red
 2. Veins
 - a. Flows in steady stream
- B. Use direct pressure with cloth at hand.

1. Apply dressing pad, part of a shirt, or T-shirt directly over wound.
 2. Have someone hold cloth in place, victim if possible.
- C. Use pressure points – artery closer to the wound.
- D. Treat for shock.

FRACTURES:

- A. Find out where and what kind.
1. Open – you will be able to see the wound where the bone breaks the skin.
 2. Closed – pain at or near the break and swelling around it.
- B. If open, put on sterile dressing and immobilize.
- C. If closed, just immobilize.
1. The joint above and below.
- D. Use what you have at hand.
- E. Don't move if you don't have to.
- F. Keep lying down.
- G. Treat for shock.

SHOCK:

The objectives of first aid care in shock are to improve circulation of the blood, to ensure an adequate supply of oxygen and to maintain a normal body temperature.

Give urgent first aid immediately to eliminate causes of shock, such as stoppage of breathing, hemorrhaging, and severe pain. Steps for preventing shock and for giving first aid for shock are as follows: Keep the victim lying down; cover him only enough to prevent loss of body heat; then obtain medical help. The victim's position must be based on his injuries. Generally, the most satisfactory position for the injured person will be lying down to improve his blood circulation. If injuries of the neck or lower spine are suspected, do not move the victim until he is properly prepared for transportation, unless it is necessary to protect him for further injury or to provide urgent first aid care.

BURNS:

A. Minor Burns

Minor burns are burns that cover only small areas of the body. A burned finger or a spot not larger than a few square inches of skin would be examples of minor burns.

1. Apply cold water for brief periods of time. This helps diminish the pain.
2. Leave blisters intact. Breaking blisters will open the wound to infection.
3. Cover with a soft clean bandage.

B. Major Burns

Major burns are burns of the face, hands, feet, genital area or a large surface of the body.

1. The most important thing you can do is to get the burned person to medical care as soon as possible.
2. Know your emergency number, fire department, police, ambulance, etc., and use it to get help.
3. If you've extinguished burning clothing, do not try to pull clothing from the victim or remove pieces of cloth that stick to or near a burned area.
4. Apply cool water.
5. Cover with sterile or clean cloth.
6. Treat for shock.

What to do if a person's clothing is on fire:

- A. Here's what to do if your own clothes are on fire:

1. Don't panic – stop.
2. Cover your hands over your face.
3. Drop to the floor and roll over and over slowly.
4. If possible, wrap yourself in a blanket, a coat, a rug, or heavy drape and roll on the floor.

B. Here's what to do if someone else's clothing is on fire:

1. Trip the person if necessary to get him/her onto the floor.
2. Smother the fire with a blanket, a rug, or heavy drapes - don't cover the head.
3. Roll the person over and over slowly on the floor.
4. Apply large quantity of water onto the victim or spray with hose if one is handy. Do not use ice.
5. When the fire is extinguished, do not pull the clothing from the skin. Continue to cool with water.
6. Apply sterile dressing if available.

UNCONSCIOUSNESS:

- A. Always suspect a head injury or a back injury.
- B. Only move if necessary.
 1. Only move on the long plane of the body.
- C. Keep airway open (See section I, Airways)

COMMON EMERGENCIES:

- A. Epileptic
 1. Do not restrain them.
 2. Do not place anything in their mouth.
- B. Upset stomach
 1. Keep bent over.
 2. Keep airway open.

SUGGESTIONS TO FOLLOW IN CASE OF TORNADO WARNING

According to the United States Weather Bureau, most tornadoes occur at a time when children are on their way home from school. Their records seem to indicate that 43 percent of the tornadoes have occurred between 3 and 7 p.m. The four worst school months for tornadoes have been March, April, May, and June; but tornadoes may occur at any hour and during any month.

The following are some of the things that could, according to the Weather Bureau, indicate a tornado may be developing:

1. The Weather Bureau usually issues warnings when weather conditions indicate that a tornado may be developing.
 - a. These forecasts are issued for the purpose of alerting the public and are not intended that everyone should immediately take cover.
 - b. These forecasts are usually given far enough in advance to give the citizens in the community a chance to take the essential safety precautions.
2. A tornado is a violent, local storm with whirling winds of tremendous speed, spinning rapidly, extending toward the earth from the base of a thunder cloud. When close by, the tornado sounds like the roar of hundreds of airplanes.
3. Tornadoes usually occur on hot, sticky days with southerly winds, with a threatening, ominous sky.
4. The clouds often have a greenish-black color. An hour or two before a tornado, topsy-turvy clouds appear sometimes bulging down instead of up.
5. Rain, and frequently hail, precedes a tornado with a heavy downpour after it has passed.
6. In most cases, the tornadoes travel from a westerly direction.
7. The average length of path is 16 miles; average width of path is 400 yards.
8. The average speed of travel is from 25 to 40 miles per hour.

9. Most of the destruction comes from the violent winds which uproot trees and destroy buildings. Serious hazards develop from objects which are blown through the air. Differences in air pressure can lift automobiles and school buses and cause buildings to collapse.

Suggested plans for a bus driver to follow if a tornado develops while he is on his route are:

1. Emergency evacuation drills should be conducted at least two times during the year to familiarize the passengers with the procedure to follow in evacuating the bus in an orderly fashion.
2. If in open country, if possible, drive the bus at a right angle to the tornado's path.
3. If caught in the path of the tornado, stop the bus and take the children to the nearest ditch or ravine and have them lie flat on the ground. If no depression is available, have the children lie down on the ground on the side of the bus nearest the approaching tornado.
 - a. The bus riders should be instructed to leave the bus as rapidly and as orderly as possible using both the emergency door and the service door. Under no conditions should they attempt to pick up their personal belongings. The only thing to remove from the school bus would be the first aid kit in case some emergency arises.
4. If near a home where there are no storm cellars, the southwest corner of a basement usually offers greatest safety.
5. In cities or built-up areas, seek shelter in a strongly-reinforced building or stand against the inside wall on the lower floor of an office building. Stay away from windows! Avoid areas with large, poorly-supported roofs such as gyms and auditoriums.
6. Under no conditions should the driver attempt to keep the pupils on the bus if in the path of the tornado. The bus may be picked up off the ground, dropped, and crushed by the tornado.

ROUTE DRIVER ATTENDANCE

The normal duty year for route bus drivers upon which salary and benefits are based shall be as follows: All student days plus two additional days (one dry run day and one inservice day). All route drivers are expected to be available on late start or early release days which are caused by inclement weather or inservice days.

DAILY OVERVIEW

ROUTE DRIVERS:

1. Fuel the bus if necessary; don't run buses under ½ full. Your tubular key is used to turn on the pumps. Tubular key must remain on the key ring at all times.
2. Check the bulletin board, white-board, and mailboxes for information you need to know.
3. Perform pre-trip inspection.
4. Walk through bus and check for hiding/sleeping students and items left on bus.

TRIP DRIVERS:

When subbing a route, punch-in time allowance is approximately ½ hour before your run so you can review the route and do your pre-trip inspection. Also, during this time, you are expected to do the following:

1. Log in on route pay.
2. You will find the route in the appropriate box.
3. Check the bulletin board for the location of the bus.
4. Remember that the RF4C and early childhood students must have someone visible when dropping off the bus.
5. It is strongly encouraged that all kindergarten students have a responsible party visible when dropping them off the bus in the P.M.
6. Walk through bus and check for hiding/sleeping students and items left on the bus.
7. If a Discipline Report is written up, leave a note for the route driver in his/her box so there is follow up.
8. Be sure to sweep out the bus and, if less than ½ full of fuel, fill up. Put all paper work back in the appropriate box.
9. Log out.

TRIP DRIVING:

Log in time allowance is 1/2 hour before field trip departure. During this time the driver shall do the following:

1. Log in as Trip and fill out a trip slip. The slip needs to be completely filled out and returned with your meal ticket the same day.
2. Meals will be reimbursed if a receipt accompanies the trip slip. You will be reimbursed for a meal(s) if you:
 - a. Leave before 6:00 a.m. and return after 9:00 a.m.
 - b. Leave before 11:00 a.m. and return after 2:00 p.m.
 - c. Leave before 4:00 p.m. and return after 7:00 p.m.
3. Check your destination, highway maps, time and location of pick up. The driver is to be at the pick-up point 10 minutes before the departure time. Assist in loading; it's the driver's responsibility to keep the aisles clear.
4. The driver shall call on the radio to say when leaving and upon returning. This provides a radio check and lets the supervisor know that the trip is underway. Be sure to call in on weekend trips, too. The driver may not always get a response, but will be heard.
5. The driver is to stay at all activities unless permission is given by the person in charge. It is necessary in all circumstances to make sure the students are participating in the event before leaving premises. The address/location of where driver will be, telephone number (if practical), and be back on site ½ hour before time designated by person in charge.
6. If necessary, the driver needs to inform the chaperone of their duties for the trip.
7. Remember to close and lock all bus garage doors. Please note: after 5:00 p.m. during the school year and 3:00 p.m. during summer vacation, all doors are locked and the driver will need a key to re-enter the bay and lounge area.
8. A written apology shall be given by the driver to the person in charge of the trip if the driver is at fault for being late.

UPON RETURNING: Complete the trip slip. Be sure to include a receipt to be reimbursed for any appropriate meals. Completed trip slips should be placed on clip.

1. Clean, re-fuel the bus, and return it to its designated bay. Cleaning the bus includes but is not limited to sweeping the floor, washing the windows, emptying the garbage can, and cleaning the dash.

DAILY REMINDERS FOR ALL DRIVERS

1. Check the bulletin board, chalkboard, and mailboxes daily for notes.
2. Don't run buses under ½ full of fuel.
3. Do the pre-trip bus check daily.
4. When in doubt, ask the supervisor for instructions.
5. Never say something that you can't follow through on and always do what you promise.
6. Leave drivers' lounge on time; this may mean you will have to end your conversation and pick it up at a later time. Be on time.
7. Children should not be at the Bus Garage unsupervised. Due to the limited amount of space, it is not an acceptable practice to have drivers' children at the Bus Garage on a regular basis.
8. Pets are not allowed in the drivers' lounge.
9. Drivers are responsible for their own possessions left in the lounge. Don't clutter the area with books, gloves, purses, sunglasses or lunches.
10. Leave all your personal problems at home.
11. Family Services of St. Croix Area is available to you.

PERSONAL APPEARANCE

1. All head hair, moustaches, and beards, shall be a length or to be under control so as not to hinder safe driving.
2. Students and their parents notice a driver's attire; therefore, drivers shall adhere to appropriate standards of dress.

3. Shoes must have a full sole and have a minimum of a restraining strap around and above the heel so that the foot is enclosed in the shoe.
4. All drivers are expected to maintain body cleanliness and must avoid offensive body odors.

STUDENTS

1. Bus drivers are responsible for discipline on the bus. Driver to follow "Bus Procedures" form listed later.
2. Bus drivers must not allow students to get off the bus at any place other than the regular bus stop unless written permission is provided from a parent or guardian. Retain permission slips for daily route changes till the end of the day. Notification of extended route changes should be retained until such change is no longer in effect.
3. A driver does not have the authority to put a student off the bus. You must follow the Discipline Report procedures.
4. If a fight breaks out on your bus, remember to write a Discipline Report on both students.
5. It is mandatory in rural areas to have the next student to be dropped off to come forward at previous stop.
6. Drivers should stop the bus when disciplining students.
7. When dropping off at schools release students in a safe and orderly fashion, starting with the left hand side (behind driver) then alternating to the rear.

RULES OF CONDUCT

Certain conduct may be grounds for suspension with or without pay or termination even on the first offense. The level of discipline will depend on the seriousness of the offense and the particular circumstances involved. Such conduct includes, but is not limited to the following:

1. Dishonesty.
2. Theft.
3. Possession or use of alcohol or a controlled substance on school premises or reporting to work under the influence of either.
4. Destruction of school property.
5. Insubordination and/or use of defiant, vulgar or offensive language or acts.
6. Inappropriate sexual contact with students or staff.
7. Bus accidents.

Complaints regarding a bus driver made to the supervisor shall be in writing by the person complaining and shall be promptly (within one week) called to the bus driver's attention if the complaint is to result in any discipline of the bus drivers. The supervisor has a responsibility to validate anonymous complaints.

HARASSMENT, DISCRIMINATION AND NON-RETALIATION

Harassment of other employees is not acceptable conduct and will not be tolerated by the School District. It is the responsibility of each and every employee to immediately report to management any and all harassing conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes harassment or discriminatory conduct by employees toward other employees, by employees toward students and visitors, and by members of the public toward employees which relates to their work.

Under federal and state fair employment laws, members of a protected class in employment cannot be subjected to workplace harassment or other unlawful discrimination by coworkers, supervisors, managers or others. Harassment and acts of discrimination to be reported by employees can include:

1. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her status.
2. Any attempt to penalize or punish a person because of his/her protected status.
3. Creating an offensive and hostile working environment for a person because of his/her protected status, including sexual harassment.

Reports and allegations of workplace harassment will be subject to investigation by management as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct then appropriate disciplinary action may be taken, up to and including a termination from employment. However, such action cannot be taken if management is not first made aware of the complaint.

An employee who has a harassment or discrimination complaint should immediately report it to “Director of Human Resources and Leadership Development/Supervisor” (insert as appropriate). The report may be made verbally or in writing. The allegations should provide sufficient information and detail so that management can thoroughly investigate the complaint. If the (insert appropriate position) is the object of the complaint, then the employee should report directly to the (insert appropriate position).

Upon receiving an employee report of harassment or discrimination, the District will take appropriate steps to investigate the complaint’s allegations. An investigation may include interviewing other employees, speaking with the complainant, interviewing students or member of the public and reviewing documents such as emails, letters or memos. Based upon the investigation’s outcome, management will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

Any employee who reports harassment or discrimination related to the workplace will be protected from retaliation against him or her for making a complaint or opposing discrimination. Retaliatory acts taken against employees for reporting workplace harassment or discrimination will not be tolerated. However protective action cannot be provided to the employee if the District is not first made aware that an employee believes he or she has been retaliated against for reporting or opposing harassment and discrimination in the workplace.

When an employee believes that he is she is being retaliated against by co-workers, supervisors, managers, or others, for reporting or opposing workplace harassment and discrimination, then the employee should also notify management about the retaliatory conduct as soon as possible. The allegations should provide sufficient information and detail so that management can thoroughly investigate the retaliation complaint. If the employee is found to be responsible for taking retaliatory actions then appropriate disciplinary action may be taken by management, up to and including termination from employment.

Retaliation complaints should be made verbally or in writing to (insert appropriate position). If the (insert appropriate position) is alleged to have engaged in retaliatory conduct then the employee should report directly to (insert as appropriate).

Upon receiving an employee report of retaliation, management will take appropriate steps to investigate the complaint’s allegations. An investigation may include interviewing other employees, speaking with the complainant, interviewing students or members of the public and reviewing documents such as emails, letters or memos. Based upon the investigation’s outcome, management will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken.

This policy is in place to inform employees and emphasize the District’s vital interest in learning as quickly as it can when impermissible conduct is occurring in its workplace environment. Therefore, all employees should take the District’s concern seriously and do all they can to report problems promptly to management. It is critically important that employees understand they have an obligation to inform management immediately after learning of any harassment, discriminatory conduct or retaliatory actions. Once management knows about a complaint and has a chance to investigate, then it can take appropriate action to address any employee concerns. See [Board Policy 411-1 Harassment and 411-1-Rule Harassment Complaint Procedures](#)

DISCIPLINE PROCEDURES

The following is the school district’s student discipline procedures. All student discipline should be documented and reported to the supervisor.

THE FOLLOWING ARE DISCIPLINE PROCEDURES GUIDELINES:

162

145

**SCHOOL DISTRICT OF RIVER FALLS
RIVER FALLS, WI 54022
DISCIPLINE REPORT**

Student's Name: _____

Date: _____ AM or PM School: _____

Bus Driver's Name: _____ Route: _____

Description of Incident (Include students and schools involved): _____

1st Discipline Report

2nd Discipline Report

Severe/Chronic Report

- | | | |
|--|--|--|
| <input type="checkbox"/> Prior Warning | <input type="checkbox"/> Date of 1st Report | <input type="checkbox"/> Verbal Contact with Principal |
| <input type="checkbox"/> Assigned Seat | <input type="checkbox"/> Driver to call principal for level of intensity, etc. | <input type="checkbox"/> Driver to call principal for level of intensity, etc. |
| <input type="checkbox"/> Driver to call principal for level of intensity, etc. | <input type="checkbox"/> Copy to Principal | <input type="checkbox"/> Copy to principal |
| <input type="checkbox"/> Copy to Principal | <input type="checkbox"/> Principal meet with Student | <input type="checkbox"/> Principal meet with Student |
| <input type="checkbox"/> Principal meet with student | <input type="checkbox"/> Determine Bus Suspension Period (Up to 5 days) | <input type="checkbox"/> Determine Bus Suspension Period (Minimum 5 days) |
| <input type="checkbox"/> Determine Bus Suspension (if any) | <input type="checkbox"/> Principal Notify Parents | <input type="checkbox"/> Principal Notify Parents |
| <input type="checkbox"/> Principal Notify Parents | <input type="checkbox"/> Parent Conference | <input type="checkbox"/> Parent Conference |
| <input type="checkbox"/> Parent sign & return report to Principal | <input type="checkbox"/> Parent sign & return report to Principal | <input type="checkbox"/> Parent sign & return report to Principal |
| <input type="checkbox"/> Completed Copy to Bus Garage immediately | <input type="checkbox"/> Completed Copy to Bus Garage immediately | <input type="checkbox"/> Completed Copy to Bus Garage immediately |
| | | <input type="checkbox"/> Principal to record in STI |

With all reports Principals to keep bus garage informed as needed and upon completion

Parent/Guardian Notification: Person Contacted: _____ By: _____

Date/Time: _____ Results: _____

Conference Notes, Suspension Dates, Etc. _____

Parent/Guardian Signature: _____

Bus Garage Representative: _____ Administrator: _____

Discipline Report 04/27/11

Tobacco/alcohol: Students are not allowed possession of or use of alcohol or tobacco. Consequence will be suspension.

Reimbursement of all cut seats is required:

1. The current price of actual product.

DON'T LOSE YOUR RIDING PRIVILEGE!

FOLLOW THESE RULES

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus on regular routes.
4. Keep the bus clean.
5. Cooperate with the driver.
6. The use or possession of tobacco products or alcohol is not allowed.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

SEVENTEEN WAYS TO MAINTAIN STUDENT DISCIPLINE

1. Never give an order you do not mean to enforce.
2. The response of the child is in action. Give your command to stimulate action, not to check it. Say, "Do this," rather than, "Don't do that." Suggest an action which can be successfully obeyed.
3. Give a child time for reaction.
4. Have a reason for what you ask a child to do and when possible, take time to give the reason – he can see the point if you can.
5. Be honest in what you say and do. A child's faith in you is a great help.
6. Be fair; it isn't punishment, but injustice, that makes a child rebel against you.
7. Be friendly. Always show an interest in what the children are doing.
8. Commend good qualities and actions.
9. Try to be constructive, not repressive in all dealing with children.
10. Remember that a sense of humor is extremely valuable.
11. Never strike a child.
12. Do not judge misconduct on how it annoys you.
13. Do not take your personal feelings and prejudices out on the children.
14. Maintain poise at all times. Do not lose your temper.
15. Remember – "The tongue is the only keen-edged tool which grows sharper with constant use." Do not nag, bluff, or be officious.
16. Look for good qualities – all children have them.
17. Do not "pick" on every little thing a child does. Sometimes it is wiser to overlook some things.
Bear in mind that misbehavior is seldom willful. There usually is a cause and it may be in yourself or some other influence outside the child.



School District of River Falls
ADMINISTRATIVE OFFICE
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JUNE 2022

ADVANCED LEARNING GRANT

OVERVIEW

Advanced Learning Grants offer an incentive for employees to pursue lifelong learning goals. The program recognizes the personal investment in learning and provides an opportunity for employees to be reimbursed for a portion of the costs associated with this investment. The guidelines outlined below are designed to create a sustainable and equitable program to reimburse employees for professional growth expenses.

APPLICATION GUIDELINES

- Applicants must be an active employee of River Falls School District on June 30.
- Grants partially reimburse qualified applicants for some of the costs associated with professional growth during the school year (June 1-May 31).
- A fully completed application will include the following:
 - Advanced Learning Grant Cover Sheet
 - Transcript (official or unofficial) that includes the following:
 - If the professional growth is not being completed through a college/university, the applicant provide adequate documentation that proves:
 - The course/program was during the school year.
 - Proof that the course/program was successfully completed.
 - Billing Statement that verifies the cost of the course/program and proof of payment.
- Applicants already reimbursed through other district-supported grants are not eligible to apply for an Advanced Learning Grant.

2021-22 AWARDS (\$671 unless noted)

1. Owen, Abby
2. Nelson, Stephanie
3. Stokes, BJ
4. Rohl, Drew
5. Grinstead, Rich
6. Stenske, Nick
7. Washburn, Gail
8. Walker, Jacy
9. Heinen, Stephanie (\$382)
10. Barry, Rainbow
11. L'Allier, Sara
12. Boche, Aaron
13. Murphy, Missy (\$664)
14. Rosenow, Lori (\$235)
15. Linehan, Stephanie
16. DuMond, Monica

Over the past three years, the district has awarded 44 Advanced Learning Grants totaling \$30,000 in tuition assistance to employees.



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JUNE 2022

LEADERSHIP FELLOW UPDATE

OVERVIEW

The Leadership Fellow program started in 2019. The goal of the Leadership Fellow Program is to support the professional growth of educators interested in examining leadership in public education and provide experiences that help educators develop their leadership style and skills. The program is not exclusive to aspiring school administrators; an effective district develops leaders in all areas. The program is mutually beneficial for educators and River Falls School District.

Participant Benefits

- Exposure to school leadership opportunities
- Inter-district, community, and statewide professional networking
- Increased understanding of district, state, and national issues that impact public education

District Benefits

- Builds a pipeline of educational leaders
- Creates distributed leadership capacity
- Aids in the retention of educators

HIGHLIGHTS

The program is co-facilitated by Jennifer Peterson, Director of Academic Services, and David Bell, Director of Human Resources. The key elements of the program include:

- ***Leadership Development Workshops***
 - Conference on Servant Leadership—Viterbo University
 - Leading for Equity and Belonging Summit
- ***Collaborative Learning Sessions:*** Bimonthly evening sessions. The general format included a guest speaker and time for participants to discuss/debrief. Collaborative session topics have included:
 - Strengths Finder/Leadership Think-Pair-Share
 - Tools for Creating a Culture of Care
 - School Legislative Advocacy
 - Strategic Planning
 - School Law Issues
 - Professional Learning Communities
 - Social/Emotional Leadership
- ***Leadership Book Study and Job Shadow***
- ***Leadership in Action:*** Cohort 1 redesigned the Initial Educator Support Seminar

PARTICIPANTS

- **2019-20:** Connie Roetzer, Katelyn Peterson, Laura Gunnell, Missy Murphy, Rachael Gjerde, Rebecca Pelton, Katie Purington, Mitch Burow, Katy Huneke, Stephanie Linehan, Sarah Cornell
- **2021-22:** Patti Kemper, Ann Nelson, Jeanne Kinney, Kari Owens, Ashley Bingenheimer, BJ Stokes, Angela Hirsch, Megan Felling, Tessa Ender, Kris Thompson