

POLICY: 711. STAFF

## JOB DESCRIPTION HIGH SCHOOL TEACHER

### JOB GOAL

The high school teacher shall educate students in grades nine through twelve to learn subject matter and skills that shall contribute to their development intellectually and socially and are consistent with the philosophy and goals of the Arrowhead School District.

### QUALIFICATIONS

1. Bachelor's Degree in secondary education.
2. Has or qualifies for a valid Wisconsin certificate as a high school teacher.
3. Knowledge of adolescent growth and development.
4. Knowledge of the teaching and learning process.
5. Demonstrated ability to work effectively with students, parents, colleagues, and the general public.
6. Knowledge and advanced training in a particular subject area.
7. Knowledge, training, and certification in a second subject area is highly desirable.
8. Willingness to maintain an updated level of professional expertise in the area of high school education by engaging in professional growth activities.
9. Knowledge of and willingness to be involved in co/extracurricular activities is highly desirable.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
11. Technology, oral and written communication skills.
12. Leadership and decision-making abilities.
13. Effective public relations skills.
14. Good interpersonal skills to work with and through a variety of young people and adults.
15. Commitment to high professional standards and ethics.

### REPORTS TO

Building Administrator

### PERFORMANCE RESPONSIBILITIES

#### A. Curriculum

1. Works closely with other teachers, principals, and appropriate SEC subcommittees to develop and maintain an appropriate long-range instructional program consistent with the District's goals and philosophy.
2. Serves on committees to choose instructional materials that reflect the District's goals, standards and philosophy. Likewise, participation in AACC activities is essential.
3. Uses District curricula to develop an instructional program commensurate with his/her teaching assignment.

#### B. Planning

1. Plans a program of study that is consistent with the curriculum adopted by the School District.

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2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of students.
3. In advance, prepares written plans and procedures needed to accomplish the objectives for each lesson. Plans meaningful assignments, including both guided and independent, to check for understanding of the objective. The teacher shall also establish appropriate plans for substitute teachers.
4. Plans appropriate evaluation devices both to assess student learning and teaching effectiveness.
5. Works with the North Central Association/Arrowhead Standards on curriculum and long-range planning.

C. Instruction

1. Teaches to the objectives.
2. Modifies District's objectives to the correct level of difficulty for the learner.
3. Monitors and adjusts the teaching activities to meet the learner's level of understanding.
4. Uses the principles of learning such as lesson design, motivation, positive and negative reinforcement, retention, and transfer.

D. Discipline

1. Creates and maintains a learning environment that is conducive to good learning.
2. Communicates expectations regarding student behavior to students and parents.
3. Develops reasonable rules of classroom behavior that complement the building philosophy.
4. Encourages good behavior with positive reinforcement.
5. Identifies and modifies factors contributing to student behavior problems.
6. Seeks assistance from the immediate supervisor and other professional staff when situations warrant.
7. Keeps the principal informed regarding behavioral situations that may warrant his/her attention.

E. Evaluation

1. Assesses the accomplishments of students on a regular basis and provides progress reports as necessary.
2. Monitors student progress and interprets the results of evaluation, seeking the assistance of District specialists as needed.

F. Budgeting

1. Determines classroom needs.
2. Conducts inventory of supplies and equipment.
3. Surveys curriculum materials for determining necessary purchase of supplies and equipment.
4. Assists in the preparation of the budget and completes the appropriate forms.
5. Documents receipt of budgeted items.

G. Exceptional Education Responsibilities

1. Reads student IEP files before the beginning of the school year.
2. Refers students as appropriate for exceptional education evaluation.
3. Attends M-Team and IEP meetings as an active participant for referred or re-evaluated students, submits report on student progress, and assists in determining if special education needs exist.
4. Attends and assists in development of the individual educational plan (IEP).
5. Coordinates appropriate instructional program with exceptional education staff.
6. Completes the appropriate documentation required in exceptional education and other areas such as 504 accommodation.

H. Other

1. Willingly provides letters of recommendation for students and staff.
2. Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulation.
3. Abides by Board of Education policy and regulations and the provisions of the current collective bargaining agreement.
4. Cares for and protects school property, equipment, and materials.
5. Maintains appropriate communication with parents, teachers, and administration.
6. Maintains appropriate professional courtesy, dependability, and professional credibility.
7. Maintains a positive classroom atmosphere.
8. Effectively carries out extracurricular responsibilities.
9. Establishes and maintains cooperative relations with students, parents, community members, other staff members and administrators.
10. Willingly serves on District committees as appropriate.

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11. Encourages student participation in cocurricular programs and activities. Also, provides leadership or assistance in the development or implementation of such programs and activities.
12. Attend all general staff meetings, department meetings, Open House activities and conferences.
13. Assist in student supervision tasks or beyond the classroom student activities as assigned (i.e., hallway supervision during class exchanges).
14. Assumes responsibility for all actions.
15. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
16. Makes provision to be available to parents/guardians and/or students for education-related purposes outside of the instructional day when such assistance is requested.
17. Establishes an expectation for students to be in class on time, communicates the tardy policy, and takes attendance. Attendance must be taken and reported during the first 10 minutes of the classroom period.
18. Answer voice mail and e-mail on a daily basis. Responses to contact by parents are to take place on a daily basis.
19. Performs any other high school responsibilities as deemed appropriate by the building administrator or Board of Education.

**POLICY: 711.2      STAFF PHYSICAL EXAMINATIONS**

Copies of the staff physical examination form are located in the District office.

**POLICY: 711.4 CRIMINAL BACKGROUND CHECKS**

Prior to the appointment of any person to a position with the Arrowhead School District, the District (at the superintendent's discretion for volunteers) shall conduct a crime information records check.

1. Scope of Conviction Report

The conviction report as it pertains to recommendation for employment shall include convictions or pending violations of the law other than minor traffic violations. Conviction means the final judgment on a verdict or a finding of guilty, a plea of guilty or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether the appeal is pending or could be taken. Conviction does not include a final judgment that has been expunged by pardon, reversed, set aside or otherwise rendered invalid. In accordance with state law, pending charges or convictions shall not be used or considered unless they are substantially related to the circumstances of the particular job.

2. Application Disclosure Statement

The application form shall require individuals to indicate all convictions or pending violations of the law other than minor traffic violations. If the person recommended for employment refuses to cooperate in fully completing the disclosure form or is found to have provided false, inaccurate or incomplete information on the disclosure form, the person shall be disqualified from consideration for employment or may be considered for dismissal. If the crime records confirm a conviction or pending charges that the candidate acknowledged on the application form, a determination shall be made in consultation with legal counsel whether or not to reject the application based upon:

- a. consideration of the circumstances substantially related to the nature of the conviction pending charge, and
- b. whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

3. Crime Records Check

The background check provider shall be contacted to provide the information necessary to complete a crime records check for each applicant recommended for employment. The District shall reimburse the background check provider for this service; applicants shall reimburse the District for the costs of providing additional copies. Local law enforcement agencies may be utilized to obtain crime records not available through the background check provider.

4. Employee Rights

Persons recommended for employment shall be provided a copy of the conviction report upon request. Persons requesting copies of the conviction report shall reimburse the District for the cost of providing the copies. Applicants recommended for employment have the right to attach any statement or explanation to the conviction report. In accordance with State and Federal Statutes, the disclosure report and conviction report shall be maintained in files separate from the personnel file for as long as the person is employed by the District and as prescribed by the records retention schedule adopted by the District.

5. Discretion

The superintendent shall develop and implement procedures to determine the necessity for, and depth of, background checks. For instance, volunteers in an activity that is short in duration and in a public setting where they would not be isolated with students may require a state background check or no background check. In contrast, volunteers that are involved in long-term commitments, projects, chaperoning, overnight field trips, and classroom activities would require a more in-depth national background check.

## VOLUNTEER BACKGROUND CHECK PROCEDURE

1. Identify activities or events where volunteers will be utilized and where background checks will be necessary. This may include.
  - Working one on one, alone with students.
  - Accompanying students on overnight activities.
  - Supervising students in any other capacity where there is limited oversight by school staff.
2. Identify potential volunteers that will be performing duties in any of the above volunteer activities.
3. Have each volunteer complete a Volunteer Application and Consent Form. Make sure the volunteer fills out all of the necessary information, including a signature at the bottom of the form.
4. Forward the form to Human Resources in the District office, who will conduct a criminal background check. Because this is done through the Internet, results can usually be obtained the same day. However, in the case of individuals with common names or where a potential record exists, it may take up to 24-48 hours to receive a response. The superintendent will review any questionable records to make a determination of whether the individual will be permitted to volunteer in our District. Once the results of the background check have been received and reviewed, Human Resources will notify you via e-mail whether the individual is cleared to volunteer. You will then notify the volunteer.
5. Please note: This process needs to be completed before the individual begins volunteering in our District. This is crucial to protect the safety of our students as well as the liability of our District.



## VOLUNTEER APPLICATION AND CONSENT FORM

It is the policy of the Board of Education of the Arrowhead Union High School District to conduct criminal background checks of all individuals seeking to serve as volunteers who will work one on one, alone with students in our school, or who accompany students on overnight activities, or who, in the discretion of the superintendent or his/her designee, supervise students in an activity with limited oversight by school staff. The information provided below will only be used to conduct such background check. All information must be provided.

BY MY SIGNATURE BELOW, I HEREBY give permission to the Arrowhead Union High School District to obtain a Background Check Report on me. I also hereby authorize all corporations, former employers, supervisors, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts and agencies, military services, and other persons or entities with relevant information about me to release any and all such information only to the Arrowhead Union High School District and/or the background check provider.

All information provided above is true and correct to the best of my knowledge. I understand that misrepresentation or omissions may be cause for rejection or may be cause for subsequent dismissal as a volunteer.

I voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless such agency, its officers and agents from any and all claims, liability, demands, causes of action, damages or costs, including attorneys' fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release.

This authorization shall be valid in original or facsimile form. You may contact me personally if you need to further verify and authenticate this request.

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Name: \_\_\_\_\_  
Last First Middle Suffix (Sr., Jr., III, etc.)

Other names used: (maiden, etc.) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: (MMDDYY) \_\_\_\_\_

Driver License #: \_\_\_\_\_  
State Issued Expires

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**POLICY: 711.5      EMPLOYEE ALCOHOL AND/OR OTHER DRUG USE**

The use, possession, sale or intent to sell, transfer of drugs, drug paraphernalia (as defined in state statutes), or having illegal drugs or chemicals in a person's system, in or on school property, in any District owned or contracted vehicle, or at school-sponsored events is prohibited.

The use of or sale of alcohol in or on school property, in any District owned or contracted vehicle, or at school-sponsored events by any employee is prohibited. Employees who are found to be under the influence of alcohol shall be subject to disciplinary procedures. This policy does not include nicotine or caffeine. Rules and consequences governing smoking are contained elsewhere.

The superintendent shall develop guidelines for the implementation of this policy that shall include, but are not limited to, inservice on this policy, disciplinary actions for policy violations, relationships with the Employee Assistance Program (EAP), and law enforcement.

1. The first priority of the District is to have all employees of the District alcohol and drug free. If the immediate supervisor has reasonable suspicion concerning an employee's use of alcohol or drugs while on the job, or if the immediate supervisor has reasonable suspicion that the employee's job performance is impaired due to the recent use of alcohol or drugs, the employee may be asked to submit to an alcohol or drug assessment screening as a means of identifying and dealing with these issues. An employee may refuse the request to submit to an alcohol or drug assessment screening unless such refusal is prohibited by law. An employee's refusal to submit to the assessment screening will be considered along with other factors in determining the appropriate disposition of the matter. Drug and alcohol testing will be done with procedures that will ensure the confidentiality and privacy interests of the employee. Employees may, in the discretion of the district administrator, be referred to the Employee Assistance Program (EAP) as a resource to deal with the issues. The district administrator's decision as to whether to refer an employee to the EAP is based upon the totality of facts before him/her, including whether the employee agreed to submit to an assessment screening. The district administrator may elect, in situations where the employee has violated this policy, to impose disciplinary action up to and including termination in lieu of a referral to the EAP. When an employee is referred to the EAP and if the alcohol or drug abuse still continues to be a work performance issue, the employee will then be subject to disciplinary action. Any employee who violates this policy may be subject to disciplinary action up to and including termination in accordance with provisions of the current employee agreement or other procedures established by the Board.

**POLICY: 711.8 DRIVER ALCOHOL AND DRUG TESTING**

## Definitions

- The term "on premises" includes any work location, vehicle, property or office which is used by the school or District or any transportation employee of the District, which could include school or transportation employee-owned, rented or leased vehicles on the property of the school.
- The term "illegal drugs" is meant to include any and all illegal drugs, including so-called look-alike and designer drugs; legally obtained drugs which are used in a manner other than that prescribed by a physician, and any substance which can affect a person's perceptions or motor functions.
- The persons affected by Board policy and these procedures will be tested for at least the following substances: amphetamines, cannabinoids, cocaine, opiates, methamphetamines, phencyclidine (PCP) and alcohol.

## Testing Requirements

### Pre-Employment Testing

- All offers by the District to hire an applicant for a driver position are conditioned upon the following: (a) completing the school's general consent and release to be tested for drugs and alcohol; (b) taking a drug and alcohol test as directed by the District and passing both tests; (c) completing the school's authorization to obtain past drug and alcohol test results from previous employer(s); (d) passing the Department of Transportation (DOT)-required physical examination; and (e) complying with any other District conditions or requirements at time of offer.
- Any applicant who refuses or fails to complete the school's consent and release to be drug and alcohol tested form(s), who refuses or fails to complete the school's authorization to obtain past drug and alcohol test results form, who refuses or fails to submit to a pre-employment/pre-duty drug and alcohol test, or whose result is positive for either test, will not be eligible to work for the District.

### Reasonable Suspicion Testing

- Each driver is required to submit to a drug and alcohol test whenever the District has reasonable suspicion to believe the driver has used drugs or alcohol in violation of DOT regulations or Board policy. This testing shall be done by the Screening Test Technician. In the event any supervisor finds reasonable suspicion to test (based on personal observation and documented by one or more supervisors who has received training on performance indicators of probable drug and alcohol use), a drug and/or alcohol test will be required of the employee.
- Drivers who are required to submit to a reasonable suspicion test will be escorted by a District official to the collection site for a drug and alcohol test. If the driver refuses the District's efforts and insists on driving his/her own vehicle, or a school vehicle, the District reserves the right to take whatever appropriate action to prevent this, including contacting law enforcement officials. Failure to abide by Board policy and these procedures may result in disciplinary action, up to and including discharge.

### Random Testing

- Random testing will be performed in compliance with the DOT CDL rules.

## Post-Accident Testing

- A driver who has an accident while performing a safety-sensitive function must submit to a post-accident drug and alcohol test as soon as possible. This testing shall be done by the Screening Test Technician.
- A driver must always submit to a post-accident test as soon as possible after an accident that involves the death of a human being.
- A post-accident drug and alcohol test is required whenever a driver receives a citation for a moving violation involving the accident and either:
  - a. a person is injured because of the accident, and the injuries require immediate medical attention to the person away from the accident scene; or
  - b. one or more motor vehicles involved in the accident receive disabling damage and must be removed from the accident scene by a tow vehicle or another vehicle.
- Following an accident under the above circumstances, all employees will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Employees involved in accidents must refrain from alcohol use for eight hours following the accident or until a drug/alcohol test has been administered. Employees who leave the scene of an accident without appropriate authorization prior to testing will be considered to have refused the test and be subject to discipline, up and including discharge. Any other employees whose performance may have contributed to accidents under this section will be tested, for example, maintenance or dispatching employees.

## Compliance With Testing

- Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately. Refusal can include an inability to provide an adequate urine specimen or breath/saliva sample without valid medical reason, delaying arrival at the collection site, or engaging in any other conduct that clearly obstructs the testing process. Such refusals will be treated as insubordination and recorded as a positive test, with the employee subject to disciplinary action, up to and including discharge.

## Other Action Taken on Alcohol Test Results

- A driver who registers more than 0.00 on an alcohol test, but less than 0.04 will, at a minimum, be suspended without pay until his/her next regular duty period, but for no less than 24 hours, and must undergo a return-to-duty alcohol test with a result of 0.00. A driver may also be subject to additional disciplinary action by the District, up to and including discharge.

## Drug and Alcohol Information

- All questions concerning the educational materials provided by the District, or about Board policy or these procedures, should be directed to the Transportation Director or other official designated by the district administrator.

## Acknowledgement Form

- Drivers shall be required to fill out and sign the form entitled “Driver Acceptance of Testing Procedures.”

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## DRIVER ACCEPTANCE OF TESTING PROCEDURES

I, \_\_\_\_\_ (*please print name*), have read and understand the District's Employee Alcohol and Drug Testing policy and procedures and hereby agree to abide by those terms. I understand that compliance with the policy and procedures is a condition of my continued employment with the District.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**POLICY: 711.9 STAFF COMPLAINTS AND GRIEVANCES**

Purpose

The purpose of this Section is to provide for an internal method for resolving grievances under the terms of the Employee Handbook. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

Definitions

- A. Grievance: A "grievance" is defined as any complaint that arises underneath this Handbook regarding the interpretation, application or violation of this Handbook.
- B. Grievant: A "grievant" may be any employee **or group of employees.**
- C. Day: The term "days" as used in this Article shall mean regularly scheduled workdays, unless otherwise indicated.
- D. "Discipline" is defined in Part I, Section 1.02, Subsection C. of the Handbook.
- E. "Termination" is defined in Part I, Section 1.02, Subsection J. of the Handbook.
- F. "Workplace safety" is defined in Part I, Section 1.02, Subsection K. of the Handbook.

Time Limits

The time limits set forth in this Section shall be considered as substantive, and failure of the grievant to file and process the grievance within the time limits set forth in this Section shall be deemed a waiver and a settlement of the grievance. The number of days indicated at each level should be considered a maximum. The time limits specified may, however, be extended by the mutual consent of the District and the grievant. The parties may, through mutual consent, agree to start the grievance at a higher step if the grievance involves termination and is initially filed in a timely manner pursuant to the timelines set forth below.

Grievance Processing Procedure

Grievances shall be processed in accordance with the following procedure:

Step One - Informal Resolution: An earnest effort shall first be made to settle the matter informally between the employee and the immediate supervisor. A grievance may be initiated through an informal meeting and discussion with the immediate supervisor, the employee and the employee's designated representative. The informal meeting and discussion shall occur within thirty (30) days after the facts upon which the grievance is based first occurred. The immediate supervisor will give an answer to the grievance. The grievant(s) shall be required to state the purpose of the discussions and event(s) upon which the discussions are based. The immediate supervisor shall notify the grievant and (if applicable and appropriate) the representative of his/her answer within ten (10) days. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file a written grievance.

Step Two - Written Grievance: If the grievance is not resolved at Step One, the grievant(s) shall file a written grievance with the immediate supervisor within ten (10) days of the response in Step One above or if no response is provided within ten (10) days of the deadline for the response. The written grievance shall include the facts upon which the grievance is based, the issues involved, the Handbook provision alleged to be violated and the relief sought. The grievance shall be signed and dated by the grievant. The immediate supervisor shall respond to the grievance in writing within ten (10) days. However, if there is an ongoing investigation related to the subject matter of the grievance, the immediate supervisor shall have until ten days after completion of the investigation to respond to the grievance. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the district administrator.

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If the grievant's immediate supervisor is the district administrator, the grievant shall skip Step Three and proceed directly to Step Four if he/she is not satisfied with response of his/her immediate supervisor at Step Two (or if no answer is provided in the above timeframe).

Step Three – Appeal to District Administrator: If the grievance is not resolved at Step Two, the grievant may appeal the written grievance to the district administrator within ten (10) days after the response at Step Two or if no response is provided within ten (10) days of the deadline for the response. The district administrator shall meet with the grievant(s) and/or the employee's designated representative and the principal or immediate supervisor within ten (10) days after receiving the written grievance. The district administrator shall respond to the written grievance within ten (10) days of the meeting or at a later date as determined by the district administrator if further investigation is warranted. The district administrator shall indicate in writing the disposition of the grievance and forward it to the grievant and (if applicable and appropriate) the grievant's representative. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the impartial hearing officer.

Step Four - Appeal to Impartial Hearing Officer: If the grievance is not resolved in Step Three, the employee must notify the district administrator, within ten (10) days after receipt of the district administrator's answer or if no response is provided within ten (10) days of the deadline for the response, if he or she intends to process the grievance to an impartial hearing officer.

This step of the process is available only if the alleged violation of District policy or Employee Handbook involves discipline, termination, or workplace safety. Grievances involving any other issue cannot proceed beyond Step Three – Appeal to District Administrator and are deemed resolved at that step.

If there is a dispute over the timeliness or the ability to use the grievance procedure on the issue, the administration shall have the discretion to bifurcate the hearing for the purpose of deciding those issues (i.e., address whether the grievance was filed in a timely manner before hearing the merits of the grievance or address whether the content of the grievance is properly before the impartial hearing officer).

Step Five – Appeal to Board of Education: If the grievance is not resolved at Step Four, the grievance may be appealed to the School Board within ten (10) days after the decision at the prior step. Either the administration or the grievant may appeal an impartial hearing officer's decision to the Board.

The Board shall meet with the parties to review the evidence and hear testimony relating to the grievance. At the hearing, each party may cross-examine any witness of the other party. If either party presents an exhibit that was not presented at a prior step of the grievance process, the exhibit must be provided to the other party at least twenty-four (24) hours prior to the hearing.

On appeal from Step Four, the hearing officer's factual findings and conclusions of law shall have distinct standards of review. The Board shall accord some deference to the hearing officer's findings of fact but (1) may modify any such findings if, after consulting with the hearing officer, the Board concludes that the most reasonable view of the record calls for modification of one or more of the findings; or (2) may remand the case to the hearing officer for further factual development and (if necessary) revised conclusions of law. In terms of conclusions of law and mixed questions of fact and law, the Board shall apply a *de novo* standard of review, meaning that the hearing officer's findings shall be accorded no deference.

The Board shall render a written decision that affirms, reverses, or modifies the decision of the hearing officer (or, if applicable, of the district administrator). Such decision shall be rendered in a timely manner and shall be sent to the administration, the grievant, and (if applicable) the

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grievant's representative. The Board's decision is final and may not be appealed. All Board actions throughout this process shall comply with requirements of Wisconsin's Open Meetings Law.

## Grievant's Right to Representation

Any grievant may be represented at all stages of the grievance procedure by a representative(s) of his/her own choosing.

## Consolidation of Grievances

Grievances of the same type, and with similar fact situations, may be consolidated at the discretion of the administration.

## Group Grievances

Group grievances involving more than one employee and involve any of the following:

- A. More than one work site;
- B. More than one supervisor; or
- C. An administrator other than the immediate supervisor

Such grievances may be initially filed at Step Three; however, they shall follow the initial timelines for filing the grievance at steps One and Two above.



**POLICY: 713. STAFF DEVELOPMENT**

**I. Rationale**

The improvement of education can be achieved primarily through the people who operate the school. All staff, including administration, teaching faculty, and support staff, should be provided with ample and continuing opportunities to develop existing skills and to acquire new skills that shall enhance their performance on the job. The school is dedicated to the ideal that education is a lifelong process, not something which terminates upon graduation, and therefore maintains a policy of continuing programs to help expand knowledge and quality job performance for all the employees of Arrowhead High School. The primary goal of Staff Development is to promote professional growth and personal growth that closely parallels assigned responsibilities within the District.

**II. Purpose**

The following purposes are intended to give direction to the staff development program.

- a. To insure the best possible educational program for all of the pupils in the District.
- b. To provide for the continuing improvement of job skills needed by professional and support employees.
- c. To enable employees to remain aware of new information and current developments in their field of specialization and in the profession of education for today's youth.
- d. To provide a variety of growth experiences directed toward the professional of individual employees.
- e. To encourage meaningful planning and long range goal setting between employees and supervisors.
- f. To insure staff morale through professional growth.
- g. To encourage employees to develop and share their successes with colleagues through professional growth presentations.
- h. To support the teaching of outreach classes from Universities which present topics and ideas relevant to education.

**III. General Program Structure**

Staff development is primarily a continuing education program to provide new information, concepts, skills and attitudes which staff members need to learn or understand.

The staff development program is comprised of two components; inservice and advanced training. For staff development to be credible and meaningful, it requires a commitment to and an investment in, the program by the staff and District. Inservice represents the District's investment of time and money. Advanced training represents the staff's investment of time or money or both. The District shall provide support in the form of rooms, equipment, teaching faculty, and wherever possible financial incentives to help promote attendance in advanced training.

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➤ **Inservice:**

Inservice is to be provided during the regular contract day, or at a suitable time, for part or all the staff to attend in order to meet federal, state and local needs or requirements.

➤ **Advanced Training:**

Experiences cooperatively planned and designed to meet the needs of the individual and the School District conducted outside the regular contract day and/or year shall be used for advancement on the salary schedule to cross lanes. Experiences planned and attended during the normal contract day, shall be available to staff members; however, the time spent at these training sessions shall not be used to advance on the salary schedule, nor additional financial incentives.

#### **IV. Committee Structure**

- a. Target groups to be served through advanced training
  1. Teachers
  2. Administrators
  3. Support Staff
- b. Structure of Staff Development Committee
  1. Administration
  2. Department Chairpersons/Coordinators
  3. Teachers - from both campuses
  4. Support Staff Representative
- c. How they are selected
  1. Administration - appointed
  2. Teachers - volunteer
  3. Support staff - volunteer
  4. The Staff Development Committee shall hold monthly meetings. Dates shall be determined at the start of each school year.

#### **V. Responsibilities**

- a. Plan and coordinate the staff development program.
- b. Plan and submit the budget for the staff development program and monthly budget reports shall be available at meetings.
- c. Carry out a continuing needs assessment for the entire staff.
- d. Evaluate the programs offered, prior to, and after each presentation.
- e. Supervise the staff development program in coordination with the Consortium, Standards, and Districts initiatives.
- f. Provide educational opportunities to expand the general knowledge of education as well as knowledge that is subject specific.

#### **VI. Inservice**

Inservice is provided by the District for part or all of the staff during the regular contract day to meet federal, state or local requirements. Inservice may consist of the following programs:

- a. Orientation
- b. Workshops

Inservice may be conducted on:

- a. Early dismissal days
- b. Designated Inservice days
- c. During contracted\contact time if released from classes and replaced by a substitute teacher

Inservice is normally done during contracted time. Because of this, teachers are already being paid for their attendance and are therefore not eligible for additional pay or movement on the salary schedule.

## VII. Advanced Training

**All staff members who wish to enroll in classes or programs which could advance their lane placement, must receive prior approval from the superintendent or his/her designee PRIOR to enrolling or undertaking any advanced training.** Staff who do not receive this prior approval may, at the discretion of the superintendent or his/her designee, be denied post approval for any work completed in the staff members request for lane advancement.

### a. Guidelines:

Advanced training experiences are planned and designed to meet the needs of the individual and the School District. These experiences are conducted outside of the regular contract day. Advanced training may consist of the following:

1. District sponsored workshops.
2. Workshops presented by qualified individuals and emphasizing education, personal improvement, and District initiatives.
3. Other professional activities:
  - College courses on and off campus
  - Video courses designed for self-inservice
  - Educational travel in conjunction with defined outcomes
  - Research grant work, with approved and defined goals/objectives
  - Distance learning (i.e. Internet, satellite) designed for professional development
  - Other educational training opportunities as pre-approved by the committee

The above experiences must be designed to:

- Be particularly appropriate for and closely applicable to the individual classroom, laboratory, or assignment situation for the staff member engaged in the activity.

**OR**

- Address problems or identified growth areas of the staff member seeking approval.

To be approved:

- There must be evidence of a diversified training program (college course work automatically has this element built into the course development).
- Documentation of satisfactory completion of advanced training programs must be submitted to the superintendent or his/her secretary along with the appropriate staff development form prior to obtaining any lane advancement.

**b. College Course Procedure:** (non-masters program)

Courses that relate to general educational principles may apply to any teacher. Courses outside the contracted field must be pre-approved and may be qualified as 3 of the 10 credits in any lane for advancement on the salary schedule. Since cocurricular assignments can end at any time, credit for classes within the cocurricular contract **may** not be approved for lane advancement. **Seek pre-approval prior to enrolling in these areas.**

**c. Masters Program:** (pre-approved by superintendent)

All master program requests are approved by the superintendent.

**d. Arrowhead Education Units (AEUs):**

Every hour of contact in an approved educational experience shall be given .1 AEUs. Contact time is defined as: time actually spent in the activity. AEUs may be given for a variety of educational activities as described in this section on Staff Development.

**e. Educational Travel Procedures:**

If AEUs are granted for educational travel, all travel must be:

1. Connected to a specific project of assigned responsibility
2. Given reasonable time requirements
3. If not part of a University Credit, curriculum materials must be developed which shall be used in the classroom.
4. AEUs shall be determined by the Staff Development committee.

**f. Procedures for Special Research Grants:**

1. Special research projects must be:
  - Directly related to local school programs and communicated to the designated administration.
  - Timely and reflective of practical values.
  - AEUs shall be determined by the Staff Development Committee.

**VIII. Lane Advancement**

Each 10-credit unit of horizontal movement on the salary schedule shall consist of a minimum of 6 graduate or undergraduate college credits in the field of teaching or specific to the contracted curricular teaching assignment. The remaining 4 credits can be AEUs related to education as specified above or 3 may be college credits not in your contracted area, but in a field of interest to you and still related to education.

**IX. Staff Involvement in Workshops**

**a. Teachers of Workshops:**

Staff members who are asked, and who accept to teach a workshop, may elect to receive double AEU's for each hour of classroom instruction or be paid at an hourly rate established each year by the administration and School Board.

**b. Participants in Workshops or Classes:**

Staff members who participate in workshops may be able to receive a stipend based on the hours established for that class. Each course shall determine the availability of funding. If funding is not available, AEU's or college credit shall be the only available options for the staff. Present hourly rate shall be determined each year by the School Board and administration.

**c. Independent Study:**

Procedures for independent study include:

1. Meet with your department chairperson/coordinator and discuss areas of interest and or need.
2. Cooperatively plan an experience that shall address your interest and/or needs.
3. Pre-approval, in writing, must be obtained from the Staff Development Committee PRIOR to undertaking any staff development experience.
4. Following completion of this independent study, be certain to complete the Staff Development form relating to credits and AEU's and submit it to the Staff Development Committee.

**X. General Guidelines for Lane Advancement**

- a. If the work was done on personal time, at personal expense - Lane advancement.
- b. If the work was done on contracted time, at District expense, or for a stipend - Lane advancement does not apply.

**POLICY: 713.1 PROFESSIONAL STAFF VISITATIONS AND CONFERENCES**

**I. ATTENDANCE AT OUT-OF-STATE NATIONAL CONFERENCES**

Professional staff members shall be allowed to attend national conferences and conventions, during the school year, without loss of pay, subject to the following conditions:

1. The professional staff member must file a written request to attend with his/her administrator during the spring preceding the school year in which the conference is to be held. An estimated budget must also be filed so funds can be allocated pending Board approval.
2. The staff member must have been a member of the national organization hosting the conference for at least two (2) years prior to the request.
3. The staff member must agree to file a written report with the superintendent, Board and faculty upon return.
4. Only one representative shall be sent to any one conference.
5. A staff member attending a national conference shall not miss more than three (3) contract days.
6. Attendance at a national convention, under this provision, may not be used to extend a vacation or a holiday. Likewise, attendance at a national convention is not an annual event.
7. Excessive costs for air travel (i.e., those beyond usual and customary costs for auto travel to places such as Minneapolis or Chicago) shall be the responsibility of the attendee; not the District.
8. Staff members desirous of attending a meeting, workshop, or conference are required to obtain their supervisor's approval by completing the appropriate form. The request requires a stated definition of rationale for attendance reflecting the staff member's particular individual needs and professional growth plan.
9. Approval for attendance shall also be dependent upon budget and equal opportunity for all staff.

**II. APPROVED TRAVEL - REIMBURSEMENT OF EXPENSES**

The School District shall reimburse District employees and Board members for necessary expenses incurred on approved District travel at the following reasonable rates. Reimbursement for approved District travel in areas where the cost of lodging and meals are inflated may exceed the reasonable rate.

Transportation:	Current IRS rate
Over night lodging:	\$55 per night

# PROCEDURE

Meals:

Breakfast -\$5.00  
(Leave or be away from home before 7:00 a.m.)

Lunch - \$10.00  
(Away from home between 11:00 a.m. - 2:00 p.m.)

Supper - \$15.00  
(Return or be away from home after 5:00 p.m.)

**TOTAL:           \$30.00**

No expenditures shall be allowed for alcoholic beverages.

Registration fee shall be reimbursed by the School District.

Employees are expected to fill out the Expense Reimbursement Form and/or Mileage Reimbursement Form upon return. Submit to department head for approval. Reimbursements shall not be made unless appropriate receipts are attached. **No travel advancements shall be made for meals or mileage.**

Department heads shall forward approved reimbursement forms to the Business Office.

The School District shall not reimburse expenses incurred by a spouse traveling with an employee.

A substitute teacher, if necessary, shall be paid by the District.

**POLICY: 715. COCURRICULAR PERSONNEL RECRUITMENT AND SELECTION**

Coaching Assignments

The Board of Education has a commitment to securing the best personnel possible. Only qualified persons certified to teach in Wisconsin and employed by Arrowhead High School shall be assigned as coaches (including assistants, helpers, aides, etc.) of teams representing Arrowhead High School in interscholastic competition. This rule is applicable to all levels of competition. These coaching assignments are subject to annual evaluation and renewal.

Exception

When certified teachers employed by Arrowhead High School are unavailable, the District may appoint other certified teachers from outside the District or noncertified persons from the community for coaching, until such time as an equally qualified member of the teaching staff becomes available. These coaching assignments are subject to annual evaluation and renewal.

Timeline for the Selection and Appointment of Coaches

1. On or before March 15<sup>th</sup> each school year, a survey of interest (posting of available coaching positions) shall be distributed to all current staff members. All responses shall be returned to the activities office by April 1<sup>st</sup>. The activities director shall initiate this step.
2. If a position is not filled by #1, then vacant positions shall be advertised to the public between April 2<sup>nd</sup> and April 15<sup>th</sup>.
3. Recommendations shall be finalized by May 1<sup>st</sup> for the next year's assignments.
4. The principal, activities director, and coaches shall utilize April 16 through April 30 to organize and determine coaching assignments for the next year's sports activities.
5. If after April 30<sup>th</sup> any vacancies still exist, the activities director shall begin the advertising, screening, and interviewing process. This shall continue until all cocurricular assignments have been filled. The activities director shall report on a weekly basis to the principal.

Selection Process

The following procedures shall be utilized when selecting candidates to fill specific positions:

1. **Activities Director:** The principal and/or superintendent shall advertise, screen and interview candidates. The superintendent shall make a recommendation concerning this position on or before the May regular Board meeting date. Upon approval of the Board, the principal shall notify the activities director.
2. **Head Coach Position:** These positions shall be advertised by the activities director according to the timeline identified above. These candidates shall be screened and interviewed by the activities director, principal and/or the superintendent. The recommendations shall be reviewed with the superintendent and prepared for Board presentation/action according to the timeline. Upon approval of the Board, the principal or his/her designee shall notify the head coach of his/her appointment.



3. **Assistant Coach Positions:** These positions shall be advertised by the activities director according to the timeline identified above. These candidates shall be screened and interviewed by the head coach and the activities director. Their recommendations shall be reviewed with the superintendent and prepared for Board action. Upon approval of the Board, the activities director and/or head coach shall notify the assistant of his/her appointment.

At any time during the screening process, administration reserves the right to form an interviewing committee consisting of community members, teachers, coaches, administration and the superintendent. This committee is advisory in nature only... administration is responsible for the final decision.

### Non Faculty Coaches

The School Board recognizes that citizens can provide valuable contributions to the District's program of services and that if certified staff cannot be found to coach, the District shall hire qualified citizens.

The following procedure shall be followed each year in order to find qualified nonfaculty coaches:

1. A request by head coach of sport to activities director.
2. Position shall be posted internally to seek certified staff member.
3. If no one is found in #2, an ad shall be taken out in the School District's official paper. The ad shall include when the applications are due and when the hiring shall occur.
4. An application blank shall be completed by each candidate.
5. Individuals shall be recommended by the activities director to the superintendent after interviews of the candidates.
6. Approval by WIAA as nonfaculty coach.
7. A recommendation shall be made to the School Board by the superintendent.
8. Approval by School Board.
9. Issue and sign a one-year Nonfaculty Contract.

All the above steps must be completed before contact can be made with athletes or participation in the specified athletic program.

### Guidelines or Conditions of Employment

1. The nonfaculty coach shall be permitted to supervise students without certified faculty present.
2. The nonfaculty coach shall be issued keys to school facilities.
3. Termination of contract may be made by the administration upon recommendation of anyone involved in the approval process.

### Volunteer Interscholastic Athletic Team Coaches

In the event that not enough staff or nonfaculty coaches can be hired, the School Board shall consider volunteer coaches. All coaches in this classification shall be in addition to those paid coaches authorized by the School Board.

# **PROCEDURE**

The administration must make a determination if there is a need for a volunteer coach in a specific activity.

The following procedure shall be followed to determine if there are qualified volunteers available:

1. A request by coach of sport.
2. A completed application blank by candidate.
3. An individual recommendation by activities director after interview of candidate.
4. A recommendation approved by principal and superintendent.
5. Approval by School Board.
6. Issued and signed Arrowhead Union High School District Volunteer Contract.

All of the above steps must be completed before contact can be made with athletes or participation in the specified athletic program.

## Guidelines or Conditions of Employment

1. The volunteer coach shall not be permitted to supervise students without certified faculty (or authorized coach) present.
2. The volunteer coach shall not be issued school keys or access to school facilities at any time other than when the paid coaches are present.
3. Termination of a contract may be made by the administration upon recommendation of anyone involved in the approval process.

## Proration of Cocurricular Contracts

In the event a coach or advisor commences employment after the season has begun or terminates employment before the season ends, his or her salary shall be prorated to the full season contract amount. Varsity level coaching salaries shall be prorated based on the season lasting from the initial date of practice through the state tournament of his or her respectful sport or activity. Advisors, freshman, sophomore, junior varsity and varsity reserve coaching salaries shall be prorated based on the season lasting from the initial date of practice through the end of the regularly scheduled season. The number of weeks in the season shall be determined using the above definitions and the proration shall be based on the number of weeks of actual employment.

# PROCEDURE

## ARROWHEAD UNION HIGH SCHOOL DISTRICT VOLUNTEER CONTRACT

I, (print name) \_\_\_\_\_, understand and agree that my involvement with the \_\_\_\_\_ team in the interscholastic athletic program in the Arrowhead School District is performed with and under the following conditions:

1. I waive payment of any salary or stipend for my services.
2. I waive any eligibility for any benefits for my services.
3. I shall familiarize myself with and adhere to all cocurricular policies and procedures established by the School Board, administration, and athletic department of the Arrowhead School District.
4. I shall attend all Inservice meetings designated to enhance student relationship skills, as deemed necessary by the administration and/or activities director of the Arrowhead School District.
5. In the performance of my duties as a volunteer, I shall not intentionally or wantonly cause any injury or damage to person or property of said School District or of any participant, coaching staff, or spectators involved in such sporting event.
6. My services as a volunteer shall be performed with the understanding that I am included under standard insurance liability contract terms and conditions for the Arrowhead Union High School District.

\_\_\_\_\_  
Signature of Volunteer

Accepted by the Arrowhead Union High School District

Date: \_\_\_\_\_

\_\_\_\_\_  
Activities Director

\_\_\_\_\_  
School Board Clerk

**POLICY: 716.1 STAFF CONFLICTS OF INTEREST**

No employee of the Arrowhead School District may have a substantial interest in any contract, purchase of materials, or any other transaction involving District funds except as provided by law.

The Arrowhead Board of Education requires private disclosure of any pecuniary interest that any employee of the District may have in any transaction involving School District funds.

Solicitation by School Personnel

No employee of the Arrowhead School District shall act as a formal agent or solicitor for the sale of books, supplies, school equipment, or other goods and services to be utilized by the District and/or students.

Violations

Any staff person violating state law and/or Board of Education Policy regarding the ethics code or conflicts of interest is subject to disciplinary action by the Board of Education and as prescribed by law.

Gifts

The giving or exchanging of gifts of significant material value between students and teachers or other personnel is discouraged.

It shall be unlawful for any School District employee or School District official to receive or offer to receive, either directly or indirectly, any gift, gratuity, or anything of significant value that he/she is not authorized to receive from any person, if such a person:

1. Has, or is seeking to obtain, contractual or other business or financial relationships with the Board or the School District.
2. Conducts operations or activities that are regulated by the Board or the School District, or
3. Has interests that may be substantially affected by the Board or the School District.

*For example: No school employee is to receive any commission, expense-paid trips, or anything of significant value from individuals or companies supplying equipment or materials required in the operation of the schools. The operation of the schools includes the purchase of materials for the repair and maintenance of the school plant, for the conducting of students' classes, for materials and supplies used in school organizations, such as clubs and school classes, and for comparable items.*

The receipt of any gift, gratuity, or anything of significant value, as denoted above, is contrary to the public policy of the Arrowhead School District. Any person violating this policy may be subject to disciplinary action.