

Section 700

Personnel

**PRAIRIE DU CHIEN AREA SCHOOLS  
BOARD POLICIES**

**SECTION 700 - PERSONNEL**

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**PERSONNEL POLICY GOALS**

The personnel policies of a school district are an essential part of the program of public education in a community. The philosophy of a school district and of the community is generally reflected in these policies.

Through its personnel policies, the Board wishes to establish conditions that will attract and hold for all positions the highest qualified personnel who will devote themselves to the education and welfare of our students.

Policy development must be approached with attitudes of mutual faith and good will. Cooperation and participation of the administration and the Board are essential in the development of sound personnel policies. Personnel policies should include provisions for channels of communication and procedures for the handling of professional and ethical problems, through which all persons or groups affected may voice their opinion.

To keep its personnel policies, and the corresponding administrative regulations, in the highest state of effectiveness to achieve the above purposes, the District Administrator is directed to establish the procedures needed.

Adopted: 3/11/2002

**GENERAL PERSONNEL POLICIES**

This district will secure the kinds of teachers and other personnel it wants only by an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants. A personal interview will be required of all people employed by the district.

It is the responsibility of the District Administrator and of persons designated by him/her to determine the personnel needs of the school district, to make appropriate recommendations to the Board of Education with respect to needed personnel, and to locate suitable candidates to recommend for employment to the Board.

The personnel policies, including those established through agreement with recognized bargaining units, will be administered by the administrative staff under the supervision of the District Administrator.

Certain positions are excluded from membership in the bargaining units because they are classified administrative, supervisory, or confidential. It will be the general policy of the Board to provide people outside of the bargaining unit with benefits that are at least equal to those who are in the bargaining unit.

The District Administrator shall keep accurate records of all employment and records of service.

Personnel records shall be kept on all current employees and shall include the following:

1. Certification status
2. Evaluation
3. Changes of status
4. Other related materials

A separate record containing each employee's salary information, sick leave accumulation and available emergency leave shall be retained in the payroll department.

LEGAL REF: Wis. Stat. 120.13

Adopted: 6/12/2000

Revised: 3/11/2002

**DEVELOPMENT AND SALE OF CURRICULUM MATERIALS**

Members of the professional staff are urged to develop, implement and review curriculum and instructional materials related to their professional assignment. Professional and instructional materials, including but not limited to, computer software, activity packets and evaluation materials which are created by an individual staff member, are subject to the following guidelines regarding ownership and copyright provisions:

1. If the material or software is produced during school time, under compensation by the Board or as part of the teacher's assignment, then the rights to ownership and copyright belong to the school district. If the material or software is produced as part of a funded program and as part of the teacher's assignment, then the material or software is considered to be in the public domain and the applicable federal guidelines prevail.
2. If an individual plans to produce materials or software on his/her own time, but with the use of district property, facilities or materials, a written agreement is necessary prior to beginning such productions. The written agreement will spell out use of such property, facilities or materials and any accompanying costs as well as indicating rights of ownership, copyright and distribution of any potential profits.
3. If the material or software is produced outside of school time without expense, involvement, or direction on the part of the district or its administrators or use of facilities, then the material or software rights belong to the individual for school copyrighting and sale.
4. School materials or software produced by an employee outside of school time as defined in statement (3), cannot be sold to the school district as this act could be in violation of W.S. 118.12(1)(a) according to OA619-85, May 21, 1985, decision.

Adopted: 3/11/2002

**EQUAL OPPORTUNITY EMPLOYMENT  
(Affirmative Action)**

Affirmative action is a program that ensures fair and equal treatment to current employees, prospective employees, and students regardless of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in all educational programs or activities and all employment practices of the school district.

It is the Board's policy to forbid acts of discrimination in all matters dealing with employees and applicants for positions with the school district. The policy covers, but is not limited to, recruiting, hiring, training, and promotion of persons in all job classifications, without regard to age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

This statement of policy shall be included as information in any student publications or handbooks, notices to labor organizations and groups holding Professional Agreements with this school system, employee recruitment representatives, course announcement books, application forms, employment recruitment materials.

The District Administrator has overall responsibility for implementation of this policy and has the authority to develop and maintain effective personnel and reporting procedures. Responsibility for further implementation of this policy throughout the school district is assigned to the District Administrator and the principals.

LEGAL REF: Wis. Stat. 111.31  
111.32(5)  
118.20  
Civil Rights Act of 1964, Title VI, Title VII  
Equal Employment Opportunity Act of 1972, Title VII  
Education Amendments of 1972, Title IX (P.L. 92-318)

Adopted: 3/9/1992

Revised: 9/9/1992; 6/12/2000; 3/11/2002, 5/8/2006

**HARASSMENT – EMPLOYEE TO EMPLOYEE**

The Prairie du Chien Area School District seeks to provide a school environment free of any form of harassment or intimidation toward and between employees/volunteers. Therefore, the district will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Harassment or intimidation can arise from a broad range of physical or verbal behavior which can include, but not be limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's performance.

It is the responsibility of administrators, staff members and employees/volunteers to ensure that violations of this policy are reported.

Any employee/volunteer who believes that he/she has been the subject of prohibited harassment shall report the matter in accordance with established discrimination complaint procedures, following Policy #1156 – Complaint Procedure Policy. There shall be no retaliation against employees/volunteers who file complaints under this policy. All complaints shall be investigated in a timely manner.

LEGAL REF.: Sections: 111.36 Wisconsin Statutes  
118.20  
Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990

Adopted: 3/11/2002



**GRIEVANCE PROCEDURE FOR TITLE IX AND OTHER TYPES OF DISCRIMINATION**

Grievances shall be defined as, and limited to, any complaint of a student or employee of sex discrimination prohibited by federal law contained in Title IX of the Educational Amendments of 1972. The term "days" shall mean working school days.

The purpose of this procedure is to settle discrimination complaints at the lowest possible administrative level.

**STEP ONE**

The aggrieved student or employee shall first discuss the grievance with his or her Principal within five (5) days from the incident or its observance. The complaint should be in writing and should describe in as much detail as possible the facts of the situation. The Principal's decision should be submitted in writing within five (5) days. A copy of both the complaint and the Principal's decision should be provided to the student or employee involved as well as to the District Administrator.

**STEP TWO**

If the grievance is not settled satisfactorily as outlined in Step One, the Grievant may appeal, in writing, to the District Administrator within five (5) days of the receipt of the Principal's written answer and forward a copy to the Principal. Within five (5) days of receipt, the District Administrator shall meet with the Grievant and the Principal. The time and place of the meeting shall be set by the District Administrator. The District Administrator shall give a written answer to the Grievant, and shall forward copies to the Principal within five (5) days of this meeting.

**STEP THREE**

If the grievance is not settled satisfactorily as outlined in Step Two, the Grievant may appeal, in writing, to the Board of Education within ten (10) days of receipt, the Board shall meet with the Grievant, the District Administrator, and the Principal to attempt to resolve the grievance. The time and the place of the meeting shall be set by the Board President. The Board shall give its written answer to the Grievant and shall forward copies to the District Administrator and the Principal within ten (10) days of this meeting.

Grievants are reminded that the Wisconsin Department of Workforce Development, the Wisconsin Equal Rights Commission, the Office of Civil Rights, and the courts are all available to them for appeal procedures. The School District, however, strongly urges Steps One, Two, and Three of this Grievance Procedure as the quickest and most meaningful procedure to be used.

LEGAL REF: Wis. Stat. 111.31  
111.32 (5)  
118.20  
Civil Rights Act of 1964, Title VI, Title VII  
Equal Employment Opportunity Act of 1972, Title VII  
Education Amendments of 1972, Title IX (P.L. 92-318)

Adopted: 3/9/1992  
Revised: 3/11/2002

**SEXUAL HARASSMENT**

The School acknowledges all regulations, requirements and responsibilities defined by the Equal Employment Opportunities Commission (EEOC) regarding sexual harassment. Guidelines published by the EEOC, the governmental agency responsible for administering laws relating to employment discrimination, hold that sexual harassment in the workplace is unlawful. Sexual harassment is defined for purposes of this policy as:

- A. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact that is considered unacceptable by another individual, including sexual advances made via electronic means.
- B. Request or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests including those made via electronic means for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.
- C. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual, including those made via electronic means. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any tasteless, sexually oriented comments, innuendoes or actions that offend others.
- D. Engaging in any type of sexually oriented conduct, including conduct exhibited via electronic means, that would reasonably interfere with another's work performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
- E. Creating a work environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, email messages, requests, demands, physical contacts or attentions.
- F. Creating a work environment that is intimidating, hostile or offensive because of the existence at the work-site of sexually oriented materials or electronic transmissions including, but not limited to, photographs and posters.

In keeping with our commitment of Equal Employment Opportunity, the District will not tolerate such unlawful behavior by anyone-supervisors, other employees or visitors. If employees feel that they are the victims of any of the above-described behavior, they are urged to bring the situation to the attention of the District Superintendent. A thorough investigation of the charges will be conducted. Findings of the investigation may lead to corrective disciplinary action.

Adopted: 3/9/1992

Revised: 3/11/2002; 7/10/2006

**DRUG-FREE WORKPLACE**

In order to protect the health, welfare and safety of students and employees, no school employee shall:

During work hours manufacture, distribute, dispense, possess or use alcohol or a controlled substance in any school building or on school premises; any school owned vehicle used to transport students to and from school or school activities; or off school property during any school-sponsored or school-approved activity, event or function where students are under the jurisdiction of the school district.

All employees shall be expected to abide by this policy. Failure to abide by this policy shall result in disciplinary action in accordance with provisions of current employee agreement or other procedures established by the board.

Any employee engaged in the performance of a federal grant shall be required to notify the district administrator of any criminal drug statute conviction occurring in the workplace within five days of such conviction. Upon receiving notice of an employee's criminal drug statute conviction, the district administrator shall notify the agency from which federal funds were received. This notification shall be made within ten days.

A copy of this policy shall be distributed to all employees of the district; published annually; and, posted in each building in the district. In addition, the district shall annually inform employees about: (a) the dangers of alcohol and other drug abuse in the workplace (b) the district's drug-free workplace policy, and (c) penalties that may be imposed upon employees for alcohol and other drug abuse violations occurring in the workplace. This information may be disseminated at staff meetings, through the staff mailboxes or a display in an appropriate area (e.g., staff lounge)

LEGAL REF: Drug-Free workplace Act of 1988  
34 CFR Part 85, Subpart F (Regulations Implementing the Drug-Free Workplace Act)

Adopted: 3/11/2002

**STAFF WELLNESS**

The Prairie du Chien School District highly values the health and well being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. All staff members are encouraged to model healthy eating and physical activity as a valuable part of daily life. The district will have a staff committee to assist in identifying and supporting the health, safety and well being of the staff.

Adopted: 5/8/2006

**STAFF CONFLICTS OF INTEREST**

The Board requires private disclosure of any pecuniary interest that any employee of the district may have in any transaction involving school district funds. Such disclosures must include any interest that a member of the immediate family may have in relation to school district funds.

**Business-Related Gratuities**

No employee of the school district will accept gifts from any person, group, or entity doing, or desiring to do business with the school district. All business-related gratuities are specifically prohibited except nominally valued, widely distributed items.

An employee may have a less than substantial pecuniary interest in a school transaction; however the Board advises employees in this situation to disclose privately what the interest is. This action will help the Board avoid the appearance of any conflict of interest.

LEGAL REF: Criminal Code, 946.13 (2a-2f)

Adopted: 3/11/2002

**STAFF CONFLICTS OF INTEREST  
(Nepotism)**

Members of the immediate family of a member of the Board of Education shall not be eligible for employment in the district *unless already employed by the district before the Board member was elected.*

Members of the immediate family of a district level administrative employee shall not be eligible for employment in the district.

Members of the immediate family of other certified employees may be employed in the district on the recommendation of the superintendent.

Immediate family as used in this section is defined as: mother, mother-in-law, father, father-in-law, spouse, son, daughter, brother, sister, grandfather or grandmother of the employee or any relative living in the immediate household of the employee.

One relative shall have no responsibility of a supervisory nature over the other.

The provisions of this policy may be waived by the Superintendent when the assignment or placement of both relatives is of such a nature that no reasonable alternatives are available.

Adopted: 3/11/2002

Revised: 3/11/2004

**HEALTH AND DENTAL INSURANCE CANCELLATION POLICY**

Regarding the district Health and Dental Insurance Plans, when an employee resigns, he or she will be notified that they have the right to continue their insurance plan(s) under the Consolidate Omnibus Budget Reconciliation Act. This option will be taken care of directly through the insurance carrier. The School District's responsibility to the employee will end when the employer's share is paid.

The employer's share of the health/dental insurance plans will end the month of the resignation. Since the premium is paid one month in advance, the coverage will end the last day of the month following the resignation.

Currently this is not stated or covered in the Teacher's Master Contract, Teamster's Contract, Bus Driver's Contract, Supervisor's Contract or Administrator's Contract.

Adopted: 3/11/2002

**HEALTH EXAMINATIONS-PHYSICAL EXAMINATIONS OF ALL EMPLOYEES**

In this policy "School Employee" means a person employed by the School Board who comes in contact with children or who handles or prepares food for children while they are under the supervision of school authorities.

As a condition of employment, the School Board shall require a physical examination, including a chest x-ray or tuberculin test, of every school employee of the school district. Freedom from tuberculosis in a communicable form is a condition of employment.

Because sound physical and mental health are conditions of employment by the Board of Education, the Board reserves the right to require a physical examination of any employee at any time.

The report form to be used in connection with the required physical examination is available from the office of the District Administrator.

LEGAL REF: Wis. Statutes 118.25; 143.17

Adopted: 3/11/2002



**SCHOOL BUS DRIVER DRUG/ALCOHOL TESTING**PURPOSE

The Prairie du Chien Area School District is dedicated to providing safe and efficient transportation for our students. Our employees are our most valuable resource in ensuring the quality of safe transportation. The goal of the Prairie du Chien Area School District is, therefore, to provide our employees with a workplace environment that promotes health and safety.

In order to meet this goal, we hereby endorse the Federal Highway Administration's anti-drug policy and regulations. The Prairie du Chien Area School District will not tolerate unauthorized use, abuse, possession or sale of controlled substances or alcohol by its employees. Drug and alcohol testing will be an integral part of our program. The company will provide training, education and other assistance to our employees to help them understand their responsibilities in achieving a drug and alcohol-free environment.

SCOPE

This policy applies to all drivers operating vehicles in the interest of the Prairie du Chien Area School District.

DEFINITIONS

- A. The definition of "on premises" includes any work location, vehicle, property or office which is serviced or used by the Prairie du Chien Area School District or any client of the school district which could include school district owned, rented or leased vehicles on the property of the school district or of any client of the school district an/or vehicles of visitors, leased, part-time or contract personnel on school district premises.
- B. The term "illicit drugs" is meant to include any and all illegal drugs, including so-called look-alike and designer drugs; legally obtained drugs which are used in a manner other than that prescribed by a physician, and any substance which can affect a person's perceptions or motor functions. The persons affected by this policy will be tested for at least the following substances: Amphetamines, Cannabinoids, Cocaine, Opiates, Phencyclidine (PCP), and alcohol.
- C. The term "legal drugs" is a prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose for which it was prescribed or manufactured. Use of a "legal drug" on the job shall be permitted provided that:
  1. The person to whom the medicine is prescribed informs the supervisor prior to possessing or using the medicine on the job.
  2. The medicine is in the original vial/container in which it was dispensed bearing the original label.
  3. The prescription date is current.
- D. The term "for cause" is meant to include accidents, near accidents, erratic conduct suggestive of drug use and similar behaviors and persistent substandard performance.
- E. The term "Driver" is meant to describe persons who operate a commercial motor vehicle as defined in (49CFR Parts 391 and 394).

PROCEDURES

- A. Pre-Employment:  
All applicants for position of driver must pass a urinalysis drug test as prescribed by the FHWA. The qualified applicant must submit to and pass a urine specimen drug screen or will not be considered for employment.
- B. Probable/For Cause Testing:  
In the event one or more supervisors find reasonable cause for testing a driver because of performance indicators, physical symptoms, or erratic behaviors suggestive of substance use or any other evidence, the supervisor(s) will require a drug and alcohol test of the employee. If an accident or near accident occurs or a supervisor has reasonable suspicion of illicit drug or alcohol use, a search and seizure will be requested. The employee must submit to a urine and alcohol test on request. Failure to do so may result in severe disciplinary action including suspension or dismissal.
- C. Biennial (Periodic Testing Requirements):  
After the initial testing is completed it may be a condition of continued employment, to submit a urine specimen at the time of their biannual DOT licensing physical. Failure to do so may result in severe disciplinary action including suspension or dismissal.
- D. Random Testing:  
The Prairie du Chien Area School District will perform unannounced, random testing of all covered employees. The number of tests conducted under this section annually shall equal or exceed 50 percent (50%) of the average number of commercial motor vehicle drivers for which testing is required. Alternates may only be substituted for random testing if the chosen employee is not performing normal work duties, e.g., is on vacation, on sick leave, etc.
- E. Post-Accident Testing:  
All drivers are required to provide a urine sample as soon as possible, but not later than 32 hours, following any DOT reportable accident if the driver receives a citation for a moving traffic violation arising from the accident.

RESPONSIBILITY

Each employee is responsible for assuring compliance with its policy. It is the responsibility of every employee to report knowledge of any conduct that is not prescribed by this policy.

DISCIPLINARY ACTION

Non-compliance with this policy or violation of the regulations may result in severe disciplinary action including suspension or dismissal.

**ACKNOWLEDGMENT AND ACCEPTANCE OF SUBSTANCE ABUSE POLICY**

I \_\_\_\_\_, have read and understand the Prairie du Chien Area School District Policy Statement and hereby agree to abide by those terms. I understand that compliance with this policy is a condition of my continued employment with the Prairie du Chien Area School District.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Adopted: 6/12/2000  
Revised: 3/11/2002

**STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

The Board recognizes that employees of the Prairie du Chien Area Schools have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

Any employee who intends to campaign for an elective public office shall notify the District Administrator in writing at the earliest possible moment of the office in which he or she intends to seek, together with the decision as to whether he or she wishes to continue employment and under what terms and conditions.

In connection with campaigning, no employee shall use school system facilities, equipment, or supplies; nor shall the employee use any time during the working day for campaigning purposes.

Upon request, the District Administrator will meet with and discuss these matters with the employee involved, and will present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are consistent with his or her services to the district and the best interests of education.

The Board shall determine the terms and conditions under which the employee may continue his or her employment as he or she seeks or holds such elective office.

Adopted: 3/11/2002

**PROFESSIONAL STAFF POSITIONS**

All professional staff positions are created only with the approval of the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives.

Before any new position is established, the District Administrator will present for the Board's approval a job description for the position that specifies the job holder's qualifications, the job's performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The Board also instructs the District Administrator to maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

Adopted: 12/13/1993

Revised: 3/11/2002

**Employee Compensation-Unexpected or Extraordinary Circumstances**

Under unexpected or extraordinary circumstances, such as a public health emergency, the Prairie du Chien Area School District shall continue to charge the compensation (including but not necessarily limited to salaries, wages, and fringe benefits) of its employees who are paid by a currently active Federal grant consistent with the organization's policies and procedures for paying compensation from all funding sources, Federal and non-Federal.

If the Prairie du Chien Area School District pays similarly situated employees, whose compensation is paid with non-Federal funds during an extended closure, those paid with Federal grant funds may also continue to be paid.

The procedures for documenting time and effort per the Federal Uniform Grant Guidance (2 CFR §200.430(i) "Standards for documenting personnel expenses") under unexpected or extraordinary circumstances will include documenting the funding source of the personnel before the circumstance and the funding source of the personnel during the extended closure. This documentation will be authorized by a chief officer and maintained for auditing or monitoring purposes.

Through the process of documenting time and effort under unexpected or extraordinary circumstances, the authorizer will verify that employees who are being paid with federal grant funds while the program grant activities are closed in whole or in part due to the circumstance are not additionally being paid for working on other activities that are not closed down.

Adopted: 5/11/2020

**PROFESSIONAL STAFF FRINGE BENEFITS  
(Teachers)**

The benefits extended to the teachers will be designed to promote their present and future economic security and provide incentive for professional development that will be of benefit to the individual and the Prairie du Chien Area Schools.

Benefits will include a comprehensive health program, disability insurance, retirement benefits, and various types of leave.

Workmen's Compensation and Unemployment Compensation: All teachers are covered under the Wisconsin Workmen's Compensation Act and Unemployment Compensation Act and will be entitled to the prescribed benefits.

LEGAL REF: Wis. Stat. 66.185  
Chapter 102 (Workmen's Compensation)  
Chapter 108 (Unemployment Compensation)  
118.21

Adopted: 3/11/2002

**PROFESSIONAL STAFF FRINGE BENEFITS  
(Administrators)**

The Board provides fringe benefits for administrators at least equal to those extended to teachers.

LEGAL REF: Wis. Stat. 66.185  
Chapter 102 (Workmen's Compensation)  
Chapter 108 (Unemployment Compensation)

Adopted: 3/11/2002



**PROFESSIONAL LEAVE OF ABSENCE**

Professional staff members who have rendered satisfactory service in the Prairie du Chien Area School District for not less than five (5) consecutive years may be granted a leave of absence for study and research, upon recommendation of the District Administrator and approval of the Board of Education. On written notice, professional leave may be granted for one year or one semester without pay.

Long-term leaves will be granted on a year to year basis.

The teacher will lose no accumulative benefits.

The teacher will not receive pay or other benefits from the District during the leave of absence.

The teacher must inform the District by April 15<sup>th</sup> during the leave of absence, whether he/she will be returning for employment for the next year.

The teacher cannot enter a teaching contract with any other school district during their leave of absence.

Adopted: 3/11/2002

**LEAVES WITHOUT PAY**

Leaves without pay for all staff in the Prairie du Chien School District may be granted for no more than five days per school year by the District Administrator only when the person making the request has used all existing allowable personal leave and vacation days provided for in the contract in effect at the time of the request, the request is of a nature deemed important and appropriate by the District Administrator, and a qualified substitute is available. The Administrator's decision is not grievable to the Board of Education.

Leaves without pay for five days or less must be requested, in writing, and delivered to the District Administrator at least 48 hours prior to the day on which the leave is to be taken.

It is the philosophy of the Board of Education that employees have a primary commitment to the agreed upon workdays. Therefore, requests for unpaid leave time should only be approved on highly unusual or a unique major life event. Requests for unpaid leave for vacation purposes will not be granted. Leave without pay may be granted for the purpose of attending family functions, when such attendance would be ordinarily anticipated by their immediate family. An example of this would be a son or daughter's wedding or graduation.

Any request beyond five days per school year must be made, in writing, to the District Administrator for consideration of approval or denial by the Board of Education at its regularly scheduled meeting. Such leave requests must be made 15 days prior to the regular Board meeting at which the leave is to be considered. The request must be fully set forth in writing.

Unanticipated leaves without pay requested for illness because all leave is exhausted (sick, personal, vacation, compensatory-time) must be approved by the District Administrator. Sick leave without pay taken beyond this 5 day parameter will constitute disciplinary action and/or dismissal. This policy does not apply to unpaid leaves required by the law (e.g., Family and Medical Leave Act) or to unpaid leaves provided for bargaining unit members under Article XII-G, Leaves of Absence of the Prairie du Chien Education Association/Prairie du Chien School District Collective Bargaining Agreement.

The employee's gross salary and total compensation, i.e. health insurance and dental insurance, will be docked for the time the employee is absent from their job, thereby reducing the employee's annual total compensation. For leaves of this nature, the deduction will be made on the next payroll or, if necessary, payrolls if one is not sufficient to complete the deduction, OR the deduction may be made over an additional two payrolls in equal amounts upon written request of the employee for reason of hardship, with the approval of the District Administrator. Upon commencement of the leave of absence, the employee may continue health and dental insurance by remitting the full premium amounts to the District for each day of leave or a deduction will be made on the next payroll.

The Board retains the right to grant or deny a sabbatical for leaves well beyond five days. A sabbatical must be of an educational nature beneficial for the staff member and the District. A sabbatical results in a leave without pay.

Adopted: June 13, 2005

**PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES**

The School Board encourages administrators and teachers to pursue training activities that help them better meet the demands of their positions. The Board therefore will provide a program of staff development that includes district-sponsored activities to train staff groups in specific areas and individual development programs that may include workshops, seminars, course work and so on through outside resources.

District-Sponsored Activities

Planning district activities will be the responsibility of the District Administrator's advisory committee. The committee will include Building Principals, and representatives of the instructional staff representing each school. Each year the committee will submit a report to the School Board which contains an evaluation of the previous year's inservice program, the committee's assessment of training needs in the next and future years, and a one-year program to meet immediate needs.

Outside Activities

Programs planned by the committee are not the only means by which the School Board encourages staff to improve their own knowledge and skills. Individual staff members may ask the District Administrator for permission to attend such activities as workshops, seminars, and university classes if such programs can demonstrably benefit the school district. Permission to attend individual programs must be requested in advance, with final approval reserved to the School Board if the convention or seminar is held out of the State of Wisconsin.

LEGAL REF: Wis. Statute 121.02 (1) (c)

Adopted: 4/15/1996

Revised: 6/12/2000; 3/11/2002

**EVALUATION OF PROFESSIONAL STAFF**

The Board believes that evaluation of its professional staff is one means by which the Prairie du Chien Area School District may continuously improve the level of instruction for its students. The Board therefore directs the District Administrator to formulate a plan of evaluation that will include these principles:

1. Evaluation will be a constructive measure, used to counsel and guide the teacher or administrator to his/her highest level of competency.
2. The evaluation process will be continuous and may change to allow the use of better methods and techniques for evaluation as they are developed.
3. Those to be evaluated will be consulted in the determination of the evaluation process itself.
4. Data recorded as a result of the evaluation process will be treated as confidential material.

It will be incumbent upon each Building Principal to inform the District Administrator, prior to February 1 each year, of the performance of the individual teachers on his/her staff, whether he/she rates them as satisfactory or not, and whether or not he/she is recommending renewal of their contracts.

LEGAL REF: Wis. Statute 118.22 (1-3)

Adopted: 3/11/2002

**SUPERINTENDENT'S EVALUATION OF ADMINISTRATOR**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

**I. RELATIONSHIP WITH SUPERINTENDENT/OTHER ADMINISTRATORS:**

EXCEEDS  
DISTRICT  
STANDARD

MEETS  
DISTRICT  
STANDARD

NEEDS  
IMPROVEMENT

MUST  
IMPROVE

1. Keeps the superintendent informed on issues, needs, and operation of the school system.
2. Offers professional advice to the superintendent on items requiring board action.
3. Interprets and executes the intent of board policy.
4. Seeks and accepts constructive criticism of hi/her work.
5. Supports board policy and actions to the public and staff.
6. Has a harmonious working relationship with the board.
7. Has a harmonious working relationship with the superintendent.
8. Understands role in administration of board policy, makes recommendations for employment or promotion of personnel in writing and with support data, and accepts responsibility for recommendations.
9. Receives recommendations for personnel from the superintendent and board with an open mind, but applies same criteria t all applications.
10. Accepts responsibility for maintaining liaison between the superintendent and personnel, working toward a high degree of understanding and respect between the staff and the superintendent and the board and the superintendent.
11. Refrains from criticism of the board or of individuals on the board.
12. Goes immediately and directly to the superintendent when an honest, objective difference of opinion exists, in an earnest effort to resolve such difference immediately.
13. Feels free to maintain opposition to matters under such discussion by the superintendent/board until an official decision has bee reached, after which time subordinates own views to those of the superintendent/board.

Comments:

**Superintendent Evaluation of Administrator Continued – Pg. 2.**

**II. COMMUNITY RELATIONSHIPS:**

EXCEEDS  
DISTRICT  
STANDARD

MEETS  
DISTRICT  
STANDARD

NEEDS  
IMPROVEMENT

MUST  
IMPROVE

1. Gains respect and support of the community on the conduct of his/her school operation.
2. Solicits and gives attention to problems and opinions of all groups and individuals.
3. Participates actively in community life and affairs.
4. Achieves status as a community leader in public education.
5. Works effectively with public and private agencies.

COMMENTS:

**III. RELATIONSHIP WITH PARENTS AND STUDENTS:**

EXCEEDS  
DISTRICT  
STANDARD

MEETS  
DISTRICT  
STANDARD

NEEDS  
IMPROVEMENT

MUST  
IMPROVE

1. Gives courteous and thoughtful consideration to all inquiries and complaints.
2. Enlists the cooperation of the home in planning and carrying out school programs and policies.
3. Informs parents of new curriculum objectives, changes, and innovations to forestall parental fears and misunderstanding through presentations and publications.
4. Fosters a systematic and continuous program of parental education to make known the opportunities available to students, and the responsibilities of the home in working with the school to meet the needs of children.

COMMENTS:

**IV. STAFF AND PERSONNEL RELATIONSHIPS:**

EXCEEDS  
DISTRICT  
STANDARD

MEETS  
DISTRICT  
STANDARD

NEEDS  
IMPROVEMENT

MUST  
IMPROVE

1. Develops and executes sound personnel procedures and practices.
2. Develops good staff morale and loyalty to the organization.
3. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.
4. Delegates authority to staff members, appropriate to the position each holds.
5. Recruits and assigns the best available personnel in regard to their competencies.
6. Encourages participation of appropriate staff members and groups in planning.
7. Evaluates performance of staff members, giving commendations for good work as well as constructive suggestions for improvements.
8. At the direction of the superintendent, meets and confer with the negotiating council, representing, to the best of ability and understanding, the interests and will of the board.

COMMENTS:

**V. EDUCATIONAL LEADERSHIP:**

EXCEEDS  
DISTRICT  
STANDARD

MEETS  
DISTRICT  
STANDARD

NEEDS  
IMPROVEMENT

MUST  
IMPROVE

1. Understands and keeps informed regarding al aspects of the instructional program.
2. Implements the district's philosophy of education.
3. Participates with staff, board, administration, and community in studying and developing curriculum improvement.
4. Organizes a planned program of curriculum evaluation and improvement.
5. Provides democratic procedures in curriculum work, utilizing the abilities and talents of the entire professional staff and lay people of the community.

COMMENTS:

**VI. BUSINESS AND FINANCE:**

EXCEEDS  
DISTRICT  
STANDARD

MEETS  
DISTRICT  
STANDARD

NEEDS  
IMPROVEMENT

MUST  
IMPROVE

1. Keeps informed on needs of the school program – plant, facilities, equipment, and supplies.
2. Supervises operations, insisting on competent and efficient performance.
3. Determines that funds are spent wisely, and adequate control and accounting are maintained.
4. Evaluates financial needs and makes recommendations for his/her building.

COMMENTS:

**VII. PERSONAL QUALITIES:**

EXCEEDS  
DISTRICT  
STANDARD

MEETS  
DISTRICT  
STANDARD

NEEDS  
IMPROVEMENT

MUST  
IMPROVE

1. Defends principle and conviction in the face of pressure and partisan influence.
2. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
3. Earns respect and standing among professional colleagues.
4. Devotes time and energy to his/her job.
5. Demonstrates ability to work well with individuals and groups.
6. Exercises good judgement and the democratic processes in arriving at decisions.
7. Possesses and maintains the health and energy necessary to meet the responsibilities of the position.
8. Maintains poise and emotional stability in the full range of professional activities.
9. Is customarily suitably attired and well groomed.
10. Uses English effectively in dealing with staff members, the superintendent, the board and the public.



**Superintendent Evaluation of Administrator Continued – Pg. 5.**

11. Writes clearly and concisely.
12. Speaks well in front of large and small groups, expressing ideas in a logical and forthright manner.
13. Responds well when faced with an unexpected or disturbing turn of event in a large group meeting.
14. Maintains professional development by reading course work, conference attendance, work on professional committees, visiting other districts, and meeting with other principals.

COMMENTS:

**SUMMATIVE COMMENTS AND RECOMMENDATIONS:**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS**

The District Administrator will have the power to suspend any teacher for neglect of duty or gross misconduct. In all cases of suspension of teachers, the District Administrator will at once submit a complete report of the action to the President of the Board. Suspension will be until the next regular meeting of the board, or until a special meeting can be called to consider the problem.

Under state law, a majority vote of the full membership of the Board is required to dismiss a teacher.

LEGAL REF: Wis. Stat. 118.22 (2)

Adopted: 3/11/2002

**DANGEROUS WEAPONS (PERSONNEL)**

No one shall possess a dangerous weapon on school premises, except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense.

The Board defines dangerous weapon as a gun, knife, razor, karate stick, metal knuckle, or any other object which, by the manner in which it is used or intended to be used, or by its appearance as a dangerous weapon, is capable of inflicting bodily harm and/or of being used to threaten, frighten, or intimidate.

Law enforcement officers should be contacted as soon as possible. If there is not time or the situation warrants immediate action, school staff should take safety precautions as outlined in the School Safety Plan.

Any person violating this policy shall be referred to law enforcement officials for possible prosecution for violation of Wisconsin State Statutes, and laws relating to possession or use of firearms or other dangerous weapons.

Any employee violating this policy will be subject to disciplinary sanctions up to and including termination of employment in accordance with the current employee agreement or other procedures established by the Board.

The following are three exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted;
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by a principal; and
3. Weapons properly registered and handled during the community use of school facilities may be permitted.

LEGAL REF: Wisconsin Statutes 948.60, 948.61

Adopted: 5/10/1993

Revised: 10/11/1993; 3/11/2002

**PRIVATE TUTORING**

It is expected that every effort will be made by the Principal and teacher to help the child with his/her difficulties at school before recommending that parents engage a tutor. The Board believes that by maintaining a high quality instructional staff and providing for a rich, varied curriculum the need for tutoring is minimized.

Should, however, individual tutoring be recommended in exceptional cases, the District Administrator is directed to establish such rules as will protect both the school system and the teachers from charges of conflict of interest.

Consistent with Board policy, the following rules relating to tutoring have been established:

1. A teacher may not arrange to tutor any child enrolled in that teacher's class for pay.
2. No tutoring for which a teacher receives a fee will be carried on in a school building.
3. Teachers who accept outside tutoring engagements make their own arrangements with the parents for the fees to be assessed.
4. Tutors recommended by the school must be certified in the areas served.

Adopted: 3/11/2002

**CLASSIFIED STAFF CONTRACTS AND COMPENSATION PLANS**

The Board, in agreement with recognized bargaining units, will establish salary schedules or ranges and other conditions of employment for staff members represented by these organizations. The Prairie du Chien Educational Support Personnel has been officially recognized as the unit representing non-certified personnel for purposes of collective bargaining.

LEGAL REF: Wis. Statute 111.70 (1)

Adopted: 3/11/2002

**JURY DUTY**

The Prairie du Chien Area School District School Board encourages its employees to participate in civic duties, such as jury duty.

When an employee is called as a witness in court or for jury duty, neither sick leave nor emergency leave shall apply. The employee shall (a) forfeit an amount of salary equal to the per-pay collected for such duty or may choose to remit to the school district the amount received for such duty; the employee will receive no reduction from their wages, and (b) return to his/her assignment for any half-days available as the result of being excused from serving after having been called on a particular day.

Adopted: 3/11/2002

**CLASSIFIED STAFF PROBATION AND TENURE**

Unless otherwise provided by contract, a new classified employee, or a permanent classified employee appointed to a new position, will serve a probationary period of 60 days per Master Contract, at which time the employee becomes regular if continued in employment.

Adopted: 3/11/2002

**CLASSIFIED EMPLOYEES DEVELOPMENT OPPORTUNITIES**

Classified employees are an integral part of the district's total staff. Their training and development are essential to the efficient and economical operation of the schools.

Therefore, all classified employees shall be encouraged to grow in job skills and to take additional training that will improve their skills on the job. It shall be the responsibility of all building principals to assist to the maximum degree in the training of custodians, clerks, and other non-certified employees assigned to their buildings.

Absences to attend meetings, conventions, conferences, or workshop of local and state associations which serve to advance the welfare of the district through the upgrading and strengthening of the non-certified service may be granted by the District Administrator without loss of pay to the employee.

Adopted: 3/11/2002



**EVALUATION OF CLASSIFIED STAFF**

The development of a strong, competent classified staff of employees, and the maintenance of high morale among this staff, are major objectives of the Board. The finding of the right employees to fill vacancies, the determination of assignments and equitable work loads, the establishment of wage and salary policies which encourage employees to put forth their best efforts, the evaluation of employee achievements and the provision of a good atmosphere in which to work are some of the major duties of the Board. A program of continuous evaluation is necessary in fulfilling these duties.

The evaluation will cover the major areas of the employee's responsibilities and shall include the following:

1. Specific work assignment.
2. Attitude toward children.
3. Attitude toward public education.
4. Attitude toward supervisor, teachers, fellow employees.
5. Work habits.

Each employee will be given an explanation of his or her duties and responsibilities and guidance in performing them satisfactorily by his or her immediate supervisor.

Adopted: 3/11/2002

**CLASSIFIED STAFF TRANSFER**

When non-certified staff vacancies are to be filled, preference will be given to qualified applicants from within the school system, provided their qualifications (proven and potential ability, training, experience, and personal characteristics) are equal to those of other applicants. However, the best qualified person from among all who apply within and without the school system will be selected.

Adopted: 3/11/2002

**COMMUNITY EMERGENCY VOLUNTEERS**

The Prairie du Chien Area School Board encourages and supports the participation of employees in the various organizations which provide emergency services to our rural school district. This volunteerism is consistent with the board's philosophy of promoting community service.

In order to provide employees with an opportunity to serve and also to ensure the public that every effort is made to keep the disruption of the educational process to a minimum, each request to serve as a community emergency volunteer will be evaluated on an individual basis, with a specific administrative rule implemented for the specific request.

Should release time be granted, the Prairie du Chien Area Schools, its board or administrators do not assume responsibility for injury to members or loss of life that may be incurred during this released time from employment in the school.

Adopted: 3/11/2002