

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 710

AFFIRMATIVE ACTION PLAN

The District shall strive to take affirmative action to achieve equal employment opportunities in all personnel matters. To this end, the following procedures shall be adhered to:

1. Dissemination of Policy and Procedures

The District's equal employment opportunities policy and procedures shall be made known by the following:

- a. Posting in conspicuous places District policies and procedures regarding equal employment opportunities for all persons.
- b. Informing employment sources verbally and in writing of the District's policy to actively recruit and refer qualified persons regardless of 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., arrest or conviction record, color, ancestry, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, use or nonuse of lawful products off the employer's premises during non-working hours, disability, citizenship, political or religious affiliation or any other reason prohibited by state or federal law.
- c. All solicitations or advertisements for employees placed by or on behalf of the Prairie du Chien Area School District shall state that the District is an equal opportunity employer.
- d. All job application forms shall conspicuously state that the Prairie du Chien Area School District is an equal opportunity employer.

2. Recruitment

The District shall comply with the following guidelines for recruitment in order to guarantee compliance:

- a. The District shall make reasonable efforts to recruit from all segments of the population including individuals from such under-utilized segments of the population as handicapped, minorities and females, and shall maintain the necessary records to evaluate the recruitment efforts in accordance with the intent of Board policy.
- b. Recruitment efforts shall be directed through agencies and institutions that are likely to represent a broad cross section of female, minority and non-minority clients. Advertisements shall cover a broad geographical region.
- c. Recruitment tools, applications and employment questionnaires shall not include requests for unneeded data or data that will identify persons according 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 or any other factor prohibited by federal law.
- d. Advertisements shall include appropriate language to reflect the real intent of the District to be an equal opportunity employer.
- e. All advertisements shall describe the position and the necessary qualifications.

3. Employment Section Standards

- a. All tests, selection criteria, written responses or other prediction instruments must be job related. Such performance predictors must be free of bias in accordance with federal and state guidelines.
- b. Professional certification guidelines and rulings by the Department of Public Instruction (DPI) shall be applied for professional employees in all positions requiring such certification. Position titles shall not be artificially designated to create arbitrary requirements for the purpose of discrimination against any person or group of persons.
- c. Selection criteria shall be in accordance with realistic job requirements. Minimal educational requirements are not to be the sole criteria for disqualifying applicants except where certification is not held by professional applicants as per state law.

4. Promotion, Transfer and Upgrading of Employees

- a. All employees shall be encouraged and assisted to upgrade skills and/or certification in order to provide themselves with the widest range of job opportunities.
- b. All employees shall be provided equal opportunity for job transfers and promotions within the context of various negotiated agreements.
- c. In-service training opportunities will be afforded equally to all employees regardless of 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 or any other reason prohibited by federal law.
- d. Promotion shall not be denied any employee for reason of 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 or any other reason prohibited by federal law.

5. Monitoring

The Superintendent and other District administrators shall be responsible for the implementation of this procedure and will function as the district's affirmative action officers. The Superintendent shall develop and implement an internal monitoring system that will evaluate the effectiveness of the District's equal employment practices. The Superintendent will make annual reports to the Board.

6. Complaints

Complaints regarding the interpretation or application of this policy shall be referred to the designated administrative staff and processed in accordance with established procedures.

APPROVED: September 9, 1992
REVISED: June 12, 2000; May 8, 2006

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 714

EMPLOYEE ASSISTANCE PROGRAM GUIDELINES AND PROCEDURES

PART I: Purpose

The purpose of the employee assistance program (EAP) is to provide the confidential assistance that will encourage employees who are experiencing personal, medical and behavioral problems to seek early assistance.

The District shall designate the high school counselor and Superintendent as the program directors. Volunteer resource coordinators shall be selected by staff and shall function as resource persons to assist other employees who seek help with personal, medical and behavioral problems. A volunteer resource coordinator (EAP coordinator) shall help the employee determine the type of professional assistance that would be most appropriate and help arrange an appointment with a professional resource. The role of the EAP coordinator is not intended to include counseling services.

PART II. Procedures

1. Self-Referral – Any employee may self refer with the understanding that the EAP appointment will remain confidential.
2. Supervisor Referral – With the employee's knowledge, a supervisor (e.g. building principal, assistant principal) may refer an employee to an EAP coordinator. The EAP coordinator may report to the supervisor that the employee kept the appointment and/or that the employee has accepted referral to a professional resource. All other information is confidential and cannot be shared with anyone without the employee's written permission, "except as otherwise provided by law".
3. Peer Referral – It should be understood that the EAP coordinator does not seek out clients who have been anonymously referred. If a person feels that a colleague needs assistance, that person can help by convincing the colleague to self-refer.
4. Direct Profession Referral – Employees who prefer to self-refer directly to a professional resource are encouraged to do so. The EAP is not intended to reduce personal initiative nor (does it) compete with professional service procedures.

PART III – Guidelines

1. It is recognized that most personal, medical, and behavioral problems can be successfully resolved if identified early, appropriately diagnosed and treated. This applies whether the problem is one of physical illness, emotional illness, family distress, alcoholism or chemical abuse.
2. Employees who feel they have a personal, medical or behavioral problem are encouraged to seek assistance either by self-referral directly to an appropriate professional resource or by self-referral to one of the District's EAP coordinators.
3. Employees shall be assured that their job, future and reputation will not be jeopardized by utilizing the EAP. However, unsatisfactory job performance could result in non-renewal or dismissal.

The District may recommend to employees who are experiencing personal, medical or behavioral problems that interfere with satisfactory job performance, that they secure appropriate medical or rehabilitative counseling or other services necessary to resolve the problem. This applies to all employees whether they have been involved with the EAP or not.

Whether an employee accepts, rejects or fails to respond to treatment of personal, medical or behavioral problems, it is the employee's responsibility to maintain acceptable levels of job performance.

4. Diagnostic and treatment costs may be covered in accordance with the District's health care program.
5. Since employee work performance can be negatively affected by the problems of an employee's spouse or dependents, the EAP shall be available to the families of employees as well.

APPROVED: June 14, 1993

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 732

PROCEDURES FOR HANDLING JOB SHARING REQUESTS

The following procedures shall be used in determining a shared time contract for employees.

- A. The employee must notify the building principal of his/her desire to participate in a shared time contract no later than March 30th of the preceding school year.
- B. The building principal shall notify the Superintendent in writing of the request.
- C. The building principal shall review the possible impact with the staff that will be affected. In the review, the building principal shall look at such items as the age of the students, the make up of the possible class, the needs of the students in that class or program, the quality of the teachers requesting to have a shared contract and the ability of the teachers to work together.
- D. The building principal shall review the staffing situation and needs in his/her building as it relates to the request. The building principal shall determine whether a staff member currently employed will be available or if the building principal must go outside of the District to employ the additional teaching staff.
- E. After the building principal has reviewed the entire situation, he/she must make a recommendation to the Superintendent as to the acceptance or denial of the request.
- F. The building principal must notify the Superintendent of his/her decision no later than the first Monday in June. Exceptions may be made later in June only if approved by the Superintendent.

APPROVED: September 13, 1993

REVISED: June 12, 2000

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 734

GUIDELINES FOR TRAVEL DURING CONTRACTED TIME PROFESSIONAL PERSONNEL

Purpose for Guidelines

1. To endure the continuity of classroom instruction.
2. To prevent the loss of instructional time.
3. To maintain the proper environment for learning.

Definitions

1. Obligation – Obligation means a required responsibility by the staff member's spouse's employer.
2. Opportunity – Opportunity refers to a trip or travel time that is won through or received from the spouse's employer that is not an annual trip or does not become an annual trip. Opportunity means travel that is considered an exception and not the general practice.
3. Once-in-a-lifetime Experience – Once-in-a-lifetime experience means a highly unusual mitigating circumstance that will not likely happen again but requires the district employee to be absent from his/her contracted responsibilities.

Length of Trip

A trip may not exceed five school days.

Conditions for Approval

The following conditions must be met:

1. Proof that the travel cannot be taken any other time that would not interfere with the District employee's contracted responsibilities must be provided.
2. Proof that the trip is an obligation by the spouse's employer or that the travel is an exception (i.e., won through or received from the employee's

spouse's employer) or that it is a "once-in-a-lifetime" opportunity must be provided.

3. The request for travel must be approved by the Superintendent a minimum of 30 days before the scheduled trip.
4. Detailed lesson plans must be submitted and approved by the building principal.
5. A substitute must be available to fill in during the period of the leave.
6. Other factors affecting the continuity of instruction and contact problems shall be considered.

APPROVED: December 13, 1993

REVISED: January 10, 2000; March 11, 2004

Prairie du Chien Area School District Procedures and Exhibits

Procedure 738

Support Staff Sick Leave and Accumulated Sick Leave

The Prairie du Chien Area School District may grant its employees leaves of absence upon written request(s). Leave of absence requests and approvals shall follow the guidelines of the applicable collective bargaining agreement or contract.

In regard to the current Collective Bargaining Agreement for Article XII: C. Leaves of Absence 1. Sick Leave with the Prairie du Chien Educational Support Personnel(PESP), the following applies as of July 1, 2003.

Article XII: C. Leaves of Absence: Paid leaves of absence is time off with the number of hours the employee normally works ... This language shall be interpreted to mean that regardless of the number of hours an employee works on any given day, whether hours are consistent during the work week or varied during the work week, each employee will be granted 10 days each year as the contract states and absence from work for a day will be deducted from employee's sick leave accumulation as one full day. If the leave is less than the scheduled hours, it will be deducted as a percentage of the total number of scheduled hours on that day.

Examples: Employee works following hours: M-8, T-8, W-4, Th-8, F-8 = 36 hours.

Employee granted 10 days of sick leave for year as contract states.

Employee on leave for full day, any day of week will equal 1 day of leave.

Employee on leave two hrs on Monday will equal $\frac{1}{4}$ day of leave. (2 hrs of 8 hr day)

Employee on leave two hrs on Wednesday will equal $\frac{1}{2}$ day of leave. (2 hrs of 4 hr day)

Article XII: C. Leaves of Absence: 1. Sick Leave b.: Unused sick leave shall be accumulated up to a maximum of one hundred and twenty (120) days. The district interprets this to be representative of 120 days of whatever schedule the staff member is working in the current year. There will be no value conversion of accumulated leave if the staff member changes their working schedule. (The district offered a plan of value conversion in February 2004 for the

staff member to maintain the value of the accumulated sick leave earned, but was turned down by a vote of the union.)

In regard to approved sick leave, personal leave and emergency leave for all staff members, leaves will be recorded as actual, as recorded on the AESOP System.

If language in the master contract changes, this procedure will be reviewed accordingly.

Approved: April 6, 2004

Revised: June 11, 2007

LEAVES OF ABSENCE

The Prairie du Chien Area School District may grant its employees leaves of absence upon written request(s). Leave of absence requests and approvals shall follow the guidelines of the applicable collective bargaining agreement or contract.

In regard to current Collective Bargaining Agreements for Article XII: A. Sick Leave with the Prairie du Chien Educational Association (PEA) and Article XII: C. 1. Sick Leave with the Prairie du Chien Educational Support Personnel(PESP), the following applies.

PEA Article XII: A. Sick Leave

Sick leave of ten (10) days annually shall be granted up to 120 days accumulative... shall mean that when an employee reaches the threshold of 120 days accumulated sick leave, 10 days shall be added at the beginning of each school year to create a total up to 130 sick days. At the end of the school year, if the accumulated total is above 120 days, it shall be adjusted to not more than 120 days accumulated before the next year's allotment is granted.

PESP Article XII: C. 1. Sick Leave

b. Unused sick leave shall be accumulated up to a maximum of one hundred and twenty (120) days... shall mean that when an employee reaches the threshold of 120 days accumulated sick leave, 10 days shall be added at the beginning of each school year to create a total up to 130 sick days. At the end of the school year, if the accumulated total is above 120 days, it shall be adjusted to not more than 120 days accumulated before the next year's allotment is granted.

In regard to approved sick leave, personal leave and emergency leave for all staff members, increments of not less than one-half hour will be calculated and deducted from accumulated totals. Leaves up to and including 1 ½ hours will be recorded as 1 hour, any leave over 1 ½ hours will be recorded as two hours. If the leave is for less than ½ hour, staff is encouraged to work out schedule with building principal or supervisor.

If language in these documents change, this procedure will also change accordingly.

Adopted: 5/12/2003
Revised: 8/9/2004

MEDICAL CERTIFICATION FOR ILLNESS (GUIDELINES)

Staff person(s) who developed a prolonged sickness, serious health conditions(s), requires surgery, or other serious health problems which results in the staff person(s) being absent for more than two (2) weeks, is requested to submit notice of medical leave.

In circumstances where abuse of sick leave is suspected, a doctor's medical certification (excuse) may be required and submitted to the Superintendent for board action. The medical certification must state the general cause(s) for the Medical Leave of Absence. If a medical excuse is not received, the staff person may be penalized.

Prior to returning to work, the staff person(s) must submit from a doctor a medical assurance certificate indicating the staff person(s) is ready to return to work and can assume all responsibilities required by the job. The medical assurance certification must be received one week prior to the staff person(s) return so the district may make adjustments to the work schedule if necessary.

If the staff person(s) can return to work but is not capable of undertaking the full responsibilities required by the job, the medical assurance certification will need to indicate the following items:

1. Reason(s) why he/she can not perform the full job description
2. What he/she can and can not do
3. Statement or description of working conditions required by staff person
4. When he/she will be able to assume full job responsibilities

In this case, another medical assurance certification will be required and must indicate the staff person(s) can assume the regular job responsibilities.

CROSS REF: Policy 739
Adopted: July, 13, 1993
Revised: March 14, 1994, June 13, 2005

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 740.1

PROCEDURES FOR OPENING AND FILLING COACHING POSITIONS

A. Posting of Job Opening

1. In the event that a coaching position becomes open or a new position is created, the administration will post the position internally for a minimum of five calendar days. During that time, any member of the teacher's bargaining unit may apply for the position.

B. Review of Applicants

1. The Prairie du Chien School District has a right and responsibility to employ qualified people in coaching positions. If there is a unit member that is considered by the administration to be qualified, that person may be hired. If more than one unit member applies for the position, the highest qualified person for that position may be hired.
2. If there are no qualified unit members hired from the internal posting, the position will be posted externally for a minimum of five calendar days. The applicant that the administration considers to be the most qualified person may be hired.

C. Coach Evaluation

1. On an annual basis the administration, in consultation with head coaches and/or athletic director, shall review all non-unit (outside the union) one-year coaching assignments. In the event that a non-unit member coach (head or assistant) is not, in the opinion of the Athletic Director, meeting the expectations described in the coach's handbook, the contract will not be renewed. Such assignments may be posted by the administration in conjunction with the procedure aforementioned.
2. Coaches who are considered part of the teacher's bargaining unit will be evaluated by the athletic director with direction from the head coach on a yearly basis. In the event that a unit member coach (head or assistant) is not, in the opinion of the Athletic Director, meeting the expectations described in the coach's handbook, the contract will not be renewed. Such assignments may be posted by the administration in conjunction with the procedure aforementioned.

Fund 80

1. Coaching positions that are financed through the Community Service Fund (Fund 80) are one-year assignments that may be posted each year.

APPROVED: November 14, 2005

REVISED:

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 740.1

APPLICATION AND CREDENTIAL RATING FORM

Candidate's name _____

Position desired _____

University/College _____

Major _____ Minor _____

GPA (undergrad) _____ GPA (grad) _____

Student teaching:

Taught grade/subject _____ Applicant's grade ____

	LOW			HIGH	
Evaluation of supervising teacher	1	2	3	4	5
Evaluation of college supervisor	1	2	3	4	5
Evaluation of references	1	2	3	4	5
Certification	1	2	3	4	5
Work experience	1	2	3	4	5
Teaching experience	1	2	3	4	5
Extracurricular experience	1	2	3	4	5
Essay questions	1	2	3	4	5
Overall evaluation	1	2	3	4	5

Comments _____

Administrator

Date

Each building principal should keep a record of the results of the initial screening of an applicant's papers.

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 740.2

TELEPHONE REFERENCE CHECK DOCUMENTATION

Applicant's name _____

Name of reference _____

Telephone number _____

Major _____ Minor _____

GPA (undergrad) _____ GPA (grad) _____

Student teaching:

Taught grade/subject _____ Applicant's grade ____

	LOW			HIGH	
Evaluation of supervising teacher	1	2	3	4	5
Evaluation of college supervisor	1	2	3	4	5
Evaluation of references	1	2	3	4	5
Certification	1	2	3	4	5
Work experience	1	2	3	4	5
Teaching experience	1	2	3	4	5
Extracurricular experience	1	2	3	4	5
Essay questions	1	2	3	4	5
Overall evaluation	1	2	3	4	5

Comments _____

Administrator

Date

Each building principal should keep a record of the results of the initial screening of an applicant's papers.

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 740-a

PROCEDURES FOR FILLING TEACHER POSITIONS

A. Posting of Job Opening

1. When a position becomes vacant or a new position is created, notice of such available position shall be posted for no fewer than 10 working days unless the Superintendent determines that circumstances require that the posting be reduced in time. At no point shall the position be posted for less than five calendar days.
2. Vacancies shall be posted in each building. The postings shall be placed in the following areas:
 - a. Office area in each building; close to the mail boxes.
 - b. On the front entrance door of each building.
3. Posting shall be made at most University of Wisconsin campus schools and other places. Examples of possible places of posting are:
 - a. UW-Madison
 - b. Local state university campuses
 - c. Other university or college campuses
 - d. Department of Public Instruction/Internet
 - e. Newspapers
 - f. Wisconsin Job Center
4. The following items must be submitted for posting purposes:
 - a. Position
 - b. Expectation/job description

B. Applications

1. All applications shall be sent to the appropriate principal or other administrator.
2. All applications shall be stamped with the date received.
3. All applications shall be held for three years after the pertinent closing date.

C. Interviews and Recommendations

1. Interviews shall not start until after the closing date.
2. Interview Process
 - a. Arrange interview schedule.
 - b. The building principal shall interview bargaining unit members who apply or the vacant position and the building principal may elect to interview other applicants for the vacant position. If there are very few applications, as determined by the building principal, the Superintendent or Board, the District may re-post the position.
 - c. Teachers and board members may be on the interview committee. The administrator and/or his/her designee shall decide whether or not to have Teachers on the interview committee. Members of the interview committee shall operate under the discretion of the administrator in charge of the specific hiring decision. The input of the members of the interview committee shall be advisory in nature. Final decision as to recommendation(s) for hire to the Board is the sole discretion of the administrator.
 - d. All persons interviewing candidates shall use the rating forms. The rating sheets shall be kept for three years after the interview.
 - e. A set of standard questions shall be develop and used for each candidate interviewed. The interviewer can deviate from the standard questions for clarification in an area of concern. After the standard questions are completed, the interviewer can ask other questions of the candidate. Each interviewer is to write down key parts of the answer given by the candidate.
 - f. Interviewers shall allow time for the candidates to ask questions.
3. After the interview process is over, the interview committee shall select at least one candidate to recommend for hire. The administrator shall make an effort to develop a consensus within the selection committee as to whom the committee should recommend to the Board for hire. If the committee cannot reach an agreement as to whom the committee should recommend to the Board, the following procedures shall apply:
 - a. The administrator shall make the decision; or
 - b. The Superintendent shall make the final decision. The Superintendent and administrator may re-interview the candidates in contention.
4. Selection of a candidate shall be based upon the following criteria:
 - a. Certification, resume and other pertinent information gathered on the candidate.
 - b. The interview process and interview rating.
 - c. Reference checks.
 - d. Perceived quality of the candidate in relationship to the District's needs – the candidate's ability to successfully work in the district, interest in the District, educational background, training and knowledge of curriculum and instruction and people skills.
5. All final candidates must have a reference check made on their credentials. Reference checks must be documented. The administrator must make three reference checks and shall use the reference check for documentation.

6. The Superintendent must approve all final candidates. A candidate must receive final approval by the Board in order to be hired.

D. Board Interview

The appropriate administrator shall present to the Board a brief resume of the candidates(s). The recommended candidate(s) shall be presented to the Board for final selection. In situations where only one individual is qualified for the position, only one individual needs to be presented to the board for final selection. All interviews by the Board and discussion of a candidate(s) shall take place in closed session, unless otherwise provided by state law.

E. Candidate Follow-Up

1. A letter shall be sent to all candidates interviewed as to their status. (In other words, they must be informed that they did not get the job).
2. The final candidate must be contacted by telephone and informed of the requirements necessary in becoming an employee in the Prairie du Chien Area School District and other pertinent information. Such information should include the following:
 - a. Salary
 - b. General fringe benefits
 - c. Contract information
 - d. Signing of contract
 - e. New employee orientation program
 - f. Review of the beginning of school calendar starting dates
 - g. Pre-school contract obligations
 - h. Description of work assignment
3. All new staff members shall be introduced to the Board during the first Board meeting in September.

F. Mandatory Orientation Program

1. All new employees shall go through an orientation program. The program shall include the following:
 - a. District orientation
 - b. Building orientation
 - c. Three follow-up meetings during the fall
2. All new employees shall be assigned a qualified mentor.

APPROVED: 11/14/1994
REVISED: 6/12/2000
8/9/2004

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 740-a

PROCEDURES FOR FILLING TEACHER POSITIONS

A. Posting of Job Opening

1. In the event that a teaching position becomes open or a new position is created, the administration will post the position internally for a minimum of five days. During that time any member of the teacher's bargaining unit may apply for the position.
2. If there are no unit members selected from the Internal posting, the administration will check the certification of all teachers on recall list as stated in the Master Contract.
3. If there is no one on recall certified for the position, then the administration may involuntarily transfer some one on staff to the position or the position will be posted externally for a minimum of ten days.

All Teachers hired should meet the "Highly Qualified" standards of the NCLB (No Child Left Behind legislation) if available.

APPROVED: November 14, 2005

REVISED:

SUBSTITUTE TEACHER - GENERAL INFORMATION

APPLICATION

Substitute teachers must be registered with the District Office. Substitute teachers not appearing on the previous year's substitute teacher list must make personal application to the Administrative Office. Persons wishing to apply for substitute teaching positions will be required to complete an employment application (including an authorization to conduct a background check), provide a copy of their DPI certification as substitute or as a certified teacher and TB screening current within one year. The cost of the TB screening is the responsibility of the district.

SALARY

Pay for short-term substitute teachers (9 consecutive days or less) will be 65% of Teacher Salary Schedule base pay per diem (per action of the Board of Education – dated 9/11/00). Pay for long-term substitute teachers (greater than 10 consecutive days) will be 100% base pay per diem.

(Salary Schedule Base ÷ 187.5 days x percentage = Substitute Daily Pay).

Pay period is the 15th of the month for short-term subs covering days from the previous month. Pay periods for long-term subs is the 15th and the last day of the month. If you have questions concerning your check, please contact the Payroll Supervisor, 326-8451 ext. 2175.

HOURS

Hours vary at each building. Please contact the main office in the building you will be substituting in and ask when you are expected to arrive. Please ask about the assignment, the regular teacher and any special expectations of the teacher.

SCHOOL CLOSINGS

In case of inclement weather, substitute teachers are asked to tune in local radio stations or television stations.

NOTIFICATIONS

Whenever possible, substitute teachers will be called in advance, allowing sufficient time for adequate preparation. Most calls, however, will come in the morning of the day when the substitute is needed.

DAILY PROCEDURE TO BE FOLLOWED BY SUBSTITUTES

1. Please sign in at the building central office upon arriving at school/sign out when leave for the day.
2. Report to the Principal or his designee for specific directions and location of lesson plans, attendance forms, etc.
3. Review lesson plan for the day or class period.
4. Take attendance each period.
5. Follow plans left by the teacher for instruction time. Assignments made should be collected and corrected before you leave (unless otherwise instructed).
6. Observe special schedules: resource period, study halls, lunch, daily duty assignments, etc.
7. Familiarize yourself with the school's fire regulations/tornado drills, etc.
8. Dismiss students in an orderly manner. The teacher, not the bell, dismisses the students.
9. Leave notations for the teacher indicating work completed and other information you deem appropriate.
10. Secure doors and window(s).
11. Fill out any required sub report form and turn in at office. Check to see if your service will be needed on the following day.

THE REGULAR TEACHER'S RESPONSIBILITY TO THE SUBSTITUTE TEACHER **KEEP YOUR SUBSTITUTE FOLDER UP-TO-DATE.**

1. Leave lesson plans for the day's work for the substitute. If a teacher is to be absent for more than one day, lesson plans should be provided for each day.
2. Leave any records to be kept, or materials to be distributed, with specific directions.
3. Leave textbooks to be used and indicate pages to be covered with lesson plan.
4. Make available a daily schedule which includes all resource periods, study halls, or special events of the day.
5. Provide a seating plan of students.
6. Provide a list of students whom the substitute can refer for information or assistance.

APPROVED: May 8, 2006

Prairie du Chien Area School District

420 South Wacouta Avenue, Prairie du Chien, WI 53821

Phone: 608-326-8451

Fax: 608-326-0000

PROFESSIONAL LEAVE REQUEST

Complete and submit to the building principal at least 3 weeks in advance of the requested leave date. Please print.

Name: _____ Date: _____

Building: _____

Other District Personnel Planning to Attend:

Title and Date(s) and Place of Event (*Attach copy of brochure.*)

How will attendance of the event enhance your professional practice?

Date(s) of Absence from Professional Duties: _____

Estimated cost to school district for applicant: (*No reimbursement without receipts.*)

Number of Meals [_____ breakfasts, _____ lunches, _____ dinners = _____

Number of Overnight Stays _____ X Lodging cost per night = _____

Mileage (round trip) _____ X _____ per mile = _____

Registration Fee _____ = _____

Substitute Teacher(s) _____ X _____ days = _____

Total Estimated Costs _____

Funding by:

Account: _____

Registration Deadline: _____

Attach completed registration form, requisition for lodging, and copy of event brochure.
Attach special comments to this page. Hotel reservations and requisition must be made by applicant

PRINCIPAL'S RECOMMENDATION: Approved Denied

Rationale:

Principal's Signature

Date

District Administrator's Signature

Date

We believe that education should guide each child in developing, to the greatest extent, his capacities, morally, academically, and physically, so that s/he may take his/her place most effectively in a democratic society.

Prairie du Chien Area School District

420 South Wacouta Avenue, Prairie du Chien, WI 53821

Phone: 608-326-8451

Fax: 608-326-0000

EVALUATION OF PROFESSIONAL DEVELOPMENT ACTIVITY

Complete and submit to the building principal within 5 days after completion of the activity or event..

Name: _____ Date: _____

Building: _____

Out- of- District Activity

In-District Activity

If activity took place outside regular school hours, how many hours were you in actual attendance? *Attach agenda.*

Title, Date(s), Place, and Sponsor of Event:

How has attendance of the event enhanced your professional practice?

What skills or knowledge were gained by your attendance at this activity?

How will you implement or apply the knowledge or skills gained during this activity?

If there are materials from the activity that may be of use by the district, please attach to this form.

Would you recommend this activity to a colleague? YES NO

Why or why not?

What other personnel or departments/grade levels would benefit from attending this activity in the future?

Date received: _____ Principal Signature: _____

Date received: _____ Inservice hours credit: _____ Curric. Coord. Initials _____

Prairie du Chien Area School District

420 South Wacouta Avenue, Prairie du Chien, WI 53821

Phone: 608-326-8451

Fax: 608-326-0000

PROFESSIONAL LEAVE EXPENSE REPORT

*Complete and submit to the building principal within 5 days after the end of the workshop/event.
Please print.*

Name: _____ Date: _____

Building: _____

Title, Date(s), and Place of Event:

Cost to school district for applicant: *(No reimbursement without receipts.)*

Number of Meals = _____

Lodging (if not paid in advance by PO or District credit card) = _____

Mileage (round trip) _____ X _____ per mile = _____

Miscellaneous (Parking, tolls, etc.) = _____

Total Costs _____

Total Due to Participant _____

District account code:

Teacher Signature

Date Submitted

OFFICE USE ONLY:

Date Received

Principal Signature

Date Signed

Date Received

Curriculum Coordinator Signature

Date Signed

Date Received

District Administrator Signature

Date Signed

Comments:

We believe that education should guide each child in developing, to the greatest extent, his capacities, morally, academically, and physically, so that s/he may take his/her place most effectively in a democratic society.

PRAIRIE DU CHIEN SCHOOLS
CREDIT PRE-APPROVAL

TEACHER _____ GRADE OR SUBJECT TAUGHT _____

PRESENT LANE/STEP _____
(BS+12 Step 9, etc.)

WILL COMPLETION OF THIS COURSE(S) CONSTITUTE A LANE CHANGE?
 YES NO

UPON COMPLETION LANE/STEP _____
(BS+24 STEP 9, etc.)

WHEN WILL LANE CHANGE TAKE PLACE? _____
 1st semester / 2nd semester Year

COURSE NO.	COURSE TITLE	COLLEGE OR UNIVERSITY	CREDITS EARNED	TERM/YEAR

Mark each course (*) that will be taken for **graduate credit**

DATE _____ TEACHER'S SIGNATURE _____

DATE _____ SUPERINTENDENT'S SIGNATURE _____

PRAIRIE DU CHIEN SCHOOLS
PAYMENT FOR CREDIT REQUEST

_____ has earned _____ Graduate/Undergraduate credits in approved course(s)
 Name _____ no. _____ (Circle one)
 under the Professional Growth Section of the Master Agreement.

Courses to be considered:

COURSE NO.	COURSE TITLE	COLLEGE OR UNIV.	CREDITS*	TERM/YR

PAYMENT DUE

_____ credits @ _____ per credit = \$ _____

Date _____ Approved by _____
Superintendent

Date _____ Approved by _____
Business Office

Does completion of course(s) constitute a lane change? _____ If yes, please attach an official transcript.
Yes No

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 750

PROFESSIONAL STAFF DEVELOPMENT GUIDELINES

A. Organizational Design

The ultimate goal of the staff development program shall be to provide better learning experiences in the classroom which result in a positive effect on the students' performance and attitude. This goal can be accomplished through improved awareness and effectiveness of the Prairie du Chien staff. Utilizing total staff involvement, the staff development process shall consist of the following:

1. Identification of areas needing improvement at all levels by staff.
2. Development of plans of action to meet identified needs.
3. Implementation of plans with time, schedule and budget built upon identified needs.
4. On-going and continuous evaluation of the plans of action, with feedback and revisions as needed.

B. Staff Development Council

1. A staff development council shall be established to:
 - a. Identify the kinds of staff development activities that are needed to strengthen and maintain the quality of education desired for the Prairie du Chien Area School District. Specifically, the Council shall:
 - (1) Conduct needs assessment surveys;
 - (2) Develop and publish short-range and long-range plans; and
 - (3) Design staff development programs based on identified needs.
 - b. Provide numerous opportunities for staff members to participate in professional development activities. Specifically, the council shall:

- (1) Schedule in-service education events;
 - (2) Promote awareness of new programs and concepts;
 - (3) Maintain a file of human/materials resources for staff development;
 - (4) Be responsible for district-wide communication of in-service activities, seminars, conferences etc.; and
 - (5) Evaluate all staff development activities.
- c. Motivate and stimulate staff members to participate in staff development activities.
- d. Advise the Superintendent regarding staff attendance at conferences, seminars and visitations for individual professional development opportunities.
2. Staff development council members shall be selected on the basis of their interest and desire to serve. Vacancies shall be filled by volunteers or by council appointment, if necessary.
3. The council shall consist of:
 - a. Two representatives from the high school and two representatives from the middle school - one representing academic needs and the other representing vocational needs.
 - b. Two representatives from the elementary school level - one representing the lower elementary grades (pre-K-2) and the other representing the upper elementary (grades 3-5).
 - c. One representative from the special education department representing the high school, middle/elementary schools.
 - d. Two administrators appointed by the Superintendent.
 - e. One representative as a parent member of the District.
 - f. One representative as a non-parent member of the District.
 - g. The Superintendent or his/her designee.

4. Council members – other than the Superintendent/designee - shall serve three-year terms. The terms shall be staggered for purposes of continuity with one third of the council being appointed/re-appointed each year.
5. The Superintendent/designee shall serve as the council chair.
6. The council chair shall be responsible for developing the meeting agendas; conducting council meetings; and, reporting to the staff, Superintendent and Board on staff development activities. He/she may appoint subcommittee chairpersons.
7. The council secretary shall be responsible for taking and distributing minutes and related information and maintaining a record file of staff development activities.
8. Each council member shall be expected to attend council meetings and represent group needs; communicate council actions and activities to the staff; and, bring feedback from the staff back to the council.

APPROVED: April 15, 1996
REVISED: June 12, 2000

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 770

OVERTIME REQUEST FORM

Employee Name _____

Position _____ Date _____

_____ Overtime Payment _____ Comp Time Payment

Reason overtime is needed _____

Date overtime is needed _____

Approximate length of overtime needed _

Signature of supervisor _____

Date _____

APPROVED: July 13, 1993
REVISED: June 12, 2000

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 770

OVERTIME GUIDELINES

Listed below are the guidelines that shall be used to govern a request for overtime, the use of overtime and the payment of over-time.

1. Requests for overtime must be approved prior to the actual use of the overtime. Overtime must be approved by the Superintendent or his/her designee. Designees are building principals, the Supervisor of Buildings and Grounds, Supervisor of Food Service Program and Director of Business Affairs.
2. All overtime is to be kept to a minimum and is to be used only in times of serious needs or emergencies.
3. Overtime should be limited to the following conditions:
 - a. Special need situation where time does not permit the completion of a project that must be completed within a short time frame.
 - b. Emergency situations where there was an unforeseen problem such as weather and it must be taken care of immediately.
 - c. Situations where a student's health may be jeopardized or put in a position where it can be jeopardized without the assistance of an aide.
 - d. Situations where it is imperative that proper supervision be provided.
4. Overtime is not to be used for normal work routines or tasks that are to be done during the regular workday. Furthermore, it is not to be used for situations that do not demand an immediate need or emergency situation.
5. The use of compensation time is recognized by the Board of Education as a legitimate means of repayment for overtime. The use of compensation time must follow these guidelines:
 - a. Prior approval is necessary by the employee's supervisor (i.e. building support staff – building principal; cooks – Supervisor of Food Service Program; custodians – Supervisor of Buildings and Grounds; business office employees – Director of Business Affairs; District support staff – Superintendent)

- b. No more than 15 hours of accumulated comp time can be gathered at one time.
 - c. Comp time must be utilized within the employee's normally contracted time.
 - d. Comp time cannot be carried over from one year to the next.
 - e. The use of subs to fill in for an employee who is on comp time shall not be acceptable. Comp time can only be used when there is not a need for a sub.
6. Prior to the use of comp time or overtime, the employee's supervisor must report this to the business office. The appropriate form must be used to report the need for overtime.

APPROVED: July 13, 1993
REVISED: June 12, 2000

STAFF SCHEDULES AND TIME CLOCKS

The School District will follow the regulations and requirements of the Fair Labor Standards Act (FLSA) concerning the use of time clocks and scheduling for hourly or non-exempt employees. In accordance with FLSA the district will also follow the articles of the Collective Bargaining agreement with the Educational Support Staff.

Staff Schedules

As the district sets the schedules for hourly employees, the following practices will be in place to provide continuity. Any hourly employee working less than six hours per day will be entitled to one paid 15-minute break. Any hourly employee working more than six hours per day will be entitled to two paid 15 minute breaks and one half-hour unpaid lunch period.

The district has the obligation to provide these breaks and will do so as follows:

Meal breaks will be scheduled by the supervisor during the midst of the schedule and cannot be placed at the beginning or end of the shift to shorten the day. The employee is required to fulfill the original time allotted, such as 8:00 am to 4:30 pm. The employee cannot skip or work through the meal break to shorten the day. If the employee works through meal break or punches out on the clock and continues to work through the meal break, the district is obligated to compensate.

Paid breaks of 15 minutes will be taken during the midst of the schedule and cannot be placed at the beginning or end of the shift to shorten the day. In addition, it is not possible to place the 15-minute breaks at the beginning or end of the meal break to extend the meal break time. Since

the district is paying for these 15-minute breaks, the employee is required to stay on site during 15-minute breaks and to coordinate with the supervisor as to the best time to be taken.

The district also recognizes that unusual situations may constitute a diversion from these guidelines.

Time Clocks

Hourly employees will be required to punch a time clock on a daily basis in the building they are scheduled. The time clocks are placed in the building main offices and doors will be open to provide necessary access. Employees are required to punch in immediately upon reporting to work and to punch in within 7 minutes prior their scheduled time to work. Employees are then required to punch out for meal break and punch in after meal break is over. Employees will not punch out for allotted 15-minute breaks, as they are time paid by the district. Employees are then required to complete their assigned shift and punch out within 7 minutes after completion. Note: It is not acceptable to punch in 5 minutes early and then punch out 5 minutes early.

It is not allowed for an hourly employee to volunteer time to the district by arriving early, staying late, taking work home or working through meal break. If an assigned shift is exceeded by 8 minutes or more at the beginning or the end of the shift, the district requires extra compensation or a schedule alteration. Unanticipated overages will be resolved by adjusting the remaining weeks schedule in order to not exceed the normal weekly hourly schedule. Necessary additional hours can be approved through the supervisors and administration. If supervisors are not available, status of emergency or safety will be acceptable reasons.

**STAFF SCHEDULES AND TIME CLOCKS
(cont.)**

Procedure 771

Employees are required to fill in the following information each week on their time card. Name, time period dates, any notations if regular schedule is altered (example: sick leave taken), approved overtime hours, calculation of weekly total and signature. When completed each week the staff will forward the time card to their Principal or Supervisor for approval signatures and it will then be forwarded to the payroll supervisor at the District Office by Tuesday of each week.

If an employee makes an error or forgets to properly punch the time card, the supervisor must initial any changes that are hand written on the time card. The district has no intention to punish an error, but does require supervisor review of the time card.

It is very important to understand that each employee handles their own time card and no others. Deliberate handling of another employee's time card or intentionally working unreported time or any other misrepresentation of a time worked will bring penalties. First time offense will result in an oral warning documented with a letter. Second offense is a written warning placed in their personnel file. Third time offense will result in a three-day suspension without pay and a fourth time offensive will result in a five-day suspension without pay. A fifth time offense will result in a recommendation to the Superintendent for termination.

The district will continually monitor the use of time clocks to ensure that the rules are followed and the employee is protected.

Approved: 11/15/2004