

NOTICE OF MEETING
Amery Board of Education
Tuesday, August 25, 2020

A Special Meeting of the Amery Board of Education is scheduled for Tuesday, August 25, 2020, at 6:30 PM in the Board Room at the Amery Intermediate School
543 Minneapolis Ave S
Amery, WI 54001. Business under review will include:

I. Call to Order

II. Open Session 6:30 PM

III. Informational Items

A. COVID-19 Outbreak Guidance from DHS - *Shawn Doerfler*

IV. Action Items

A. Second Reading of District Policies - *Shawn Doerfler*

1. Face Covering Policy

2. Title IX Policy

B. Second Reading of Staff Handbook Updates - *Shawn Doerfler*

C. Hiring School Nurse Assistants - *Shawn Doerfler*

D. Personnel Action

V. Closed Session

Considering employment, promotion, compensation or performance evaluation data, of any administrator over which the governmental body has jurisdiction or exercises responsibility in order to take Personnel Action pursuant to Wisconsin Statute 19.85(1)(c).

VI. Adjournment

DALE JOHNSON

Clerk, Amery Board of Education



In compliance with the Americans with Disabilities Act, the School District of Amery will provide reasonable accommodations for persons with disabilities who wish to participate in public meetings. If you require an accommodation, please contact the District Office at (715) 268-9771 a minimum of 72 hours prior to the meeting.



Guidelines for the Prevention, Investigation, and Control of COVID-19 Outbreaks in K-12 Schools in Wisconsin



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A. Introduction, Purpose, and Scope

COVID-19 is an illness caused by a newly identified type of coronavirus called Severe Acute Respiratory Syndrome Coronavirus 2 or SARS-CoV-2 (1). Symptoms of COVID-19 include cough, fever or chills, shortness of breath or difficulty breathing, muscle or body aches, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea, and headache (2). COVID-19 is easily transmitted from person to person in close contact through the respiratory droplets released by infected persons during coughing, sneezing, or even talking. The World Health Organization (WHO) declared the COVID-19 outbreak a global pandemic in March 2020 (3). Prevention of COVID-19 includes frequent and thorough handwashing, properly covering coughs and sneezes, practicing social distancing, staying at home when you are ill, and wearing a cloth face covering (1).

Outbreaks of respiratory illnesses are common in the school setting. Viruses that cause respiratory illnesses, including COVID-19, are typically transmitted from **person to person** (including between students, teachers, staff, and parents). This novel form of coronavirus can persist in the environment for hours to days depending on the surface (4), and, as a result, **disinfection of the environment** also plays a role in preventing transmission.

Measures can be taken to identify COVID-19 outbreaks early by recognizing typical symptoms of illness, and can be controlled **by promptly implementing aggressive infection prevention and control measures** to prevent environmental or person-to-person transmission. When appropriate prevention and control measures are not implemented immediately, outbreaks can continue to cause illnesses and spread throughout a school and to close contacts of those who are ill, leading to hospitalization in some cases and occasionally to death in the most severe cases.

Based on the distance respiratory droplets are known to travel during basic activities, such as breathing, speaking, coughing, and sneezing, one of the most effective ways to prevent COVID-19 transmission in any setting is to practice social distancing between all people (5). In the school setting, this involves maintaining at least 6 feet between all students, teachers, and staff at all times. If interactions closer than 6 feet are unavoidable, then risk of transmission can be minimized by limiting the duration of the close interactions to be as brief as possible. Additional prevention measures such as 1) separating students into smaller groups within classrooms to minimize the number of potential contacts or exposures, 2) using masks or face coverings to block respiratory droplets, 3) washing hands and commonly touched surfaces frequently, 4) using physical barriers, and 5) maximizing time outdoors can provide additional layers of risk reduction, minimize the likelihood of transmission within the school or classroom, and prevent large-scale outbreaks.

The majority of children infected with COVID-19 experience milder illness than adults and are much less likely than adults to require hospitalization or intensive care (6, 7, 8). The most common signs and symptoms reported in young patients from China, Europe, and the U.S. were fever and cough (9, 10, 11); asymptomatic or sub-clinical infection in children is also commonly reported (12, 13, 14). The relative contribution to community spread from children and young adults is still under study (15); however, recent data suggests that children under 10 years may play a lesser role in

transmission, and that those aged 10-19 transmit the virus as well as adults (16). Older children are also more likely to have a higher number of contacts than younger children because of broader social circles, participation in extracurricular activities, and after-school employment. Thus, limiting the number of contacts and opportunities for transmission are key to slowing spread.

School closures may have detrimental impacts on educational growth, access to school lunch and special education programs, and school-based health services (17, 18, 19). It is also important to remember that teachers and staff may be at higher risk of serious illness, particularly those with underlying medical conditions (6, 20). Therefore, school administrators and local and tribal public health officials should weigh the benefits of school closure against the benefits of varying degrees of in-person instruction.

Most districts have already established plans for Fall 2020, with some schools in the state beginning classroom instruction at the beginning of the school year. Prior to the start of school it is essential for school districts and health departments to determine communication plans if a student or staff member tests positive for COVID-19. While the primary goal for public health is disease prevention, having plans in place to identify and quickly address COVID-19 cases and outbreaks in schools will promote the health of the community and the uninterrupted growth and education of its youngest members.

This guidance is a resource for local and tribal health departments as they investigate and control cases and outbreaks of COVID-19 in schools (grades K-12) in their jurisdictions. It provides recommendations that health departments can provide directly to school district administrators and staff to help prevent and control school outbreaks, and make decisions about when to move between different learning models.

This tool builds on existing guidance provided in [Education Forward](#), Wisconsin’s roadmap for operating schools during a pandemic, as published by the Wisconsin Department of Public Instruction (DPI). DHS’ goals remain in line with those articulated in the DPI guidance, with a focus on keeping students and staff physically safe. In its guidance, DPI urges schools to develop instructional models that accommodate shifts between in-person and virtual learning. The guidance describes considerations across three different learning environments (in-person, physically distanced, and virtual learning), recognizing there are many variations within each of these options and that schools may need to shift rapidly between each option. Table 1 provides a brief description of each model.

| Table 1: Descriptions of Learning Environment Options See Page 8 Education Forward | |
|--|---|
| In-person | The vast majority of students attend in-person. Some students with health concerns may participate virtually on an as-needed basis. Infection prevention measures are still in place. |
| Physically distanced | Learning occurs both in-person and virtually to support physical distancing. |
| Virtual | All students attend virtually using various instructional models. |

The Wisconsin Department of Health Services (DHS) developed these recommendations with input from multiple sources, including the Wisconsin Department of Public Instruction (DPI), review of available literature, and guidance from the U.S. Centers for Disease Control and Prevention (CDC). For additional guidance on school reopening and specific infection prevention recommendations, refer to the [CDC](#), [DPI](#), and [DHS](#) websites.

These recommendations are not exhaustive. Implementation of these strategies and measures may not be appropriate or feasible in all situations. School-level assessment should be made by local health departments in consultation with school administration, DPI, and epidemiologists at DHS. Intervention and control measures should be based on the most recent guidance available from local, state, and federal public health and regulatory authorities.

B. Outbreak Prevention Measures

In June of 2020, DHS, in conjunction with DPI, released a [risk assessment tool for reopening school buildings](#) that outlines baseline mitigation measures that should be in place before school buildings can be reopened. In its [Education Forward](#) guidance, DPI has also included robust information on infection control and mitigation strategies that can be employed by schools to prevent and control the spread of COVID-19. [The CDC](#) has also provided considerations for ways schools can protect students, teachers, administrators, and staff, and slow the spread of COVID-19. These include social distancing and cohorting, use of face masks or coverings, screening of students and staff, staff and student absence policies, hand hygiene and respiratory etiquette, and other outbreak prevention measures described below.

Social Distancing and Cohorting

Whenever possible, the CDC recommends maintaining at least a 6-foot distance between all students and staff throughout the school day. In some settings, this social distancing may be difficult or impossible to maintain. Strategies to help maintain social distancing include, but are not limited to, staggered arrival/departure times, in-person and virtual classroom rotations, student cohorting, and, as weather permits, increased use of outdoor space for instruction. Please refer to the DPI [Interim COVID-19 Infection Control and Mitigation Measures for Schools](#) and the CDC [Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#) documents for more specific options.

Face Masks/Coverings

All students and staff who are able to properly and safely wear and remove a cloth face covering should wear one. School staff and administrators should work with their local and tribal health departments to ensure that school cloth face covering policies align with any applicable state and local orders, rules, and recommendations. Cloth face coverings can help prevent the wearer from

spreading disease if they are asymptomatic, pre-symptomatic, or do not realize they are sick. However, there are valid concerns that may prevent an individual from wearing one safely.

Cloth face coverings should NOT be placed on children under age 2, anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Medical considerations, including sensory concerns and respiratory conditions, mean some individuals are not able to wear a face covering safely. Wearing a cloth face covering may be dangerous or stressful for individuals with intellectual or developmental disabilities. Local public health and school-based health care providers are encouraged to review the CDC's [specific feasibility and adaptation guidance](#) to find alternatives.

Screening of Students and Staff

The [CDC recommends](#) daily home symptom screening of students by their parents, guardians, or caregivers to promptly identify illness. Schools should reinforce the message that students should not attend school when they are sick, and that when a student can return to school will depend on the duration of illness, type of symptoms, laboratory testing for COVID or other illnesses, and whether or not the student has been in close contact with an individual with COVID-19. Teachers and staff can help by monitoring students for overt symptoms of illness during the school day, and follow the steps outlined in the [Exclusion from In-person Instruction](#) section of this guidance.

Teachers and staff should self-monitor for signs of illness and, if ill, immediately notify their employer and remain home (or return home if at school and they develop symptoms). They should refer to the [Exclusion from In-person Instruction](#) section for next steps, and how and when to safely return to work.

Staff and Student Absence Policy Changes

Encourage students, teachers, and staff to stay home when they are not well by adapting policies around absenteeism that follow federal, state, and local guidance and regulations. When ill people stay home, they reduce the risk of infectious disease transmission to others, including COVID-19 infection. Ensure that students, parents and guardians, staff, and school-based healthcare providers are aware of the signs and symptoms of COVID-19 infection, including symptoms that should [exclude persons from attending school or work](#). Do not allow staff or students to work or study in-person while sick. Refer to the Wisconsin Department of Public Instruction [guidance on leave policies and absenteeism](#).

Hand Hygiene and Respiratory Etiquette

Teachers should teach and remind students how and when to properly wash their hands, how and when to wear a mask or face covering, and if unmasked, how to cover coughs and sneezes to minimize droplet spread. School administration should ensure that handwashing and hand-sanitizer supplies are readily available throughout the school for staff and student use. It is important to use hand sanitizer that contains at least 60% alcohol. Review the [CDC](#) and [DPI](#) guidance for more specific recommendations.

Signage and Communication

Post clear messages about COVID-19 signs, symptoms, and prevention throughout the school in highly visible places. Use regular social media posts, parent and guardian emails and letters, and schoolwide announcements on the PA system to share COVID-19 updates and reminders. See the [CDC](#) and [DHS](#) websites for communications resources (for example, posters, fact sheets, signs, toolkits, images, videos). Instruct students and staff how to notify the school if they are staying home due to illness or public health's direction to isolate or quarantine so they are not penalized.

Exclusion of Nonessential Visitors

School administrators should reduce the risk of introduction of viruses into the school by limiting the number and types of visitors to the building. See the CDC's [online guidance](#) for more details.

Testing

DHS recommends that anyone with COVID-19 symptoms should be tested for infection. In addition, anyone who is a close contact of a confirmed case should be tested. See the [Identifying Close Contacts](#) section of this guidance for help determining who must be considered a close contact. Routine screening testing for COVID-19 is not currently recommended for K-12 students and staff. Using a screening test prior to entry or requiring two negative test results before allowing a student to return to school are also not recommended. Overall, younger people are less at risk for the severe health impacts of COVID-19.

Routine Vaccinations

At the time of this writing, vaccine trials for COVID-19 are ongoing, but there is currently not a vaccine for COVID-19. However, vaccine-preventable disease outbreaks in schools can be prevented by encouraging eligible students, parents and guardians, teachers and staff to stay up to date on routine and seasonal vaccinations. As COVID-19 and the influenza virus will be circulating at the same time, it is especially important to receive an influenza vaccine to avoid becoming ill with both COVID-19 and influenza. The more people who receive the influenza vaccine, the less the overall impact of respiratory illnesses will be within schools. Refer to the [CDC](#) and American Academy of Pediatrics ([AAP](#)) guidance on childhood vaccinations for more information.

C. Detecting Cases and Outbreaks in Schools (K-12)

Outbreak Investigation and Mitigation: An Overview

Investigation of an outbreak of COVID-19 in any setting involves the same basic public health principles: detection of cases, isolation of ill persons, contact tracing, quarantine of cases and close contacts, laboratory testing, and institution of control measures at the facility to prevent additional transmission.

The local COVID-19 activity levels and public health capacity will vary across jurisdictions in the state. There is also a great deal about COVID-19 that we still do not know. Therefore, outbreak response measures should be adaptable, and local public health departments should evaluate each outbreak on a case-by-case basis. Local health departments are encouraged to adapt these

recommendations according to local conditions both when responding to outbreaks and in developing local policies to prevent outbreaks.

Detecting cases among students (for parents)

- Notify the school when the student has had close contact with a confirmed case of COVID-19. Parents will likely be notified by their local health department if their child has been named as a close contact to a COVID-19 case.
- Use the parental screening tool and monitor the student's temperature for symptoms daily. See the [Resources](#) section for a template.
- Follow all local and state public health orders and recommendations.

Detecting cases and identifying close contacts among students (for teachers and staff)

- Be alert to any students experiencing COVID-19-like symptoms and send them to the school-based health care provider. Ensure the school-based health care provider knows the students' symptoms so they can properly isolate them and wear the proper personal protective equipment (PPE).
- Systematically collect information on absenteeism so that increases in absences due to respiratory illness are detected early. Refer to the [Resources](#) section for a template or the [DPI COVID-19 Absence Tracking Sheet](#).
- Assist local health department staff to identify close contacts of cases in the classroom and other school-based activities. Depending on the age of the student, school staff may be more informed as to the contacts and activities of the student at school than the student or their families.

Detecting cases and suspect outbreaks among students and staff (for school-based health care providers)

- Use the symptom screening questions to identify illnesses consistent with COVID-19 infection when referred to the school-based health care provider. Refer to the [Resources](#) section for a template.
- Conduct temperature checks on ill students presenting to the school health office or clinic. Refer to the [Exclusion from In-person Instruction](#) section for specific guidance on symptom evaluation, isolation, and PPE use.
- Keep a detailed daily log of student and staff absences including:
 - Date
 - Full student name
 - Student's date of birth
 - Reason for absence (symptoms)
 - Date symptoms first experienced (onset date)
 - Grade level, student cohort name, teacher name, or classroom
 - Contact information (phone number, full address) of parent or guardian
 - See the **Illness Log/Line List** or [DPI COVID-19 Absence Tracking Sheet](#)

- Review absence lists at least daily for increased absenteeism, multiple cases of similar illnesses, or illnesses occurring within the same population (for example, a classroom, a cohort, a grade level).
- Report to local public health any three or more acute respiratory absences among students, teachers, and staff with symptom onset within 72 hours of one another.
- Report to local public health any single [confirmed or probable case](#) of COVID-19 among students, teachers, or staff. Refer to [the DPI FAQ on information privacy](#) of students for important considerations.
- Assist local public health to conduct contact tracing efforts in the school.

Detecting additional cases and suspect outbreaks (for local and tribal health departments)

- Notify school administration and school-based health care provider(s) when any single confirmed case attending their school (student, teacher, or staff) is reported.
- Work with school-based health care providers, teachers, staff, and students to identify close contacts of cases within the school setting (note that in addition to cohort or classroom contacts, after-school programs, sports, and volunteering in the school setting should also be considered).
- Work with parents, guardians, and students to identify close contacts of cases outside the school setting.
- Conduct case and contact interviews.
- DHS provides additional guidance to local and tribal health departments on the PCA portal.

Detecting outbreak cases in other public health jurisdictions (for local and tribal public health departments)

Students, teachers, and staff from a single school may reside in more than one local public health jurisdiction. When investigating school outbreaks, remember to ask colleagues in neighboring jurisdictions about additional cases. Frequent and open communication between health departments may improve the timeliness of outbreak detection and response, make coordination of efforts easier and less redundant, and improve data accuracy in WEDSS by ensuring that all cases and contacts are linked to the same outbreak record.

D. Case and Outbreak Investigations in Schools (for local and tribal public health departments)

Whenever a probable or confirmed case of COVID-19 is identified among students, teachers, or staff, the local health department should begin case investigation with the school as soon as possible. Case and outbreak investigations both include a number of necessary steps, although these steps are not always sequential. Steps may need to be revisited more than once during the course of an outbreak. Below is a brief description of essential activities that should happen in response to a COVID-19 case or outbreak investigation in a school. This is not an exhaustive list, and additional steps may be needed depending on the specifics of a particular case or outbreak. For determining whether a case is probable or confirmed, refer to the DHS [guidance for health care](#)

[providers](#). For assistance with case or outbreak investigations, you can always reach out to the DPH Bureau of Communicable Diseases.

Establish Contact with the School

Hold an initial conference call or meeting with the school and members of your investigation team.

The goals of this initial call are to:

- Communicate important information about the disease, including communicability, mode of transmission, incubation period, and exclusion recommendations.
- Gather information about the school:
 - Full name and address of the school
 - Number of students and staff
 - Names and phone numbers of key contacts at the school (for example, administrators, school-based health care providers)
 - COVID-19 prevention measures already in place (for example, cohorting, social distancing, barriers, routine disinfection)
- Gather information about each case or outbreak:
 - Number and types of confirmed COVID-19 cases (for example, students, staff)
 - How the case was detected or reported
 - Symptoms
 - Onset date(s)
 - Date of last exposure at the facility (date last attended while symptomatic)
 - Number of any other absent students or staff and their symptoms
 - Known exposures or close contacts at the school
 - Known location(s) in the facility where case patient(s) spent time (for example, auditorium, room 301 and 302)
 - Contact information of case(s) and their parent(s) or guardian(s)
 - Contact information for any other absent (ill) students or staff
- Determine next steps, specific action items, and responsibilities of each person in the meeting.
- Schedule the next time and venue for sharing updates and information.

Make a Line List

An organized system of data collection and management is essential to coordinate contact tracing, calculate dates of isolation and quarantine release, and document case status and test results for each person under investigation. A line list, or a log of all illnesses occurring in a facility, should be initiated as soon as possible, and should be updated in real time. At the beginning of each investigation, decide who will maintain the line list, and how information that may be personally identifiable will be shared confidentially. A line list template is available in the **Resources** section of this document, but if you create your own, a line list should capture, at a minimum, the following information for each student, teacher, staff person, or other household or close contact:

- Name
- Date of birth (or age)
- Sex

- Room and grade level
- Teacher(s) (if a student)
- Onset date and time
- Date when person was well following illness
- Symptoms
- Any relevant hospitalization data
- Laboratory results (and dates of testing)
- Dates of attendance during the infectious period (two days before symptom onset to last date case attended/worked)
- Fatality data (if applicable)
- During outbreak investigations, additional information on rooms, areas, bathrooms, and equipment used by ill persons will also be helpful to help recognize commonalities between cases

Contact Tracing

As explained in the [Detecting Cases and Outbreaks in Schools \(K-12\)](#) section above, cases can be identified in a number of ways. Here are a few examples:

- During contact tracing efforts, the local health department identifies a close contact of a confirmed case who works at the school, and who now has COVID-like symptoms (probable case).
- The school receives a call from a parent or guardian who reports that their child had close contact with a confirmed COVID-19 case three days ago, and who now has COVID-like symptoms (probable case).
- The school receives a call from a parent or guardian who reports that their child tested positive for COVID-19 (confirmed case).
- An asymptomatic teacher calls to notify the school that they tested positive for COVID-19 at a community-based testing site (confirmed case).

Regardless of how a confirmed or probable COVID-19 case is detected in the school, contact tracing should begin as soon as possible to quickly identify anyone who may have been exposed on school grounds or during school-sponsored events. Following identification of students, teachers, or staff who have been exposed, they should be informed of the need to quarantine to prevent further transmission. Local health department staff should work closely with school-based health care providers and teachers to identify anyone who had close contact with the case patient during school hours, or while attending school events or activities.

Case and Contact Interviews

As soon as possible, the local health department should work to establish who had close contact with the confirmed case during their infectious period. School-based health care providers, teachers, and/or staff can help to determine which students and staff may have had contact with the case patient. For interviews with students under the age of 16, first speak to and offer to conduct the interview through a parent or guardian. Children whose parents give consent to conduct the interview directly with their child should generally be age 12 or older (old enough to

understand the questions and provide the necessary information). All responses should remain confidential, and should be shared only with public health and healthcare personnel.

Goals of the Case Interview

- If applicable, determine the dates of:
 - Symptom onset
 - Resolution of fever (measured or perceived)
 - Improvement of other symptoms
- Calculate the infectious period:
 - **Symptomatic case:** The start of the infectious period is two days prior to symptom onset and the end of the infectious period is 24 hours after fever resolution without the use of fever-reducing medication AND improvement in other symptoms AND 10 days after symptom onset.
 - **Asymptomatic case:** The start of the infectious period is two days prior to laboratory sample collection of the positive test and the end of the infectious period is 10 days after laboratory sample collection of the positive test.
- Identify potential exposures (close contact with ill or positive persons) in the 14 days prior to illness onset. Consider:
 - Travel
 - Contact with ill persons
 - Attendance at events and gatherings
 - Participation in group activities, both within and outside school hours
 - Contact with social groups, both within and outside school hours
 - After-school employment or volunteering
- Identify potential for transmission to others (close contacts) during infectious period, both within and outside school hours. Consider:
 - Cohort groups
 - Shared activities such as lunchtime, gym class, and recess
 - Extracurricular activities, clubs, and lessons (for example, swimming, horseback riding, karate)
 - Social groups
 - Household or family contacts
 - After-school employment or volunteering
- Provide initial [self-isolation guidance](#).
- Give an estimated date for returning to school.
- Answer any questions they may have.
- Collect the best contact information to reach them.
- Depending on the specific circumstances, let them know what to expect next (for example, a call from the local health department or school-based health care provider, an email with specific instructions).
- Identify who they can contact with additional questions.
- Send additional information via email or mail. Refer to the [Notification of Families and Staff](#) section of this guidance for details.

Goals of the Contact Interview

- Confirm the exposure reported during the case interview.
- Ask if anyone else was present when or where they were potentially exposed.
- Gather contact information for others with shared exposure (i.e., full name, phone number, email address).
- Ask about symptoms and date of symptom onset, if applicable.
- Refer to health care provider for testing and evaluation.
- Provide [self-quarantine guidance](#).
- Answer any questions they have.
- Collect the best contact information to reach them.
- Depending on the specific circumstances, let them know what to expect next (for example, a call from the local health department or school-based health care provider, an email with specific instructions).
- Identify who they can contact with additional questions.
- Send additional information via email or mail. Refer to the [Notification of Families and Staff](#) section of this guidance for details.

Identifying Close Contacts

The definition of an exposure or close contact in a school setting is the same as in any other community setting, and triggers a specific set of public health recommendations for quarantine, symptom monitoring, and testing.

Close contact has occurred if **any** of the following situations happened while an individual (student, teacher, or staff person) spent time with the person with a confirmed or probable case of COVID-19, even if they didn't have symptoms during their infectious period:

- Had direct physical contact with the person (for example, a hug, kiss, or handshake).
- Were within 6 feet of the person for more than 15 minutes. This includes single encounters of more than 15 minutes OR multiple encounters within a single day adding up to more than 15 minutes.
- Had contact with the person's respiratory secretions (for example, coughed or sneezed on; contact with a dirty tissue; shared a drinking glass, food, towels, or other personal items).

This definition applies even if protective measures, such as face coverings, face shields, or physical barriers (for example, plexiglass, partitions), were used. While these protective measures reduce the risk of spreading COVID-19, it does not negate the need for a quarantine if the criteria above are met. School-based health care providers may not need to quarantine if they are wearing the proper personal protective equipment outlined in the [CDC guidance for health care providers](#).

A household contact includes anyone who lives, or lived temporarily, with the COVID-19 case patient for at least one night in the same room or household during their infectious period. Because of the amount of time and space shared between household contacts, they are at greater risk of infection. Therefore, household contacts have different considerations for quarantine and release

from quarantine measures, compared to close contacts. Refer to the [Isolation and Quarantine](#) section of this document for additional guidance.

Special Considerations for Identifying Close Contacts

Classroom Setup

Determine if the classroom was arranged such that students and teachers were able to maintain 6 feet of distancing between themselves at all times or for no more than 15 minutes of cumulative time each day.

- If desks are placed **6 feet apart**, students remain at their desks throughout the duration of class, and the teacher remains at the front of the class at least 6 feet away from any students, there would be no close contacts identified in the classroom.
- If desks are placed **less than 6 feet apart**, students remain at their desks throughout the duration of class, and the teacher remains at the front of the class at least 6 feet away from any students, those students within the 6-foot radius of the case would be considered close contacts and should be placed in quarantine. The teacher and students outside the 6-foot radius would not need to quarantine.
- If the classroom is arranged such that students are **moving freely throughout the classroom without maintaining 6-foot distance and interacting with the teacher**, all students and the teacher would be considered close contacts and should be placed in quarantine, given that the duration of free movement exceeded 15 minutes total in a day.
- If the students move between multiple classrooms throughout the day and desks are placed **less than 6 feet apart**, those students within the 6-foot radius in each of the classrooms the case was in would be considered close contacts and should be placed in quarantine.

Student Age

A student's ability to maintain social distance in a classroom and avoid other forms of close contact with students, teachers, and staff will vary considerably with age. Elementary-aged children may not be able to maintain strict social distancing, and case interviews may not reliably identify close contacts. In these circumstances, the local health department may decide to quarantine classrooms/cohorts instead of individual students. In contrast, middle or high school-aged youth are better able to maintain some level of social distancing. If a case is identified in this age group, a more refined approach to contact tracing would be warranted as not all individuals in the classroom may meet the definition of a close contact.

Level of Cohorting

Cohorting can limit the number of students, teachers, and staff who need to quarantine following the identification of a case of COVID-19 in the school. When working to identify close contacts, consider whether students were kept in a single cohort during classes (including art, music, etc.), lunch periods, recess, parent pick-up and drop-off, bus stops and bussing, carpools, sports teams, extracurricular activities, and social groups outside of school.

Public Health Follow Up

Once confirmed and probable cases have been identified and contacted, public health staff should recommend quarantine and self-monitoring for all close contacts and household contacts of the case(s). They should explain and provide information on how to self-quarantine and self-isolate using the DHS [Next Steps: close contacts with someone with COVID-19 flyer](#). For detailed guidance on quarantine, refer to the [Isolation and Quarantine](#) section of this document. Public health staff should follow contacts throughout the quarantine period to make sure they are self-monitoring, have not developed symptoms, and have questions or concerns addressed. During quarantine, contacts should:

- Monitor for symptoms and check temperature twice daily. Public health staff can offer a [symptom monitoring log](#) or use the email-based monitoring system in WEDSS.
- Stay home and maintain social distance from others for 14 days from last exposure.
- Notify the local health department or school-based health care provider if symptoms of COVID-19 develop.
- Promptly isolate in the home and seek medical evaluation if symptoms of COVID-19 present.
- Get tested for COVID-19 at least 48 hours after exposure. If test results are negative, the contact must still complete the full 14 days of quarantine.
- Maintain contact with the local health department and school staff for advice on when to safely return to in-person instruction.

Contact Tracing Roles and Responsibilities

The roles and responsibilities for conducting contact tracing in schools may be assigned at a granular level (for example, public health jurisdiction, school district). However, either approach should include input from both school district administration and local public health staff. When planning school-based contact tracing, we encourage local health departments to consider local resources, existing working relationships within their jurisdiction, and the interest, resources, and skill level of all partners. Several options can be considered when assigning contact tracing roles and responsibilities. These outbreak response roles and responsibilities should be determined before cases have been identified in the school.

Options may include:

- The local health department works directly with school teachers, staff, and the case patient(s) (or their parent/guardian) to identify close contacts of the case(s) both within and outside of the school. The local health department conducts all interviews and follow up.
- The local health department trains school-based health care providers to identify school-based close contacts of case patients. School-based health care providers work with teachers and staff to identify the close contacts of the case(s) in the school. Contact information for each case and close contact is securely shared with the local health department, who then conducts interviews and follow up. The local health department conducts interviews with the case patient(s) (or their parent/guardian) to identify, contact, interview, and follow close contacts outside the school.
- The local health department trains school-based health care providers to conduct contact tracing independently. School-based health care providers identify, contact, interview, and follow the close contacts of the case(s) in the school—including symptom monitoring—with

regular input from the local health department. The local health department conducts interviews with the case patient(s) (or their parent/guardian) to identify, contact, interview, and follow close contacts outside the school.

Contact Tracing Support (for local health departments)

As the local health department, if the number of cases or contacts surpasses local capacity, please contact the Department of Health Services Contact Tracing Team for assistance.

- Cases and contacts assigned to the DHS Contract Tracing Team (CTT) are addressed in the order they are received.
- Cases and contacts with a preferred language other than English are assigned to a bilingual team member or interviewed through a translator.
- The team will attempt to connect with each contact within 48 hours. If they have not reached somebody after three attempts, they will flag the record and return it to the local health department for additional follow up.
- The CTT is not able to tailor interviews to specific outbreaks. Therefore, local health departments may wish to conduct contact tracing on outbreak-associated cases, referring sporadic cases to the CTT instead.

Notification of Families and Staff

School administration should notify the families of students and all teachers and staff whenever a single [confirmed or probable](#) case of COVID-19 is identified in the school. The local health department should work with the school to draft a notification letter that provides actionable information in plain language. The letter should:

- Outline the current situation at the school.
- Describe the signs and symptoms of COVID-19, and when to seek medical attention.
- Describe what interventions are already in place, and what the school (in coordination with local public health) is doing to identify new cases, potentially exposed persons, and to prevent additional cases.
- Remind students (and their parents/guardians), teachers, and staff to stay home when they are sick, and to notify the school if they are sick or if they are diagnosed with COVID-19.
- Remind students (and their parents/guardians), teachers, and staff to notify the school if they have contact with a person with COVID-19.
- Recommend that staff and parents/guardians of children at increased risk for severe illness discuss with their health care provider whether they should switch to online instruction.
- If temporary closure (classroom or schoolwide) is required, notify families and staff of this decision and explain the reasons.
- If changes are being made or new interventions or policies are being enacted in response to the case(s), describe these, and explain their purpose.
- Ask that students, parents/guardians, and staff remain in contact with, and follow the recommendations of, the school and local public health department.
- Provide a point of contact at the school and/or local health department for questions.

- IMPORTANTLY, the letter **should not** include the name or identity of the person(s) who is ill. Confidentiality is required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and the Health Insurance Portability and Accountability Act (HIPAA).

Template notification letters are available in the **Resources** section for the following situations:

- Notification to parents/guardians of one (or more) confirmed or probable COVID-19 cases in a school.
- Notification letter to parents/guardians that their child has been identified as a close contact of a confirmed or probable case.

E. Case and Outbreak Mitigation Measures

Exclusion from In-person Instruction

In children, symptoms of COVID-19 infection are nonspecific, and illness may mimic a number of other childhood viral infections. The most common COVID-19 symptoms for children are fever and cough. However, children are less likely than adults to present with a fever, and are more likely to have mild or even sub-clinical infection. Teachers and school-based health care providers are encouraged to **use a liberal approach when determining whether to send a child home due to illness**. In other words, if a child is displaying mild symptoms, it may be best to send them home in case it is the beginning of a COVID-19 infection. This decision-making can reduce the risk of the virus transmitting to one or more students or staff in the school. Clear communication between parents, teachers, staff, and school-based health care providers can encourage acceptance of this approach. Additionally, planning to ensure that students can easily access online or remote instruction will be vital to maintaining educational continuity. School-based health care providers or teachers should **send students home if**:

- They have taken any medications (for example, ibuprofen, Tylenol) to reduce fever in the last 24 hours.
- They have tested positive for COVID-19, with or without having symptoms, and have not yet finished their isolation period per public health recommendations.
- Have been diagnosed with COVID-19 by a health care provider, and have not yet finished their isolation period per public health recommendations.
- Within the last two weeks, they have come in close contact with anyone who has COVID-19.

OR within the last 24 hours, they have experienced the follow symptoms above their baseline:

- Either cough, shortness of breath, difficulty breathing, new loss of smell or taste OR
- At least **two** of the following symptoms:

| | |
|--|---|
| <ul style="list-style-type: none"> ○ Fever (measured or subjective), or chills or rigors ○ Myalgia (muscle aches) ○ Headache ○ Sore throat | <ul style="list-style-type: none"> ○ Fatigue ○ Muscle or body aches ○ Congestion or runny nose ○ Nausea or vomiting ○ Diarrhea |
|--|---|

These symptom criteria apply to COVID-19-related exclusions for in-person instruction. Other symptoms may also require exclusion for a different communicable disease. Refer to the [childhood](#)

[communicable diseases](#) wall chart for additional information. Generally, children with fever, diarrhea, or vomiting alone should be sent home for at least 24 hours, even if it is unrelated to COVID-19 infection.

If a student develops symptoms (described above) consistent with COVID-19 infection during the school day, the school-based health care provider or staff should take the following steps:

- Immediately isolate the ill student to a predesignated room or assigned area away from others
- Call the student’s parent or guardian to inform them their child is ill, and will need to go home or be picked up as soon as possible
- Provide the student or parent/guardian a short handout in their primary language that includes the following information:
 - Signs and symptoms of COVID-19 infection
 - School policy on exclusion and return to in-person instruction
 - [Instructions on in-home isolation measures](#) (offered in multiple languages)
 - Information regarding quarantine recommendations for siblings and household contacts
 - Recommendation to seek medical evaluation and/or testing for COVID-19, influenza, and other childhood infections
 - Instructions on what to do if serious symptoms appear
 - Contact information for the school and the local health department
 - The DHS [COVID-19 fact sheet](#) can be used to share some of this information with the student or parent/guardian. Besides English, this fact sheet is also available in [Chinese](#), [Hindi](#), [Hmong](#), [Somali](#), and [Spanish](#).
- Be prepared to answer questions that the student or parent/guardian may have.
- Clean and disinfect the isolation area, student’s desk, locker or other areas and surfaces following [CDC guidance. A one-page flyer is available.](#)
- Consult with the local health department for next steps.

Adults with COVID-19 infection are more likely than children to have a fever, cough and shortness of breath (6). However, not all adult cases of COVID-19 include these symptoms. As schools resume in-person instruction, teachers and other school staff should be vigilant in self-monitoring including regular temperature checks.

If a teacher or staff member develops symptoms during the school day consistent with COVID-19 infection described above, they should:

- Report their illness to their supervisor(s) and leave work as soon as possible. It is essential that after the ill person has left, all relevant areas should be cleaned and disinfected following [CDC guidance](#). This includes the isolation area, the staff member’s desk or work area, and any other areas and surfaces the teacher had likely touched.
- Maintain at least a 6-foot social distance from others.
- Continue to wear a mask or face covering, if medically possible.
- Perform hand hygiene and disinfect frequently touched surfaces.
- Seek medical evaluation, including COVID-19 or other relevant testing.
- Contact their medical care provider and/or the local health department with any questions.
- Refer to relevant [DHS](#), [CDC](#), and health care provider resources for next steps.
- Be prepared to provide a list of activities and close contacts to the local health department.

Isolation and Quarantine

One of the most effective measures for halting respiratory transmission in an indoor, shared space is to identify and isolate sick persons and quarantine the household contacts and close contacts of those who are ill. In the school setting, **isolation and quarantine should be the primary strategy** for COVID-19 outbreak mitigation. The following information is summarized in the [COVID-19: Return to School](#) table. The [CDC recommends](#) that public health staff use symptom improvement, rather than two negative test results collected at least 24 hours apart, to determine when to return to work safely. This guidance also follows a symptom-based approach.

This guidance recognizes there will be multiple viruses circulating throughout the school year in addition to COVID-19, and uses testing as a way to rule-out COVID-19.

Not a Close Contact to a COVID-19 Case

The following isolation and quarantine periods apply to students and staff who are **not close contacts to a COVID-19 case**. School-based health care providers should use these criteria, in consultation with the local health department to determine when students and staff can return to in-person instruction:

Students and staff who **test negative** for COVID-19 infection and **have symptoms**:

- The individual has been fever-free for 24 hours without the use of fever-reducing medications.
- If diagnosed with another condition, the individual must complete the exclusion period for the diagnosed disease as listed on the [Wisconsin Childhood Communicable Diseases Wall Chart](#). An alternative diagnosis is not required.

Students and staff who **test positive** for COVID-19 infection and **have symptoms**:

- The individual must isolate at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms. Repeat testing is NOT recommended for making decisions about when people can return to work or school.
- Siblings, household members, and other close contacts should follow the [Close Contact to a COVID-19 Case](#) below.

Students and staff who **test positive** for COVID-19 infection **but have no symptoms** (are asymptomatic):

- The individual must isolate at home for 10 days after the day the sample was collected.
- Siblings, household members, and other close contacts should follow the [Close Contact to a COVID-19 Case](#) below.

Students and staff who are **not tested** for COVID-19 infection but **meet the symptom** criteria described above in [Exclusion from In-person Instruction](#):

- The individual must remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms.
- Siblings and household members should follow the [Close Contact to a COVID-19 Case](#) below.

- If diagnosed with another condition that explains the symptoms, such as influenza or strep throat, no isolation or quarantine of close contacts is necessary. Follow guidance from the health care provider and exclusion period of the diagnosed disease as listed on the [Wisconsin Childhood Communicable Diseases Wall Chart](#).

Close Contacts to a COVID-19 Case:

The following **isolation and quarantine** periods apply to students and staff who are **close contacts of a [confirmed or probable COVID-19 case](#)**. School-based health care providers should use these criteria, in consultation with the local health department, to determine when students can return to in-person instruction:

Students and staff who **remain asymptomatic** during their quarantine period and are either **not tested or test negative for COVID-19** infection by PCR test:

- Must quarantine for 14 days from the date of last exposure before returning to school or day care.
- If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case.

Students and staff who **remain asymptomatic** during their quarantine period and **test positive for COVID-19** infection:

- Must isolate at home for 10 days from the day the sample was collected.
- Siblings and household members and other close contacts should also follow the [Close Contact to a COVID-19 Case](#) to determine quarantine length.

Students and staff who **develop COVID-19 symptoms** during quarantine and are **not tested** for COVID-19 infection:

- The individual must quarantine for 14 days after the last contact with the COVID-19 positive person. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case.
- The individual must also remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms.
- **The criteria in both of the above bullets must be met before returning to school.**
- Siblings, household members, and other close contacts should also follow the [Close Contact to a COVID-19 Case](#) to determine quarantine length.

Students and staff who **develop COVID-19 symptoms** during quarantine and **test negative** for COVID-19 infection by PCR while symptomatic:

- The individual must quarantine for 14 days after the last contact with the COVID-19 positive person. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case.
- The individual must also be fever-free for 24 hours without the use of fever-reducing medications AND if diagnosed with another condition, they must complete the exclusion period

for the diagnosed disease as listed on the [Wisconsin Childhood Communicable Diseases Wall Chart](#). An alternative diagnosis is not required.

- **The criteria in both of the above bullets must be met before returning to school.**

Students and staff who **develop COVID-19 symptoms** during quarantine and **test positive** for COVID-19 infection while symptomatic can return to in-person instruction and school activities after meeting the following:

- The individual must isolate at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms. Repeat testing is NOT recommended for making decisions about when people can return to work or school.
- Siblings, household members, and other close contacts should also follow the [Close Contact to a COVID-19 Case](#) to determine quarantine length.

Enhanced Cleaning and Disinfection

The SARS-CoV-2 virus that causes COVID-19 is easily inactivated (killed) by common household disinfectants. The virus may survive several hours to days in the environment depending on the surface. However, there is very limited information available on the survival of the virus on some surfaces and environments. For the duration of the COVID-19 pandemic, even in the absence of confirmed cases, schoolwide cleaning and disinfection should be routine. Refer to the [CDC guidance](#) for detailed instructions.

In response to any case of COVID-19 in the school, all rooms/areas that the case(s) visited should be thoroughly cleaned and disinfected.

- Close off areas used by the case(s), if possible.
- Open outside doors and windows to increase air circulation.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle.
- Clean and disinfect all the areas visited by the case(s), such as school buses, classrooms, bathrooms, offices, and common areas.
- Start with areas of a lower likelihood of contamination, moving to areas with highly contaminated surfaces (for example, frequently handled items). This includes cleaning rooms of nonaffected areas of the school before rooms where the case(s) were present.
- Focus on objects that are frequently touched, such as doorknobs, light switches, bathroom sink and flush handles, desks, chairs, lockers, and playground structures.

In response to a school outbreak, increase the frequency of cleaning and disinfection in the entire facility, including bathrooms and common areas. Continue this enhanced cleaning and disinfection schedule until the outbreak is over.

Moving Between Different Learning Environments During an Outbreak

Generally, school and district administrators should consider **temporary classroom, school, or districtwide closures or dismissals** linked to cases in the school when:

- Other outbreak mitigation measures were implemented and ineffectual at halting outbreak transmission.
- Logistics of in-person instruction have been seriously impacted due to staff and/or student absences.
- Classroom or schoolwide cleaning and disinfection needs to be completed.
- Extensive contact tracing is needed to identify all contacts (for example, in response to a case that attended a large school event).

School and district administrators should work closely with their local health department to determine the least disruptive level of temporary closure or dismissal needed, or transition to virtual learning, to halt outbreak transmission. The scope of the temporary closure/dismissal should be limited to the smallest unit affected (for example, a cohort, a classroom). Instruction should continue through all virtual learning methods, and can resume in-person (but socially distanced) instruction as soon as safely feasible.

Local health departments can use the following framework for decisions on moving between various learning environments. However, this is not an exhaustive list, and does not include all factors needing consideration in any given situation. For complex outbreaks, or inquiries on specific situations, local health departments can contact the DPH Bureau of Communicable Diseases for guidance.

Classrooms and Cohorts

School administrators and local and tribal public health officials should consider temporarily halting in-person instruction in an **individual classroom or student cohort** when:

- Individual classrooms need to be cleaned and disinfected and no additional rooms are available.
- Contact tracing is being conducted to identify close contacts and additional cases within the classroom/cohort especially when multiple cases need to be traced.
- Other outbreak mitigation measures were implemented, and were ineffectual at halting transmission between classmates.
- A teacher is absent, and a substitute teacher cannot be hired for the full length of the anticipated absence.
- A greater number of students in the classroom are absent than present.

Individual Schools

School administrators and local and tribal public health officials should consider temporarily halting in-person instruction in an **individual school** when:

- The number of absences among teachers or school staff is impeding student instruction, ability to provide student lunch, or other vital school functions
- A greater number of classrooms or student cohorts are absent than present
- Schoolwide cleaning and disinfection needs to be conducted
- Contact tracing is being conducted to identify close contacts and additional cases from multiple classrooms/cohorts especially when multiple cases need to be traced
- Other outbreak mitigation measures were implemented, and were ineffectual at halting transmission between classmates.

School Districts

School administrators and public health officials should consider temporarily halting in-person instruction across a **school district** when:

- The local, county, state or the federal government recommend closure.
- The number of absences among school and district staff is impeding vital district functions.
- Contact tracing is being conducted to identify close contacts and additional cases from multiple schools (for example, in response to a large outbreak linked to a multi-school sporting event).
- Other outbreak mitigation measures were implemented, and were ineffectual at halting transmission at schools in the district.

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G. Resources

Centers for Disease Control and Prevention:

- [Preparing K-12 School Administrators for a Safe Return to School in Fall 2020](#)
- [Considerations for Schools: Operating Schools During COVID-19](#)
- [COVID-19 Communication Resources](#)
- [Guidance for Childcare Programs that Remain Open](#)
- [Routine Vaccination During the COVID-19 Outbreak](#)
- [Considerations for Wearing Masks: Help Slow the Spread of COVID-19](#)
- [Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)
- [Interim U.S. Guidance for Risk Assessment and Work Restrictions for Healthcare Personnel with Potential Exposure to COVID-19](#)
- [Cleaning and Disinfecting Your Facility: Everyday Steps, Steps When Someone is Sick, and Considerations for Employers](#)
- [What to Do If You Are Sick](#)
- [Duration of Isolation and Precautions for Adults with COVID-19](#)
- [Cleaning and Disinfection for Community Facilities: Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 \(COVID-19\)](#)
- [Interim Guidance for Administrators of US K-12 Schools and Child Care Programs: Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)

Wisconsin Department of Public Instruction:

- [Interim COVID-19 Infection Control and Mitigation Measures for Schools](#)
[DPI Data Collections, Reporting, and Student Data Privacy: Frequently Asked Questions](#)

Wisconsin Department of Health Services, Division of Public Health:

- [COVID-19: ASL, Language, and Print Resources](#)
- [COVID-19: How to Get Tested](#)
- [COVID-19: Health Care Providers](#)
- [Next Steps: close contacts with someone with COVID-19](#)
- [Next Steps: after you are diagnosed with COVID-19](#)
- [Next Steps: while you wait for your COVID-19 test results](#)
- [COVID-19 factsheet](#)
- [Wisconsin Childhood Communicable Diseases wall chart](#)
- [Cleaning and Disinfecting after a confirmed COVID-19 case](#)

Other:

- [American Academy of Pediatrics \(AAP\): Immunizations](#)
- [Harvard Global Health Institute](#)
- [Wisconsin Administrative Code Control of Communicable Diseases](#)
[Office of the Governor: Emergency Order #1](#)

Public Health Investigation Checklist

| | |
|--------------------------|--|
| <input type="checkbox"/> | When notified of a suspected outbreak, obtain all school details, contact information, and outbreak details and report the outbreak using the WEDSS outbreak module. |
| <input type="checkbox"/> | <p>Hold an initial conference call or meeting with the school and members of your investigation team. The goals:</p> <ul style="list-style-type: none"> • Communicate important information about the disease, including communicability, mode of transmission, incubation period, and exclusion recommendations. • Gather information about the school: <ul style="list-style-type: none"> ○ Full name and address of the school ○ Number of students and staff ○ Names and phone numbers of key contacts at the school ○ COVID-19 prevention measures already in place • Gather information about each case or outbreak: <ul style="list-style-type: none"> ○ Number and types of confirmed COVID-19 cases (for example, students, staff) ○ How the case was detected or reported ○ Symptoms ○ Onset date(s) ○ Date of last exposure at the facility (date last attended while symptomatic) ○ Number of any other absent students or staff and their symptoms ○ Known exposures or close contacts at the school ○ Known location(s) in the facility where case patient(s) spent time ○ Contact information of case(s) and their parent(s)/guardian(s) ○ Contact information for any additional absent (ill) students or staff • Determine next steps, specific action items, and responsibilities of each person. • Schedule the next time/venue for sharing updates and information. |
| <input type="checkbox"/> | Explain the contact tracing process to the school administrator, the definition of close contact, and the need to work with the school to identify and exclude any close contacts ASAP. |
| <input type="checkbox"/> | Obtain information about known exposures and contacts and begin public health follow-up. |
| <input type="checkbox"/> | Ask school to review best practices for COVID-19 prevention and help to identify any areas for improvement. |
| <input type="checkbox"/> | Review immediate infection prevention and control recommendations with the school. |
| <input type="checkbox"/> | Encourage notification of students, families, teachers, and staff. |
| <input type="checkbox"/> | Establish communications and set a check-in schedule with the facility. |
| <input type="checkbox"/> | Start a line list with the help of the school administrator or school-based health care provider. |
| <input type="checkbox"/> | Manage outbreak data. |
| <input type="checkbox"/> | Begin the contact tracing process in collaboration with the school (see Contact Tracing section) and quarantine any household and close contacts. |
| <input type="checkbox"/> | Recommend testing of all ill individuals and exposed contacts. |
| <input type="checkbox"/> | Isolate any confirmed cases and quarantine close contacts and household contacts according to test results. Conduct public health follow-up for cases including routine interview, any supplemental interview developed, and contact tracing interview. Provide public health education. |
| <input type="checkbox"/> | Calculate release from isolation dates and release from quarantine dates for students, teachers, and staff according to current DHS guidelines. |
| <input type="checkbox"/> | Continue to monitor for new illnesses, review and improve school policies/practices as necessary, evaluate efficacy of control measures put in place and revise as necessary. |
| <input type="checkbox"/> | |

COVID-19: When a student, or faculty/staff member can return to school

Purpose: The purpose of this document is to assist school health care staff and public health officials in determining if a student, or faculty/staff member needs to be excluded from the facility for COVID-19 quarantine or isolation. The chart uses three criteria to determine this: close contact, symptoms, and COVID-19 test status.

How to use: The first step is to determine if the individual was a close contact to a COVID-19 case based on the definition below and then selecting the appropriate chart on the next page. The second step is to determine if the individual is showing symptoms of COVID-19 (symptomatic) or not. Finally determine if they were tested for COVID-19 and the result of the test. Key definitions are provided below.

Definitions:

Isolation means keeping sick people away from healthy ones. This usually means that the sick person rests in their own bedroom or area of your home and stays away from others. This includes staying home from school.

Quarantine means separating people who were around someone who was sick, just in case they get sick. Since people who were around other sick people are more likely to get sick themselves, quarantine prevents them from accidentally spreading the virus to other people even before they realize they are sick. Usually people who are in quarantine stay at home and avoid going out or being around other people. This includes staying home from school.

Close contact: An individual is considered a close contact if **any** of following is true:

- Were within 6 feet of a positive person for more than 15 minutes total in a day.
- Had physical contact with the person.
- Had direct contact with the respiratory secretions of the person (i.e., from coughing, sneezing, contact with dirty tissue, shared drinking glass, food, or other personal items).
- Lives with or stayed overnight for at least one night in a household with the person.

These close contact criteria apply regardless of mask use, face shields, or physical barriers, such as Plexiglas or plastic barriers. The only exception is if a health care worker in a school setting is wearing the proper personal protective equipment. When an individual's symptom, contact, or test status changes, their quarantine or isolation requirements should be reassessed.

Symptoms

Symptoms are considered consistent with COVID-19 when one of the symptoms marked with a (^) or two of the other symptoms are present above baseline for that individual.

| | | | | | | |
|--------------------------|--|---|---------------------------------|----------------|-----------------------------|--------------------|
| Cough[^] | Shortness of breath or difficulty breathing[^] | New loss of taste or smell[^] | Congestion or runny nose | | | |
| Fever or chills | Nausea or vomiting | Diarrhea | Headache | Fatigue | Muscle or body aches | Sore throat |

Individual is NOT a known close contact to a COVID-19 case:

| Individual | Symptomatic | No Symptoms |
|---|--|--|
| Not tested for COVID-19 | <ul style="list-style-type: none"> The individual must remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms. Siblings and household members should follow the close contact chart below for exclusion. If diagnosed with another condition that explains the symptoms, such as influenza or strep throat, no isolation or quarantine of close contacts is necessary. Follow guidance from the health care provider and exclusion period of the diagnosed disease as listed on the Wisconsin Childhood Communicable Diseases Wall Chart | May attend school. |
| Tested and negative for COVID-19 | <ul style="list-style-type: none"> The individual must be fever free for 24 hours without the use of fever-reducing medications If diagnosed with another condition, the individual must complete the exclusion period for the diagnosed disease as listed on the Wisconsin Childhood Communicable Diseases Wall Chart. An alternative diagnosis is not required. | May attend school. |
| Tested and positive for COVID-19 | <ul style="list-style-type: none"> The individual must isolate at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms. Repeat testing is NOT recommended for making decisions about when people can return to work or school. Siblings, household members, and other close contacts should follow the close contact chart below. | <ul style="list-style-type: none"> Must isolate at home for 10 days after the day the sample was collected. Siblings, household members, and other close contacts should follow the close contact chart below. |

Individual IS a known close contact to a COVID-19 case:

| Individual | Symptomatic | No Symptoms |
|---|--|--|
| Not tested for COVID-19 | <ul style="list-style-type: none"> The individual must quarantine for 14 days after the last contact with the COVID-19 positive person. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case. The individual must also remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement of symptoms. The criteria in both of the above bullets must be met before returning to school. Siblings, household members, and other close contacts should also follow this chart to determine quarantine length. | Must quarantine for 14 days from the date of last exposure before returning to school or day care. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case. |
| Tested and negative for COVID-19 | <ul style="list-style-type: none"> The individual must quarantine for 14 days after the last contact with the COVID-19 positive person. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case. The individual must also be fever free for 24 hours without the use of fever-reducing medications AND if diagnosed with another condition, they must complete the exclusion period for the diagnosed disease as listed on the Wisconsin Childhood Communicable Diseases Wall Chart. An alternative diagnosis is not required. The criteria in both of the above bullets must be met before returning school. | Must quarantine for 14 days from the date of last exposure before returning to school or day care. If the exposure is to a household member and the case cannot properly isolate away from others at home, the last date of contact may be the last day of isolation for the case. |
| Tested and positive for COVID-19 | <ul style="list-style-type: none"> The individual must isolate at home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND with improvement in symptoms. Repeat testing is NOT recommended for making decisions about when people can return to work or school. Siblings, household members, and other close contacts should also follow this chart to determine quarantine length. | <ul style="list-style-type: none"> Must isolate at home for 10 days from the day the sample was collected. Siblings and household members and other close contacts should also follow this chart to determine quarantine length. |

Template Letter to Parents/Guardians – COVID-19 Case(s) in the School

[date]

Dear [Insert parent/guardian names],

This letter is to notify you that [a] student[s] or staff member[s] at [Insert school name] has tested positive for COVID-19. We are actively working with the [insert county/city] Health Department to quickly identify, notify, and quarantine any students or staff who may have come into close contact with them and who may be at risk of getting sick. We are also cleaning and disinfecting the school to control the spread of illness.

About COVID-19

COVID-19 is an illness caused by a new coronavirus. It spreads from person to person through droplets created when we cough, sneeze, talk, sing or laugh. Most people—especially young people—who get COVID-19 have mild illness, similar to having a cold or the flu. However, in others it can cause severe illness, such as pneumonia. Symptoms of COVID-19 include:

- Fever (temperature 100.4°F or higher)
- Cough
- Trouble breathing
- Chills
- Muscle/body aches
- Loss of sense of taste or smell
- Runny nose or nasal congestion
- Fatigue
- Nausea, vomiting, or diarrhea

The CDC’s website has good information about COVID-19: www.cdc.gov/coronavirus.

What to Expect

If your child had close contact with a person with COVID-19, you will receive a separate letter with special instructions about monitoring symptoms, testing, and how to keep others in your home from getting sick.

If your child did not have close contact with a person with COVID-19 in our school, you will not receive another letter. However, everyone in your household should continue to stay home as much as possible, wash their hands frequently, keep 6 feet away from others, wear a mask or cloth face covering in public, watch for symptoms of COVID-19, and seek medical care when sick. If you know your child has an underlying health condition, you may wish to discuss the option of switching to online instruction with your health care provider.

Someone from the [insert county/city] Health Department may reach out to you with questions. Please assist with them as they work to investigate and control COVID-19 in our school.

Prevent Further Spread

The following guidelines will help to prevent further spread of illness at our school:

- Notify the school if your child is diagnosed with COVID-19.
- Notify the school if your child had contact with someone who you know was diagnosed with COVID-19.
- Keep students home from school if they are sick.
- Encourage good habits: frequent handwashing, covering coughs and sneezes, use of face coverings in public, and staying home as much as possible.

If you have any questions, please call [Full name and position] at [phone #].

Sincerely,

[Print name]

[Title]

Template Letter to Parents/Guardians – Close Contact to a COVID-19 Case in the School

[date]

Dear [Insert parent/guardian names],

This letter is to notify you that your son/daughter [insert child's name] has been in close contact with a person at our school who has COVID-19. This means that your son/daughter is at higher risk of becoming ill from the virus. **[Insert child's name] must stay home from school (self-quarantine) for 14 days.** This is because it can take up to 14 days for someone to start having symptoms of COVID-19. For 14 days starting today, please monitor [insert child's name] for any symptoms of COVID-19 and notify your health care provider and the [insert county/city] Health Department at [insert phone number] right away if he/she becomes sick. Household members may continue to attend school and work as long as no one in the household develops symptoms or tests positive for COVID-19. If this happens, please stay home and contact your local health department.

About COVID-19

COVID-19 is an illness caused by a new coronavirus. It spreads from person to person through droplets created when we cough, sneeze, talk, sing or laugh. Most people who get COVID-19 have mild illness, similar to having a cold or the flu. However, in others it can cause severe illness, such as pneumonia. Symptoms of COVID-19 include:

- Fever (temperature 100.4°F or higher)
- Cough
- Trouble breathing
- Chills
- Muscle/body aches
- Loss of sense of taste or smell
- Runny nose or nasal congestion
- Fatigue
- Nausea, vomiting, or diarrhea

The CDC's website has good information about COVID-19: www.cdc.gov/coronavirus.

Symptom Monitoring and Self-Quarantine

Twice a day, from today until [insert quarantine end date], please take his/her temperature and write down any signs of illness using the form on page 3 of "Next Steps: Close Contacts of Someone with COVID-19" (<https://www.dhs.wisconsin.gov/publications/p02598a.pdf>). If he/she becomes sick with any COVID-19 symptoms, please call the [insert county/city] Health Department at [insert phone number].

Get medical attention immediately if your son/daughter has any of these warning signs*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to be woken up
- Bluish lips or face

Testing

The Wisconsin Department of Health Services and the CDC recommend that anyone who has had close contact with someone with COVID-19 be tested, whether or not they have symptoms. The test for COVID-19 involves a quick swab of the inside of the nose. Your child can be tested at your regular health care provider, a local clinic, or a community testing site.

Call your health care provider before you go to get tested. Tell them about your child's symptoms (if any) and that they had close contact with someone who has COVID-19. Take this letter with you to show the doctor.

You can look for a community testing site near you at: <https://www.dhs.wisconsin.gov/covid-19/community-testing.htm>. Keep in mind that some community testing sites will not test children under a certain age. Call ahead to be sure.

Please note: Your child will still have to remain home from school until their quarantine end date, even if they test negative.

Prevent Further Spread

The following guidelines will help to prevent further spread of illness at our school:

- Follow the steps in the provided flier: "Next Steps: Close Contacts of Someone with COVID-19."
- Monitor your child for symptoms.
- Contact your health care provider and the local health department if your child becomes sick.
- Keep your son/daughter self-quarantined for 14 days, or until you are notified by the health department.
- Encourage good habits: wash hands frequently, cover coughs and sneezes, stay home unless absolutely necessary, and use face coverings when in public.

We will work with the _____ Health Department to notify you of the date when your child can return to school. In the meantime, if you have any questions, please call [Full name and position] at [phone #].

Sincerely,

[Print name]

[Title]

Health Screening Checklist

COVID-19 Health Screening Checklist for CHILDREN

Person conducting screening should maintain 6 feet of distance from child while asking questions. Questions should be posed to parents of small children; children old enough to understand and answer for themselves may be asked directly. Tool intended to assist programs to screen for COVID-19, but should not replace other communicable disease screening tools or protocols for school programs.

Part 1

| | YES | NO |
|---|--------------------------|--------------------------|
| Has your child been in close contact with anyone who tested positive for COVID-19 or was diagnosed with COVID-19 in last 14 days? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your child been diagnosed with COVID-19 by a health care provider in the last 10 days? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your child developed any of the following symptoms within the past 24 hours? | | |
| • Cough | <input type="checkbox"/> | <input type="checkbox"/> |
| • Shortness of breath/trouble breathing | <input type="checkbox"/> | <input type="checkbox"/> |
| • New loss or sense of taste or smell | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has your child taken medication in past 24 hours to lower temperature (Tylenol, ibuprofen)? | <input type="checkbox"/> | <input type="checkbox"/> |



If YES to any question in Part 1, the child should be sent home.
If NO to all questions in Part 1, proceed to Part 2.

Part 2

Has your child developed any of the following symptoms within the last 24 hours?

| | YES | NO | | YES | NO |
|--|--------------------------|--------------------------|--|--------------------------|--------------------------|
| Sore throat | <input type="checkbox"/> | <input type="checkbox"/> | Headache | <input type="checkbox"/> | <input type="checkbox"/> |
| Unusual fatigue | <input type="checkbox"/> | <input type="checkbox"/> | Muscle or body aches | <input type="checkbox"/> | <input type="checkbox"/> |
| Nausea (<i>sick to stomach</i>) or vomiting▲ | <input type="checkbox"/> | <input type="checkbox"/> | Fever ($\geq 100.4^{\circ}\text{F}$) or chills (<i>would indicate fever</i>) ▲ | <input type="checkbox"/> | <input type="checkbox"/> |
| Runny nose or nasal congestion | <input type="checkbox"/> | <input type="checkbox"/> | Diarrhea▲ | <input type="checkbox"/> | <input type="checkbox"/> |



If YES to 2 or MORE questions in Part 2, child should be sent home.

If YES to 0 or 1 question(s) in Part 2, child may remain at facility.

Child to be sent home

- Record child's name, symptoms, and the date symptoms started in your illness log/line list.
- Child should be **immediately sent home** to isolate and should be tested for COVID-19.

Child may remain at facility

Child should wash (or sanitize) hands before having contact with other children or staff.

▲Vomiting, diarrhea, and fever—alone or together—should exclude a child from school. However, they do not necessarily indicate the need to test for COVID-19 or for COVID-19 isolation.

COVID-19 SCHOOL EXCLUSION PROTOCOL

As we move into the 2020-2021 school year, the School District of Amery staff is committed to the safety and well-being of our students. The aim of the District is to take all necessary precautions to ensure that your child(ren) have a high-quality school experience. To make the school environment as safe as possible, we have established this protocol for students exhibiting symptoms of COVID-19.



Student Exhibits Symptoms

A student demonstrating symptom(s) from the list which are outside of their baseline will be removed from the learning environment.



Student Isolated & Parent Contacted

The student will be placed in the designated COVID-19 isolation room within their school. Parent will be contacted and asked to pick up the student as soon as possible.



Student Monitored at Home

Parent is asked to monitor their child at home for symptoms from the list.



Parent Contacts Medical Provider

Medical provider will determine if a COVID-19 test is needed and whether the student must be excluded from school. The medical provider, in conjunction with Polk County Health in some cases, will determine whether a student is excluded and for how long.



Parent Contacts School Nurse

Parent is required to contact the school nurse with an update on the child's condition and their ability and timeline to return to school. The student is not allowed to return to school until cleared to do so by the school nurse:



Linnae Seaman, BSN/RN
(715) 268-9771 ext. 39265

COVID-19 Symptom List

Symptoms should be outside of the student's baseline

Is student experiencing any of the following symptoms?

- Cough
- Shortness of breath
- Difficulty breathing
- New loss of taste
- New loss of smell

OR

Is student experiencing at least two of the following symptoms?

- Fever
- Body aches
- Sore throat
- Nausea or vomiting
- Congestion or runny nose
- Diarrhea
- Chills
- Headache
- Fatigue

Parents should check for these symptoms before school each day.

When should my sick child or other family members stay home?

If anyone in the house has:

- Cough
- Shortness of breath
- Difficulty breathing
- New loss of taste
- New loss of smell

Or at least two of the following:

- Fever
- Body aches
- Sore throat
- Nausea or vomiting
- Congestion or runny nose
- Diarrhea
- Chills
- Headache
- Fatigue



When can we return to school and work?

The sick individual...

Is diagnosed with a different illness

Sick Person

Follow guidance from medical provider

Household Members

All well individuals may return to school and work

Tests negative for COVID-19

24 hours symptom free without using medication

All well individuals may return to school and work

Tests positive for COVID-19

10 days after symptoms started AND fever free for 24 hours with other symptoms improving

14 days after last contact with sick person AND do not have any COVID symptoms

Does not get COVID-19 test and does not have a medical diagnosis of different illness

10 days after symptoms started AND fever free for 24 hours with other symptoms improving

14 days after last contact with sick person AND do not have any COVID symptoms

NOTE: There are other times a child will be required to stay home from school because of potential exposure to COVID. If this happens, Public Health will provide instructions.





SCHOOL DISTRICT OF AMERY

Learning Model Transition Plan

Number of New Positive Cases of COVID-19 in Polk County (Last 14 Days)

Number of New Positive Cases of COVID-19 Among Amery Staff & Students (Last 14 Days)

| | 0-10 | 11-50 | 51-100 | 101-150 | 151-200 | More than 200 |
|------------------------------------|--|---|---|---|-------------------------|-------------------------|
| 0% | No face coverings for students and staff * | 4K-12 Face to Face with Virtual Options | 4K-12 Face to Face with Virtual Options | 4K-12 Face to Face with Virtual Options | 4K-12 A/B Cohort Hybrid | 4K-12 A/B Cohort Hybrid |
| Less than .5% (1 to 9 people) | 4K-12 Face to Face with Virtual Options | 4K-12 Face to Face with Virtual Options | 4K-12 Face to Face with Virtual Options | 4K-12 A/B Cohort Hybrid | 4K-12 A/B Cohort Hybrid | 4K-12 A/B Cohort Hybrid |
| Less than 1% (10-14 people) | 4K-12 Face to Face with Virtual Options | 4K-12 A/B Cohort Hybrid | 4K-12 A/B Cohort Hybrid | 4K-12 A/B Cohort Hybrid | 4K-12 A/B Cohort Hybrid | 4K-12 Remote Learning |
| Less than 2% (15-30 people) | 4K-12 A/B Cohort Hybrid | 4K-12 A/B Cohort Hybrid | 4K-12 A/B Cohort Hybrid | 4K-12 A/B Cohort Hybrid | 4K-12 Remote Learning | 4K-12 Remote Learning |
| More than 2% (More than 30 people) | 4K-12 Remote Learning | 4K-12 Remote Learning | 4K-12 Remote Learning | 4K-12 Remote Learning | 4K-12 Remote Learning | 4K-12 Remote Learning |

* If there is no state order in place. Face coverings are required for staff and students age 5 and older through September 28th or through the end of the current state order.

Determination Date

Wednesday, September 2
 Wednesday, September 16
 Wednesday, September 30
 Wednesday, October 14
 Wednesday, October 28



Implementation Date

Monday, September 8
 Monday, September 21
 Monday, October 5
 Monday, October 19
 Monday, November 2

| | |
|----------------|--|
| LEVEL 1 | 4K-12 Face to Face Learning with Virtual Options |
| LEVEL 2 | 4K-12 A/B Cohort Hybrid of Face to Face Learning & Remote Learning** |
| LEVEL 3 | 4K-12 Remote Learning |

- Plan may need to be adjusted due to staff and/or substitute shortages.
- Plan may need to be adjusted due to an impact on total attendance.
- A school closure may be accelerated due to a significant, unanticipated outbreak.
- Clubhouse will be addressed separately with the goal of remaining open if possible.

** Cohort A = Face to Face Mondays & Tuesdays, Remote Thursdays & Fridays.
 Cohort B = Remote Mondays & Tuesdays, Face to Face Thursdays & Fridays.
 Deep cleaning, family outreach, and staff prep time on Wednesdays.

FACE COVERINGS

During the COVID-19 public health crisis, the School District of Amery will require that staff members, students, and visitors (including parents and guardians) wear face coverings (face masks) when required by a county or state order, or as directed by District administration and/or the Board of Education. Everyone using District-owned or operated facilities and/or attending District-sponsored events during such a time is required to wear a face covering unless he or she is determined to be exempt from the requirement.

If a student or staff member violates this directive, the District may impose disciplinary action up to and including suspension, expulsion, or termination, as applicable.

If a visitor violates this directive, the District may prohibit the visitor from being present on District property.

“Face covering” means 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 bandana, 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, mesh masks, masks with holes or openings, or masks with vents.

Designs on face coverings worn in school buildings and during school-sponsored events must follow staff and student dress code policies. Face shields when worn without a face mask do not satisfy the requirement of this policy.

For students and staff, exemptions may be granted for medically documented reasons and/or accommodations per an individualized education plan (IEP) or section 504 plan. The School District of Amery will also consider requests for exemptions to the face coverings policy for medical or religious reasons. For medical exemption requests, the District will work with local health care providers to determine which students and staff are exempt from this policy. Local health care providers will verify the existence of medical conditions, and the District will make the final determination on student and staff exemptions from this policy. Please note that all exemption requests will be considered and evaluated on a case-by-case basis, and the District may not be able to grant all such requests. Furthermore, in response to an exemption request, the District may not grant the exemption, but instead, may offer alternative means of accessing the District’s facilities, events, activities, programming, and/or staff.

CROSS REF: 443.1 Student Dress and Grooming

State of Wisconsin Office of the Governor Emergency Order #1
(July 30, 2020)

APPROVED: August 25, 2020



SCHOOL DISTRICT OF AMERY

Request for Exemption from Student Face Covering Requirement

The School District of Amery requires all students age 5 and older to wear a face covering while on school transportation and within our school buildings. We understand that there are certain medical conditions which make the wearing of face coverings unsafe for students. Therefore, the District is working with local health care providers to accommodate medical exemptions to the face covering requirement for students.

To Be Completed by Parent/Guardian:

Name of Student _____ Grade _____

Name of Parent/Guardian _____

Parent/Guardian Phone Number _____

Parent/Guardian Email _____

Parent/Guardian Signature _____ Date _____

Please select the reason for which you are seeking a face covering exemption for your child. Then bring this form to your medical provider to complete the section below.

- Student has trouble breathing with face covering on.
- Student is unable to remove face covering without assistance.
- Student has a medical condition, intellectual or developmental disability, mental health condition, or other sensory sensitivity that prevents the wearing of a face covering.
- Student is deaf or hearing impaired.

NOTE: The following conditions are NOT considered reasons for exemption to the face covering policy: asthma and other pulmonary/lung diseases, diabetes, kidney disorder, migraines, seizure disorder, ADHD.

To Be Completed by Medical Provider:

Sign below to verify that the face covering exemption reason indicated above is valid for this student.

Provider Signature _____ Date _____

Provider Name (Print) _____

Hospital or Clinic Name _____

Additional Notes: _____

RETURN THIS COMPLETED FORM TO YOUR CHILD'S SCHOOL OFFICE.



SCHOOL DISTRICT OF AMERY

Request for Exemption from Staff Face Covering Requirement

The School District of Amery requires all staff to wear a face covering while on school transportation and within our school buildings. We understand that there are certain medical conditions which make the wearing of face coverings unsafe for employees. Therefore, the District is working with local health care providers to accommodate medical exemptions to the face covering requirement for staff.

To Be Completed by Employee:

Name _____

Position _____

Phone Number _____

Email _____

Signature _____ Date _____

Please select the reason for which you are seeking a face covering exemption. Then bring this form to your medical provider to complete the section below.

- Individual has trouble breathing with face covering on.
- Individual is unable to remove face covering without assistance.
- Individual has a medical condition, intellectual or developmental disability, mental health condition, or other sensory sensitivity that prevents the wearing of a face covering.
- Individual is deaf or hearing impaired.

NOTE: The following conditions are NOT considered reasons for exemption to the face covering policy: asthma and other pulmonary/lung diseases, diabetes, kidney disorder, migraines, seizure disorder, ADHD.

To Be Completed by Medical Provider:

Sign below to verify that the face covering exemption reason indicated above is valid for this individual.

Provider Signature _____ Date _____

Provider Name (Print) _____

Hospital or Clinic Name _____

Additional Notes: _____

RETURN THIS COMPLETED FORM TO YOUR SUPERVISOR.

Title IX

Title IX is the federal law which states that, “no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Title IX forbids sex discrimination in all district services and academic programs. Title IX also forbids discrimination because of sex in employment and recruit consideration or selection, whether full time or part time, under any education program or activity operated by an institution receiving or benefitting from federal financial assistance.

Title IX protects all students and staff from sexual harassment from anyone in any school program or activity, including on the school campus, on school transportation, or off-campus during a school-sponsored activity. Sexual harassment is defined as any unwelcome behavior or communication that is sexual in nature when:

- A school district employee conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity
- Sexual assault, dating violence, domestic violence, or stalking as each of those terms is defined in federal statute

Responsibilities of Title IX Coordinator (Director of Pupil Services)

The Title IX coordinator is obligated to promptly take the following steps:

- 1) Contact the complainant to discuss the availability of supportive measures
- 2) Consider the complainants wishes with respect to supportive measures
- 3) Inform the complainant of the availability of supportive measures with or without filing of formal complaint
- 4) Explain to the complainant the process for filing a formal complaint

Title IX Roles

Complaint Investigator:

- The investigator is the District’s Title IX coordinator (Director of Pupil Services)
- Investigates the complaint

Decision-maker:

- The decision-maker is the District staff person who hears the evidence gathered through the investigation and makes the decision about the complaint

- The decision-maker cannot be the same person as the complaint investigator

Appeal Decision-maker

- Appeals to the decision made by the decision-maker will be heard by Amery Board of Education President
- This person cannot be the same person as the complaint investigator or the decision-maker

Please note: There may be emergency cases where a student or staff person need to be removed from a program or activity. Staff in these instances would be placed on non-disciplinary administrative leave.

Grievance Policies and Procedures

If you believe that you or your child have experienced discrimination, discriminatory harassment, or sexual harassment in the school environment, you have the right to file a complaint. You can report discrimination and discriminatory harassment to any school staff member, any building principal or supervisor, or to School District of Amery administration.

Before filing a formal complaint, you can seek an informal resolution by discussing your concerns with your child's principal or with district administration. You may also file a formal complaint through the procedures listed below.

Step One: Write Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident. Explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place. Send your written complaint – by mail or hand delivery – to the School District of Amery Title IX Coordinator (Director of Pupil Services office).

Step Two: Investigation of Claim

Once the Title IX Coordinator receives your written complaint, they will give you a copy of the complaint procedures and make sure a prompt and thorough investigation is completed. The complaint will be conducted in cooperation with District staff if the harasser is an employee. The investigation may include an interview with the accused party or parties, interviews with witnesses, if any, and an examination of any relevant documents or artifacts. The Title IX Coordinator will respond to you in writing within 30 school days. If your complaint involves exceptional circumstances that demand a lengthier investigation, the Title IX Coordinator will notify you in writing to explain why more time is needed.

Step Three: District Response

In its written response, the decision-maker (District Administrator) will include a summary of the results of the investigation, notification that you can appeal this determination, and any corrective measures the District has taken. If you disagree with the decision of the district administrator, you may appeal the District Board of Education. You must file a notice of appeal in writing with any member of the Amery Board of Education within 10 school days of receiving the district response. The board member who received the appeal will share it with all other board members.

The District Board of Education will schedule an appeal meeting within 20 school days after receipt of your appeal. The Board of Education will send you a written decision within 30 school days after the appeal meeting. If your appeal involves exceptional circumstances more time may be allotted for an investigation and decision.

Step Four: Appeal of Board Decision

If the complainant wishes to appeal a negative determination by the Board of Education, he/she has the right to appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision. In addition, the complainant may file an appeal directly to the State Superintendent of Public Instruction if the Board has not provided written acknowledgement within 45 days of receipt of the written complaint. Appeals should be addressed to:

State Superintendent of Public Instruction
Wisconsin Department of Public Instruction
125 South Webster Street
PO Box 7841
Madison, WI 53707-7841

Step Five: Office of Civil Rights

Discrimination complaints on some of the above bases may also be filed with the federal government at:

Office of Civil Rights
U.S. Department of Education
300 South Wacker Drive
Chicago, IL 60606

Complaints that the District is violating a federal statute or regulation that applies to a federal program shall be referred directly to the State Superintendent of Public Instruction.

- Retaliation against any individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices is prohibited.
- District's must allow both parties (the complainant and the respondent) an appeal from a determination regarding responsibility and from a District's dismissal of a formal complaint or any allegations therein.

Please note: Only formal, written complaints trigger the obligation to use the formal Title IX investigation and grievance process.

Contact Information for Title IX Roles

| | |
|------------------------|---|
| Title IX Coordinator | Director of Pupil Services School District of Amery 543 Minneapolis Avenue Amery, Wisconsin 54001 (715) 268-9771 ext. 370 |
| Decision-Maker | District Administrator School District of Amery 543 Minneapolis Avenue Amery, WI 54001 (715) 268-9771 ext. 237 |
| Appeals Decision-Maker | Board of Education President School District of Amery 543 Minneapolis Avenue Amery, WI 54001 (715) 268-9771 ext. 272 |

CROSS REF: 522.3 Staff Misconduct
 522.4 Staff Code of Ethics
 527 Employee Grievances

APPROVED: August 25, 2020

DISCRIMINATION COMPLAINT PROCEDURES

The School District of Amery shall not discriminate against students on the basis of sex, race, color, national origin, ancestry, creed, religion, economic status, pregnancy, marital, familial or parental status, sexual orientation, genetic information, handicap or physical, mental, emotional or learning disability.

The district encourages informal resolution of a complaint under this policy. If any person believes that the School District of Amery or any part of the school organization has failed to follow this policy or in some way discriminated against students on the bases listed above, he/she may bring or send a complaint to the following address: District Administrator, 543 Minneapolis Avenue, Amery, WI 54001.

If a complaint is not resolved informally, the complainant may initiate formal procedures according to the steps listed below.

STEP 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator. He/she shall send written acknowledgement of receipt of the complaint within 45 days.

STEP 2: the Board shall make a written determination of the complaint within 90 days of receipt of the complaint unless the parties agree to an extension of time.

STEP 3: If the complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision. In addition, the complainant may file an appeal directly to the State Superintendent of Public Instruction if the Board has not provided written acknowledgement within 45 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent of Public Instruction Wisconsin Department of Public Instruction 125 South Webster St., P.O. Box 7841 Madison, WI 53707-7841

STEP 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, Chicago, IL 60606.

Grievance Procedure Relating to Special Education

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with an exceptional educational need (EEN) shall be resolved in accordance with established appeal procedures outlined in the district's special education handbook.

Grievance Procedure Relating to Federal Programs

Complaints that the district is violating a federal statute or regulation that applies to a federal program shall be referred directly to the State Superintendent of Public Instruction.

APPROVED IN PART: September 22, 1992

REVISED: January 18, 1993

November 21, 2011

NOTICE OF DISCRIMINATION POLICY

The School District of Amery shall not discriminate against students on the basis of sex, race, color, national origin, ancestry, creed, religion, economic status, pregnancy, marital, familial or parental status, sexual orientation, genetic information, handicap or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with the following procedures:

Informal Grievance Procedure

The district encourages informal resolution of a complaint under the Boards' equal education opportunities policy. If any person believes that the School District of Amery or any part of the school organization has failed to follow the Board's equal education opportunities policy or in some way discriminates against students on the bases listed above, he/she may bring or send a complaint to the following address: District Administrator, 543 Minneapolis Avenue, Amery, WI 54001.

If a complaint is not resolved informally, the complainant may initiate formal procedures according to the steps listed below.

Formal Grievance Procedure

- STEP 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator. He/she shall send written acknowledgement of receipt of the complaint within 45 days.
- STEP 2: the Board shall make a written determination of the complaint within 90 days of receipt of the complaint unless the parties agree to an extension of time.
- STEP 3: If the complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision. In addition, the complainant may file an appeal directly to the State Superintendent of Public Instruction if the Board has not provided written acknowledgement within 45 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent of Public Instruction Wisconsin Department of Public Instruction, 125 South Webster St., P.O. Box 7841 Madison, WI 53707-7841
- STEP 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, Chicago, IL 60606.

Grievance Procedure Relating to Special Education

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Grievance Procedure Relating to Federal Programs

Complaints that the district is violating a federal statute or regulation that applies to a federal program shall be referred directly to the State Superintendent of Public Instruction.

NOTIFICATION OF RIGHT TO APPEAL

I have received written determination by the Board of any complaint alleging violation of the Board's equal educational opportunities policy. I understand I have the right to appeal a negative determination to the State Superintendent of Public Instruction at the address listed above.

Signature of Complainant

Date

Copies to: School District of Amery (1) Complainant (1)

APPROVED IN PART: September 22, 1992
REVISED: January 18, 1993
November 21, 2011



School District of Amery

Certified Staff Handbook

Innovate. Lead. Succeed.

BOARD OF EDUCATION

President Chelsea Whitley
Vice President Keith Anderson
Clerk Dale Johnson
Treasurer Charlotte Glenna
Director Erin Hosking

ADMINISTRATION

District Administrator Shawn Doerfler ext. 237
Administrative Assistant Becky Schmidt ext. 272
Business Manager Andrew Dyb ext. 270
Bookkeeper Twila Sikkink ext. 278
Director of Pupil Services Bradley Baumgartner ext. 370
Lien Elementary School Principal Cheryl Meyer ext. 266
Amery Intermediate School Principal Oralee Schock ext. 274
Amery Middle School Principal Tom Bensen ext. 301
Amery High School Principal Josh Gould ext. 234
Amery High School Dean of Students/Athletic Director Jeff Fern ext. 216
Transportation & Grounds Supervisor Tom Olson ext. 231
Buildings & Grounds Assistant Chuck Berry ext. 297
Director of School Nutrition Stacy Nelson ext. 359
Buildings & Maintenance Supervisor George Sigsworth ext. 236
Information Technology Coordinator Clint Waalen ext. 200
Community Education & Communications Coordinator Tracy Hendrickson ext. 220
Director of Clubhouse Child Care Nina Hutton ext. 434

PURPOSE OF THIS MANUAL

This manual has been developed as a collective effort of Amery administrators, staff members and the Board of Education to provide guidelines for personnel. It should prove to be of assistance to each employee by clarifying the primary objectives and expectations for staff members and establishing ways and means of providing for a quality educational and work environment. This handbook is meant to provide clarification only and does not supersede current Wisconsin statutes, Board policy or any existing Collective Bargaining Agreement. Each employee and each administrator should become familiar with this manual.

Staff input regarding the content of this manual is appreciated and updates will be made as needed as determined by the Board. The information in this handbook is subject to change. It is important that each of us remember that the specific purpose of all positions, all personnel, and the schools themselves is the educational opportunities provided for our young people. The District office and the office of each building Principal or Supervisor, is always open for discussion with any employee. We will do our very best to assist you with any specific concerns you may have.

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EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT OF AMERY

The Board of Education believes the district must make a concerted effort to help each student develop the attitudes, confidence and skills which are necessary for him/her to reach his/her full potential and make a useful contribution to society. The Board believes the district must develop in each student the techniques and desire to learn, reason, solve and evaluate. In order to prepare a student for continuous learning, he/she must be directed and encouraged to study independently, think logically, solve problems creatively and communicate ideas meaningfully. In addition, the Board believes the school is a reflection of the needs, values, strengths and aspirations of the community. Therefore, it is committed to assisting the community to grow educationally and culturally. Each individual, regardless of his/her race, sex, religious beliefs, economic status, talents, abilities, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability should have educational opportunities to attain the maximum education possible. *Ref: SDA § 110*

GENERAL POLICY STATEMENT

It is the policy of the School District of Amery to provide equal opportunity in employment to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that the School District of Amery complies with its obligations under state and federal law. This Handbook is not a contract of employment; the Handbook supersedes and replaces provisions previously found in collective bargaining agreements that have expired and/or found in personnel policies and procedures that require modification due to the Budget and Budget Repair Bill. The Handbook applies to non-represented employees as well as all School District of Amery employees previously covered under a collective bargaining agreement. This Handbook is subservient to, and does not supersede, the provisions set forth in District policies located on the District's website.

DISTRICT RESPONSIBILITIES

The Board of Education 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:

- To direct all operations of the school system;
- To suspend, discharge and take other disciplinary action against employees;
- 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 select employees, establish quality standards and evaluate employee performance;
- To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- To determine the educational policies of the District; and
- To contract out for goods and services.

This section does not describe any rights of the employee(s). Accordingly, employee(s), may not base any charge of a *Handbook* violation under the District's grievance process as found in Board policies found on the District website or any other forum solely on this section.

GENERAL EMPLOYMENT INFORMATION

ACTIVITY PASSES TO ATHLETIC EVENTS

Current employee identification badges provide the employee complimentary access to all home (regular season) athletic events with the exception of home Hockey games for himself/herself and one guest. The employee must be present with his/her identification badge in order to receive this complimentary access.

ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The School District of Amery has a goal to be in full compliance with this. A complete Asbestos Notification, published annually in the Amery Free Press, is available in the District Office. *Ref: AHERA 1986*

BLOODBORNE PATHOGENS & ANNUAL TRAINING REQUIREMENT

The Board recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacterium or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid. The School District of Amery has prepared proper procedures for handling body fluids during normal school day activities. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids. The District Administrator will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. All staff members will be trained in the appropriate handling of potential contaminants. *Ref: OSHA 29 CFR 1910.1030.*

BOOSTER/PARENT GROUP PARTICIPATION

Employees are encouraged to participate as members and/or ex-officio officers of parent and booster organizations and should perceive their role as ambassadors of the District. District employees shall not be authorized to solely approve disbursements from organization funds. *Ref: SDA § 883*

BREACH OF CONTRACT

In the event the employee breaches his/her contract by termination of services during the term of the contract, the sum of 1% through July 31 and three percent (3%) after August 1 in dollars of the grand total salary is determined to be the reasonable liquidated damages which the parties reasonably anticipate will follow from such a breach. This expressed intent to liquidate the uncertain damages and harm to the School District to be expected from such a breach is not the exclusive remedy or right of the Board, but is rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by the employee.

BUILDING AND EQUIPMENT SECURITY/VANDALISM

Buildings and equipment constitute the greatest monetary investment of the district and it is important to adequately protect the district's investments. Damage to school buildings and equipment shall be reported to the employee's immediate Supervisor immediately after the acts have been discovered. *Ref: SDA §731*

BULLETIN BOARDS

The District shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. If a collective bargaining unit exists, the Association will be allowed to post items on the bulletin board subject to the restrictions set forth herein and as amended by an applicable collective bargaining agreement. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about School District of Amery staff, parents, students or board members and shall not be in contravention of any District policy or law. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

CELL PHONE USE

Staff may possess and use cell phones responsibly and professionally during the workday. Cell phones may not interfere with staff's employment responsibilities or instructional time with students.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Employees are to report any change of address or telephone number to the District Office in a timely manner.

CONTRACTS AND CONFLICT OF INTEREST

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. *Wis. Stats. § 946.13(1)(a) and (b).*

COPYRIGHTED MATERIAL

The district and its employees shall abide by current federal copyright laws. Any employee that violates copyright laws shall be liable for his/her actions. *Ref: SDA § 771.1*

CRISIS ACTION PLANS

Crisis action plans and procedures for students and staff for emergencies such as fires, bomb threats, tornadoes, blizzards, civil disturbances and floods shall be available in each building. Each building Principal shall be responsible for Crisis Action Plans. Staff shall familiarize themselves with their building's plans, be prepared to activate them immediately and perform any emergency-related duties to which they may be assigned. Copies of building Crisis Action Plans shall be on file in the District Administrator's office. The safety of students and staff must be the main consideration during a crisis. Periodic drills shall be conducted to enhance the safety of the students. *Ref: SDA § 723*

DISCIPLINE/TERMINATION

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline may be imposed which include, but are not limited to, suspension, with or without pay, demotion or termination. Verbal warnings, written warnings or reprimands are not considered to be forms of discipline and are not subject to the established Grievance Procedures. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action. Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the School District of Amery. All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file. *Ref: SDA § 527, 527-Rule*

DISTRICT PROPERTY

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal

use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. *Ref: SDA § 742.1*

DISTRICT VEHICLES & MOBILE EQUIPMENT

District-owned vehicles are provided for transporting students and district employees to and from school and school-related activities and are not to be operated for personal use. All employees who drive or operate a District vehicle or mobile equipment must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle while performing duties for the District.

In addition to the notice requirements above and pursuant to CDL Requirements, a CDL driver must notify his/her employer, in writing and within 30 days, of a conviction for any traffic violation regardless of the type of vehicle being driven at the time of the violation. All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. *Ref: SDA § 751.5*

DPI CERTIFICATION/LICENSURE

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files can be found at the District Office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

DRUG & ALCOHOL PROHIBITIONS

No employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is also prohibited.

The Employer may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees employed in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures. *Ref: SDA § 522.1*

ELECTRONIC MEDIA & SOCIAL MEDIA POLICY

The School District of Amery has developed comprehensive policies in regard to employee use of electronic media and social media. All employees are required to submit a signed Technology Use Agreement and abide by District policies at all times. District policies are available for review on the District website. *Ref: SDA § 528, 529 and 865*

EMPLOYEE IDENTIFICATION BADGES

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time. Current employee identification badges provide the employee complimentary access to all home (regular season) athletic events with the exception of home hockey events.

EQUAL EMPLOYMENT OPPORTUNITIES

The School District of Amery recognizes and shall abide by state and federal laws prohibiting discrimination in employment. Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the district. Application forms, hiring practices and personnel administration shall be periodically evaluated relative to equal opportunity employment. Discrimination complaints shall be processed in accordance with established procedures. *Ref: SDA § 511*

EXTRA-CURRICULAR ASSIGNMENTS

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

- Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant.
- The stipend for extra-curricular activities shall be specified in the letter of assignment.
- The letter of assignment shall not be deemed a contract.

When the Employer determines that a vacancy or new position shall be filled, the Employer shall post a notice of such vacancy or new position for a minimum of three (3) working days. Employment vacancies will be sent to staff via email as a notification.

Payments for extra-curricular activities shall be made in accordance with District payroll procedures. However, wages earned shall be paid at least monthly, with no longer than 31 days between pay periods.

Extra-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the extra-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that the building Principal deems appropriate. When determining the manner and frequency of evaluations, the Principal may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

EXTRA-CURRICULAR ASSIGNMENTS – VOLUNTEERS

Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for an extra-curricular activity. The following guidelines apply to volunteers:

- They will not be eligible for salary/wages, stipend, or benefits;
- They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;
- They will be responsible for their own personal injuries(i.e., ineligible for worker's compensation);
- They must consent to a Criminal Background Checks for Employees and agree to have a tuberculin skin (TB) test;
- They must follow all District activity and athletic policies and procedures and other District policies as applicable;
- They accept direct and indirect supervision of the head coach; and,
- They may be dismissed at any time without cause.

EXTRA-CURRICULAR POSITIONS

Staff members requesting to have new positions placed on the extra-curricular salary schedule shall make the request in writing to the District Administrator. Upon receiving the requests, the District Administrator will make recommendations to the Board of Education for their consideration.

FACULTY TRAVEL

Car travel in the district shall be reimbursed at the latest IRS rate. Travel outside of the district must have prior administrative approval.

FAIR LABOR STANDARDS ACT

The Amery Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance. *Reference: Fair Labor Standards Act*

FIELD TRIPS/EXCURSIONS

The Board believes that properly timed, planned and conducted field trips can be of great educational value to students. Supervising employees are expected to be familiar with, and follow, the established guidelines for scheduling and conducting student field trips/excursions. *Ref.: SDA §352*

GRIEVANCE PROCEDURE

The School District of Amery has developed comprehensive policies and procedures in regard to employee grievance reporting. District policies are available for review on the District website. *Ref.: SDA §527 and 527-Rule*

HARASSMENT

The School District of Amery is committed to creating and maintaining a school environment in which all students, employees and volunteers are treated with respect and are free from harassment.

- A. **Harassment Description:** Harassment, including sexual harassment, is verbal or physical conduct or abuse that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, or interferes with the individual's work or learning performance. Harassment can include many different types of behavior. What makes behavior harassment in a particular case is (1) that the behavior is directed toward a person's membership in a protected class, e.g., sex, race, disability, and/or (2) the behavior is pervasive or severe that it interferes with the person's performance or creates an intimidating, hostile, or offensive environment. Harassment may include, but is not limited to, conduct relating to an individual's age, sex, race, creed, national origin, color, marital status, pregnancy, disability, sexual orientation, or other protected status.
- B. **Prohibitions:** Harassment by a student, employee or volunteer of the district is strictly forbidden. A student, employee or volunteer of the School District of Amery shall not harass another person at the school or at any other location when he/she is on school business or while he/she is attending a school-sponsored function. A student, employee or volunteer of the School District of Amery shall not harass another person through the use of the school district's communications equipment. The district shall take action to protect all students, employees and volunteers from all types of harassment. All those involved with the School District of Amery have a responsibility to contribute to a respectful school environment. The district encourages, expects and appreciates cooperation in implementing this policy. *Ref: SDA § 411.1*

It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination, including harassment, does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in Board policies. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal. *Ref: SDA § 511*

INSERVICE/WORKSHOP/TRAINING

Certified staff are considered professionals and will be paid accordingly. Administration will make every effort to limit all District-sponsored meetings and trainings to the workdays that are included in the school calendar and to start no earlier than 7:30 am and end no later than 5:00 pm. The School District of Amery will not provide for extra compensation for attendance at District-sponsored meetings or trainings outside of the regular workday. District-sponsored trainings or meetings scheduled during the summer months will be paid at the rate of \$30.00 per hour.

The District may authorize teachers to attend in-services, meetings and other training outside of the District in accordance with established in-service participation guidelines. Additional compensation (if any) for such trainings that may occur outside of the employees' regular hours of work shall be determined by relevant law (FLSA) and District policy and procedures.

JOB DUTIES/RESPONSIBILITIES

Job duties will be outlined on the appropriate Job Description. Employees may be asked by their immediate supervisor to conduct work duties that may not be listed on their written job description. No employee is allowed to change or adjust their work duties without authorization from their immediate supervisor.

JOB VACANCIES & POSTING

When the Employer determines that a vacancy or new position shall be filled, the Employer shall post a notice of such vacancy or new position for a minimum of three (3) working days. The posting shall include the date the position is to be filled, title of position, requirements, rate of pay and benefits. The Employer retains the right to determine whether and when to recruit outside applicants. Vacancies that occur during summer months will be posted until filled. Job vacancies will be sent via email to staff as notification of posting. All employees who meet the minimum qualifications for the position, have satisfactory evaluations in all categories, and who apply in writing for said posting will be given the opportunity to interview for the opening. All employees who interview for a position will be notified of selection outcome.

LUNCH PERIODS

Duty-free lunch periods for employees will be scheduled by the District in accordance with Wis. Admin. Code § DWD 274.04(2).

MAINTENANCE OF FACILITIES

The Board of Education believes that a well-maintained facility is more conducive to learning and that budgeting can be more structured and predictable with a maintenance schedule. Preventive and corrective maintenance procedures shall be developed and implemented to ensure that each site and building will be clean, in good repair and maintained with consideration for function and aesthetic value. Employees should immediately report any damaged or broken equipment to their supervisor.

MAINTENANCE REQUESTS

Custodial/Maintenance Work Order forms are utilized for the purpose of providing an orderly means of having specific projects and certain repairs of school equipment and property completed. Forms are to be submitted to your immediate Supervisor for approval.

MEDIA RELATIONS

The Board of Education recognizes the need for the district to be accessible to the media and charges the District Administrator with the responsibility for the dissemination of information and informational materials to the news media. All news releases affecting the District shall be approved and distributed from the District office. News releases shall be distributed to appropriate print, radio and television media to adequately communicate with intended clientele in the District. *Ref: SDA § 821.1*

NON-DISCRIMINATION

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of illegal discrimination based on an employee's race, color, sex, religious or political beliefs, economic status, talents, abilities, national origin, ancestry, creed, pregnancy, marital, familial or parental status, sexual orientation, genetic information, handicap or physical, mental, emotional or learning disability.

It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in Board policies. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal. *Ref: SDA § 511*

ORIENTATION/MENTORS

New staff members should meet with District Office personnel as soon as possible to complete the necessary payroll and benefit paperwork. All incoming staff shall participate in an orientation conducted by their immediate supervisor and participate in mentoring activities as outlined in the mentoring handbook. *Ref: SDA § 547.1*

OUTSIDE EMPLOYMENT

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board of Education expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require.

District facilities, equipment or materials will not be used in performing outside work.

PERFORMANCE EVALUATIONS/REVIEWS

Evaluation tools and procedures will be established by the Administration with input from certified staff. Evaluation guidelines and procedures are outlined in the District evaluation handbook. *Ref: SDA § 538*

PERSONAL APPEARANCE/STAFF DRESS

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to our students, parents and the public, employees represent the District.

The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere. *Ref: SDA § 522.6*

PERSONAL PROPERTY

The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

Employees should have no expectation of privacy to items contained in plain view, for example, but not limited by enumeration to automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

PERSONNEL RECORDS

A personnel file is maintained in the District Office for each employee. Employees, and other authorized viewers of records, shall have the authority to review and copy, but not remove or alter, personnel records. *Ref: SDA § 526*

PERSONAL VEHICLE INSURANCE

All transportation in the District shall be through use of district-owned vehicles except in instances where emergencies or schedule conflicts necessitate the use of privately-owned vehicles. Employees must notify and receive approval from the building principal or immediate Supervisor prior to transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. In case of accident while driving a personal vehicle in the performance of employment duties, the employee's personal auto insurance will provide primary coverage. *Ref: SDA § 753, Wis. Stats. § 121.555.*

PHYSICAL EXAMINATION

Upon initial employment and thereafter, physical examinations and tuberculin tests shall be required of District employees in accordance with section 118.25 of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.

The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination. *Ref: SDA § 523.1*

POLITICAL ACTIVITIES

Definition of "Employer Resources": Employees may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. (Use of bulletin boards or other posting areas requires prior authorization by the building Principal or Supervisor and is off-limits to public use.)

Definition of "Political" Activities: Partisan "political" activities must be conducted independent of your role as an employee. The following guidelines are not exhaustive but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention.

Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Using working hours or employer resources to solicit responses to political surveys;
- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the employer's mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with District curriculum guidelines and teaching methods. This policy is not intended to limit the off-duty activities of employees where District buildings and property are made available to community groups for meetings and gatherings. Nothing in this policy limits the rights of the District to sponsor non-partisan political forums or forums in support of District initiatives, such as building referendums. Nothing in this policy places restrictions on the District's freedom to invite speakers with political associations to forums that are not open to the general public. *Ref: SDA § 550.*

PROTECTIVE CLOTHING & EQUIPMENT

The Board shall provide the protective clothing and equipment necessary for all employees to perform their jobs. Such clothing and equipment shall be limited to the following items: nonprescription safety glasses and other personal safety equipment. The Board 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 and shall sign for receipt of the item in acceptable condition. All items of protective clothing shall remain the property of the Board 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. *Ref: Wis. Stat. § 101.11*

REPORTING CHILD ABUSE OR NEGLECT

All employees of the School District of Amery who have reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall immediately contact the appropriate county agency and inform the agency of the facts and circumstances which led to the filing of the report. The District Administrator, or designee, shall also be contacted. District employees must complete appropriate training within six (6) months of initial hiring and at least every five years thereafter. No district employee shall be disciplined for making a child abuse or neglect report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect and provides for the protection of the identity of any individual who makes such a report. Failure to report suspected cases of child abuse or neglect is punishable by a fine and/or jail sentence. *Ref: SDA § 454*

SALES & PROMOTIONS

The Board of Education may prohibit or restrict sales and promotions on school property in accordance with state statutes. *Ref: SDA § 850*

SCHOOL CALENDAR

School calendars will be determined by the Board of Education and the administration with input from staff. Scheduled holidays will be designated in the school calendar and shall not count as workdays *Ref: SDA § 321*

SECURITY SYSTEM

A comprehensive security system has been installed in all school buildings and the Bus Garage. Employees may be required to set the building's security system if they are the last person to leave or to deactivate the system if they are the first person to report on any given day. Directions and security procedures are posted next to the alarm control panel in each building. Confidential pass codes are issued to each employee to verify authorization to be in a building in case of an alarm.

SEVERANCE FROM EMPLOYMENT

An employee's employment relationship shall be broken and terminated by:

- termination pursuant to the terms of this Handbook and/or the employee's individual contract;
 - "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 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.

- voluntary resignation;
- voluntary retirement;
- nonrenewal of the employee's contract, (only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes);
- failure to return to work the day following the expiration of an authorized leave of absence; and job abandonment.

STAFF CONDUCT/MISCONDUCT

The Board expects all employees to strive to maintain a positive and constructive learning atmosphere for students. In addition to the guidelines included in Board policy, all employees are expected to adhere to the ethics standards required by State statutes. Any employee who has engaged in misconduct as specified by State statutes shall be reported to the State Superintendent of Public Instruction. *Wis. Stats. §19.42, 19.59, 115.31, SDA §522.3 and 522.4*

STAFF TRAVEL (out of state and out of country)

During the COVID-19 pandemic, it is recommended that staff who have traveled out of the state of Wisconsin (with the exception of Minnesota) quarantine at home and away from work for 14 days following their return. It is also recommended that staff who have traveled outside of the United States quarantine for 14 days following their return.

SUMMER SCHOOL ASSIGNMENTS

When possible, summer school subjects should be made known on or before May 15th. All current teachers in the District may apply for summer school positions in the same manner as non-District teachers. Employees teaching summer classes shall be given a summer school session contract in accordance with §118.21, Wis. Stats. See Salary & Benefits Document for compensation.

TECHNOLOGY/EQUIPMENT USE

The School District of Amery provides access to many kinds of technology, including a computer network with Internet Access. Students, staff and community members are restricted to activities that promote the instructional mission of the school district. At all times the users of technology are expected to act in a responsible, ethical and legal manner in compliance with school district policy and state and federal law.

Individual users will be held accountable for their behavior and communication through the school district's computer network. Users must realize the Internet, social media and email services are public and not private in nature. The district reserves the right to monitor and access users' Internet and email activities. School employees must sign an agreement to access the Internet and e-mail. Misuse of the technology may result in disciplinary action, revocation of the user's account or legal action as appropriate. *Ref: SDA § 528, 529 and 865*

TELEPHONE USE

The Amery Board of Education believes that communication between the schools and families is of utmost importance. Telephones have been placed in buildings as a means of facilitating this line of communication. Voicemail boxes are available for staff use as a way to offset school interruptions. It is expected that staff members will not allow telephone conversations to interrupt school activities. Staff members are also expected to delete voicemail messages in a timely manner.

The School District of Amery has the right to request reimbursement from staff members who are using District telephones for personal calls.

TOBACCO ON SCHOOL GROUNDS

The Board of Education recognizes that tobacco use has been shown to be linked to illnesses and disability and tobacco use is particularly addictive to children and youth. Therefore, in compliance with state law, the following policy on smoking and tobacco use is adopted: No official or staff member shall take action that might encourage a student to smoke or otherwise use tobacco products. There shall be no smoking or other use of tobacco products in any school building or on school premises owned by, rented by or under the control of the Board. This includes vehicles, offices, shops, warehouses or other enclosed structures at any time, day or night, and applies during non-school events as well as during school-sponsored events. *Ref: SDA § 831*

TRAVEL & EXPENSE REIMBURSEMENT

Staff may be reimbursed for itemized and documented travel expenses provided such expenses are related to the employee's duties as expressed in the contract with the employee. Only those items for which there is itemized documentation may be reimbursed. However, at its discretion, the board may pay such expenses on a per-diem basis as long as such does not exceed the amount permitted for state employees. Authorized travel mileage shall be reimbursed at the current IRS mileage rate.

VACANCIES AND TRANSFERS

Employees will be assigned or transferred by the District Administrator of the District and/or his/her designee. Employees may express in writing to the District Administrator and/or his/her designee their preference of: a) school; b) grade level; or c) subject. If a teacher wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the District Administrator and/or his/her designee. Insofar as possible, consideration shall be given these requests.

When a position becomes vacant or a new position is created, notice of such available position shall be posted in school buildings for a minimum of three (3) days. The notice shall include the date of posting, the job requirements, a description of the position available, the work hours of the position, the anticipated start date and the qualifications required for the position. Vacancies that occur during summer months will be posted until filled. When timeframes require that a hiring is to be expedited, including, but not limited to, late-summer vacancies, the District shall have

the authority to fill vacancies without having posted the position. The employer retains the right to temporarily fill vacant positions at its discretion during the posting and selection period.

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.

When the District determines that an involuntary transfer of an employee is necessary may, at its discretion, transfer an 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 benefit as a result of such transfer. An employee who is involuntarily transferred and suffers a loss of wages, hours or other fringe benefit as a result of such transfer may contest the transfer as discipline. *Ref: SDA § 533*

VIOLENCE/BULLYING IN THE WORKPLACE

Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area.
2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or his/her designee as soon as possible.

An employee who has received a restraining order, temporary or permanent, against an individual, who may impact the employee at work (e.g. verbal or physical contact or proximity has been prohibited or restricted), shall immediately supply a copy of the signed order to his/her supervisor. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

VISITORS TO SCHOOLS

All building visitors shall be required to register at the building office, state the purpose of the visit, and wear a visitor badge in plain sight at all times while in the building or on school grounds. The following are exceptions to the above:

- A. Persons who are in the building at the specific invitation of the district and are working with a district employee.
- B. Parents or citizens who have been invited to visit the school as part of a scheduled open house or special day.
- C. Individuals who are attending a scheduled performance by a school class, team, or group.
- D. Members of the community wishing to visit a class must obtain approval of the classroom teacher and the building principal and must make arrangements one day prior to the visit.
- E. Visitors other than custodial parents or guardians wishing to visit a specific student must provide written permission from the custodial parent or guardian and obtain approval from the building principal one day prior to the visit.

School personnel encountering any non-employee not wearing a visitor badge shall ask them to report to the office for registration. If a person refuses, the employee shall notify the building principal, or his or her designee, who may then call the police for assistance. *Ref: SDA § 860*

WAGES & OTHER FORMS OF COMPENSATION

Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages for one year at a time. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer. Employers may bargain with units comprised exclusively of public safety employees on any term or condition of employment, including any form of compensation. See Salary & Benefits Document for compensation.

WEAPONS PROHIBITION

Firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: *Ref: WIS. STAT. § 119.25, 120.13(1), 941.235, 948.60, 948.605, 948.61, SDA § 833*

WORK SCHEDULES

- Generally, certified staff members shall arrive at ~~8:00 am~~ 7:45 am and may leave at ~~3:50 pm~~ 3:45 pm, unless administrative meetings or trainings are called. Specific workday schedules, including start and end times, will be determined by the individual building Principal.
- Meetings and/or trainings will not begin prior to 7:30am and/or extend past 5:00 pm.
- The scheduled workday for full-time employees will include a designated 30-minute, unpaid, lunch period.
- Workday schedules for certified staff members working less than full time will be determined by the administration.
- Prep time will be assigned by the building Principal or Supervisor.
- Full-time certified staff will be permitted to leave ten (10) minutes after the buses leave on Fridays and days before holidays.

WORKPLACE PROTECTIONS

Responsibility to Report: It is the responsibility of each and every employee to immediately report to his/her immediate Supervisor any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward students and by members of the public toward employees which relates to their work.

Definition of Protected Class: State and Federal law prohibits discrimination and harassment based on any protected class including age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the employer's premises during non-working hours.

Definition of Harassment and Acts of Discrimination: 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 protected 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 and/or discrimination will be subject to investigation by the Supervisor 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 the Supervisor is not first made aware of the complaint.

An employee who has a harassment, discrimination or retaliation complaint should report the complaint in writing to his/her immediate Supervisor. The allegations should provide sufficient information and detail so that the Supervisor can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination or retaliation, the Supervisor will take appropriate steps to investigate the complainant's allegations.

If the Supervisor is the object of the complaint, then the employee should report the complaint in writing to the District Administrator. The allegations should provide sufficient information and detail so that the District Administrator can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination or retaliation, the District Administrator will take appropriate steps to investigate the complainant's allegations.

If the District Administrator is the object of the complaint, then the employee should report the complaint in writing to any member of the Board of Education. That board member shall immediately report the complaint to all other board members. The allegations should provide sufficient information and detail so that the Board of Education can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination or retaliation, the Board of Education will take appropriate steps to investigate the complainant's allegations.

An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as e-mails, letters or memos. Based upon the investigation's outcome, the Supervisor/District Administrator/Board of Education, respectively, will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

WORKPLACE SAFETY

Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to your immediate Supervisor. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety, should make these recommendations known to their immediate supervisor.

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:

- Location of fire alarms;
- Location of fire extinguishers;
- Evacuation routes; and
- Whom to notify in case of fire

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken. Injury

means physical harm to an employee caused by accident or disease in the performance of duties by the employee. Performance of duties means duties performed within the employee's authorized scope of employment and performed in the line of duty.

Wisconsin Statute § 101.055 requires the Wisconsin Department of Commerce to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore, the employee may request the Wisconsin Department of Commerce to conduct an inspection.

The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance using the policy and procedures found on the District website. The employee may, in his/her discretion also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred. *See* WIS. STAT. § 101.055; Public Employee Safety and Health, available at: <http://commerce.wi.gov/sb/docs/SB-PubSectSafEmployeePoster9301.pdf>

WORKSPACES, INCLUDING DESKS, LOCKERS, ETC.

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked except as provided for in this Handbook.

WORK STOPPAGE

Employees of the District shall not engage in, condone, assist or support any 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.

Revised: May 20, 2019
June 22, 2020
August 25, 2020

SCHOOL DISTRICT OF AMERY CERTIFIED STAFF COMPENSATION & BENEFITS

This listing of compensation and benefits for certified staff employees is a supplement to the current Certified Staff Handbook.

COMPENSATION

SALARY SCHEDULE

The Board will determine the salary schedule and the availability of level/cell movement for employees based on the financial needs of the District.

| LEVEL A - Cells 1-3 | | |
|--|----------|---|
| Entry/Level A-1 | \$40,000 | Move to A-2 after the first successful year of teaching. |
| Level A-2, A-3 | \$41,000 | Move through each cell after completing one successful year of teaching. Educators must complete 90 professional development hours (PDHs) to move to Level B. |
| LEVEL B, C, D, E - Cells 1-3 | | |
| Level B-1, B-2, B-3 | \$42,400 | Move through each cell after completing one successful year of teaching. Educators must complete 90-PDHs to move to the next level. Accelerate movement through Levels B, C, D, and E by jumping a full cell after completing 90 PDHs in two years instead of three. For example, complete 90 PDHs in two years and move from Level B-2 to Level C-1 (skipping B-3), or from Level C-2 to D-1 (skipping C-3). |
| Level C-1, C-2, C-3 | \$45,800 | |
| Level D-1, D-2, D-3 | \$48,200 | |
| Level E-1, E-2, E-3 | \$51,600 | |
| LEVEL F - Cells 1-10 | | |
| Level F-1, F-2, F-3 | \$55,000 | Move through each cell after completing one successful year of teaching. Educators must complete 90 PDHs to move to Level F-4. Those with a master's degree can jump directly from F-3 to G-1. |
| Level F-4 | \$55,500 | Move through each cell after completing one successful year of teaching and completing 30 PDHs annually. |
| Level F-5 | \$56,000 | |
| Level F-6 | \$56,500 | |
| Level F-7 | \$57,000 | |
| Level F-8 | \$57,500 | |
| Level F-9 | \$58,000 | |
| Level F-10 | \$58,500 | |
| LEVEL G, H - Cells 1-3 (Master's Degree required) | | |
| Level G-1, G-2, G-3 | \$59,000 | Move through each cell after completing one successful year of teaching. Move to the next level after three years and 90 PDHs. |
| Level H-1, H-2, H-3 | \$63,000 | |
| LEVEL I - Cells 1-8 (Master's Degree required) | | |
| Level I-1 | \$68,000 | Move through each cell after completing one successful year of teaching and completing 30 PDHs annually. |
| Level I-2 | \$69,000 | |
| Level I-3 | \$70,000 | |
| Level I-4 | \$71,000 | |
| Level I-5 | \$72,000 | |
| Level I-6 | \$73,000 | |
| Level I-7 | \$74,000 | |
| Level I-8 | \$75,000 | |

1. New employees hired at A-1 will automatically advance to A-2 with no professional development requirement. Professional development requirement to advance to Level B will be 90 professional development hours (PDHs).
2. Employees who have not earned a master’s degree may not proceed past Level F, Cell 10 of the salary schedule.
3. In addition to the salary schedule, the following would qualify for supplemental pay annually for employees at any level or cell:

| | |
|---|-----------|
| Master’s Degree earned after July 1, 2013 * | + \$2,000 |
| National Board Teacher Certification * | + \$1,000 |
| National Certification for Counselor/School Psychologist * | + \$1,000 |
| Certificate of Clinical Completion for Speech Pathologist * | + \$1,000 |
| Current 316 Reading License * | + \$1,000 |
| Autism Certification (12 Credits) * | + \$1,000 |
| 6 credits completed toward a 316 Reading License ** | + \$500 |

**Degree, certification or license must be earned prior to September 1st and a transcript or other appropriate form of verification must be submitted to the District Administrator by September 20th of the school year. Supplemental pay will be paid by no later than June 30th of the school year in which it was earned.*

***Transcripts verifying credits completed (after June 1, 2014) will be required and the supplemental pay will be paid by no later than June 30th of the school year in which the credits were earned. Reimbursement for credits will be for every 6 credits completed toward the license (i.e. if 9 credits are earned one year and 3 the next, \$500 will be paid each of the two years.)*

4. If a staff member is on an improvement plan, they will not advance to a new cell. If a staff member is on an improvement plan a second consecutive year, they will move to the lowest cell in their level. If there is not marked improvement, steps toward termination of their employment will begin.
5. All professional development requests must be pre-approved by the administrative team. Pathways to professional development include:
 - a. **College Credits:** Courses taken at a technical school or university.
 - b. **District-approved Professional Development:**
 - i. In District – Classes offered in district taught by staff or subject matter experts.
 - ii. Out of District – Classes, workshops, conferences offered outside of the district.
 - c. **Action Research Project:** Independent research-based project focused in an area of interest that aligns with district goals.

Certified Staff Members may accumulate professional development hours (PDHs) and use them in the following ways:

- 1) Twenty (20) PDHs may be traded in for a personal day off.
- 2) Ten (10) PDHs may be traded in for ½ a personal day off.
- 3) PDHs may be traded for movement on the Certified Staff Salary Schedule.

Refer to the Certified Staff Professional Development Guide for more information

CONTRACTS AND CONTRACT NONRENEWAL

Employment contracts will be issued in accordance with Wis. Stats 118.2(2). The District will process contract non-renewals in accordance with Wis. Stats. 118.22(3). Non-renewal of an employment contract is not considered to be termination.

DEDUCTIONS FROM PAYROLL

It is the Employer’s policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the District’s Bookkeeper, who can assist you in understanding the information that is required in order to investigate the matter. The District is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor’s policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed, and the District will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

DIRECT DEPOSIT PAYMENT METHOD

Direct deposit statements are available via Skyward Employee Access on each pay day. Direct deposit changes may be made after giving notice in writing. Each 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 days of leave remaining to the employee’s credit.

EMPLOYEE PAYROLL DATA

Employees are expected to contact their supervisor and/or the District Office if any changes occur in their name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

FLEXIBLE SPENDING ACCOUNT (FSA)

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) for eligible employees. Eligibility is available to employees scheduled to work thirty (30) or more hours per week and have worked for the District for at least six (6) months. 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). Funds remaining in individual plans at the end of a period of three months after the last day of the plan year will be returned to the District.

HEALTH EXAMINATIONS

Health examinations required by the state of Wisconsin and/or District shall be conducted at the Amery Regional Medical Center, with the actual cost to the employee being paid by the District. Actual costs for health examinations will be reimbursed by the District upon submission of original invoice or insurance explanation of benefits.

PAYROLL DATES

Payrolls will be issued bi-monthly, on or before the 5th and 20th of each month, beginning in September and continuing through June or August, depending upon the payroll cycle selected by the employee. If the 5th or the 20th falls on a weekend or a holiday, pay will be issued on the workday prior to the weekend or holiday.

SALARY DEFERRALS

TAX SHELTERED ANNUITIES (TSA)

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 annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an —Investment Vehicle). The purchase of the annuity will be optional for the individual employee.

WDC (WISCONSIN DEFERRED COMPENSATION) 457 PROGRAM

Deferred compensation (457 programs allow eligible employees to save and invest before tax and after tax (Roth) dollars through voluntary paycheck contributions, supplementing any existing retirement/pension benefits.

VOLUNTARY DEDUCTIONS

Employees who voluntarily wish to have deductions from their pay may do so in accordance with established District guidelines.

SUMMER SCHOOL COMPENSATION

Summer school employees will be compensated at \$30.00 per hour.

WAGES & OTHER FORMS OF COMPENSATION

Certified staff will be compensated for additional duties (i.e. curriculum writing, meetings, training, etc.) beyond the scheduled time and outside the school calendar. The hourly rate will be \$30.00.

BENEFITS

INSURANCES

1. **DENTAL INSURANCE** - The Board will provide dental insurance to eligible employees. Eligibility is available to employees who are contracted for 75% FTE or more or who have worked 1119 or more hours in the established one-year look-back period. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board. The District's contributions toward the single and family dental insurance premiums shall be dollar amounts equal to 88% of the actual single and family premiums. If premiums are increased because of additional coverage or industry experience after the initial rates are received, employees shall pay the increased costs.
2. **DISABILITY INSURANCE** - The Board will provide long-term disability insurance to eligible employees. Eligibility for long-term disability insurance is available to employees scheduled to work thirty (30) or more hours per week. Short-term disability insurance is available to eligible employees as an employee-paid option. Eligibility for short-term disability insurance is available to employees scheduled to work thirty (30) or more hours per week.

3. **HEALTH INSURANCE & COBRA** - The Board will provide health insurance to eligible employees. Eligibility is available to employees who are contracted for 75% FTE or more or who have worked 1,074 or more hours in the established one-year look-back period. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board in accordance with applicable state and federal regulations. The employee contributions are based on hours worked as follows:

- Employees scheduled to work 2,023 to 1,432 hours per year will pay 12% of the premium.
- Employees scheduled to work 1,431 to 1,252 hours per year will pay 35% of the premium.
- Employees scheduled to work 1,251 to 1,074 hours per year will pay 40% of the premium.

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

4. **HEALTH INSURANCE – "PAYMENT IN LIEU OF"**

Employees who are eligible to participate in the District's health insurance plan, and who voluntarily waive coverage for the school year, are eligible to receive a \$4,000 benefit credit in lieu of health insurance. The payment will be made via payroll no later than July 5th of the school year for which coverage was waived, and the payment will be subject to normal income taxes. If for any reason the employee does not complete the full school year of employment, or the employee elects to participate in the "payment in lieu of" health insurance plan after October 1st of the school year, the contribution will not be provided by the District at the end of that school year.

By opting for the in lieu of payment, employees acknowledge that they fully understand the implications of waiving medical coverage, and recognize that they will not have another opportunity to enroll in the plan until the annual open enrollment period, unless the employee experiences a qualifying event as defined by the company's health plan documents. Employees who decline coverage for themselves or their dependents (including spouse) because of other medical coverage may in the future be able to enroll themselves or their dependents in this plan, provided that they request enrollment within 30 days after the other coverage ends. In addition, if an employee has a new dependent as a result of marriage, birth, adoption, or placement for adoption, they may be able to enroll themselves and their dependents in the District's health insurance plan provided that they request enrollment within 30 days after marriage, birth, adoption, or placement for adoption.

Employees who opt for the in lieu of payment must have medical insurance coverage from another source and cannot go without medical insurance. As proof of alternate medical insurance, employees must provide a copy of their alternate medical insurance ID card to the District Office. Payment of the cash-in-lieu benefit will not be made until such proof has been provided.

5. **HEALTH SAVINGS ACCOUNT**

The District will contribute to the employee's health savings account. The District will make a contribution of \$1,200 for a single insurance plan and \$2,400 for a family insurance plan. The employee may make contributions of their own. The total contribution to a health savings account is capped at a maximum set by the Internal Revenue Service (IRS). Please note that the District contribution to the employee health savings account is determined by whether the employee is full-time or part-time. A part-time employee will receive less.

6. **LIABILITY INSURANCE** – The District will pay the full cost of employee liability insurance. *Ref: SDA § 780*

7. **LIFE INSURANCE** - The District will pay 40% of the premium for eligible employees. Eligibility is available to employees scheduled to work thirty (30) hours or more per week through the school year. Plans to provide additional life insurance are also available at employee cost.

8. **VISION INSURANCE** – The District will provide vision insurance to eligible employees as an employee paid option. Eligibility is available to employees scheduled to work thirty (30) hours or more per week through the school year.

9. **WORKER'S COMPENSATION COVERAGE** - All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the business office and building administrator prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor and the District Bookkeeping office within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall fill out a Worker's Compensation Form.

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

- A. The employee will receive his/her worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

- B. The District shall pay the employee the difference between the Worker's Compensation payment prescribed by law and the regular salary, to the extent and until such time as such employee has used up his/her accumulated Personal Leave Time. Personal Leave Time deductions shall be prorated so as to agree with the portion of the daily rate paid by the District. Any loss of time under which an employee is eligible for Worker's Compensation Insurance and Personal Leave Time, shall not be compensated by the two claims at a rate greater than the employee's actual daily earnings. Any amounts greater than this daily rate received by the individual shall be reported promptly to be considered for payment.

Some types of injuries suffered while at work may not be covered by worker's 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.

RETIREMENT

The following shall apply to employees who are actively employed and retire after reaching the age of 56 and who are not participating in the District's Post-Employment Health Reimbursement Arrangement (HRA):

- A. Certified staff members must notify the District of their intent to retire by March 1st of the year in which they plan to retire. Staff are still eligible to retire after March 1st, however those who declare their retirement to the District after March 1st under this plan will not be paid any of their accrued, unused sick bank.
- B. Employees will be eligible for WRS retirement benefits as authorized by Wisconsin Stats. 40.05.
- C. Retired employees will not be eligible to receive health insurance benefits through the District unless they are covered under a spouse's insurance plan provided by the District.
- D. Post-Employment Benefits
The following post-employment benefits shall be available to employees who retire between the ages of 56 and the age of eligibility for Medicare:
 - 1. Employees who have taught at least fifteen (15) years in the District shall be eligible to receive post-employment benefits.
 - 2. Unless otherwise specified, employees shall only be permitted to retire under this policy at the end of a school year following their 56th birthday.
 - 3. An employee who retires pursuant to this section shall be entitled a payment of nine-thousand dollars (\$9,000.00) per year for a maximum of eight (8) years, or until the employee becomes eligible for Medicare, whichever occurs first, directed to a District established Health Reimbursement Arrangement (HRA) named the Retiree Only-Premium Only HRA established for the retiree. Two payments of four-thousand five hundred dollars (\$4,500.00) each will be made (on or before July 31st and on or before January 31st) to the retiree's HRA each year this benefit is available. Payments will begin on or before July 31st following retirement.
 - 4. Employees who meet the eligibility requirements and who are retiring with one hundred (100) or more days of accrued sick leave shall be credited with the current rate of sub pay multiplied by the number of days in their accrued sick leave bank. Employees who meet the eligibility requirements and who are retiring with between fifty (50) and ninety-nine (99) days of accrued sick leave shall be credited with one half of the current rate of sub pay multiplied by the number of days in their accrued sick leave bank. The total amount of credit for accrued sick leave will be paid over a period of not more than eight (8) years into the Retiree Only-Premium Only HRA established for the retiree in conjunction with the timeline established for payments provided above (Retirement, D-3). Payments will be made to the retiree's HRA on or before July 5th following the completion of the school year.

In lieu of post-retirement health insurance benefits, the following retirement benefits shall be available to certified staff hired after July 1, 2004:

- A. The District will establish a Health Retirement Account (HRA) named the Post-Employment HRA plan for eligible certified staff. An eligible certified staff member is one who was hired after July 1, 2004 and who is retiring from the District with at least fifteen (15) years of employment with the District and has reached a minimum age of 56. This HRA is not transportable and remains the property of the District. The District may not spend the monies in this account in any manner that is not in accordance with the provisions outlined in the selected plans for eligible certified staff. If a certified staff member leaves employment with the District before becoming all monies in the individual certified staff member's plan will return to the District's funds.
- B. Upon the death of an HRA-eligible employee, the vesting requirement of 15 years of service and age 56 will be waived. Rather, the HRA will be considered vested upon death provided that the employee has completed at least 10 years of service with the District. The deceased employee's spouse and/or IRS dependents may use these HRA funds to continue medical reimbursements.

If a deceased HRA-eligible employee has not completed 10 years of service, the HRA balance will be returned to the District's

HRA trust account. No additional contributions will be made by the District.

- C. The District will pay \$2,000 per year into the certified staff's HRA on or before July 5th following the completion of the school year.
- D. Certified staff members must notify the District of their intent to retire by March 1st of the year in which they plan to retire. Staff are still eligible to retire after March 1st, however those who declare their retirement to the District after March 1st under this plan will be penalized 3% of the total sum of their contract in the last year of their employment in the District.
- E. After a certified staff member completes their 10th year as an employee of the District, a payment of \$5,500 will be paid into the certified staff's HRA. When a certified staff member completes their 15th year as an employee of the District, an additional payment of \$5,500 will be paid into the certified staff's HRA. These payments will be made on or before the August 1st following the completion of their 10th and 15th years.
- F. Each certified staff will receive a \$2,000 contribution to their HRA for every fifty (50) days of sick leave accumulated. This contribution will be made only the first time the fifty (50) day increment is reached. For example, a certified staff member who has worked for the District for 30 years with perfect attendance could accrue 300 sick days and would be paid \$2,000 at each 50-day level, giving them a total of \$12,000 paid into their HRA.
- G. No additional health insurance coverage will be provided by the District upon a certified staff's retirement. Retirees will be expected to provide for their own insurance coverage. Retirees may choose to remain with the District's health insurance plan in accordance with COBRA guidelines or elect to obtain alternate coverage, using their designated HRA funds to pay premiums or un-reimbursed medical expenses.
- H. Certified staff who were hired prior to July 1, 2004 will have the option to participate in this retirement program. Certified staff who elect to participate must notify the District Office in writing on or before September 1st of the year they wish to begin participation. Once a certified staff begins participation in this program, they may not revert back to the original retirement option.
- I. The Plan Administrator of the HRA shall be selected via a selection committee comprised of three (3) members of the Administration and/or the Board of Education and three (3) members of Amery certified staff for a total of six (6) committee members. The District shall have the right to change the Plan provider if the new Plan provides equivalent or better benefits and the change is agreed upon by a majority vote of the selection committee.
- J. Management fees will be paid by the District.

WISCONSIN RETIREMENT SYSTEM

Employee Contribution: Once eligible for coverage under WRS, coverage is mandatory, and an employee may not "opt out" of WRS. Employers and employees are required to pay "one-half of the actuarially required contributions." Employee contributions are pre-tax.

LEAVES & ABSENCES

EMPLOYEE ABSENCE AND SUBSTITUTES

When an employee is to be absent from school and a substitute is needed, it is the responsibility of the employee to call the District's designated substitute caller. If possible, such notification should be made the evening prior to the time of absence, or before 6:00 a.m. This will help to provide time for obtaining a substitute.

LEAVE RECORDS – AVAILABLE VIA ERMA

All records of employee leave can be found on the ERMA (Skyward Employee Access) link on the District's website.

LEAVES – EMERGENCY

All professional personnel of the school district shall be allowed up to three (3) days leave per year with pay (not accumulative and not deducted from sick leave) in case of death, serious illness, emergency non-elective surgery, or serious accident involving a member of the immediate family. The term "immediate family" shall be construed to mean spouse, children, stepchildren, parents, grandparents, grandchildren, mother-in-law, father-in-law, brothers, sisters, or others living in the home with the employee. Requests for leave where individuals other than those members described shall be at the discretion of the District Administrator.

Certified staff do not have to take a personal day for a funeral. Certified staff will be allowed to use an emergency day for any funeral they attend.

If the district has reason to challenge an employee's emergency leave request for "serious illness" it may request that a physician determine whether or not "serious illness" is present. Such a determination will be made by a medical doctor of the district's choosing and at its expense. However, the employee requesting emergency leave may, instead of having the relative examined by the district's chosen physician, select a different physician to perform the examination at the employee's expense, subject the employer's right to thereafter request further examination of the employee's relative by another physician chosen by and paid for by the district. Parties agree that they may reasonably rely on the various physicians' reports. Any dispute

regarding this process can be resolved through the normal grievance procedures.

Emergency days are based on the employee's scheduled workday (e.g. an employee scheduled to work 4 hours per day would receive three emergency leave days of 4 hours each).

LEAVES - EMERGENCY CONDITIONS

Weather conditions affecting only the ability to commute will generally not be considered a reason for closing a facility.

In conjunction with local health and/or public safety authorities, the School District of Amery may decide to close a work site or take other emergency measures in order to safeguard the health and welfare of employees and the public and/or because a situation exists affecting the ability of employees to perform their job. Examples of emergency conditions might include power outages, a natural disaster, or a quarantine imposed by health officials. Under such circumstances, the School District of Amery may authorize paid leave status for employees.

The first day of school closure due to inclement weather or emergency conditions will not be added to the end of the school calendar. All subsequent days of school closure will be made up at the discretion of the board of education. *Ref: SDA § 723.3, 723.6*

LEAVES - FAMILY, MEDICAL & MILITARY

The District will abide by all current FMLA and WFMLA rules in place.

Eligibility:

- Federal: Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours of service over the previous 12 months.
- State: Employees are eligible if they have worked for a covered employer for more than 52 consecutive weeks, for a minimum of 1,000 paid hours.

Basic Leave Entitlements - Family & Medical

- Federal: Up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
 - For incapacity due to pregnancy, prenatal medical care or childbirth;
 - To care for the employee's child after birth, or placement for adoption or foster care;
 - To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - For a serious health condition that makes the employee unable to perform the employee's job.
- State: On a calendar year basis, the following unpaid, job-protected leave is available:
 - Up to 6 weeks per 12-month period for the birth or adoption of a child;
 - Up to 2 weeks per 12-month period to care for a child, spouse, parent or parent-in-law, domestic partner or domestic partner's parent who has a serious health condition;
 - Up to 2 weeks per 12-month period for the employee's serious health condition.

Basic Leave Entitlements - Military

- Federal: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status may use their 12-week leave entitlement to address certain "qualifying exigencies".
 - Eligible employees may take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

Emergency Family Medical Leave Act (EFMLA)

EFMLA requires that certain employers provide up to 10 weeks of paid, and 2 weeks unpaid, emergency family and medical leave to eligible employees if the employee is caring for his or her son or daughter whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19.

Any employee who is interested in taking a family/medical/military leave should contact the District Office for further information about your rights and responsibilities under both laws.

LEAVES – JURY & COURT DUTY

Jury Duty is a non-accumulative paid leave for as much time as is required for 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 workdays. 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.

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 provide a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will keep any travel expenses received. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury or court duty directly related to his/her employment with the District will not be deducted from sick leave or other leave time the employee has earned or will earn in the future.

LEAVES - PERSONAL DAYS

All full-time employees and all part-time employees will be granted two (2) days of personal leave per year based on their scheduled work day (e.g. an employee scheduled to work 4 hours per day would receive two personal leave days of 4 hours each), accumulative to four (4) days. Personal leave

may be used in increments of no less than one-half (.5) day. The employee taking personal leave time will pay \$100 per day to cover the assignment of the absent instructor.

Not more than seven (7) employees shall take personal leave on any one day. In the event that more than seven (7) teachers request personal leave on the same day, the first seven (7) requests will be honored as follows: In the days preceding the period of thirty (30) days before the date requested, date of hire will determine personal day requests to be approved. Requests for personal days submitted with fewer than thirty (30) days remaining before the date requested will be approved on a first come, first served basis.

LEAVES - SICK LEAVE

For purposes of this provision, "immediate family" shall be defined as including spouse, children, stepchildren, parents, grandparents, grandchildren, mother-in-law, father-in-law, brothers, sisters, or others living in the home with the employee.

All certified staff shall accrue sick leave of ten (10) days per school year. Part-time employees will receive sick leave on a pro-rated basis based upon the number of hours they are scheduled to work.

Unused sick leave "carries over" and accumulates. Sick leave will be paid out at the time of retirement (see page 5).

Under Federal FMLA, employees may be required to use all accrued paid leave time before receiving leave without pay; under State FMLA, employee may substitute accrued paid leave time or choose to take unpaid leave. Sick leave may be used in increments of no less than one-half (.5) day. A request for sick leave must be submitted to the designated person and/or Supervisor as soon as reasonably practical and no later than one (1) hour before the start of assigned work hours.

If an employee were to leave the school system prior to the 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 (1) day of paid sick leave earned per month of employment to a maximum of twelve (12) days per contract year.

EMPLOYEE PAID SICK LEAVE ACT (effective through December 31, 2020)

The Emergency Paid Sick Leave Act (EPSLA) enables employers to keep their workers on their payrolls, while at the same time ensuring that workers are not forced to choose between their paychecks and the public health measures needed to combat the COVID-19 virus. Through EPSLA, a staff member who is not able to work due to one or more of the reasons below qualifies for 10 days (up to 80 hours) of paid leave. One day of EPSLA sick leave is equivalent to the employee's typical scheduled workday. For example, if the staff person is typically scheduled for four hours of work per day, he or she is eligible for 10 days of leave at four hours per day for a total of 40 hours of paid EPSLA leave.

EPSLA leave will be granted when one or more of the following reasons are met:

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 that specifically prevents the employee from working.
- The employee has been advised by a health care provider to self-quarantine because of concerns related to COVID-19.
- The employee has symptoms of COVID-19 symptoms and is seeking (or has sought) a medical diagnosis.
- The employee is caring for another individual who is subject to quarantine or has been advised by a health care provider to self-quarantine related to COVID-19.
- The employee is caring for his or her child(ren) because their school or childcare provider is closed or unavailable because of COVID-19. The employee must certify that no other suitable person is available to care for the child(ren) during the period of requested leave. If child is over 14, the employee must further certify that there are special circumstances that require the employee to care for that child.

An employee who is unable to work due to one or more of the reasons listed above and has exhausted their 10 days of paid EPSLA leave, will continue to be paid by the District for their contracted rate of pay. Employees will not be required to use sick days or personal days for COVID-19 related absences that meet the criteria above unless the absence is the result of a quarantine due to personal travel out of the state (with the exception of Minnesota) or personal travel out of the country.

LEAVES - UNPAID LEAVE OF ABSENCE

An unpaid Leave of Absence that may be needed outside of established FMLA/WFMLA guidelines and procedures may be granted for the current school year with no guarantee of re-employment. Requests for unpaid leaves of absence shall be made in writing to the District Administrator, who may bring the request to the Board for consideration. Requests denied by the District Administrator may be brought to the Board for consideration. Requests to continue a leave of absence into the following school year must be submitted in writing to the District Administrator, who may bring the request to the Board for consideration.

Revised: April 17, 2017
July 17, 2017
July 16, 2018
May 20, 2019
June 22, 2020
August 25, 2020



School District of Amery

Support Staff Handbook

Innovate. Lead. Succeed.

BOARD OF EDUCATION

| | |
|----------------------|------------------|
| President..... | Chelsea Whitley |
| Vice President | Keith Anderson |
| Clerk..... | Dale Johnson |
| Treasurer | Charlotte Glenna |
| Director | Erin Hosking |

ADMINISTRATION

| | | |
|---|---------------------------|----------|
| District Administrator | Shawn Doerfler | ext. 237 |
| Administrative Assistant | Becky Schmidt | ext. 272 |
| Business Manager | Andrew Dyb | ext. 270 |
| Bookkeeper | Twila Sikkink | ext. 278 |
| Director of Pupil Services | Bradley Baumgartner | ext. 370 |
| Lien Elementary School Principal | Cheryl Meyer | ext. 266 |
| Amery Intermediate School Principal..... | Oralee Schock | ext. 274 |
| Amery Middle School Principal | Tom Bensen | ext. 301 |
| Amery High School Principal..... | Josh Gould..... | ext. 234 |
| Amery High School Dean of Students/Athletic Director..... | Jeff Fern | ext. 216 |
| Transportation & Grounds Supervisor..... | Tom Olson..... | ext. 231 |
| Buildings & Grounds Assistant..... | Chuck Berry | ext. 297 |
| Director of School Nutrition | Stacy Nelson | ext. 359 |
| Buildings & Maintenance Supervisor | George Sigsworth..... | ext. 236 |
| Information Technology Coordinator | Clint Waalen | ext. 200 |
| Community Education & Communications Coordinator..... | Tracy Hendrickson | ext. 220 |
| Director of Clubhouse Child Care | Nina Hutton..... | ext. 434 |

PURPOSE OF THIS MANUAL

This manual has been developed as a collective effort of Amery administrators, staff members and the Board of Education to provide guidelines for personnel. It should prove to be of assistance to each employee by clarifying the primary objectives and expectations for staff members and establishing ways and means of providing for a quality educational and work environment. This handbook is meant to provide clarification only and does not supersede current Wisconsin statutes, Board policy or any existing Collective Bargaining Agreement. Each employee and each administrator should become familiar with this manual.

Staff input regarding the content of this manual is appreciated and updates will be made as needed as determined by the Board. The information in this handbook is subject to change. It is important that each of us remember that the specific purpose of all positions, all personnel, and the schools themselves is the educational opportunities provided for our young people. The District Office, and the office of each building Principal or Supervisor, is always open for discussion with any employee. We will do our very best to assist you with any specific concerns you may have.

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EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT OF AMERY

The Board of Education believes the district must make a concerted effort to help each student develop the attitudes, confidence and skills which are necessary for him/her to reach his/her full potential and make a useful contribution to society. The Board believes the district must develop in each student the techniques and desire to learn, reason, solve and evaluate. In order to prepare a student for continuous learning, he/she must be directed and encouraged to study independently, think logically, solve problems creatively and communicate ideas meaningfully.

In addition, the Board believes the school is a reflection of the needs, values, strengths and aspirations of the community. Therefore, it is committed to assisting the community to grow educationally and culturally. Each individual, regardless of his/her race, sex, religious beliefs, economic status, talents, abilities, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability should have educational opportunities to attain the maximum education possible. *Ref: SDA § 110*

GENERAL POLICY STATEMENT

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

This Handbook is not a contract of employment; the Handbook supersedes and replaces provisions previously found in collective bargaining agreements that have expired and/or found in personnel policies and procedures that require modification due to the Budget and Budget Repair Bill. The Handbook applies to non-represented employees as well as all School District of Amery employees previously covered under a collective bargaining agreement. This Handbook is subservient to, and does not supersede, the provisions set forth in District policies located on the District's website.

DISTRICT RESPONSIBILITIES

The Board of Education 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:

- To direct all operations of the school system;
- To suspend, discharge and take other disciplinary action against employees;
- 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 select employees, establish quality standards and evaluate employee performance;
- To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- To determine the educational policies of the District; and
- To contract out for goods and services.

This section does not describe any rights of the employee(s). Accordingly, employee(s), may not base any charge of a *Handbook* violation under the District's grievance process as found in Board policies found on the District website or any other forum solely on this section.

GENERAL EMPLOYMENT INFORMATION

ACTIVITY PASSES TO ATHLETIC EVENTS

Current employee identification badges provide the employee complimentary access to all home (regular season) athletic events with the exception of home Hockey games for himself/herself and a guest. The employee must be present with his/her identification badge in order to receive this complimentary access.

APPOINTMENTS DURING THE WORKDAY

Employees must use a PLT day (full or half day) when they are not able to be at work due to an appointment. However, if an employee has an appointment that is thirty (30) minutes or less in length, they are able to check out to conduct the appointment and work thirty (30) minutes less that shift. Employees are also allowed to combine this 30-minute timeframe with their 30-minute, duty free lunch period to conduct an hour-long appointment without having to use a PLT day. All leave requests for appointments during the workday are to be approved by the employee's immediate Supervisor.

ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The School District of Amery has a goal to be in full compliance with this. A complete Asbestos Notification, published annually in the Amery Free Press, is available in the District Office. *Ref: AHERA 1986*

BLOODBORNE PATHOGENS & ANNUAL TRAINING REQUIREMENT

The Board recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacterium or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid. The School District of Amery has prepared proper procedures for handling body fluids during normal school day activities. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids. The District Administrator will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. All staff members will be trained in the appropriate handling of potential contaminants. *Ref: OSHA 29 CFR 1910.1030.*

BOOSTER/PARENT GROUP PARTICIPATION

Employees are encouraged to participate as members and/or ex-officio officers of parent and booster organizations and should perceive their role as ambassadors of the District. District employees shall not be authorized to solely approve disbursements from organization funds. *Ref: SDA § 883*

BREAKS/LUNCH PERIODS

Duty-free lunch periods for employees will be scheduled by the District in accordance with Wis. Admin. Code § DWD 274.04(2). Employees scheduled to work six (6) or more hours per day are entitled to two fifteen (15) minute breaks during their work day as scheduled by their Supervisor. Employees scheduled to work three and one-half (3½) consecutive hours are entitled to one fifteen (15) minute break.

BUILDING AND EQUIPMENT SECURITY/VANDALISM

Buildings and equipment constitute the greatest monetary investment of the district and it is important to adequately protect the district's investments. Damage to school buildings and equipment shall be reported to the employee's immediate Supervisor immediately after the acts have been discovered. *Ref: SDA §731*

BULLETIN BOARDS

The District shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. If a collective bargaining unit exists, the Association will be allowed to post items on the bulletin board subject to the restrictions set forth herein and as amended by an applicable collective bargaining agreement. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about School District of Amery staff, parents, students or board members and shall not be in contravention of any District policy or law. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

CELL PHONE USE

Staff may possess and use cell phones responsibly and professionally during the workday. Cell phones may not interfere with staff's employment responsibilities or instructional time with students.

CERTIFICATIONS AND LICENSURE

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files can be found at the Human Resources office within the District Office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Employees are to report any change of address or telephone number to the District Office in a timely manner.

CONTRACTS AND CONFLICT OF INTEREST

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. *Wis. Stats. § 946.13(1)(a) and (b).*

COPYRIGHTED MATERIAL

The district and its employees shall abide by current federal copyright laws. Any employee that violates copyright laws shall be liable for his/her actions.

CRISIS ACTION PLANS

Crisis action plans and procedures for students and staff for emergencies such as fires, bomb threats, tornadoes, blizzards, civil disturbances and floods shall be available in each building. Each building Principal shall be responsible for Crisis Action Plans. Staff shall familiarize themselves with their building's plans, be prepared to activate them immediately and perform any emergency-related duties to which they may be assigned. Copies of building Crisis Action Plans shall be on file in the District Administrator's office. The safety of students and staff must be the main consideration during a crisis. Periodic drills shall be conducted to enhance the safety of the students. *Ref: SDA § 723*

DEPARTMENTS

Support staff employees will be designated as working in one (or more) of eight (8) departments identified as follows: Custodial and Grounds personnel; Secretarial personnel; Food service personnel; Para-educators; Community Education Clubhouse personnel; Bus Drivers/Van Drivers (Instructional Use); Bus Mechanic; and Tech Support personnel.

DISCIPLINE/TERMINATION

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline may be imposed which include, but are not limited to, suspension, with or without pay, demotion or termination. Verbal warnings, written warnings or reprimands are not considered to be forms of discipline and are not subject to the established Grievance Procedures. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the School District of Amery. All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file. *Ref: SDA § 527, 527-Rule*

DISTRICT PROPERTY

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. *Ref: SDA § 742.1*

DISTRICT VEHICLES & MOBILE EQUIPMENT

District-owned vehicles are provided for transporting students and district employees to and from school and school-related activities and are not to be operated for personal use. All employees who drive or operate a District vehicle or mobile equipment must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle while performing duties for the District.

In addition to the notice requirements above and pursuant to CDL Requirements, a CDL driver must notify his/her employer, in writing and within 30 days, of a conviction for any traffic violation regardless of the type of vehicle being driven at the time of the violation. All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. *Ref: SDA § 751.5*

DRUG & ALCOHOL PROHIBITIONS

No employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is also prohibited. The District may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees employed in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures. *Ref: SDA § 522.1*

ELECTRONIC MEDIA & SOCIAL MEDIA POLICY

The School District of Amery has developed comprehensive policies in regard to employee use of electronic media and social media. All employees are required to submit a signed Technology Use Agreement and abide by District policies at all times. District policies are available for review on the District website. *Ref: SDA § 528, 529 and 865*

EMPLOYEE IDENTIFICATION BADGES

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time. Current employee identification badges provide the employee complimentary access to all home (regular season) athletic events.

EQUAL EMPLOYMENT OPPORTUNITIES

The School District of Amery recognizes and shall abide by state and federal laws prohibiting discrimination in employment. Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the district. Application forms, hiring practices and personnel administration shall be periodically evaluated relative to equal opportunity employment. Discrimination complaints shall be processed in accordance with established procedures. *Ref: SDA § 511*

EXTRA-CURRICULAR ASSIGNMENTS

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

- Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. However, under no circumstances shall a Board member work as a coach, assistant coach, advisor, or assistant advisor to an extra-curricular activity (on either a paid or a volunteer basis).

- The hours and wages for extra-curricular activities shall be specified in the letter of assignment and will be paid at not less than the established Wisconsin minimum wage.
- The letter of assignment shall not be deemed a contract.

When the Employer determines that a vacancy or new position shall be filled, the Employer shall post a notice of such vacancy or new position for a minimum of three (3) working days. Vacancies that occur during the month of August will be posted until filled.

Payments for extra-curricular activities shall be made in accordance with District payroll procedures. However, wages earned shall be paid at least monthly, with no longer than 31 days between pay periods. Extra-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the extra-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that their supervisor deems appropriate. When determining the manner and frequency of evaluations, the supervisor may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

EXTRA-CURRICULAR ASSIGNMENTS – VOLUNTEERS

Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for an extra-curricular activity. The following guidelines apply to volunteers:

- They will not be eligible for salary/wages, stipend, or benefits;
- They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;
- They will be responsible for their own personal injuries (i.e., ineligible for worker's compensation);
- They must consent to a Criminal Background Checks for Employees and agree to have a tuberculin skin (TB) test;
- They must follow all District activity and athletic policies and procedures and other District policies as applicable;
- They accept direct and indirect supervision of the head coach; and,
- They may be dismissed at any time without cause.

EXTRA DUTY EVENTS

Each building shall have a rotation list of custodial employees who will work extra duty events on weekends and holidays. The rotation list will be based on seniority, with the most senior custodial employee beginning the school year at the top of the list. After working or declining an event, that employee shall move to the bottom of the list and the next senior employee will move to the top. The rotation will be established at the start of each school year. Inclusion in the rotation shall be voluntary. Custodial employees may add themselves to the bottom of the rotation list or may remove themselves from the rotation list once per school year. An assist list will be established to include custodial employees from other buildings. In the event that all building custodial employees decline an event, the next available senior person on the assist list will be offered the event.

Custodians working weekend or special events outside of their regular work shift are required to take a ½-hour, unpaid and duty-free lunch break if working at least 6 hours. If the duty-free break is interrupted, the break will be adjusted to complete the 30 minutes. If custodian is scheduled to work at least 4 hours, one 15-minute paid break is provided. Two 15-minute paid breaks are provided for shifts of 8 hours.

FAIR LABOR STANDARDS ACT

The Amery Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance. *Reference: Fair Labor Standards Act*

FIELD TRIPS/EXCURSIONS

The Board believes that properly timed, planned and conducted field trips can be of great educational value to students. Supervising employees are expected to be familiar with and follow the established guidelines for scheduling and conducting student field trips/excursions. *Ref.: SDA §352*

GRIEVANCE PROCEDURE

The School District of Amery has developed comprehensive policies and procedures in regard to employee grievance reporting. District policies are available for review on the District website. *Ref.: SDA §527 and 527-Rule*

HARASSMENT

The School District of Amery is committed to creating and maintaining a school environment in which all students, employees and volunteers are treated with respect and are free from harassment.

- A. Harassment Description: Harassment, including sexual harassment, is verbal or physical conduct or abuse that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, or interferes with the individual's work or learning performance. Harassment can include many different types of behavior. What makes behavior harassment in a particular case is (1) that the behavior is directed toward a person's membership in a protected class, e.g., sex, race, disability, and/or (2) the behavior is pervasive or severe that it interferes with the person's performance or creates an intimidating, hostile, or offensive environment. Harassment may

include, but is not limited to, conduct relating to an individual's age, sex, race, creed, national origin, color, marital status, pregnancy, disability, sexual orientation, or other protected status.

B. **Prohibitions:** Harassment by a student, employee or volunteer of the district is strictly forbidden. A student, employee or volunteer of the School District of Amery shall not harass another person at the school or at any other location when he/she is on school business or while he/she is attending a school-sponsored function. A student, employee or volunteer of the School District of Amery shall not harass another person through the use of the school district's communications equipment. The district shall take action to protect all students, employees and volunteers from all types of harassment. All those involved with the School District of Amery have a responsibility to contribute to a respectful school environment. The district encourages, expects and appreciates cooperation in implementing this policy. *Ref: SDA § 411.1*

It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination, including harassment, does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in Board policies. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal. *Ref: SDA § 511*

INSERVICE/WORKSHOP/TRAINING

The District may authorize staff to attend in-service and other training, either of which may occur outside of employees' regular hours of work. Additional compensation (if any) for such training shall be determined by relevant law (FLSA) and District policy and procedures. Employees shall be scheduled to work the first full day of in-service and one-half of their regularly scheduled hours of a second day of in-service prior to the first day of school. Pareducators will be scheduled to work the first and second full days of August in-service.

JOB DUTIES/RESPONSIBILITIES

Job duties will be outlined on the appropriate Job Description. Employees may be asked by their immediate supervisor to conduct work duties that may not be listed on their written job description. No employee is allowed to change or adjust their work duties without authorization from their immediate supervisor.

JOB VACANCIES & POSTING

When the Employer determines that a vacancy or new position shall be filled, the Employer shall post a notice of such vacancy or new position for a minimum of three (3) working days. The posting shall include the date the position is to be filled, title of position, requirements, rate of pay and benefits. The Employer retains the right to determine whether and when to recruit outside applicants. Vacancies that occur during the month of August will be posted until filled.

All employees who meet the minimum qualifications for the position, have satisfactory evaluations in all categories, and who apply in writing for said posting may be given the opportunity to interview for the opening. All employees who interview for a position will be notified of selection outcome.

Should a regular bus route become available due to the termination of a bus driver or because a new regular route is created, the route shall be offered to active drivers on a seniority basis. In the event of a route elimination and if no other routes are affected, the driver whose route has been eliminated may claim another route provided the driver bumped has less seniority than the claimant. If other routes are affected by the elimination of a route, then the entire process shall be claimed by seniority. Only after following this procedure shall the route be offered to others outside the department. Regular routes are defined as daily transportation of students to or from school on school days (including summer school), or between school buildings (including other districts, hospitals, etc.), and the daily physical therapy/special education routes.

LAYOFF AND RECALL

The Board retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work. The rehiring of employees who have been laid off shall be determined by the District based on its need for the most qualified person to perform the available work. An employee's employment relationship shall be broken and terminated by:

- Failure to return to work following recall from layoff within ten (10) calendar days of receipt of notice to do so.
- At the point in time that the employee has been on layoff for two (2) years.

MAINTENANCE OF FACILITIES

The Board of Education believes that a well-maintained facility is more conducive to learning and that budgeting can be more structured and predictable with a maintenance schedule. Preventive and corrective maintenance procedures shall be developed and implemented to ensure that each site and building will be clean, in good repair and maintained with consideration for function and aesthetic value. Employees should immediately report any damaged or broken equipment to their supervisor.

MAINTENANCE REQUESTS

Custodial/Maintenance Work Order forms are utilized for the purpose of providing an orderly means of having specific projects and certain repairs of school equipment and property completed. Forms are to be submitted to your immediate Supervisor for approval.

MEDIA RELATIONS

The Board of Education recognizes the need for the district to be accessible to the media and charges the District Administrator with the responsibility for the dissemination of information and informational materials to the news media. All news releases affecting the District shall be approved and distributed from the District office. News releases shall be distributed to appropriate print, radio and television media to adequately communicate with intended clientele in the District. *Ref: SDA § 821.1*

NON-DISCRIMINATION

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of illegal discrimination based on an employee's race, color, sex, religious or political beliefs, economic status, talents, abilities, national origin, ancestry, creed, pregnancy, marital, familial or parental status, sexual orientation, genetic information, handicap or physical, mental, emotional or learning disability.

It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in Board policies. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal. *Ref: SDA § 511*

ORIENTATION/MENTORS

New staff members should meet with District Office personnel as soon as possible to complete the necessary payroll and benefit paperwork. All incoming staff shall participate in an orientation conducted by their immediate supervisor. All staff will be provided a mentor. *Ref: SDA § 547.1*

OUTSIDE EMPLOYMENT

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board of Education expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require.

District facilities, equipment or materials will not be used in performing outside work.

OVERTIME

Overtime (time and one-half) shall be paid for hours worked in excess of forty (40) hours per week. Any paid leave time shall not be counted as hours worked for overtime purposes. All overtime must be approved in advance by the employee's Supervisor.

PERFORMANCE EVALUATIONS/REVIEWS

Reviews are intended to reinforce quality work and to help a person to grow in their position. Evaluation tools and procedures will be established by the Administration with input from support staff. Evaluations will occur on an annual basis. Every attempt will be made to complete the evaluation by no later than June 1st. The evaluation will be based on the job description and employee performance. First year employee will have an informal review after 6 months in the position.

PERSONAL APPEARANCE/STAFF DRESS

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to our students, parents and the public, employees represent the District.

The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere. *Ref: SDA § 522.6*

PERSONAL PROPERTY

The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

Employees should have no expectation of privacy to items contained in plain view, for example, but not limited by enumeration to automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

PERSONNEL RECORDS

A personnel file is maintained in the District Office for each employee. Employees, and other authorized viewers of records, shall have the authority to review and copy, but not remove or alter, personnel records. *Ref: SDA §526*

PERSONAL VEHICLE INSURANCE

All transportation in the District shall be through use of district-owned vehicles except in instances where emergencies or schedule conflicts necessitate the use of privately-owned vehicles. Employees must notify and receive approval from the building principal or immediate Supervisor prior to transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. In case of accident while driving a personal vehicle in the performance of employment duties, the employee's personal auto insurance will provide primary coverage. *Ref: SDA § 753, Wis. Stats. § 121.555.*

PHYSICAL EXAMINATION

Upon initial employment and thereafter, physical examinations and tuberculin tests shall be required of District employees in accordance with section 118.25 of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.

The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination. *Ref: SDA § 523.1*

POLITICAL ACTIVITIES

Definition of "Employer Resources": Employees may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. (Use of bulletin boards or other posting areas requires prior authorization by the building Principal or Supervisor and is off-limits to public use.)

Definition of "Political" Activities: Partisan "political" activities must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention.

Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Using working hours or employer resources to solicit responses to political surveys;
- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the employer's mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with District curriculum guidelines and teaching methods. This policy is not intended to limit the off-duty activities of employees where District buildings and property are made available to community groups for meetings and gatherings. Nothing in this policy limits the rights of the District to sponsor non-partisan political forums or forums in support of District initiatives, such as building referendums. Nothing in this policy places restrictions on the District's freedom to invite speakers with political associations to forums that are not open to the general public. *Ref: SDA § 550*

PROTECTIVE CLOTHING & EQUIPMENT

The Board shall provide the protective clothing and equipment necessary for all employees to perform their jobs. Such clothing and equipment shall be limited to the following items: nonprescription safety glasses and other personal safety equipment. The Board 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 and shall sign for receipt of the item in acceptable condition. All items of protective clothing shall remain the property of the Board 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. *Ref: Wis. Stat. § 101.11*

REPORTING CHILD ABUSE OR NEGLECT

All employees of the School District of Amery who have reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall immediately contact the appropriate county agency and inform the agency of the facts and circumstances which led to the filing of the report. The District Administrator, or designee, shall also be contacted. District employees must complete appropriate training within six (6) months of initial hiring and at least every five years thereafter. No district employee shall be disciplined for making a child abuse or neglect report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect and provides for the protection of the identity of any individual who makes such a report. Failure to report suspected cases of child abuse or neglect is punishable by a fine and/or jail sentence. *Ref: SDA § 454*

SALARY SCHEDULE

The basic salaries of employees covered by this Handbook can be found on the District's website and entitled School District of Amery Support Staff Compensation and Benefits.

SALES & PROMOTIONS

The Board of Education may prohibit or restrict sales and promotions on school property in accordance with state statutes. *Ref: SDA § 850*

SCHOOL CALENDAR

School calendars will be determined by the Board of Education and the administration. Scheduled holidays will be designated in the school calendar and shall not count as workdays. *Ref: SDA § 321*

SECURITY SYSTEM

A comprehensive security system has been installed in all school buildings and the Bus Garage. Employees may be required to set the building's security system if they are the last person to leave or to deactivate the system if they are the first person to report on any given day. Directions and security procedures are posted next to the alarm control panel in each building. Confidential pass codes are issued to each employee to verify authorization to be in a building in case of an alarm.

SEVERANCE FROM EMPLOYMENT

An employee's employment relationship shall be broken and terminated by:

- termination pursuant to the terms of this Handbook and/or the employee's individual contract;
- voluntary resignation;
- retirement;
- nonrenewal of the employee's contract, (only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes);
- failure to return to work following recall from layoff within ten (10) calendar days of receipt of notice to do so;
- failure to return to work the day following the expiration of an authorized leave of absence; and job abandonment.

STAFF CONDUCT/MISCONDUCT

The Board expects all employees to strive to maintain a positive and constructive learning atmosphere for students. In addition to the guidelines included in Board policy, all employees are expected to adhere to the ethics standards required by State statutes. Any employee who has engaged in misconduct as specified by State statutes shall be reported to the State Superintendent of Public Instruction. *Wis. Stats. §19.42, 19.59, 115.31, SDA §522.3 and 522.4*

STAFF TRAVEL

Car travel in the district shall be reimbursed at the latest IRS rate. Travel outside of the district must have prior administrative approval.

STAFF TRAVEL (out of state and out of country)

~~During the COVID-19 pandemic, it is recommended that staff who have traveled out of the state of Wisconsin (with the exception of Minnesota) quarantine at home and away from work for 14 days following their return. It is also recommended that staff who have traveled outside of the United States quarantine for 14 days following their return.~~

SUMMER ASSIGNMENTS

The District will determine if there is summer work to be performed beyond the normal hours of regular full-time and regular part-time school year and twelve-month employees. All available summer work as determined by the District shall be posted in school buildings for a minimum of three (3) working days.

Current employees who accept a temporary position (including summer positions) in their department will be paid at their current rate of pay, excluding shift differentials. Current employees who accept a temporary position (including summer positions) in another department will be paid at the Level 1 (Entry) hourly wage for that department. District employees who worked in a temporary summer Custodial position in 2012

will be paid at the Level 4 Custodial rate. Employees hired from outside of current District staff will be paid at the established Substitute pay rate.

Temporary summer custodial employees will be entitled to take up to five (5) days of unpaid leave during summer shift and must work the five days prior and five days after July 4th holiday in order to receive holiday pay.

TECHNOLOGY/EQUIPMENT USE

The School District of Amery provides access to many kinds of technology, including a computer network with Internet Access. Students, staff and community members are restricted to activities that promote the instructional mission of the school district. At all times the users of technology are expected to act in a responsible, ethical and legal manner in compliance with school district policy and state and federal law.

Individual users will be held accountable for their behavior and communication through the school district's computer network. Users must realize the Internet, social media and email services are public and not private in nature. The district reserves the right to monitor and access users' Internet and email activities. School employees must sign an agreement to access the Internet and e-mail. Misuse of the technology may result in disciplinary action, revocation of the user's account or legal action as appropriate. *Ref: SDA § 528, 529 and 865*

TELEPHONE USE

The Amery Board of Education believes that communication between the schools and families is of utmost importance. Telephones have been placed in buildings as a means of facilitating this line of communication. Voicemail boxes are available for staff use as a way to offset school interruptions. It is expected that staff members will not allow telephone conversations to interrupt school activities. Staff members are also expected to delete voicemail messages in a timely manner. The School District of Amery has the right to request reimbursement from staff members who are using District telephones for personal calls.

TIME CLOCKS

Time clocks are to be used by all support staff members and are located in each school and the Bus Garage. The District Office will issue a time card/ID number to each employee.

TOBACCO ON SCHOOL GROUNDS

The Board of Education recognizes that tobacco use has been shown to be linked to illnesses and disability and tobacco use is particularly addictive to children and youth. Therefore, in compliance with state law, the following policy on smoking and tobacco use is adopted: No official or staff member shall take action that might encourage a student to smoke or otherwise use tobacco products. There shall be no smoking or other use of tobacco products in any school building or on school premises owned by, rented by or under the control of the Board. This includes vehicles, offices, shops, warehouses or other enclosed structures at any time, day or night, and applies during non-school events as well as during school-sponsored events. *Ref: SDA § 831*

TRAVEL & EXPENSE REIMBURSEMENT

Staff may be reimbursed for itemized and documented travel expenses provided such expenses are related to the employee's duties as expressed in the contract with the employee. Only those items for which there is itemized documentation may be reimbursed. However, at its discretion, the board may pay such expenses on a per-diem basis as long as such does not exceed the amount permitted for state employees. Authorized travel mileage shall be reimbursed at the current IRS mileage rate.

VIDEO CAMERAS IN BUILDINGS AND BUSES

Video cameras are used at all times for security purposes in all buildings. Employees are expected to be aware that video recordings may be used as evidence for any discipline or legal action. Buses will have cameras recording in an unannounced procedure.

VIOLENCE/BULLYING IN THE WORKPLACE

Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area.
2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or his/her designee as soon as possible.

An employee who has received a restraining order, temporary or permanent, against an individual, who may impact the employee at work (e.g. verbal or physical contact or proximity has been prohibited or restricted), shall immediately supply a copy of the signed order to his/her supervisor. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in appropriate

circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

VISITORS TO SCHOOLS

All building visitors shall be required to register at the building office, state the purpose of the visit, and wear a visitor badge in plain sight at all times while in the building or on school grounds. The following are exceptions to the above:

- A. Persons who are in the building at the specific invitation of the district and are working with a district employee.
- B. Parents or citizens who have been invited to visit the school as part of a scheduled open house or special day.
- C. Individuals who are attending a scheduled performance by a school class, team, or group.
- D. Members of the community wishing to visit a class must obtain approval of the classroom teacher and the building principal and must make arrangements one day prior to the visit.
- E. Visitors other than custodial parents or guardians wishing to visit a specific student must provide written permission from the custodial parent or guardian and obtain approval from the building principal one day prior to the visit.

School personnel encountering any non-employee not wearing a visitor badge shall ask them to report to the office for registration. If a person refuses, the employee shall notify the building principal, or his or her designee, who may then call the police for assistance. *Ref: SDA § 860*

WAGES & OTHER FORMS OF COMPENSATION

Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages for one year at a time. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer. Employers may bargain with units comprised exclusively of public safety employees on any term or condition of employment, including any form of compensation.

WEAPONS PROHIBITION

Firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: *Ref: WIS. STAT. §119.25, 120.13(1), 941.235, 948.60, 948.605, 948.61, SDA §833*

WORK SCHEDULES

Work schedules shall be established for each employee that include clearly stated shift start and end times, break times (as applicable) and lunch time (as applicable). Supervisors may adjust work schedules as needed. Employees are expected to report for work in accordance with their work schedule. Consistently late arrivals or early departures will be addressed with the employee and may lead to disciplinary action. Time clock rounding is not intended to provide an opportunity for authorization of late arrivals or early departures.

Employees who work more than forty (40) hours per week during a given week shall receive one and one-half (1 1/2) times their regular pay for work beyond forty (40) hours per week. The employees agree that all reasonable overtime assignments will be accepted. No employee shall be regularly scheduled to work more than 40 hours per week, excluding custodians who work on weekend rotations. Employees who have schedules that require them to travel between buildings shall remain on the time clock and will be reimbursed for their mileage at the latest IRS rate.

Employees shall be scheduled to work the first full day of in-service and one-half of their regularly scheduled hours of a second day of in-service prior to the first day of school. Paraeducators shall be scheduled to work the first and second days of August in-service.

Custodial employees scheduled to work the day shift are required to report 30 minutes earlier than their normal work schedule if snow removal is necessary. Employees called in to work on an emergency basis, as determined by the District Administrator, shall be paid for a minimum of two hours, and those called in outside of their regular work shift shall be paid for a minimum of one hour, or time worked, whichever is greater.

WORKPLACE PROTECTIONS

Responsibility to Report: It is the responsibility of each and every employee to immediately report to his/her immediate Supervisor any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward students and by members of the public toward employees which relates to their work.

Definition of Protected Class: State and Federal law prohibits discrimination and harassment based on any protected class including age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the employer's premises during non-working hours.

Definition of Harassment and Acts of Discrimination: 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 protected 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 and/or discrimination 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, discrimination or retaliation complaint should report the complaint in writing to his/her immediate Supervisor. The allegations should provide sufficient information and detail so that the Supervisor can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination, or retaliation, the Supervisor will investigate the complainant's allegations.

If the Supervisor is the object of the complaint, then the employee should report the complaint in writing to the District Administrator. The allegations should provide sufficient information and detail so that the District Administrator can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination or retaliation, the District Administrator will investigate the complainant's allegations.

If the District Administrator is the object of the complaint, then the employee should report the complaint in writing to any member of the Board of Education. That board member shall immediately report the complaint to all other board members. The allegations should provide sufficient information and detail so that the Board of Education can thoroughly investigate the complaint. Upon receiving a written employee report of harassment, discrimination or retaliation, the Board of Education will investigate the complainant's allegations.

An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as emails, letters or memos. Based upon the investigation's outcome, the Supervisor/District Administrator/Board of Education, respectively, will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

WORKPLACE SAFETY

Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to your immediate supervisor. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety should make these recommendations known to their immediate supervisor.

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:

- Location of fire alarms;
- Location of fire extinguishers;
- Evacuation routes; and
- Whom to notify in case of fire

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken. Injury means physical harm to an employee caused by accident or disease in the performance of duties by the employee. Performance of duties means duties performed within the employee's authorized scope of employment and performed in the line of duty.

Wisconsin Statute § 101.055 requires the Wisconsin Department of Commerce to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore, the employee may request the Wisconsin Department of Commerce to conduct an inspection.

The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance using the policy and procedures found on the District website. The employee may, in his/her discretion also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred. *See* WIS. STAT. § 101.055; Public Employee Safety and Health, available at:

<http://commerce.wi.gov/sb/docs/SB-PubSectSafEmployeePoster9301.pdf>

WORKSPACES, INCLUDING DESKS, LOCKERS, ETC.

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom.

Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked except as provided for in this Handbook.

WORK STOPPAGE

Employees of the District shall not engage in, condone, assist or support any 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.

Revised: April 2019
May 18, 2020
August 25, 2020

2020-2021 SCHOOL DISTRICT OF AMERY SUPPORT STAFF COMPENSATION & BENEFITS

This listing of compensation and benefits for support staff employees is a supplement to the current Support Staff Handbook. Information within this document is effective as of July 01, 2020.

COMPENSATION

The Board will determine the salary schedule and the availability of level movement for employees based on the financial needs of the District. With Board approval, employees in good standing will move according to the years of service listed in the table below.

Employees moving from one job category to another will be placed at the wage in their new category that is closest, but not less than, their current wage. From that point forward, movement on the scale will take place after the employee successfully completes the number of years required to move to the next level within the new category.

| | Job Categories | | | | | | | |
|--------------------------------------|----------------|--------------|-----------|-----------|----------|---------------------|------------|-------------------|
| | Para Educator | Food Service | Custodian | Secretary | Mechanic | Computer Technician | Van Driver | Clubhouse |
| Level 1/Sub Pay (entry level) | \$12.35 | \$12.05 | \$13.52 | \$14.85 | \$17.65 | \$17.05 | \$14.59 | \$11.55 / \$12.08 |
| Level 2 (after 1 year) | \$13.58 | \$13.26 | \$14.76 | \$16.10 | \$18.97 | \$18.26 | \$15.43 | \$13.29 |
| Level 3 (after 2 years) | \$14.40 | \$14.07 | \$15.61 | \$16.94 | \$19.80 | \$18.92 | \$16.33 | \$14.62 |
| Level 4 (after 4 years) | \$16.75 | \$16.36 | \$17.89 | \$19.25 | \$22.20 | \$20.31 | \$17.27 | \$15.35 |
| Level 5 (after 5 years) | \$17.08 | \$16.69 | \$18.25 | \$19.64 | \$22.64 | \$20.72 | \$17.62 | \$15.66 |
| Level 6 (after 10 years) | \$17.42 | \$17.02 | \$18.61 | \$20.03 | \$23.10 | \$21.13 | \$17.97 | \$15.97 |
| Level 7 (after 15 years) | \$17.77 | \$17.36 | \$18.98 | \$20.43 | \$23.56 | \$21.55 | \$18.33 | \$16.29 |
| Level 8 (after 20 years) | \$18.18 | \$17.71 | \$19.36 | \$20.84 | \$24.03 | \$21.98 | \$18.69 | \$16.62 |
| Level 9 (after 25 years) | \$18.49 | \$18.06 | \$19.75 | \$21.25 | \$24.51 | \$22.42 | \$19.07 | \$16.95 |

Position Pay Differentials: The following support staff positions will receive additional hourly pay as indicated:
Cook: \$0.50/hour **Lead Cook:** \$1.00/hour **Clubhouse Lead Teacher:** \$0.75/hour

| Bus Driver | |
|-----------------------------|---|
| Daily Route Base Pay | \$64.46/day |
| + Mileage | 0–29.9 miles \$0.2440/mile 30–34.9 miles \$0.2830/mile 35+ miles \$0.2927/mile |
| Extra Driving | \$14.45/hour |
| Trainings/Meetings | \$13.16/hour |
| Substitute Bus Pay | \$40.00/trip |

| Longevity Pay | |
|---|-------------------------|
| Longevity pay for support staff (all job categories including bus drivers) is based on total years worked in the District, regardless of job category. Once employees qualify for longevity pay, they will receive a payment annually no later than June 20 th following each completed year worked. | |
| 10 years = \$50 | 20 years = \$150 |
| 15 years = \$100 | 25 years = \$200 |

DEDUCTIONS FROM PAYROLL

It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the District's Bookkeeper, who can assist you in understanding the information that is required in order to investigate the matter. The District is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the District will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

DIRECT DEPOSIT PAYMENT METHOD

Direct deposit statements are available via Skyward Employee Access on each pay day. Direct deposit changes may be made after giving notice in writing. Each 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 days of leave remaining to the employee's credit.

EMPLOYEE PAYROLL DATA

Employees are expected to contact their supervisor and/or the District Office if any changes occur in their name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

FLEXIBLE SPENDING ACCOUNT (FSA)

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) for eligible employees. Eligibility is available to employees scheduled to work thirty (30) or more hours per week and have worked for the District for at least six (6) months. 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 administering 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). Funds remaining in individual plans at the end of a period of three months after the last day of the plan year will be returned to the District.

HEALTH EXAMINATIONS

Health examinations required by the state of Wisconsin and/or District shall be conducted at the Amery Regional Medical Center, with the actual cost to the employee being paid by the District. Actual costs for health examinations will be reimbursed by the District upon submission of original invoice or insurance explanation of benefits.

PAYROLL DATES

Payrolls will be issued bi-monthly, on or before the 5th and 20th of each month. If the 5th or the 20th falls on a weekend or a holiday, pay will be issued on the workday prior to the weekend or holiday.

SALARY DEFERRALS:

Tax Sheltered Annuities (TSA)

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 annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an —Investment Vehicle). The purchase of the annuity will be optional for the individual employee.

Voluntary Deductions

Employees who voluntarily wish to have deductions from their pay may do so in accordance with established District guidelines.

SHIFT/POSITION PAY DIFFERENTIAL

Lead Cooks will be paid an additional \$1.00 per hour and Cooks will be paid an additional \$.50 per hour immediately upon their appointment to these positions. Clubhouse Lead Teachers will be paid an additional \$.75 per hour. The immediate Supervisor retains the right to assign these positions.

When an employee covers an absence/leave for another employee within his or her own department, the employee shall be paid an hourly rate based on his or her regular wage rate, following shift/position differentials as applicable.

An employee who assumes a position due to the absence of another employee who qualifies for and receives a shift/position pay differential shall, after two (2) weeks in this responsibility position, receive the pay differential for that position.

BENEFITS

HOLIDAYS

- Twelve (12) month employees will be eligible for the following paid holidays at their regular daily earnings: New Year's Eve Day, New Year's Day, Memorial Day, Good Friday, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day.
- Employees whose Letter of Appointment from the District covers more than ten (10) months will be eligible for the paid holidays listed above, except the Fourth of July.

- Nine (9) and ten (10) month employees will be eligible for the following paid holidays at their regular daily earnings: Labor Day, Thanksgiving Day, Christmas Day, Good Friday, New Year's Day (½ Day), Memorial Day.

All work performed on a holiday or Sunday will be paid at the rate of time and one-half.

If the above-listed holidays fall on a day when the employee is not regularly scheduled to work, including Saturday or Sunday, the holidays shall be celebrated on the prior Friday, the following Monday, or as determined by the District Administrator. If the regular pay date falls on a weekend or a holiday, paychecks will be deposited on the workday prior to the weekend or holiday.

Temporary summer employees who have worked the five (5) workdays immediately preceding and the five (5) workdays immediately following the July 4th holiday will be paid for that holiday at their normal summer workday wage.

INSURANCES

1. **DENTAL INSURANCE** - The Board will provide dental insurance to eligible employees. Eligibility is available to employees scheduled to work 30 or more hours per week or who have averaged 30 or more hours per week in the established one-year look-back period. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. The employee contributions are based on hours worked as follows:
 - Employees scheduled to work 2023 to 1432 hours per year will pay 12% of the premium.
 - Employees scheduled to work 1431 to 1252 hours per year will pay 35% of the premium.
 - Employees scheduled to work 1251 to 1074 hours per year will pay 40% of the premium.

If premiums are increased because of additional coverage or industry experience after the initial rates are received, employees shall pay the increased costs.

2. **DISABILITY INSURANCE** - The Board will provide long-term disability insurance to eligible employees. Short-term disability insurance is available to eligible employees as an employee-paid option. Eligibility for long-term or short-term disability insurance is available to employees scheduled to work thirty (30) or more hours per week.
3. **HEALTH INSURANCE & COBRA** - The Board will provide health insurance to eligible employees. Eligibility is available to employees scheduled to work 30 or more hours per week or who have averaged 30 or more hours per week in the established one-year look-back period. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board in accordance with applicable state and federal regulations. The employee contributions are based on hours worked as follows:
 - Employees scheduled to work 2023 to 1432 hours per year will pay 12% of the premium.
 - Employees scheduled to work 1431 to 1252 hours per year will pay 35% of the premium.
 - Employees scheduled to work 1251 to 1074 hours per year will pay 40% of the premium.

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

4. HEALTH INSURANCE – "PAYMENT IN LIEU OF"

Employees who are eligible to participate in the District's health insurance plan, and who voluntarily waive coverage for the school year, are eligible to receive a \$4,000 benefit credit in lieu of health insurance. The payment will be made via payroll no later than July 5th of the school year for which coverage was waived, and the payment will be subject to normal income taxes. If for any reason the employee does not complete the full school year of employment, or the employee elects to participate in the "payment in lieu of" health insurance plan after October 1st of the school year, the contribution will not be provided by the District at the end of that school year.

By opting for the in lieu of payment, employees acknowledge that they fully understand the implications of waiving medical coverage, and recognize that they will not have another opportunity to enroll in the plan until the annual open enrollment period, unless the employee experiences a qualifying event as defined by the company's health plan documents. Employees who decline coverage for themselves or their dependents (including spouse) because of other medical coverage may in the future be able to enroll themselves or their dependents in this plan, provided that they request enrollment within 30 days after the other coverage ends. In addition, if an employee has a new dependent as a result of marriage, birth, adoption, or placement for adoption, they may be able to enroll themselves and their dependents in the District's health insurance plan provided that they request enrollment within 30 days after marriage, birth, adoption, or placement for adoption.

Employees who opt for the in lieu of payment must have medical insurance coverage from another source and cannot go without medical insurance. As proof of alternate medical insurance, employees must provide a copy of their alternate medical insurance ID card to the District Office. Payment of the cash in-lieu benefit will not be made until such proof has been provided.

5. HEALTH SAVINGS ACCOUNT

The District will contribute to the employee’s health savings account. The District will make a contribution of \$1,200 for a single insurance plan and \$2,400 for a family insurance plan. The employee may make contributions of their own. The total contribution to a health savings account is capped at a maximum set by the Internal Revenue Service (IRS). Please note that the District contribution to the employee health savings account is determined by whether the employee is full-time or part-time. A part-time employee will receive less.

6. LIABILITY INSURANCE – The District will pay the full cost of employee liability insurance. *Ref: SDA § 780*

7. LIFE INSURANCE - The District will pay 40% of the premium for eligible employees. Eligibility is available to employees scheduled to work thirty (30) hours or more per week. Plans to provide additional life insurance are also available at employee cost.

8. VISION INSURANCE – The District will provide vision insurance to eligible employees as an employee paid option. Eligibility is available to employees scheduled to work thirty (30) hours or more per week.

9. WORKER'S COMPENSATION COVERAGE - All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the business office and building administrator prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor and the District Bookkeeping office within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall fill out a Worker’s Compensation Form.

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

- A. The employee will receive his/her worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave. The District shall pay the employee the difference between the Worker's Compensation payment prescribed by law and the regular salary, to the extent and until such time as such employee has used up his/her accumulated Personal Leave Time. Personal Leave Time deductions shall be prorated so as to agree with the portion of the daily rate paid by the District. Any loss of time under which an employee is eligible for Worker's Compensation Insurance and Personal Leave Time, shall not be compensated by the two claims at a rate greater than the employee's actual daily earnings. Any amounts greater than this daily rate received by the individual shall be reported promptly to be considered for payment.

Some types of injuries suffered while at work may not be covered by worker’s 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.

REIMBURSEMENT FOR LICENSES, CERTIFICATIONS AND TRAININGS

Bus Drivers who have completed one full calendar year of employment with the District will be reimbursed for the cost of the subsequent renewal of their CDL School Bus Endorsement. The District shall be responsible for obtaining and paying any fees associated with a bus driver's driving record abstract.

All employees who are directed to attend approved workshops or required to attend training in their field of work shall be reimbursed for attending these workshops/ training for actual costs incurred including wages, meals, lodging, mileage, and registration fees.

EEN Aides who have completed a probationary period will be reimbursed by the District for the cost of their initial DPI certification and each renewal as required by the District to receive State and Federal education aids. Failure to maintain credentials will result with the requirement that the employee pay all fees associated with the reinstatement of those credentials.

RETIREMENT OR SEPARATION OF EMPLOYMENT - PERSONAL LEAVE TIME PAYOUT

Employees who are actively employed when they retire and who are at least age 56 with at least fifteen (15) years of service to the District shall be paid \$90 per day (prorated for the employee’s work schedule, based on an 8-hour workday) for each day of accumulated leave, up to a maximum of one hundred (100) days.

PLT days may not be used in conjunction with an impending retirement or separation of employment except when PLT days are needed for a certified medical reason. Employees planning to retire shall inform the District at least forty (40) workdays prior to the planned date of retirement. The PLT payout will be issued to the retiree within thirty (30) days following the date the retirement becomes effective.

UNIFORMS

Employees working in the School Nutrition and Custodial departments will be provided with work shirts that are to be worn when on duty. Employees must notify their immediate Supervisor if a shirt is damaged and needs to be replaced.

WISCONSIN RETIREMENT SYSTEM

Employee Contribution: Once eligible for coverage under WRS, coverage is mandatory, and an employee may not "opt out" of WRS. Employers and employees are required to pay "one-half of the actuarially required contributions." Employee contributions are pre-tax.

LEAVES & ABSENCES

EMPLOYEE ABSENCE AND SUBSTITUTES

When an employee is to be absent from school and a substitute is needed, it is the responsibility of the employee to call the District's designated substitute caller. If possible, such notification should be made the evening prior to the time of absence, or before 6:00 a.m. This will help to provide time for obtaining a substitute.

LEAVE RECORDS – AVAILABLE VIA ERMA

All records of employee leave can be found on the ERMA (Skyward Employee Access) link on the District's website.

LEAVES - FAMILY, MEDICAL & MILITARY

The District will abide by all current FMLA and WFMLA rules in place.

Eligibility:

- Federal: Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours of service over the previous 12 months.
- State: Employees are eligible if they have worked for a covered employer for more than 52 consecutive weeks, for a minimum of 1,000 paid hours.

Basic Leave Entitlements - Family & Medical

- Federal: Up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
 - For incapacity due to pregnancy, prenatal medical care or childbirth;
 - To care for the employee's child after birth, or placement for adoption or foster care;
 - To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - For a serious health condition that makes the employee unable to perform the employee's job.
- State: On a calendar year basis, the following unpaid, job-protected leave is available:
 - Up to 6 weeks per 12-month period for the birth or adoption of a child;
 - Up to 2 weeks per 12-month period to care for a child, spouse, parent or parent-in-law, domestic partner or domestic partner's parent who has a serious health condition;
 - Up to 2 weeks per 12-month period for the employee's serious health condition.

Basic Leave Entitlements - Military

- Federal: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status may use their 12-week leave entitlement to address certain "qualifying exigencies";
 - Eligible employees may take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

Any employee who is interested in taking a family/medical/military leave should contact the District Office for further information about your rights and responsibilities under both laws.

Emergency Family Medical Leave Act (EFMLA)

EFMLA requires that certain employers provide up to 10 weeks of paid, and 2 weeks unpaid, emergency family and medical leave to eligible employees if the employee is caring for his or her son or daughter whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19.

LEAVES – JURY & COURT DUTY

Jury Duty is a non-accumulative paid leave for as much time as is required for 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 workdays. 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.

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 provide a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will keep any travel expenses received. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury or court duty directly related to his/her employment with the District will not be deducted from sick leave or other leave time the employee has earned or will earn in the future.

LEAVES – PERSONAL LEAVE TIME

All employees will receive Personal Leave Time (PLT). Personal Leave Time is to be used for any issues that require an employee to be absent on a scheduled workday and may be used in half- or whole-day increments. Each employee will start the year with the balance of PLT remaining from the previous year and will earn, upon completion of the month worked, one day for each month scheduled for the upcoming school year (i.e. nine month employees would earn nine days, 12-month employees would earn twelve days), beginning July 1 through June 30 of each year. Employees may not use more than the number of PLT days that have been earned. If employees leave their employment with the District during the first year having used more PLT days than the number earned during their employment, their final paycheck shall be adjusted to reflect a deduction for the excess days used. Employees are allowed to accumulate up to one hundred (100) days of PLT.

Employees may use any PLT or vacation time available for scheduled days called off by the District that will not be made up at a later date and which would result in lost wages.

EMPLOYEE PAID SICK LEAVE ACT (effective through December 31, 2020)

The Emergency Paid Sick Leave Act (EPSLA) enables employers to keep their workers on their payrolls, while at the same time ensuring that workers are not forced to choose between their paychecks and the public health measures needed to combat the COVID-19 virus. Through EPSLA, a staff member who is not able to work due to one or more of the reasons below qualifies for 10 days (up to 80 hours) of paid leave. One day of EPSLA sick leave is equivalent to the employee's typical scheduled workday. For example, if the staff person is typically scheduled for four hours of work per day, he or she is eligible for 10 days of leave at four hours per day for a total of 40 hours of paid EPSLA leave.

EPSLA leave will be granted when one or more of the following reasons are met:

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 that specifically prevents the employee from working.
- The employee has been advised by a health care provider to self-quarantine because of concerns related to COVID-19.
- The employee has symptoms of COVID-19 symptoms and is seeking (or has sought) a medical diagnosis.
- The employee is caring for another individual who is subject to quarantine or has been advised by a health care provider to self-quarantine related to COVID-19.
- The employee is caring for his or her child(ren) because their school or childcare provider is closed or unavailable because of COVID-19. The employee must certify that no other suitable person is available to care for the child(ren) during the period of requested leave. If child is over 14, the employee must further certify that there are special circumstances that require the employee to care for that child.

An employee who is unable to work due to one or more of the reasons listed above, and has exhausted their 10 days of paid EPSLA leave, will continue to be paid their normal rate of pay by the District for their regularly scheduled hours. Employees will not be required to use sick days or personal days for COVID-19 related absences that meet the criteria above unless the absence is the result of a quarantine due to personal travel out of the state (with the exception of Minnesota) or personal travel out of the country. If a school closure becomes necessary, the Board of Education will determine how payroll will be executed for support staff.

LEAVES - UNPAID LEAVE OF ABSENCE

An unpaid Leave of Absence that may be needed outside of established FMLA/WFMLA guidelines and procedures may be granted for the current school year with no guarantee of re-employment. Requests for unpaid leaves of absence shall be made in writing to the District Administrator, who may bring the request to the Board for consideration. Requests denied by the District Administrator may be brought to the Board for consideration. Requests to continue a leave of absence into the following school year must be submitted in writing to the District Administrator, who may bring the request to the Board for consideration.

LEAVES - VACATION

Full-time employees scheduled to work twelve (12) months shall accrue vacation at the following rate:

- After one (1) full year worked, Five (5) days of Vacation
- After two (2) full years worked, Ten (10) days of Vacation
- After twelve (12) years worked, Fifteen (15) days of Vacation
- After twenty (20) years worked, Twenty (20) days of Vacation

Vacation time shall be credited based on the total number of years of District experience in a twelve (12) month position in all departments combined.

All vacation requests must be submitted, in writing, a minimum of two (2) days prior to the date of the vacation, to the employee's immediate supervisor or the District Administrator for approval or denial. The District may change vacation requests if it determines that the needs of the District cannot be met without the employee's presence. Vacation days must be used during the year during which they are earned.

Accrued vacation will be paid out within thirty (30) days following separation from employment.

Revised: May 20, 2019
May 18, 2020
August 25, 2020

Regular Board Meeting

Personnel Action

August 25, 2020

| New Employees/Athletic Contracts | |
|---|--|
| Jill Jackson | Office & Attendance Paraeducator, High School |
| Kendal Bauer | Media Center Paraeducator, Intermediate School |