

Arrowhead Union High School District
Educator
Employee Handbook
2025-26



APPROVED BY THE ARROWHEAD SCHOOL BOARD ON:

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PURPOSE OF THE HANDBOOK

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this *Handbook* is not all-inclusive. This *Handbook* has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefits, or a contract of employment, expressed or implied. Copies of Board Policies and Administrative Guidelines are available in each administrative office and are on the District website at: <https://go.boarddocs.com/wi/arrowhead/Board.nsf/Public?open&id=policies>. Employees must be aware of the policies and procedures related to their position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Arrowhead Board of Education.

The District reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies or procedures, in whole or in part, at any time with or without notice. Employees will be notified of any substantive changes to the *Handbook*, typically as an overview at the start of the school year. If substantive changes are made during the year, employees will be notified as soon as practicable thereafter.

The District also retains the right to exercise all managerial and administrative functions, responsibilities and prerogatives including, but not limited to, the right to exercise its judgment to establish and administer the policies and benefits outlined in this *Employee Handbook*, to direct and discipline its employees, and to take whatever action deemed appropriate and/or necessary and in the best interests of the District.

This *Employee Handbook* shall become effective immediately upon adoption by the Board and shall remain in full force and effect at all times. This *Handbook* is subservient to, and does not supersede the provisions set forth in District policies.

Eligible Employees: This *Handbook* is provided as a reference document for the Arrowhead School District's (hereinafter referred to as "District") "Professional Educators" (hereinafter referred to as "Educators" or "Employees") which includes regular education teachers, special education teachers, guidance counselors, library-media specialists, speech & language pathologists, occupational therapists and professional, educational positions required to have a Department of Public Instruction license to teach, counsel, supervise, direct and otherwise assist students in optimizing their educational experience. The District may, at its discretion, contract out for such services when deemed necessary and appropriate.

- A. **Full-time Educator:** Full-time educators are defined as employees with an assignment of 1.0 full-time equivalent (FTE) in a position that is expected to continue from year to year. Full-time educators are hired under a regular, renewing contract. The contract renewal/nonrenewal timelines and procedures described in Section 118.22 of the state of Wisconsin Statutes apply to these employees.
- B. **Part-time Educator:** Part-time educators are defined as employees with less than a 1.0 full-time equivalent (FTE) or 1.0 FTE temporary positions that are only anticipated to exist for one year or less, i.e., full-year replacements for maternity/medical leaves and one-year limited term contracts issued to "late hires." Part-time employees are **not** hired under a regular, renewing contract and the contract renewal/nonrenewal provisions of Statute 118.22 do not apply to these employees. For the purposes of benefits outlined in this *Handbook*, employees must have a minimum assignment of seventy-five percent (75%) of a 1.0 FTE to qualify. Part-time educators attend and participate fully in all professional development days as that time is built into their salary. Record-keeping days are worked at the part-time employee's FTE.

DEFINITIONS & GENERAL EXPECTATIONS

Absence Reporting: Employees who are unable to report to work shall report absences using the current electronic absence reporting system/substitute notification system and follow their individual building protocol for absence reporting prior to the start of the school day. Any time spent not working during an employee's scheduled day in the usual capacity must be accounted for in the current absence reporting system using the appropriate reasons. The District closely monitors attendance and absence patterns. Theft of time and/or improper modification of time-worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

Accident/Incident Reports: All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal or supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted within twenty-four (24) hours or the next scheduled District workday. Forms are available on the school [intranet](#).

Adherence to Terms, Rules & Policies: Employees are expected to comply with the standards of conduct set out in Board policies, this *Handbook*, administrative regulations, work rules, job descriptions, state law, federal law and any and all guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described is only available to employees who comply with this requirement. Protection against retaliation does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a principal or supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

Attendance: Arrowhead Educators are expected to take their employment contract, and their commitment to their students, extremely seriously by fulfilling their professional and contractual obligations every hour of every day. For schools to operate successfully and efficiently, employees are expected to effectively perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's principal or supervisor and as further specified in other parts of this *Handbook*. Any deviation from regularly assigned hours must have prior approval from the employee's principal or supervisor. ***Poor attendance (i.e., excessive/unusual absences/patterns of absence) may result in ineligibility for performance-based compensation and/or salary increases and may also result in disciplinary action up to and including termination of employment.***

Bulletin Boards: A bulletin board is provided 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. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students or board members and shall not be in contravention of any District policy or law. The Superintendent will be provided a copy of all posted material at the time of the posting. Material may be removed from the bulletin board(s) at the discretion of the Superintendent.

Cancellation of School/Work: Should inclement weather or other emergency situations require the cancellation of school or a PD/Records day, a phone call, email, text or other form of electronic communication will be made to a phone number or email account provided by employees as soon as practicable. Staff may also monitor the District's web page or local television and radio stations.

Canceled school/work days are considered part of the contracted work year. As salaried professionals, there is no adjustment to compensation or the status of any previously submitted or approved absences/leave days due to canceled days. Similarly, if hours of instruction need to be made up due to canceled days, there is no adjustment in compensation.

Unless previously approved to be absent on a canceled day, employees are expected to do as much work on a canceled day as is reasonable given the individual circumstances of each employee. Previously submitted and approved absences (sick days and personal days) on canceled days will be deducted from the employee's available sick day balance unless the employee provides verifiable evidence that the reason for the absence was also canceled due to the inclement weather or emergency. Canceled school/workdays do not impact the status of any approved leaves of absence, paid or unpaid, as the employee was unavailable to work on the day, and while employees are typically not required to report to work on a canceled day, the time is still considered part of the professional educator work year.

Complaint Procedure: If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, a written complaint must be filed by that employee with the Superintendent. If the complaint is about a practice or activity of the Superintendent, the complaint must be filed with the Board President.

Confidentiality: Pupil information, employees obtain as the result of their employment with the District, is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board policy. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.

Conflict of Interest: A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their principal or supervisor information of any transaction that may be considered a conflict of interest as soon as they become aware of a potential conflict. Employees may not use their position to obtain financial gain or anything of substantial value for the private benefit of themselves or their immediate family, or for an organization with which they are associated. 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. See Wis. Statutes § 946.13(1)(a) and (b).

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

Cooperation with Investigations: In the event of a District investigation or inquiry, District employees have an affirmative duty to provide to their principal, supervisor(s) or any other District official assigned to investigate, all relevant and factual information about matters inquired except as provided in other sections of this *Handbook*. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute insubordination, a violation that will be grounds for disciplinary action up to and including termination. Intentionally making a false report, submitting a false formal complaint, or making a false statement or submitting false information during any complaint/grievance investigation/process is prohibited. Such conduct will result in disciplinary action up to and including immediate termination of employment.

Copyright Infringement: A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. Questions regarding copyright shall be directed to the Director of Library Media & Technology.

Criminal Record - Obligation to Report: District employees shall notify their principal or supervisor as soon as possible, but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

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

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such a report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- A. the nature of the offense;
- B. the date of the offense;
- C. the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

Disaster Preparedness: All employees must become familiar with building procedures in the event of an emergency such as fire, tornado, intruders, extruders, etc. When drills are staged, every staff member and student must follow proper procedures.

District Property - Use of: The District may supply employees with equipment or supplies to assist in performing their 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 to: laptops, employee identification badges and the key card for building entry.

Non-Discrimination and Anti-Harassment: 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, including harassment. The District shall not tolerate harassment of any type. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile, or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- A. Unwelcome sexual advances, comments or innuendos;
- B. Physical or verbal abuse;
- C. Jokes, insults or slurs directed toward the protected groups set forth above (*such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks*);
- D. Taunting based on personal characteristics described above intended to provoke an employee; and/or
- E. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All employees are responsible for ensuring that discrimination and harassment do not occur. 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. Employees who believe that they have been the subject of discrimination or harassment or have knowledge of violations of this policy shall report the matter in accordance with established complaint procedures as outlined in Board policy. 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 principal, immediate supervisor or designated District Compliance Officer. Reports of inappropriate conduct should be provided directly to one of the District's Compliance Officers:

Sue Casetta
Director of Teaching & Learning
262-369-3611 ext. 4204

Adam Boldt
Director of Student Services
262-369-3611 ext. 4112

 700 North Avenue Hartland, WI 53029

 casetta@arrowheadschoools.org

 700 North Avenue Hartland, WI 5329

 boldt@arrowheadschoools.org

Employees who fail to report incidents of potential discrimination or alleged harassment, as described above, 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. Related District policies:

3122 [NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY](#)

8913 [SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT](#)

3362 [EMPLOYEE ANTI-HARASSMENT](#)

Drug, Alcohol and Tobacco-Free Workplace: The District seeks to provide a safe, drug-free workplace for all employees.

- A. **Prohibited Acts - Drugs and Alcohol:** Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision. *[41 U.S.C. 702(a) (1) (A)]*
- B. **Tobacco Products and vaping devices:** Employees shall not use tobacco products or vaping devices on District premises, in District vehicles, nor in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Statutes.
- C. **Drug-Free Awareness Program:** The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and (if applicable) employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. § 702(a) (1)
- D. **Reasonable Suspicion Testing:** All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- E. **Additional Testing and Requirements:** Employees required to possess a commercial driver's license may be required to undergo additional drug testing in accordance with relevant law, Board policy and administrative rules. Furthermore, before working for the District, a driver must complete and turn in the "Acknowledgement and Acceptance of Driver Alcohol and Drug Testing Policy/Procedures" form.
- F. **Consequence for Violation:** Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol

counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. [41 U.S.C. 702(a)(1)(A)] Compliance with the District's policies and rules is mandatory and is a condition of employment.

- G. Notification of Conviction: As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a)(1)(D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

Electronic Recording: Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g., virtual learning classes, surveillance videos, co-curricular activities, voicemail recordings.

Employee – Student Relations: All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees should not inappropriately text individual students regarding personal, non-school related information. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace.

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

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

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

Equal Opportunity Complaints: The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District.

False Reports: Employees may be disciplined for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick day requests, student records, tax withholding forms and work reports.

Financial Controls and Oversight: Employees shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. Employees who supervise or prepare District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor their area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

Fraud and Financial Impropriety: The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District. Fraud and financial impropriety shall include but is not be limited to the following:

- A. forgery or unauthorized alteration of any document or account belonging to the District;
- B. misrepresentation of contracted work time, i.e., engaging in non-work related activities during the school day (time fraud);
- C. failing to establish and adhere to rigorous standards of student performance in calculating student grades (grade fraud);
- D. forgery or unauthorized alteration of a check, bank draft, or any other financial document;
- E. misappropriation of funds, securities, supplies, or other District assets, including employee time;
- F. impropriety in the handling of money or reporting of District financial transactions;
- G. profiteering as a result of insider knowledge of District information or activities;
- H. unauthorized disclosure of confidential or proprietary information to outside parties;
- I. unauthorized disclosure of investment activities engaged in or contemplated by the District;
- J. accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy (*See the Gifts and Gratuities section of Handbook*);
- K. inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
- L. failure to provide financial records required by state or local entities;
- M. failure to disclose conflicts of interest as required by law or District policy;
- N. disposing of District property for personal gain or benefit and,
- O. any other dishonest act regarding the finances of the District.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, Superintendent, or designee, may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

Gambling: Gambling on District-owned or leased premises is prohibited at all times. Gambling during the workday on or off District property is prohibited.

Gifts: An employee or a member of the employee's immediate family may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable

person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees or students. It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials. Exceptions to this policy are acceptance of minor items, which are generally distributed to all by companies through public relations programs. Employees should accept only gifts of token value from students. Note: Immediate family shall have the same definition as used in the Bereavement Section.

It is the District's policy for individuals to decline gifts, gratuities or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to the Superintendent for proper processing under the District's policy on gifts and solicitations and the terms of § 118.27, Wis. Statutes. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employees' position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to employees as an individual and gifts of more than a nominal or insignificant value should be graciously declined. Please refer to for information on conflicts of interest and for gifts and solicitations and §19.59, Wis. Statutes.

Identification Badges: The District provides employees with an identification badge. Employee identification badges are an important part of employee work attire and are critical to providing a secure environment for students. Employee identification badges must be worn and clearly visible while working for the District during contracted work time.

Investigation interplay with potential criminal conduct: If the alleged misconduct may constitute criminal conduct by the employee, the employee may be provided a Garrity warning. *Garrity v. New Jersey*, 385 U.S. 493 (1967).

Job Description: This link: [AUHSD Teacher JD](#) is to the Arrowhead Union High School Educator job description. Employees are expected to meet the expectations and qualifications listed in the job description at all times.

Leave - Administrative: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

Licensure/Certification: Each employee who is required to be licensed or certified by law must maintain that licensure at all times and be able to provide the District with evidence of the appropriate licensure for all assignments. A teaching contract with any person not legally certified to teach the assigned subject(s)/grade level(s) shall be void. The District may initiate the contract nonrenewal procedures per State Statute 118.22, or terminate immediately, whichever is most appropriate, whenever a currently employed educator fails to provide sufficient evidence of maintaining/securing appropriate licensure. These terms and expectations for licensure/certification apply to all professional educators employed by the District, including, but not limited to: teachers, library-media specialists, counselors, speech & language pathologists and social workers.

Loss, Theft of or Damages to 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.

Mandatory Reporting: Employees under the provisions of this *Handbook* are considered Professional Educators and are mandatory reporters of suspected child abuse. Employees who have reasonable cause to suspect that a child, seen by the employee in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse

or neglect of the child will occur, shall report the suspected abuse or neglect. School nurses, social workers, regular education teachers, special education teachers, school counselors, physical therapists, physical therapist assistants, occupational therapists, dietitians, speech-language pathologists, audiologists and police liaison officers are all considered mandatory reporters. A person required to report shall immediately inform, by telephone or personally, the appropriate District administrative personnel and the county department or, of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.

Nepotism: Applicants for employment in the District shall be selected without regard to a relationship by affinity or consanguinity, with a current employee of the District. To avoid possible conflicts of interest which may result from employment procedures, an employee who is related by affinity or consanguinity to another employee or applicant shall not participate in any aspect of the hiring process, and/or any decision-making process related to retaining, promoting, evaluating or compensating that person.

For the purposes of this *Handbook*, a "relationship by affinity" is defined as one that includes, but is not limited to, a relationship which an individual has with their spouse, designated partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, adoptive sibling, adoptive child, adoptive parent, adoptive first cousin, a financial dependent or codependent [for example sharing the same place of residence]. A "relationship by consanguinity" is defined as a relationship which an individual has with a blood relative that extends to first cousins.

No Expectation of Privacy - Work Spaces, Desks, etc.: Employees shall have no expectation of privacy with respect to any item or document stored in or on any 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 within any parameters required by state and/or federal law. See Board Policy 5771 - SEARCH AND SEIZURE:

<https://go.boarddocs.com/wi/arrowhead/Board.nsf/goto?open&id=D6DHBN46C759>

Operators of District Vehicles, Mobile Equipment and Persons Who Travel: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must hold a valid driver's license and abide by the following expectations and procedures:

- A. **Notice of Traffic Violations:** All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their principal or supervisor as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense. The requirement to report a conviction or deferred adjudication applies to major traffic offenses (e.g., operating under the influence of an intoxicant or other drug, reckless driving, operating after suspension/revocation, failure to report an accident, refusal to take a breath test). Minor traffic offenses (e.g., non-moving violations, speeding, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking) do not need to be reported. However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle they must report any traffic offense (not including parking tickets). Supervisors receiving such notice will immediately notify the Director of Business Services. 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.
- B. **Mileage Reimbursement:** The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to employees required by the District to drive their personal vehicle during the course of performing duties for the District.
- C. **Transporting Students:** The Authorization to Transport Students in Personal/Rental Vehicles form must be completed and returned to principal or supervisor for approval and forwarded to the Director of Business Services for approval at least five (5) days prior to the event.

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 School Board expects employees to devote maximum effort to the position in which they are 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; nor will an employee use any District facilities, equipment or materials in performing outside work. When the periods of work are such that certain evenings, days or vacation periods are duty free, the employee may use such off-duty time for the purposes of non-school employment.

Personal Appearance/Dress Code: Employees are expected to maintain a professional appearance that is consistent with the high standards that exist in the Arrowhead School District. Employees are expected to be neat, clean, well-groomed, wear appropriate clothes that are in good taste and practice good personal hygiene. The Administration will not allow attire from employees that is considered unprofessional, disruptive, inappropriate or which adversely affects the educational atmosphere. Employees represent the District and their appearance creates important impressions for students, parents and the Arrowhead community.

Personal Communication Devices (PCD) While at Work: Employees may possess PCDs while at work but excessive use of a PCD for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action. Employees are personally and solely responsible for the care and security of their personally-owned PCDs. The Board assumes no responsibility for theft, loss, damage, misuse or unauthorized use of personally-owned PCDs brought onto its property. See Board [Policy 7530.01 - Board-Owned Personal Communication Devices](#).

Personnel Files: Personnel files can be found in the Human Resources Department. Employees have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of their personnel file, at least two times per calendar year, while in the presence of an administrator or a designee. Employees may have a representative accompany them during such a review. This examination must be accomplished in the presence of the person officially charged by the Superintendent with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part thereto may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of any documents contained in the personnel file except those delineated in §103.13(6), Wisconsin Statutes, upon payment of the actual cost for making such copies.

If the request to review personnel records is pursuant to an active grievance filed by that employee, the District will provide copies of the records to the employee, at the employee's expense, and the employee and any employee representative may examine the copies outside of the presence of the administrator/records custodian.

After reviewing personnel records, employees may request that records believed to be inaccurate or obsolete be removed from the file. If the District denies the request, the employee has the right to file a written rebuttal statement/ and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party. §103.13(4) Wis. Statutes.

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

- A. No school employee shall, during hours for which pay is received, use any time for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- B. No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

- C. No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- D. No school employee shall attempt to pressure, intimidate, ridicule or otherwise embarrass a student for the appropriate expression of a political viewpoint in an appropriate setting.

Professional Demeanor: Employees are expected to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents and students. Being a positive, cooperative and honest team member is a core value of the District. [AHS Staff Expectations](#)

Requirement to Remain Current: All employees shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, employees will make themselves available during the contractual year and day to their colleagues for assistance, to the District for services beyond those specifically required as part of their individual contractual duties, and to the community as a valuable resource.

Resignations & Liquidated Damages: The employee's individual employment contract shall be considered binding on both parties. If for any reason an employee asks for release from the individual employment contract, it is understood that the employee must give such notice as far in advance as possible, preferably at least sixty (60) calendar days prior to the date the employee desires the severance to occur.

Liquidated damages are due to the District for late resignations as identified below:

- A. Five hundred dollars (\$500) if the resignation is effective after June 15, but before July 1.
- B. One thousand dollars (\$1,000) if the resignation is effective on or after July 1, but before August 1.
- C. Three thousand dollars (\$3,000) if the resignation is effective after August 1.

Liquidated damages may be waived for extenuating circumstances, particularly those that are out of the employee's control such as a spouse's employment transfer. If a resignation request is due to the employee securing other employment as a result of a recent involuntary transfer, the liquidated damages will be waived.

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

In the event an employee breaches a contract by termination of services during the term of the contract, the Board may, at its option, demand to recover from the employee such amount of liquidated damages as set forth above; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the District 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. Liquidated damages may be deducted from any salary still owed to the employee at the point the contract is breached.

Resignation Incentive: Educators who submit a letter of resignation to the Human Resources Office or Superintendent, in reference to leaving at the end of the current contract year (not returning for the next school year), on or before the dates below (but after the preceding date listed), will receive the monetary incentive associate with each deadline:

- January 15 - The employee will receive \$25 for every sick day remaining in their sick day bank, not to exceed maximum allotment on their last contractual day of employment (up to \$2,000, with current max. allotment of 80 sick days).

- February 15 - The employee will receive \$15 for every sick day remaining in their sick day bank, not to exceed maximum allotment on their last contractual day of employment (up to \$1,200, with current max. allotment of 80 sick days).
- March 15 - The employee will receive \$10 for every sick day remaining in their sick day bank, not to exceed maximum allotment on their last contractual day of employment (up to \$800, with current max. allotment of 80 sick days).
- April 15 - The employee will receive \$5 for every sick day remaining in their sick day bank, not to exceed maximum allotment on their last contractual day of employment (up to \$400, with current max. allotment of 80 sick days).
- April 16 and later - No payout on any remaining sick days.
- If no sick days remain in the faculty member's sick day bank, no incentive payout will be received.

When the District has initiated a termination process or a performance-based nonrenewal process against an employee, it is at the sole discretion of the District whether or not a resignation would be accepted from that employee under this early incentive provision.

Sale of Goods and Services: District employees may not receive for their personal benefit anything of value from any person (other than the District) to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any public school pupil while on the property of the District or at an activity of the District. §118.12, Wis. Statutes: <https://docs.legis.wisconsin.gov/statutes/statutes/118/12>.

Social Media Maintenance and Monitoring Responsibilities: Social Media accounts set up to represent Arrowhead and/or Arrowhead associated activities or groups must be managed and approved by an Arrowhead employee (Content Manager). Content creation may be designated to others, but the employee must monitor and is ultimately responsible for content. Content Managers are responsible for monitoring and maintaining official presences on social media sites as follows:

1. content must conform to all applicable state and federal laws, as well as all district and board policies and administrative procedures;
2. content must be kept current and accurate;
3. content must not violate copyright or intellectual property laws and the content owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, text, slideshow presentations, artwork or any other materials;
4. before posting any photographs of students, content owners shall review the list of students whose parents have not consented to having their child's photograph taken or published; no student photographs should be published for personal, promotional use or any other non-school related purpose without parent permission;
5. all postings and comments by users are monitored and responded to as necessary on a regular basis;
6. inappropriate and/or postings and comments of a profane or threatening nature must be deleted immediately.

Termination: Termination is defined as an involuntary dismissal of an employee, usually for a severe 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 or a nonrenewal of contract under §118.22, Wis. Statutes, or a non-reappointment of an extra-curricular assignment.

Video Surveillance: The School Board has authorized the use of video surveillance and electronic monitoring equipment in common areas at District buildings and grounds. The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. More information is available at Board Policy 7440.01.

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. Such conduct by employees, former employees, contractors or visitors is not tolerated. 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.

A. Definitions as used under this section:

1. **Workplace Violence:** Behavior in which an employee, former employee, contractor or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the District or under the direct supervision of the District.
2. **Threat:** A communicated intent to inflict physical or other harm on any person or property.
3. **Intimidation:** Behavior or communication that comprises coercion, extortion, duress, or putting in fear.
4. **Court Order:** An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including temporary restraining orders.
5. **Prohibited Behavior:** Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by an employee, supervisor or visitor:
 - i. assault or battery;
 - ii. blatant or intentional disregard for the safety or well-being of others;
 - iii. commission of a violent felony or misdemeanor;
 - iv. dangerous or threatening horseplay or roughhousing;
 - v. direct threats or physical intimidation;
 - vi. loud, disruptive, profane or obscene language or gestures that are clearly not part of the typical school district learning environment;
 - vii. physical restraint, confinement;
 - viii. possession of weapons of any kind on District property;
 - ix. stalking;
 - x. any other act that a reasonable person would perceive as constituting a threat of violence.

B. **Reporting Procedure:** An employee who is the victim of violence, has been threatened with violence, who believes in good faith that there is a serious and imminent threat to the health or safety of any student, any school employee, or the public, based on a threat that has been made by an individual seen in the course of the employee's professional duties, or witnesses an act or threat of violence towards anyone else shall report the threat as required by state law, taking the following steps:

1. If an emergency exists and the situation is one of immediate danger, employees shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect themselves from immediate harm, such as leaving the area.
2. If the situation is not one of immediate danger, employees shall report the incident to the appropriate principal or supervisor (or designee) as soon as possible.
3. Employees who have 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 their principal or supervisor. The principal or supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

C. **Investigation and Investigation Findings:** 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 individuals who make a good-faith complaint regarding violent behavior or threats of violence made to them is also prohibited.

In appropriate circumstances, the reporting individual may be informed of the investigation results. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in certain 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. See Board [Policy 3362 - Employee Anti-Harassment](#).

Work Made for Hire: “Materials” paid for by the District through the course of regular employment, assigned workload, or additional assignment payment that are identified as services performed by the employee under the employee’s contract or letter of assignment are owned by the District, except as the District may otherwise agree in writing. Such materials are considered to be “works made for hire,” which are the sole property of the District (including all intellectual property rights thereto).

Materials created by the employee during the course of employment may include lesson plans, staff development presentations or tests/test items. Any work prepared by an employee within the scope of his/her employment is owned by the District unless the employee and the District have executed a separate agreement regarding ownership, use, and distribution rights. As such, works made for hire should not be disseminated or retransmitted without the express written consent of the District. Employees with questions regarding ownership or copyrights on materials prepared within the scope of their employment should consult with their supervisor.

Workplace Safety: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

- A. **Fire Procedures:** 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. Fire safety is an essential element of having a safe working environment. Employees should know the location of fire alarms, fire extinguishers, evacuation routes and whom to notify in case of fire.
- B. **Notification of Safety and Health Standards:** 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.
- C. **No Discrimination:** The District shall not discriminate against or discharge any employee for exercising any right afforded by this Section. An employee may file a grievance under Part I, section 5 of this *Handbook* and District policy to address the workplace safety issues as defined in this *Handbook*. The employee may 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: <https://docs.legis.wisconsin.gov/statutes/statutes/101/i/055>.
- D. **Protection of Staff:** An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the Superintendent (or designee), who shall acknowledge receipt of such report and keep the staff involved informed of action taken.
 - 1. “Injury” means physical harm to an employee caused by accident or disease in the performance of duties by the employee.
 - 2. “Performance of duties” means duties performed within the employee’s authorized scope of employment and performed in the line of duty.
- E. **Weapons Prohibition:** See Board [Policy 3217 - Weapons](#).

Workplace Safety Definition for Grievance Procedure: In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines shall apply:

- A. A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).
- B. The issue must concern the safety of a person (e.g., not the “safety” of one’s vehicle or other personal possessions).
- C. The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).
- D. The individual(s) filing the grievance must propose a specific remedy.
- E. The issue and proposed remedy must be under the reasonable control of the District.

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 termination.

******* END OF DEFINITIONS & GENERAL EXPECTATIONS SECTION OF *HANDBOOK* *******

ASSIGNMENTS

Determination of Assignment: Employees will be assigned at the discretion of the Superintendent (or designee), according to the best interests of the students. Schedules for the upcoming school year shall be established and communicated as soon as practical each year. When an employee is assigned to a different position, the employee will be notified as far in advance as is practical and the rationale for the re-assignment will be provided.

Assignment Preference Consideration: Employees may request in writing their preference for a certain assignment. Such requests may be granted at the discretion of the Principal. Employees always have the option to apply for a posted position via the Wisconsin Education Career Access Network (WECAN).

Job Postings: Vacant positions will be posted on the Wisconsin Educator Career Access Network (WECAN) website. Vacant positions may be filled temporarily at the Superintendent's discretion during the posting and selection period. Qualified employees are welcome to apply to any vacancy that interests them. Candidates are selected for interviews based on the merits of the application, experience, certification, education, similar training, demonstrated excellence and references.

Reduction in Positions & Hours: In the event the Board determines to reduce the number of positions or the number of hours in any position, individual employees may, at the discretion of the District, be selected for full or partial reduction. Staffing reductions and assignments are always made according to the best interests of the students and will not be arbitrary or capricious. Attrition and volunteers will be considered. Employees will be provided with an explanation for the reduction and as much advance notice as is practical. Statutory timeframes for nonrenewal will be followed.

BENEFITS – INSURANCE

(All benefits are subject to change.)

The School Board may provide insurance coverage to eligible employees. When doing so, the following may be included:

- Medical Plan
- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Employee Assistance Plan
- Health Flexible Spending Accounts (FSA)
- Limited Purpose Flexible Spending Accounts (LPFSA)

The Board acknowledges its obligation to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA).

The Board also acknowledges that group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic protected health information in accordance with the HIPAA Security Rule.

The Board designates the Director of Business Services to serve as the Security Official of the group health plans. Related Board policies:

[3122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE](#)
[3419.02 - PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS](#)

Eligibility for Insurance Benefits & Any Board Contribution: Employees whose individual contract has an assignment of at least seventy-five percent (75%) of full-time equivalency are eligible to participate in the District's insurance benefits. Eligibility for an employee is based on the individual contract assignment for the employee. District contribution rates are determined annually by the School Board and are prorated for eligible employees who work less than one-hundred percent (100%) of full-time equivalency.

Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan (or for Health Insurance, one single plan and one cash-in-lieu benefit).

Change of Insurance Carrier: The District may, from time to time, change the insurance carrier, subject to board approval.

Dispute Resolution: It is understood that any disputes regarding coverage must be resolved with the insurance carrier and the District is not liable if coverage is not afforded by the carrier.

Premium Contributions

Dental Insurance Premium Contributions: For employees who are eligible for and select coverage, the District shall pay no more than 92.5% of the family premium of the lowest cost dental insurance plan; single coverage will be paid by the District.

Short term unpaid leave coverage: For instances of unpaid leave that are less than a full month, the equivalent premium contribution will be deducted from the employee's pay on a per diem basis for the duration of the unpaid leave.

Health Insurance Premium Contributions: For employees who are eligible for and select coverage, the District shall pay no more than 88.0% of the single or family premium of the lowest cost health insurance plan. Employees shall be responsible for the remaining portion of the premium.

For employees who are eligible for and select coverage, a personal wellness/annual preventive care physical examination consisting of a screening process that includes blood pressure checks, height and weight to determine Body Mass Index (BMI), cholesterol tests, and blood glucose tests; with results to include glucose, HDL and LDL levels, and the employee's ratio must be completed on or before November 1 each year. If physician verification of this requirement is not turned in by December 1 of each year, then the employee shall contribute an additional \$1,200/year (family) or \$600/year (single) toward the health insurance premium beginning January 1. The District may modify this requirement at any time.

Short term unpaid leave coverage: For instances of unpaid leave that are less than a full month, the equivalent premium contribution will be deducted from the employee's pay on a per diem basis for the duration of the unpaid leave.

Alternate Benefit Plan [ABP] in Lieu of Health Insurance: Any employee eligible for health insurance may annually choose, consistent with the terms of the cafeteria plan in the "Benefits - Other" section below, between: 1. Participation in the District's health plan, with the premium payment specified in the "Health Insurance Premium Contributions" section above, or 2. A cash payment equal to \$6,000 in lieu of the health insurance benefit. Employees who select the ABP must provide reasonable evidence of (1) the employee declining to enroll in the employer-sponsored coverage and (2) the employee providing reasonable evidence that the employee and all other individuals for whom the employee reasonably expects to claim a personal exemption deduction for the taxable year or years that begin or end in or with the employer's plan year to which the opt-out arrangement applies have or will have minimum essential coverage (other than coverage in the individual market, whether or not obtained through the Marketplace) during the period of coverage to which the opt-out arrangement applies.

The amount of each additional cash contribution dollar amount shall be calculated by dividing the dollar amount stated above by the number of employee paychecks per year. The cash compensation amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the employee's payroll check.

The beginning eligibility date for the ABP payments is as follows: 1. For new employees, payments shall be based on the employee's eligibility date. This constitutes the employee's first day of active service. Employees not electing health coverage must enroll in the cafeteria plan on the employee's first day of active service. Thereafter, an annual election must be made prior to the beginning of each cafeteria plan benefit year (July 1). Payments are prorated as per the initial date of employment, or 2. For current employees, changing to the ABP when permitted by applicable Internal Revenue Code section 125 "cafeteria plan" rules are only eligible to waive coverage for the health insurance and begin the ABP on the first applicable payroll of any month. Absent a mid-year (January through December) cafeteria section 125 exception [such as an employee getting married, loss of spouse coverage, etc.], employees must make a written annual cafeteria plan election prior to each July 1 to permit the election of the cash option in the next cafeteria plan year. Once the employee is eligible to begin ABP status, contributions will begin in that month.

The Board may, at its discretion, discontinue the cash compensation in lieu of health insurance benefit by providing the participating employees an "open enrollment" opportunity to enroll in the health insurance plan.

Liability Insurance: The School Board carries liability insurance, which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees are covered for liability in accordance with the terms of the District's liability insurance policy.

Life Insurance: The School Board shall provide a group life insurance policy for each member of the professional staff who works a minimum of 880 hours per year. Individual coverage and the premium the School Board will pay shall be based on the individual employee's salary.

Long-term Disability: The School Board shall pay the dollar amount equal to the full premium for employees who work a minimum of 880 hours per year. The coverage will include the following:

- A. Qualifying period – 60 calendar days of continuous total disability are required before benefit payments may begin.
- B. Monthly benefit – 66.67% of monthly salary will be payable up to the maximum monthly benefit as indicated in the current policy.

Wisconsin Retirement System (WRS) Contributions: The District contributes the employer's share while employees pay the employee's required WRS contribution as required by state statute. Under no circumstances shall the District pay the employee's required WRS contribution.

BENEFITS – OTHER

Cafeteria Plan/Flexible Spending Account: The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§105, §106, §125 and §129) to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- A. Payment of insurance premium amounts (IRC §106);
- B. Permitted medical expenses not covered by the insurance plan (IRC §105) subject to the limitations set forth in the Internal Revenue Service Code.
- C. Dependent care costs (IRC §129) subject to the limitations set forth in the Internal Revenue Service Code.

- D. 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).

COBRA Continuation of District Health Plan Participation: The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the District's health and dental insurance plan at the group rate in certain instances where coverage under the plan would otherwise end. Employees will be required to pay the full premium cost. Said opportunity is only made available in those certain circumstances at the time of separation of employment, and is not available at a later time.

Tax Sheltered Annuities (TSA): 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").

COMPENSATION

Compensation: Salary negotiations will be conducted in accordance with state law. If salary increases are approved, employees are eligible to receive wage compensation through this process whether or not they are a member of an employees' union. Employees are not guaranteed any increase in compensation. Compensation decisions are based on a variety of factors including, but not limited to, state funding, applicable negotiated terms, employee performance/contributions, internal comparables and external comparables.

The Board reserves the management right to determine the eligibility criteria for all compensation adjustments.

2025-2026 Salary Schedule								
STEP	BA	BA 10	BA20	BA 30	MA	MA 10	MA 20	MA 30
4					61,035	61,797	62,574	68,317
5					62,855	63,616	64,807	71,288
6	52,286	53,043	57,466	58,198	64,677	65,437	66,213	74,260
7		53,155	59,091	59,818	65,116	65,888	68,034	77,231
8		56,072	60,706	61,437	66,897	67,642	69,856	80,201
9			62,658	63,395	70,231	71,020	73,311	83,175
10			64,305	65,041	73,218	74,047	76,405	86,721
11			67,289	68,045	76,206	77,079	79,502	90,265
12					79,195	80,109	82,599	93,813
13					85,867	86,866	87,678	97,358

Lane Movement Across Salary Schedule: To qualify for horizontal movement across the lanes on the salary schedule, the professional staff member must submit for approval to the Director of Learning (or Superintendent or his/her designee), an educational plan for the summer and/or the next following school year. Such a plan shall include: (a) the purpose of the proposed study, (b) the institution at which the study is to be undertaken, (c) the graduate or undergraduate subjects to be pursued. Upon completion of the approved credits, transcripts shall be submitted to the Human Resources Generalist for approval.

Accreditation: Only credits earned from an institution recognized by the North Central Association (NCA) Commission on Accreditation and School Improvement Institute of Higher Education, or earned at an institution accredited by another accrediting agency recognized by the NCA, will be eligible for movement across the salary schedule. Credit will be given on the salary schedule for non-credit workshops, and other professional development items at the discretion of the School Board and Administrator.

Prior Approval: All credits intended to be used for salary schedule lane movement shall be approved by the District in advance of the enrollment in the course.

1. To qualify for the bachelor degree plus ten or plus twenty the teacher shall have gained the credits toward a master degree and have prior written approval of the District Administrator and/or his/her designee for each specific course. Evidence of acceptance in graduate school must be provided by the individual employee.
2. To qualify for the master degree schedule, an employee shall have gained the degree either in the field in which he/she is teaching or in an alternative field with prior approval of the District Administrator and/or his/her designee. When a master's degree does not exist in his/her present teaching field, a teacher may qualify with comparable graduate study in that or another field, subject to the prior approval of the District Administrator and/or his/her designee.
3. To qualify for the master degree plus credits, the teacher's credits shall be on the graduate level or undergraduate level. The teacher must have prior written approval of the District Administrator and/or his/her designee, and must have earned the credits subsequent to having qualified for the master's column of the salary

schedule. Certification from the institution of satisfactory completion of the approved course shall be required before advancing the teacher on the schedule. (No individual currently at M+ will be displaced by the implementation of this provision).

4. Transfer from one group or “lane” to another shall be made at the beginning of the school year following attainment of the necessary credentials.
5. Proper credentials shall be considered as statements of degrees attained or status toward a degree. Such statements shall be certified by a college registrar or other proper college official.
6. Credit information for moving from one lane to another and/or for reimbursement must be provided to the Human Resources Generalist by September 15, and the work must be completed by September 1 of the contract year.
7. Salary Schedule Lane Movement: The employee shall be placed on the same step, but in a new lane after acquisition of the approved credits (this provision does not prevent an employee from earning both step and lane movement in the same year).

Timeline for submission for application to the salary schedule: When a teacher qualifies for movement on the salary schedule to a different lane, the movement shall be to the same step in the new lane as existed for the teacher in the previous salary lane provided funds are available as determined by the District. After placing the teacher in the new salary lane, the teacher shall then receive the increment in the new salary lane, if the teacher is eligible for the increment and step movement exists in the new lane and adequate funds are available as determined by the District. Employees may only move one lane in any given year.

The Board reserves the right to reimburse for courses taken if in the Superintendent’s judgment, the course is advantageous to the District. Only credits earned from an institution recognized by the North Central Association Commission on Accreditation and School Improvement Institute of Higher Education [NCA], or earned at an institution accredited by another accrediting agency recognized by NCA, will be eligible for reimbursement.

Curriculum Planning, Professional Development & Other Projects: When the District assigns an employee to work on a curriculum project, attend required professional development outside the school day, and or engage in work that is outside the terms of the individual employee’s contract, but not including athletic/activity Extra Duties or supervisory assignments outlined in this *Handbook*, the Employee shall be paid at the rate of \$28.00 per hour. The length of time and maximum number of hours for completion of the project shall be determined by the appropriate administrator. This compensation will be paid when the completed work is approved by the supervising administrator.

Teacher Leader: The District may designate “teacher leaders” to assist with coordinating and managing endeavors designed to improve student learning and operational efficiency and effectiveness, as determined by administration. Such assignments shall be compensated at a rate commensurate to the expectations of the position. These positions are assigned on an annual basis and there is no expectation such assignments will extend beyond each year.

Direct Deposit Payment: All employees shall participate in a direct payroll deposit plan.

Extra Duty Pay: Such duties will include but are not limited to: timing, scoring, announcing, crowd control, detention supervision, chaperoning, ticket sales, and commencement supervision and are paid at the hourly rate of \$17.00. Teachers are encouraged to attend and help supervise school or district events beyond the normal workday. These events include, but are not limited to, athletic contests, concerts, music/drama programs, art shows, parent/community education opportunities or other activities that are extra-curricular or co-curricular in nature.

Overload: Additional teaching assignments that extend the individual employee’s contract beyond a 1.0 full time equivalent (FTE) may be paid an additional amount commensurate to the duration of the extra assignment. Volunteers for overloads will normally be solicited. If necessary, the District reserves the right to assign an employee to an overload.

Payroll Dates: Pay periods are determined by the Business Office with the goal of ensuring the most efficient and accurate operations. Payroll dates may be on the 6th and the 20th of each month or may be on a bi-weekly basis. If a

payday falls on the last day of the month or on a weekend or holiday, the payroll date will be the preceding business day. Once established by the Business Office, payroll dates will be communicated to staff.

Teacher Class Coverage Pay: When a substitute educator is necessary and not available, the Principal will assign staff to ensure student safety and instructional continuity. Under normal circumstances, where sufficient notice has been given, reasonable efforts will be made to seek volunteers to cover for colleagues who are absent. The rate of pay for covering a class is \$32 per (60 minutes) hour. School counselors and school psychologists are eligible to cover up to one block per day.

Homebound/Tutor Pay: Homebound pay shall be the hourly rate equivalent of the base salary.

Lunch Duty/Study Hall Supervision: Teachers who accept a voluntary assignment during the breakfast period or their duty free lunch period will be compensated at the rate of \$1,000.00 per semester. Teachers who accept a voluntary assignment during their prep period will be compensated at the rate of \$1,333.00 per semester.

Additional Certification: Employees who are at the top of the pay scale and acquire an additional certification for an area the District has approved, shall have their salary increased by one thousand five hundred dollars (\$1,500.00). This shall be a one-time increase in the employee's salary and shall immediately cease if the employee fails to retain such certification. The employee must file appropriate application and paperwork with the Director of Learning or Superintendent and be approved ahead of enrolling in additional coursework. Submission of credits/certification earned follows the usual timeline. Teachers who do not continue to teach in the subject where the additional certification was acquired may have the salary increase modified or rescinded.

District Loan Program for Credits taken in a Master's Degree Program or Licensure/Certification: The District Loan Program is only available to educators hired before January 1, 2025. Educators hired prior to January 1, 2025 who are interested in the loan program must apply for a loan with the District before July 1, 2026. While offered, the program is based on the following conditions:

1. The payment advance is only available to staff members involved in an approved Master's Degree Program or additional Professional Education Licensure or Program Certification. The total payment advance is capped at \$12,230.
2. The coursework must be pre-approved by the Director of Learning before any money will be advanced to the teacher. Once approval is given, the teacher can receive the money when registering for the course.
3. The maximum number of credits per fiscal year (July 1 - June 30) a teacher may receive a money advance for is twelve (12) credits.
4. The UW-Milwaukee graduate credit cost will be the rate used to establish the amount of money available per credit regardless of where the teacher participates in a Master's Degree Program. In order for credits to be acceptable for the master's degree loan program, the employee must receive a grade of "satisfactory" or "B" or better; a grade of "progress" is incomplete and not acceptable.
5. A teacher hired new to the Arrowhead School District prior to January 1, 2025 must begin participation in a Master's Degree Program within five (5) years of the date of employment in order to be eligible for funding.
6. A teacher must obtain the Master's Degree within five (5) years after beginning the program.
7. The following provisions will be followed as teachers repay the total amount of money advanced to them for the credits taken:
 - a. Teachers participating in this credit-funding plan will sign a promissory note before any money will be released to the teacher. The promissory note will require that if a teacher leaves Arrowhead prior to paying back the money due the District, then the full amount outstanding becomes due thirty (30) days after the teacher's last contract day worked with the District.
 - b. Each time a teacher moves from one salary lane to the next, one half of the amount of horizontal increase or \$500 (whichever is greater) will be deducted annually thereafter from the teacher's raise and used to pay off a portion of the debt the teacher has accumulated.
 - c. When the teacher receives his/her Master's Degree, any money advanced, which has not yet been reimbursed to the District must be paid back to the District. From the date the teacher receives the

Master's Degree and enters the Master's lane, the entire horizontal increase will be withheld, until the amount withheld accumulates and equals the total amount of money that was advanced to the teacher.

The minimum annual payment after a teacher receives his/her Master's degree is \$3,500.

8. A teacher who does not move from a salary lane to the next within two years of beginning the program shall at the end of the two (2) year period begin paying back the money advanced by the District through deductions in salary covering a 24-month period with equal installments.
9. If a teacher does not receive a Master's Degree within the five (5) year time limit, then the money advanced will be paid back to the District through deductions in salary covering a 24-month period with equal installments.

LEAVES, SICK TIME & OTHER ABSENCES FROM DUTY

Eligibility & Accumulation - At the beginning of each school year, full-time employees shall be able to accumulate ten (10) paid sick days, cumulative to eighty (80) days. These ten (10) days will be earned at a rate of one day for every month worked. Beginning in September, actively working employees will earn 1 sick day on the 16th of each month, except for the month of June, when a sick day will be earned as of June 1, provided the employee was actively working the last two weeks of May.

An employee must actively be working or entirely on paid leave during the first two weeks of the month to be credited with a sick day on the 16th of each month. Employees on unpaid leave during the first two weeks of the month will not be eligible to earn a sick day for that month. Examples: an employee working the full year and using no sick/personal days will have accumulated 10 sick days by the end of the school year; an employee who is on an approved unpaid leave for any two months of the year will earn 8 sick days that school year. Exceptions to this may be granted in extenuating circumstances, with the employee subject to the terms of paragraph H below. Part-time employees are granted sick days on a prorated basis based upon the full-time equivalent of the part-time position.

Additional days shall not be credited until accumulated days drop below eighty (80) as of June 30th each year.


No more than ten (10) unused sick days may be added to an employee's accumulated total at the end of any year.

The following definitions, terms and conditions apply under this section.

- A. **Appropriate Use** - Sick time may be used to be paid for any absence from work due to:
 - 1. personal illness, injury or serious health condition of the employee;
 - 2. illness or injury of an employee's child under the age of eighteen (18); or eighteen (18) or older if the child has a handicapping condition as set forth in Wisconsin Administrative Code section PI 11.02(23) (Examples of a handicapping condition are: Cognitive disability, learning disability, autism, etc.);
 - 3. serious health condition of a spouse, child, or parent;
 - 4. medical or dental appointments for the employee and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours.
- B. **Child** - a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for themselves because of a serious health condition. For the purposes of section 8.02, A (3), all definitions in this paragraph apply except for age eighteen (18).
- C. **Increments** - Sick time may be allowed in increments of one quarter (.25) hour.
- D. **Parent** - A natural parent, foster parent, treatment foster parent, adoptive parent, stepparent, or legal guardian of an employee or an employee's spouse or domestic partner.
- E. **Spouse** - An employee's legal husband or wife.
- F. **Serious Health Condition** - A disabling physical or mental illness, injury, impairment or condition involving Inpatient care in a hospital, nursing home, or hospice or Outpatient care that requires continuing treatment or supervision by a health care provider.
- G. **Questionable Use** - Substantiation for the use of sick days may be required at any time. A doctor's certificate or other verification may be required, and will likely be required, after consecutive days of absence or for any day when personal days are restricted (*see Personal Day Reasons & Restrictions below*). Employees shall not receive sick day benefits for any missed workday that was not due to a legitimate reason as described in this section of the *Handbook*. In addition, abuse of this provision shall subject the employee to discipline, contract nonrenewal and/or termination.
- H. **Separation of Employment During the School Year** - Sick days are vested for actively working employees on the 16th of each month of the work year. Any employee terminated or resigning during the school year who was

allowed to use sick days that were not actually earned will be credited only with those days earned at the time employment is severed. A sum equal to the sick days not earned is deducted from any remaining pay. Deductions will be based on one (1) sick day earned per month of employment to a maximum of ten (10) days per contract year.

Doctor's Certificate: Employees shall inform their principal or supervisor prior to, or within the twelve (12) hours of their normal daily starting time of any need to be absent for one of the reasons stated above. Whenever the supervisor deems it necessary, the employee may be required to present the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. The certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism or misrepresentation of sick day use.

Excellent Attendance Recognition Pilot Program: -  Teacher Attendance Recognition - DRAFT

Family & Medical Leave Act: The District complies with all aspects of the state and federal versions of the FMLA. Information is available on the District webpage under Board Policies and the Human Resources Department.

The Department of Labor (DOL) website also has more information at:

<https://www.dol.gov/general/topic/benefits-leave/fmla>. The state of Wisconsin Department of Workforce Development also has FMLA information at its website:

<https://dwd.wisconsin.gov/er/civilrights/fmla/>.

Funeral/Bereavement Leave for Death in the Immediate Family: In the event of death in an employee's immediate family, employees may be allowed per occurrence, up to three (3) days off work with pay. Immediate family includes the spouse, parents, children, brother, sister, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee or the employee's spouse. Bereavement leave may be allowed in increments of one-half day.

Funeral/Bereavement Leave for Death of an Individual Outside of the Immediate Family: Employees may be granted up to three (3) days with pay per occurrence to attend funerals of aunts, uncles, nieces, nephews and first cousins. Employees may also be approved to attend funerals of individuals who have resided in the employee's household for an extended period of time and are considered part of the family. Such days shall be deducted from the employee's accumulated unused sick days. Bereavement leave may be allowed in increments of one-half day.

Funeral/Bereavement Leave – Additional Days: In extenuating circumstances, additional days may be granted by the Superintendent.

Jury Duty: Subject to the provision on "Payment for Time Out on Jury Duty" (see below), a non-accumulative paid leave for as much time as is required will be provided to employees to serve on a jury for which they are summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

- A. **Employee Notice:** Employees must notify their principal or immediate supervisor as soon as notice of jury duty is received. In addition, employees are expected to contact their principal or supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.
- B. **Payment for Time Out on Jury Duty:** Employees who are unable to report for work because of jury duty will be paid the regular hours they are scheduled to work. The employee will send a copy of the check received from serving on the jury to the Business Office and will be docked that amount (less any travel expenses received) on the next payroll. The employee will not suffer any loss of benefits that would be accrued during this time (i.e., sick days, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from sick days or vacation time the employee has earned or will earn in the future.

Long-term Disability: In the event an employee becomes eligible for benefits under the District's long-term disability insurance program, the employee will no longer receive paid sick time.

Organ Donor Leave: A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

Personal Business/Emergency Days: Employees may utilize up to two (2) days each employment year for personal business or unavoidable emergencies that are outside the employee's control and cannot be scheduled outside of work time. Approved Personal Business/Emergency Days will be deducted from the employee's unused sick days. Half-day increments may be allowed but, depending on the circumstances, full days may be required.

- A. **Personal Business/Emergency Reasons & Restrictions:** Arrowhead Educators are expected to take their employment contract and their commitment to their students extremely seriously by fulfilling all of their professional obligations, including maintaining the highest levels of attendance. Employees must make every effort to avoid scheduling personal commitments that conflict with contracted work time, including professional development days and the days before and after breaks. Personal Business/Emergency Days are only for compelling circumstances which cannot reasonably be conducted outside of the workday and/or are out of the employee's control. Unavoidable emergencies (i.e., basement flooded, flat tire, broken furnace) are reasons for taking a Personal Business/Emergency Day. Close family member weddings, legal proceedings, graduations and moving college-aged students are reasons for taking a Personal Business/Emergency Day, when such occasions cannot be addressed outside normal work hours.

Personal Business/Emergency Days should not be requested for PD/Records days, or to extend holiday breaks. The reasons for taking Personal Business/Emergency Days do not normally need to be provided, but the Administration reserves the right to require an explanation for any Personal Business/Emergency Day request. Personal Business/Emergency Day requests for any day after April 30 must include a detailed explanation of the extenuating circumstances that do not allow the business to be conducted outside of contracted work time. Requests made after April 30 may be approved with the expectation that the teacher may be required to pay the cost of the substitute teacher, depending on the reason provided.

Personal Business/Emergency Days shall not be used to engage in activities for which the employee will receive compensation from any source. In addition, Personal Business/Emergency Days shall not be used to attend union meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District. Personal Business/Emergency Days requested for non-emergencies or for matters that could be addressed outside contracted work time may impact compensation decisions, particularly when such requests are excessive and/or negatively impact operations.

- B. **Personal Business/Emergency Day Requests & Approval:** Personal Business/Emergency Day requests using the District's absence reporting system shall be made as far in advance as possible, normally not less than five (5) days and preferably many weeks. It is understood emergencies may delay the formal submittal of the request. The supervising Administrator has the right to approve or disapprove all requests, in consultation with the Superintendent. The Administration reserves the right to limit the approval of Personal Business/Emergency days based on substitute availability or other circumstances.
- C. **Unpaid Absences that are NOT part of an approved Extended Leave:** Unpaid days without further disciplinary action may be allowed at the discretion of the Superintendent, in consultation with the employee's supervisor. Unpaid days are intended to allow for time off to attend personal events. Employees must present the initial

request for unpaid days to their supervising administrator as far in advance of the anticipated absence as possible. Unpaid days are not to be entered into Skyward without approval from the supervising administrator and the Superintendent. Unpaid days taken outside of an approved FMLA leave are strongly discouraged and may impact compensation decisions.

Unpaid days may include the compensation for medical and dental benefits associated with the position. In addition to the compensation deduction, if an employee is granted an unpaid day for personal reasons (excluding extended medical leaves or child-rearing leaves under the FMLA), the employee may be responsible for all associated costs to the District to obtain a substitute whether a substitute is required or not.

Reporting Absences & Securing Substitutes: When an employee is to be absent from duty and a substitute is needed, it is the responsibility of the employee to notify the District using the District's electronic software program for reporting absences and notifying substitutes. If possible, such notification should be made the evening prior to the time of absence, or before 6:00 AM. If for some reason an employee is unable to enter the absence using the usual software program, it is the employee's responsibility to contact the building secretary and Administrator to notify them of the absence prior to the start of the school day.

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

- A. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
- B. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
- C. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.
- D. When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

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

Requests for Uniformed Services Leave, when time permits, should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the Human Resources Department.

The employee's absence shall not be construed as a break in service for any purpose. Reemployment rights extend to persons who have been absent from a position of employment because of "service in the uniformed services". "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:

- A. active duty and active duty for training;
- B. initial active duty for training;
- C. inactive duty training;
- D. full-time National Guard duty;
- E. absence from work for an examination to determine a person's fitness for any of the above types of duty
- F. funeral honors duty performed by National Guard or Reserve members;
- G. duty performed by intermittent employees of the National Disaster Medical System (NDMS), which is part of the Department of Health and Human Services, when activated for a public health emergency, and approved training to prepare for such service (added by Pub. L. 107-188, June 2002). See 42 U.S.C. §300hh-11(d).

EXTENDED LEAVES FOR CHILD REARING, MEDICAL REASONS OR OTHER NEEDS

(FOR EMPLOYEES WHO EXHAUST PAID TIME OFF OR ARE NOT ELIGIBLE FOR LEAVE UNDER THE FMLA)

Application Procedures: The employee shall submit a written application for an extended leave to Human Resources at least forty-five (45) days in advance unless the employee is unable to provide such notice due to reasons outside the employee's control. The application for an extended leave shall include acceptable medical or legal (for adoption) verification and the anticipated start date for the leave and the anticipated date of return to work. Such application will be reviewed, processed and granted or denied at the sole discretion of the Superintendent.

Benefits during an Extended Leave: If the employee has sick days available, the extended leave may be considered paid until the available sick days are exhausted. Insurance coverage will end on the first of the month following the exhaustion of any leave that qualifies under the FMLA or the exhaustion of paid time-off days (sick days or vacation days). If eligible, COBRA continuation coverage will be offered. Under COBRA, if the premium is not received by the first of the month, the employee's insurance coverage shall be terminated. Additional paid time-off days do not accrue during an extended leave.

Duration of Extended Leave: The maximum length of the leave shall be limited as follows:

- A. for a child born or adopted during the summer vacation – the following two semesters;
- B. for a child born or adopted during the first semester – the balance of that semester plus the second semester;
- C. for a child born or adopted during the second semester – the balance of that semester plus the first semester of the following school year;
- D. for other reasons, the duration of the leave will be based on the needs of the employee balanced against the needs of the District; unpaid medical leave of absence shall not exceed one (1) calendar year, unless the employee is eligible for long-term disability benefits. If the employee is eligible for long-term disability benefits, the District may grant an unpaid medical leave due to disability for up to a total leave period of twenty-four (24) months;
- E. shorter leaves and/or an early return from the leave shall only be upon the mutual agreement of the employee and the Superintendent.

Return from Extended Leave: The employee shall notify the Superintendent of the intent to return to work at least forty-five (45) days prior to the expiration of the leave or as soon as is reasonable based on the need for the leave. A medical practitioner's clearance to return to work is required for extended leaves due to medical reasons. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed-to physician will issue a physician's certification. The third physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification. The employee may be returned to the former position, if available. If the former position is not available as determined by the District, the employee may be returned to a similar position in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal and/or a reduction or increase in hours, whichever is applicable.

Failure to Notify of Return to Work in a Timely Manner: Failure to provide timely notice may be considered as terminating the position with the District as of the end of the leave or at such time the District deems appropriate.

RESPONSIBILITIES AT NO ADDITIONAL COMPENSATION

Hours of Work: Teachers are salaried professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act. While salaried professionals are not limited as to the hour worked any given day or week, the “normal” hours of work on-site at Arrowhead for full-time educators is 40 hours per week or eight (8) hours per day. The generally expected report time is from 6:45 AM to 7:15 AM. Employees are expected to work an 8 hour day with 2:45 PM being the earliest end of the workday. Each full workday includes a duty-free thirty (30) minute lunch period. The work week is Monday through Friday. The actual workday for each building and program, e.g., After School Program and the Zero Hour Program, shall be established by the Board.

The workday for part-time educators is determined by the Administration based on the full-time equivalency of the position. Part-time educators are expected to attend and participate the entire day for all professional development and for a time commensurate to their full-time equivalency on record-keeping days.

Co- Teaching: When one teacher of a Co-teaching assignment is absent, the other co-teacher does not receive any additional compensation for teaching the class. Unusual circumstances, as determined by the administration, may allow for exceptions to this expectation.

Parent-Teacher Conferences/Consultations: Attendance at Parent-Teacher Conferences is required at no additional compensation. Personal Days are not to be used on Parent-Teacher Conference days. Extra-curricular coaching/advising is not an acceptable reason to be absent from P-T Conferences. Educators shall consult regularly and consistently with parents so that parents can optimize their role in the education of their children. Such consultation may be in the form of phone contacts, electronic mail, websites, other digital media, home visitations, progress reports, in-person appointments, etc., in addition to parent/teacher conferences.

Other Meetings: Employees are required to attend, for no additional compensation, meetings of individual educational plan teams, meetings to prepare individual education plans, parent-requested meetings, administrator-requested meetings and/or activities/meetings of a similar nature as a professional responsibility.

School Cancellations: In the event the school is canceled due to inclement weather or other emergency, Professional Educators are not required to report to school. Full or partial day closures may be made up at the discretion of the District. The District shall make up all days/hours necessary to guarantee the receipt of state aid and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin. Employees shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

Staff Meetings: Employees are required to attend all staff, faculty, department, team, grade level and other similar school/district meetings as part of their regular salary. The administration will provide a schedule of regular meetings at the start of the school year and shall attempt to provide reasonable notice of any other meetings.

APPENDIX A - SUPERVISION AND EVALUATION

Employee evaluation is a continuing process for the purpose of improving instruction and assessing the individual performance of staff members. Employees will be supervised and evaluated by a certified building principal, assistant principal or other district administrator or a non-District employee. At the beginning of the school year, the District will provide employees with their placement within the supervision and evaluation cycle. The District may modify this list at any time. Employees will be notified of any changes in the evaluation list.

Employees will be formally evaluated every year, every other year, or every third year at the discretion of the District.

- A. All employees will complete a goal setting plan each year.
- B. All formal observations should be completed by May 31.
- C. All formal observations will be followed by a conference with the evaluator. The employee and the evaluator are mutually responsible to schedule this conference within ten (10) working days of the actual observation.
- D. Assistance, recommendations and expectations may, at the discretion of the District, be provided in an attempt to support improvement of employee performance in relation to improved student learning.

Acknowledgement of Receipt and Response: The employee will acknowledge receipt of all completed documents/forms related to supervision and evaluation within ten (10) days of receipt/notification. All educator responsibilities related to the evaluation system (whether electronic or hard copies) will be reviewed, submitted, acknowledged and confirmed, as appropriate, before the last workday of the school year, or sooner, if so directed by the administration. Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may reduce those comments or objectives to writing and have them attached to the evaluation instrument to be placed in the personnel file. An employee may attach a response to any document related to this process after the employee's receipt of the evaluation document(s). The file copy of the evaluation and any comments or objectives shall be signed by both parties to indicate awareness of the content.

Intensive Supervision: Intensive Supervision may be necessary to provide direction for employees whose performance is not meeting expectations. Intensive Supervision may include a description of concerns and/or the employee's deficiencies, a description of appropriate performance, goals/targets and frequent supervisory activities including at least one evaluation. Intensive Supervision may also include various means of professional development, formal and informal observations, walk-throughs, support by experts in the field and/or peer coaching or mentoring. In all cases, the nature and duration of Intensive Supervision is at the discretion of the Administration. If Intensive Supervision does not enable the educator to ameliorate the concerns, non-renewal of the employment contract pursuant to Statute 118.22 may be necessary.

New Employee Support: New to the District Employees are required to actively participate in the Mentor Program as determined and defined annually by the District. New to the District Employees may be required to spend up to the hourly equivalent of five additional work days without additional compensation, most of which will likely take place prior to the beginning of school, to prepare professional and curriculum materials and lesson plans (in addition to being oriented to the District's evaluation practices and general expectations for their assignments). Administrators may plan the activities for the additional work days. New to the District Employees are expected to attend monthly mentor meetings.

APPENDIX B - SUPPLEMENTAL ATHLETIC & ACTIVITY ASSIGNMENTS

This Appendix will be reviewed to ensure fairness and equity. The compensation ranges are guidelines only.

Non-teaching-related duties outside the regular employee's day are non-renewing and for the given season/year only. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. An employee wishing to be relieved of such assignment for the following school year must submit to the supervisor a written statement of said intention as far in advance as possible. Such requests may be denied if submitted less than twenty-one (21) calendar days prior to the start of the activity, except in unique situations or where a suitable replacement is readily available.

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. The stipend for extra-curricular activities shall be specified in the letter of assignment and payments shall be made in accordance with District payroll procedures as follows: Fall Season (3 Pays) September 6th, October 6th, November 6th; Winter Season (4 Pays) December 6th, January 6th, February 6th, March 6th; Spring Season (3 Pays) April 6th, May 6th, June 6th. The letter of assignment is not a contract, and individuals holding extra-curricular positions are considered at-will employees for the purposes of the extra-curricular assignment. Individuals holding extra-curricular assignments shall be evaluated in the manner deemed appropriate by their supervisor.

Co-Curricular Continued Service Payment: Head coaches and Head activity directors will receive an additional one hundred and fifty dollars (\$150.00) in pay after five (5) years of continuous service in the same co-curricular head coaching or head activity position. The additional pay will be added onto the individual's pay commencing with the start of the employee's sixth year in the position. The additional pay is not cumulative.

Assistant coaches and Assistant activity directors will receive an additional seventy-five dollars (\$75.00) in pay after five (5) years of continuous service in the same assistant coaching or assistant activity position. The additional pay will be added onto the individual's pay commencing with the start of the employee's sixth year in the position. The additional pay is not cumulative.

Cocurricular Pay Schedule 2025-26

BOYS BASEBALL

HEAD \$5,300
ASSIST \$3,550

BOYS BASKETBALL

HEAD \$6,425
ASSIST \$4,525

BOYS CROSS COUNTRY

HEAD \$4,100
ASSIST \$2,525

BOYS FOOTBALL

HEAD \$6,425
ASSIST \$4,125

BOYS GOLF

HEAD \$4,125
ASSIST \$2,525

BOYS ICE HOCKEY

HEAD \$5,450
ASSIST \$3,725

BOYS SOCCER

HEAD \$4,800
ASSIST \$3,000

BOYS SWIMMING

HEAD \$5,450
ASSIST \$3,725

BOYS TENNIS

HEAD \$4,125
ASSIST \$2,650

BOYS TRACK

HEAD \$5,500
ASSIST \$3,725

BOYS VOLLEYBALL

HEAD \$4,800
ASSIST \$2,700

BOYS LACROSSE

HEAD \$4,600
ASSIST \$3,400

WRESTLING

HEAD \$5,725
ASSIST \$4,525

ALPINE SKIING

HEAD \$3,725
ASSIST \$2,525

CHEERLEADING

HEAD \$5,350
ASSIST \$2,700

DANCE TEAM

HEAD \$5,350
ASST \$3,525

GIRLS BASKETBALL

HEAD \$6,425
ASSIST \$4,525

GIRLS CROSS COUNTRY

HEAD \$4,100
ASSIST \$2,525

GIRLS FIELD HOCKEY

HEAD \$4,125
ASSIST \$2,525

GIRLS GOLF

HEAD \$4,125
ASSIST \$2,525

GIRLS GYMNASTICS

HEAD \$5,450
ASSIST \$3,725

GIRLS ICE HOCKEY

HEAD \$5,450
ASSIST \$3,725

GIRLS LACROSSE

HEAD \$4,600
ASSIST \$3,400

GIRLS SOCCER

HEAD \$4,800
ASSIST \$3,000

GIRLS SOFTBALL

HEAD \$5,300
ASSIST \$3,550

GIRLS SWIMMING

HEAD \$5,450
ASSIST \$3,725

GIRLS TENNIS

HEAD \$4,125
ASSIST \$2,650

GIRLS TRACK

HEAD \$5,500
ASSIST \$3,725

GIRLS VOLLEYBALL

HEAD \$4,800
ASSIST \$3,000

GIRLS WRESTLING

HEAD \$5,725
ASSIST \$4,525

INTRAMURALS

\$1,100

ACTIVITY	<u>2025-26</u>	ACTIVITY	<u>2025-26</u>
<u>CLUB ASSIGNMENTS</u>			
ACADEMIC DECATHLON	\$1,600	SOCIAL STUDIES NHS	\$800
ART CLUB	\$800	SPANISH CLUB/SPANISH NHS	\$800
BOOK CLUB	\$175	TEEN COURT	\$2,025
CAMERA CLUB	\$800	WARHAWK INTERACT	\$2,900
CH. 1 ADVISOR	\$1,350	WARHAWK INTERACT ASST	\$1,100
CHESS CLUB	\$800	WRITING CLUB	\$800
CHINESE CLUB	\$800		
CULINARY CLUB	\$800	<u>MUSICAL ASSIGNMENTS</u>	
DEBATE	\$2,500	MUSIC THEATRE NIGHTS/BROADWAY CO	\$3,225
DECA	\$2,350	MUSICAL DIRECTOR/BROADWAY CO.	\$3,225
DECA ASST	\$1,200	MUSICAL DIRECTOR ASST	\$2,000
HAWKFEST COORDINATOR	\$800	MUSICAL/MTN SET CONSTRUCTION	\$1,350
EARTH CLUB	\$1,075	JAZZ BAND	\$1,900
ENGINEERING CLUB	\$800	PEP BAND	\$1,900
ESPORTS CLUB	\$800	PEP BAND ASST	\$800
FINE ARTS CLUB	\$800	MARCHING BAND DIRECTOR	\$2,800
FITNESS CENTER SUPERVISOR	\$6,050	MARCHING BAND DIRECTOR ASST	\$2,450
FRENCH CLUB/FRENCH NHS	\$800	COLOR GUARD/ASST	\$1,900
GSA	\$800	PERCUSSION ENSEMBLE	\$650
GERMAN CLUB/GERMAN NHS	\$800	DRUMLINE/ASST	\$1,900
GIRL UP	\$800	VANGUARD MUSIC	\$800
HOSA	\$800		
INVESTMENT CLUB	\$800	<u>SPEECH & DRAMA</u>	
JUNIOR STATE OF AMERICA	\$800	FORENSICS	\$3,225
LEADERS MINDSET	\$800	FORENSICS ASST	\$800
MATH TEAM	\$800	SCHOOL PLAY DIRECTOR-WINTER	\$2,400
MOCK TRIAL	\$1,200	SCHOOL PLAY DIRECTOR-SPRING	\$2,400
MODEL UN	\$800	SCHOOL PLAY DIRECTOR ASST-WINTER	\$1,200
MSU (Multicultural Student Union)	\$800	SCHOOL PLAY DIRECTOR ASST-SPRING	\$1,200
NAT'L HONOR SOCIETY	\$1,625	SCHOOL PLAY SET BUILDER-WINTER	\$1,150
NAT'L HONOR SOCIETY ASST	\$800	SCHOOL PLAY SET BUILDER-SPRING	\$625
NICHE CLUB	\$800	STAGE CREW ADVISOR (PER SEM)	\$1,650
PEERS 4 PEERS	\$800	STAGE CREW ADVISOR ASST (PER SEM)	\$800
PROGRAMMING CLUB	\$800		
PSYCH CLUB	\$800	<u>PUBLICATIONS</u>	
ROBOTICS	\$1,875	LITERARY MAGAZINE EDITOR	\$1,200
ROBOTICS ASST	\$1,325	SCHOOL PAPER	\$1,200
ROBOTICS STAFF LIAISON	\$1,075	YEARBOOK	\$2,350
SAVE TEAM	\$800		
SCIENCE ACADEMIC TEAMS	\$800	<u>STUDENT ACTIVITIES</u>	
SKI CLUB	\$1,350	SCHOOL STORE	\$1,700
SKILLS USA	\$1,200	SPECIAL OLYMPICS	\$6,950
		STUDENT SENATE	\$5,200

APPENDIX C – GRIEVANCE PROCEDURES

Individual employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline, or workplace safety issues.

A. Timelines

1. Informal ;p Submission: The employee must discuss any grievance related to discipline or workplace safety with the employee’s principal or immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. Grievances related to termination may proceed straight to the written grievance step.
2. Formal Grievance Submission: The employee must file a written grievance within five (5) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. “Working day” is defined as any day that the District Business Office is open. The grievance must be in writing.
3. Administrative Response: The Superintendent (or designee) will meet with the grievant within fifteen (15) working days of receipt of the written grievance. The Administration will provide a written response within five (5) working days of the meeting.
4. Impartial Hearing: The grievant may file an appeal to the Impartial Hearing Officer by giving written notice to the Superintendent within ten (10) working days of the Administrative Response. The Administration will work with the Impartial Hearing Officer and grievant to schedule a mutually agreeable hearing date.
5. Impartial Hearing Officer Response: The Impartial Hearing Officer shall file a written response within thirty (30) working days of the hearing date.
6. School Board Review: The non-prevailing party may file a request for School Board review within ten (10) working days of receipt of the Impartial Hearing Officer Response. The School Board shall make a decision regarding whether or not a hearing will be held within twenty-five (25) working days of the appeal. A written decision will be made within sixty (60) working days of the filing of the appeal.
7. All timelines may be extended by mutual agreement.

B. General Requirements

1. Only an individual employee may initiate a grievance. An employee may only initiate a grievance in writing regarding employee termination, employee discipline or alleged workplace safety issues. The term "employee termination", as used in this section, shall not include the following:
 - i. workforce reduction;
 - ii. voluntary termination including, without limitation, quitting or resignation;
 - iii. job abandonment;
 - iv. end of employment due to disability;
 - v. retirement;
 - vi. non-renewal under Wisconsin Statute Section 118.22;
 - vii. any other cessation of employment involving the completion of a temporary or seasonal assignment, conclusion of a specific term contract, a daily assignment, substitute assignment, conclusion of a limited-term position or the conclusion of a part-time or replacement employment relationship.
2. The term "employee discipline," shall include any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, or disciplinary demotion. The term "employee discipline", as used in this section, shall not include the following:

- i. plans of correction or performance improvement;
 - ii. performance evaluations or reviews;
 - iii. documentation of employee acts and/or omissions in an employment file;
 - iv. oral or written reprimands;
 - v. administrative suspension with pay;
 - vi. administrative suspension without pay pending investigation of alleged misconduct or nonperformance;
 - vii. non-disciplinary wage, benefit or salary adjustments; or,
 - viii. other non-material employment actions.
3. The term "workplace safety" as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety. The written grievance must contain:
 - i. a statement of the pertinent facts surrounding the nature of grievance;
 - ii. the date the incident occurred;
 - iii. the steps taken to informally resolve the grievance;
 - iv. the individuals involved in the attempted resolution, and the results of such discussion;
 - v. the specific requested remedy; and
 - vi. the workplace safety rule alleged to have been violated, if applicable.
4. The Administration's written response to the grievance must contain:
 - i. a statement of the date the meeting between the Administration and grievant was held;
 - ii. a decision as to whether the grievance is sustained or denied;
 - iii. in the event the grievance is denied, a statement outlining the timeline to appeal the denial.

C. Impartial Hearing Officer (IHO)

1. IHO Selection: The Administration shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the district. The IHO may be an employee of another district, a retired school administrator, a lawyer, a professional mediator/arbitrator, or other qualified individual. The cost of the IHO will be the responsibility of the district.
2. IHO Standard of Review: The IHO will adhere to specific guidelines set forth by the District regarding hearing procedures. The standard of review for the IHO is whether the decision of the Administration was arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the district. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the Administration. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence. The Impartial Hearing Officer's written recommendation to the grievance must contain:
 - i. a statement of the pertinent facts surrounding the nature of the grievance;
 - ii. a recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation;
 - iii. a statement outlining the timeline to appeal the recommendation;
 - iv. the IHO must sustain or deny the decision of the Administration. Authority is not given to modify the decision as made by the Administration. Authority is not given to grant in whole or in part the specific request of the grievant.

- D. Appeal to the School Board: The School Board may decide, in each situation, whether it will review the record and make a decision, assign an independent hearing officer to create a recommendation for the School Board's review, or hold a new hearing and make an independent decision. The manner of review is the sole choice of the School Board.

E. The School Board's written decision regarding the grievance must contain a decision as to whether the grievance is sustained, denied or modified.

F. Grievance Process

1. Grievances will be processed per the provided timelines.
2. An employee may advance a grievance to the next step if a response is not provided within the designated timeframes.
3. An employee may not file or advance a grievance outside of the designated timeframes.
4. The Superintendent may advance a grievance to the next step at the written request of either the employee or the supervisor.
5. Failure of the employee to adhere to any of the specified timelines within the process shall result in the grievance being denied. The School Board in its discretion may, however, consider an otherwise untimely grievance at the School Board level of the grievance procedure.
6. Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.
7. Granting the requested or agreed upon remedy resolves the grievance.
8. The decision of the School Board is final and not subject to further review.