



*AGENDA*

*Wisconsin Rapids Board of Education  
Personnel Services Committee*

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

Sandra Hett, Chair  
Anne Lee  
Mary Rayome  
John Krings, President

May 1, 2017

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI  
Conference Room C

Time: 5:30 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
  - A. Appointments
  - B. Resignations
  - C. Board Policy Review
  - D. 2017-18 Open Enrollment Data Review and Application Approvals
  - E. Administrators and Other Non-Represented Handbook
  - F. Employee Wage and Benefit Compensation Considerations
- IV. Updates and Reports
  - A. Athletic Co-Curricular Pay
- V. Consent Agenda
- VI. Adjournment

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board President.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



Wisconsin Rapids Board of Education  
**Personnel Services Committee**

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

**BACKGROUND**

Sandra Hett, Chair  
Anne Lee  
Mary Rayome  
John Krings, President

May 1, 2017

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI  
Conference Room C

Time: 5:30 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
  - A. Appointments

The administration recommends approval of the following 2017 Summer School Program support staff appointments:

**Clerical/Aide:**

Name	Summer School Position	Location
Leah Russo	Secretary	Lincoln High School
Machelle Anderson	Secretary	Woodside
Crystal Fraundorf	Secretary	Washington
Jennifer Schudy	Office Aide	Lincoln High School
Jean Merriman	IMC/Office Aide	Woodside
Tamara Twait	IMC/Office Aide	Washington
Janet Babcock	Instructional Aide	Woodside
Nicole Crowley	Instructional Aide	Washington/RCHS
Cheryl Koch	Instructional Aide	East Junior High
Sara Matthews	Instructional Aide	Washington
Holly McMiller	Instructional Aide	Woodside
Katheryn Melville	Instructional Aide	Woodside
Karey Netz	Instructional Aide	Woodside
LeeAnn Tack	Instructional Aide	Washington
Cheryl Panter	Instructional Aide	LHS (Elem Program)
Desirae Brittnacher	Instructional Aide	LHS (Elem Program)

**Food Service:**

Terry Wunrow	Food Service	Lincoln High School
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The administration recommends approval of the following 2017 summer technology support appointments:

Andy Thao

Location: District  
 Position: Summer Technology Support (8 hrs/day)  
 Effective: May 22 – September 1, 2017  
 Hourly Wage: \$9.75

Joshua Peplinski

Location: District  
 Position: Summer Technology Support (8 hrs/day)  
 Effective: June 5 – September 1, 2017  
 Hourly Wage: \$9.75



Amy Whitmore

Location: Lincoln High School  
Position: Interpreter (7.0 hrs/day)  
Effective Date: June 2, 2017  
Date of Hire: October 17, 2002

C. Board Policy Review

Board Policy 426 - Homeless Education Program and Board Policy 426 Rule - Homeless Education Program Procedures, second reading.

These policies were reviewed and approved for first reading at the regular Educational Services Committee meeting in April, 2017. The administration recommends approval of Board Policy 426 - Homeless Education Program and Board Policy 426 Rule - Homeless Education Program Procedures for second reading. (*Attachments A & B*)

Board Policy 345.45 - Promotion/Retention of Kindergarten, Fourth and Eighth Grade Students, second reading.

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in April, 2017. The administration recommends approval of Board Policy 345.45 - Promotion/Retention of Kindergarten, Fourth and Eighth Grade Students for second reading. (*Attachment C*)

D. 2017-18 Open Enrollment Data Review and Application Approvals

Currently under open enrollment there are 152 students attending WRPS from other school districts and 225 students who have transferred to other school districts. The District also has an additional 101 nonresident students attending WRPS under a 66.030 agreement. The following is a history of **initial open enrollment applications** that have been received.

**Initial Open Enrollment Application History**

School Year	17-18	16-17	15-16	14-15	13-14	12-13	11-12	10-11	09-10
Transfer In Applications	47*	60	57	37	45	79	78	91	62
Transfer Out Applications	71*	56	81	88	76	127	95	96	107

**\*Total applications as of April 27, 2017. A final number of applications will be available at the May 1, 2017 PSC meeting.**

The District received 47\* applications from parents requesting their child(ren) be allowed to attend the Wisconsin Rapids Public Schools under the Open Enrollment Law, Wis. Stats §118.51, beginning with the 2017-2018 school year. The number of applications received from parents requesting open enrollment approval to attend a school district outside our District is 71\*.

The Administration recommends approval of the Open Enrollment applications under the Open Enrollment Law, pending a review of discipline records and special services needs. (*Attachments D & E*)

E. Administrators and Other Non-Represented Staff Handbook

The Administrations recommends approval of the Administrators and Other Non-Represented Staff Handbook. (*Attachment F*)

F. Employee Wage and Benefit Compensation Considerations

Discussion and possible action on individual wage and benefit compensation of non-represented employees.

IV. Updates and Reports

A. Athletic Co-Curricular Pay

The Committee will discuss potential pay rate adjustments for 2017-18 athletic co-curricular assignments.

V. Consent Agenda

Personnel Services Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

VI. Adjournment

## **426 Homeless Education Program (NEW POLICY)**

The School District of Wisconsin Rapids will ensure that homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging state and district academic standards, are not segregated on the basis of their status as homeless, and will establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

The District will comply with current federal and state laws regarding homeless student status and will fully implement the McKinney-Vento Homeless Assistance Act.

### **Definition of Homeless Children and Youth**

For the purpose of identifying homeless children and youth, the School District of Wisconsin Rapids will use the McKinney-Vento Act’s definition. The Act defines homeless children and youth as:

1. Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
  - a. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason (referred to as doubled-up)
  - b. Living in motels, hotels, or campgrounds due to lack of alternative adequate accommodations
  - c. Living in emergency or transitional shelters
2. Children and youth who have a primary nighttime residence that is a public or private place not designed, or ordinarily used as, a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, or similar settings.
  - a. Living in substandard housing
    - i. Wood County’s definition of substandard housing
4. Migratory children who qualify as homeless BECAUSE they are living in circumstances as described above.
5. Children and youth who are “unaccompanied.” These are students who are not in the physical custody of a parent or guardian, including students who are runaways or are abandoned and are living in situations that are not fixed, regular, or adequate. Guidelines for unaccompanied youth follow:
  - a. District Homeless Liaison or school based-homeless coordinator will work with the parent to identify a caregiver or work with the unaccompanied youth to identify an adult contact for educational support.
  - b. Unaccompanied youth who are special education students, or who are being evaluated for special education services under Section 504, must be provided with a surrogate parent if after diligent attempts to involve their legal parent or guardian have been made and the parent/guardian cannot or will not participate. The surrogate parent can be a non-agency caregiver identified by the student, or one assigned by the District in accordance with the legal selection criteria found in 34 CFR 300.519(d).

- c. Unaccompanied youth who are minors and are without an adult caregiver may excuse their own school absences in accordance with District attendance policies. Unaccompanied youth may sign school paperwork normally signed by a parent or guardian.

The School District of Wisconsin Rapids does not discriminate in admissions to any school, class, program, or activity or in facilities usage on the basis of gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF: Wisconsin State Statute 118.13  
Wisconsin Administrative Code, PI 1 and PI 9  
Title IX, Education Amendment of 1972  
Title VI, Civil Rights Act of 1964  
Section 504, Rehabilitation Act of 1973  
American with Disabilities Act of 1990  
Individuals with Disabilities Education Act  
Civil Rights Act of 1991  
McKinney-Vento Homeless Education Assistance Act  
42 U.S.C. 11431 et seq.

CROSS REF: 411, Student Non-Discrimination and Anti-Harassment  
420, School Admissions  
426-Rule, Homeless Education Program  
432, School Attendance Boundaries  
751, Student Transportation

Approved: \_\_\_\_\_, 2017

## **426 RULE Homeless Education Program Procedures (NEW POLICY)**

The District will comply with current federal and state laws regarding homeless student status, and will fully implement the McKinney-Vento Homeless Assistance Act. The following procedures will be utilized under this policy:

### **Identification**

In collaboration with school personnel and community organizations, the local homeless liaison will identify children and youth in transition in the District, both in and out of school. Each school will have a school-based homeless coordinator who will annually be trained by the District's designated homeless liaison. The District's homeless liaison will also train all school registrars and secretaries on the McKinney-Vento law and homeless program procedures. The homeless liaison will create a procedure for forwarding information indicating homelessness to the District's homeless liaison and provide methods of identifying homeless children without the use of stigmatizing terminology. The District will use a *Residency Questionnaire* to facilitate identity of homeless children and youth.

The District's homeless liaison will keep data on the number of children and youth in transition in the district; where they are living, and their academic achievement.

### **School Selection**

Each child and youth in transition has the right to remain at his or her school of origin or to attend the school that houses other students who live in the attendance area in which the student is actually living.

In selecting a school, children and youth in transition will remain at their school of origin to the extent feasible, unless that is against the parent or youth's wishes. Students may remain at their schools of origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing between academic years.

School selection decision will be a child centered determination made by a team. This team shall consist of a pupil service administrator, the District homeless liaison, building homeless coordinator, a teacher, and the building principal. This decision will be based on the needs and interests of the particular student and the parent or youth's wishes. Potential school selection considerations include:

- The age of the child or youth
- Safety of the child or youth
- Continuity of instruction
- Student's need for special instruction
- Distance of commute and impact it may have on the student's education
- Length of anticipated stay in temporary shelter
- Time remaining in school year
- School placement of siblings



## **Dispute Process**

If school enrollment is contrary to the wishes of the child or youth's parent/guardian, the building principal will provide the parent with a written explanation of the decision, a statement of the right to appeal, and the procedure for appealing the placement decision.

1. If a dispute arises over school selection, the child or youth shall be immediately admitted to the school in which enrollment is sought by the parent/guardian or unaccompanied youth, pending the resolution of the dispute.
2. The Homeless Liaison shall carry out the dispute process as expeditiously as possible after receiving notice of the dispute.
3. Appeals will go to the Superintendent or his/her designee.
4. If the parent, guardian or unaccompanied youth is not satisfied with the decision, he or she may file a timely appeal of the decision to the Wisconsin Department of Public Instruction (DPI) Office of Coordinator for Education of Homeless Children and Youths.

## **Enrollment**

Homeless children and youth must be immediately enrolled and permitted to attend classes and school activities with their non-homeless peers. Enrollment may not be denied due to the lack of any document normally required for enrollment such as:

- Proof of residency
- Transcripts/school records
- Immunizations or other health records
- Proof of guardianship
- Birth Certificate
- Unpaid school fees
- Any other required document
  - Unaccompanied youth must be immediately enrolled as well. They may either enroll themselves or be enrolled by the District's homeless liaison.

Once a child or youth is enrolled in and attending school in the District, the school-based homeless coordinator will work with the family to obtain all required documentation.

## **Services**

Each homeless child or youth shall be provided services comparable to services offered to other students in the District including, but not limited to:

- Transportation services to the school of origin
- Free meals
- Early childhood and preschool programs
  - Children experiencing homelessness will receive priority enrollment in preschool programs operated by the District, including exempting them from waiting lists
- Before and after school programs
- Fee waivers
- Field trip fees

- School supplies
- Referrals to community resources
- Clothing and hygiene needs

When applying any District policy regarding tardiness or absences, any tardiness or absence related to a child's or youth's living situation shall be excused.

**Transportation**

The District shall provide transportation for homeless students to their school of origin at the parent's request. Transportation will be provided for the entire time the child or youth are homeless and until the end of any academic year in which they become permanently housed.

- In the case where the school of origin and current residence are in two different school districts, the two school districts will agree on a method of transportation and share the costs.

The School District of Wisconsin Rapids does not discriminate in admissions to any school, class, program, or activity or in facilities usage on the basis of gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Approved: \_\_\_\_\_, 2017

## **345.41 PROMOTION/RETENTION OF KINDERGARTEN, FOURTH AND EIGHTH GRADE STUDENTS**

### **KINDERGARTEN STUDENTS**

The decision to promote or retain a kindergarten student is made in the best interest of the student in recognition of the research regarding promotion and retention.

1. A careful evaluation of multiple criteria, based on the Wisconsin Model Early Learning Standard will be made, including the following:
  - ♦ Health and physical development
  - ♦ Social/emotional development
  - ♦ Language development and communication
  - ♦ Approaches to learning
  - ♦ Cognition and general development
  - ♦ Reading and/or mathematics assessment results
  - ♦ Attendance
  - ♦ Progress and achievement in math and/or reading interventions
2. Consideration for promotion/retention of non-disabled students (as defined by the Individuals with Disabilities Education Act (IDEA)) will follow the Child Study Team (CST) process. Membership on the CST will include the building administrator, school psychologist, parent(s)/guardian(s), guidance counselor, and teacher(s) currently working closely with the student.

Consensus of the CST is required to retain a student. If consensus is not possible, the building principal will be responsible for making the final decision regarding retention of a student. This decision will be communicated via phone call and certified mail. If the parent/guardian does not agree with the final decision, an appeal of the decision may be made to the Superintendent (or his/her designee) and is required to be in writing, and submitted within five (5) working days of parental notification.

If the student is a child with a disability, as determined under the Individuals with Disabilities Education Act (IDEA), promotion/retention will be considered and determined by the Individualized Education Program (IEP) team. Appeals would begin with the Director/Assistant Director of Pupil Services.

### **FOURTH GRADE STUDENTS**

The decision to promote or retain a fourth grade student is made in the best interest of the student in recognition of the research regarding promotion and retention.

1. The following criteria are to be considered in determining whether to promote a student from fourth grade to fifth grade.
  - Student's overall academic performance
  - Student progress reports
  - Benchmark book levels
  - Performance on district assessments in K-4

- State required test results
- Progress and achievement in math and/or reading interventions

Further consideration will be given, but not limited to the following:

Age of the student	Availability of support services
Developmental readiness	Alternative programs available
Prior retentions	Student's attitude
Social/emotional development	Parents' input
Maturity level	Teacher recommendations
Attendance	

2. Consideration for promotion/retention of non-disabled students (as defined by the Individuals with Disabilities Education Act (IDEA)) will follow the Child Study Team (CST) process. Membership on the CST will include the building administrator, school psychologist, parent(s)/guardian(s), guidance counselor and teacher(s) currently working closely with the student.

Consensus of the CST is required to retain a student. If consensus is not possible, the building principal will be responsible for making the final decision regarding retention of a student. This decision will be communicated via phone call and certified mail. If the parent/guardian does not agree with the final decision, an appeal of the decision may be made to the Superintendent (or his/her designee) and is required to be in writing, and submitted within five (5) working days of parental notification.

If the student is a child with a disability, as determined under the Individuals with Disabilities Education Act (IDEA), promotion/retention will be considered and determined by the Individualized Education Program (IEP) team. Appeals would begin with the Director/Assistant Director of Pupil Services.

3. Any student retained by any elementary school within the WRPS system will be retained throughout the District. Any student who enters the district, with a status of being retained or promoted within their last school district will be retained or promoted at the discretion of the WRPS system.

Any student who spent their full fourth grade year within the WRPS system will follow the policy as it is written. Any student who spent less than a full year in the district will be considered for advancement based upon a thorough examination of the student's cumulative file, student progress reports from their previous school district, and growth demonstrated within the WRPS curriculum during the current school year. The building's Child Study Team will make a determination for advancement of the student to the fifth grade.

4. The Superintendent (or his/her designee) shall be responsible for the general supervision and management of the advancement of students under this policy.

The Superintendent (or his/her designee) shall develop, review, and recommend policies so District schools can help prepare students to satisfy the criteria in this policy and to otherwise implement this policy.

The Superintendent (or his/her designee) shall develop practices and procedures to inform students and parents/guardians of the policy requirements and to inform students and parents/guardians of the academic progress of students.

## EIGHTH GRADE STUDENTS

The decision to promote or retain an eighth grade student is made in the best interest of the student in recognition of the research regarding promotion and retention.

1. The following criteria are to be considered in determining whether to promote a student from eighth grade to ninth grade.

- Student's overall academic performance
  - Student progress report
  - Performance on district assessments
  - State required test results
  - Attendance
  - Progress and achievement in math and/or reading interventions
- Age of student
  - Prior retentions
  - Alternative programs available

2. Consideration for promotion/retention of non-disabled students (as defined by the Individuals with Disabilities Education Act (IDEA)) will follow the Child Study Team (CST) process. Membership on the CST will include the building administrator, school psychologist, parent(s)/guardian(s), guidance counselor and teacher(s) currently working closely with the student.

At the seventh grade level, school counselors will work with teaching staff to identify students in need of a Child Study Team (CST) review at the end of the first grading period. The criteria to determine students in need of this CST may include the following: 1) failing 2 or more of the 4 core classes; 2) a score below basic on any area of the state standardized test; 3) poor attendance. For a seventh grade student ~~that~~ who meets 1 or more of these criteria, the Child Study Team will follow the student into his/her eighth grade year.

3. At the beginning of eighth grade, a set of interventions will be decided upon. An IPP (Individual Plan of Progress) will be written as part of the Child Study Team (CST) process. The IPP will be periodically reviewed and revised by the CST. IPP's will be drafted for any newly identified students during their eighth grade year. Eighth grade teachers will be notified of students with IPP's.

Promotion/retention decisions from eighth to ninth grade will be based on:

- A. Pass ~~5 of the 8 core semester~~ 7 of the 12 core trimester eighth grade classes (math, English, social studies, and science)

-OR-

- B. Score basic or above on the majority of subtests on the state standardized test. (English/language arts, mathematics, science and social studies)
  - a. If the student does not meet the criteria in A or B, the Child Study Team (CST) will make a recommendation for promotion based on successful completion of all goals on the IPP.

4. Consensus of the CST is required to retain a student. If consensus is not possible, the building principal will be responsible for making the final decision regarding retention of the student. This decision will be communicated via phone call and certified mail. If the parent/guardian does not agree with the final decision, an appeal may be made to the Superintendent (or his/her designee) and is required to be in writing, and submitted within five (5) working days of parental notification.

If the student is a child with a disability, as determined under the Individuals with Disabilities Education Act (IDEA), promotion/retention will be considered and determined by the Individualized

Education Program (IEP) team. Appeals would begin with the Director/Assistant Director of Pupil Services.

5. Any student who enters the district with a status of being retained or promoted within their last school district will be retained or promoted at the discretion of the WRPS system.
6. The Superintendent (or his/her designee) shall be responsible for the general supervision and management of the advancement of students under this policy.

The Superintendent (or his/her designee) shall develop, review, and recommend policies so that the schools of the District can help prepare students to satisfy the criteria in this policy and to otherwise implement this policy.

The Superintendent (or his/her designee) shall develop practices and procedures to inform students and parents/guardians of the policy requirements and to inform students and parents/guardians of the academic progress of students.

Legal References:

Wisconsin Statutes:		Administrative Code	
118.30	Pupil Assessment	PI8	School District Standards
118.33	High School Standards: Criteria for Promotion	PI9	Pupil Nondiscrimination
115.915	School Age Parent	PI11	Children With Exceptional Educational Needs Bilingual-Bicultural Programs
118.15	Compulsory School Attendance	PI13	Testing LEP or EEN Pupils in the 8 <sup>th</sup> & 10 <sup>th</sup>
118.153	Children At-Risk	PI16	Grades
118.33(6)cm	Mandatory Kindergarten and First Grade Admission		High School Graduation Standards
118.35	Gifted & Talented Programs	PI18	School Age Parents
120.12(22)	Advanced Placement Examinations	PI19	Children At-Risk
112.02	School District Standards	PI25	Youth Options Programs
115.77(bg)	Children with Disabilities	PI40	
115.97	Bilingual-Bicultural Education Programs		

CROSS REFERENCES: Policy 345.4, Promotion/Retention  
Policy 421, Rule, Guidelines for Early Admission to Kindergarten or First Grade

APPROVED: July 9, 2001

REVISED: August 11, 2008  
August 8, 2011  
January 11, 2016  
**TBD**

OPEN ENROLLMENT REQUESTS FOR 2017-2018  
Transfers In By District

Attachment D

GRADE	RESIDENT DISTRICT
PK	Almond-Bancroft
8	Marshfield Unified
2	Milwaukee
3	Milwaukee
5	Milwaukee
7	Milwaukee
4	Nekoosa
4	Nekoosa
6	Nekoosa
7	Nekoosa
8	Nekoosa
9	Nekoosa
9	Nekoosa
9	Nekoosa
10	Nekoosa
10	Nekoosa
10	Nekoosa
10	Nekoosa
11	Nekoosa
11	Nekoosa
12	Nekoosa
12	Nekoosa
KG	Nekoosa
KG	Nekoosa
PK	Nekoosa
PK	Nekoosa
PK	Nekoosa
6	Northland Pines
1	Port Edwards
3	Port Edwards
6	Port Edwards
8	Port Edwards
9	Port Edwards
10	Port Edwards
10	Port Edwards
11	Port Edwards
KG	Port Edwards
KG	Port Edwards
PK	Port Edwards
PK	Port Edwards
PK	Port Edwards
KG	Stevens Point Area Public
PK	Stevens Point Area Public
PK	Stevens Point Area Public
PK	Stevens Point Area Public

GRADE	RESIDENT DISTRICT
1	Wautoma Area
6	Wautoma Area

TOTALS	RESIDENT DISTRICT
1	Almond-Bancroft
1	Marhsfield Unified
4	Milwaukee
21	Nekoosa
1	Northland Pines
13	Port Edwards
4	Stevens Point Area Public
2	Wautoma
47	TOTAL REQUESTS TO TRANSFER IN

OPEN ENROLLMENT REQUESTS FOR 2017-2018

Transfers Out By District

GRADE	NON-RESIDENT DISTRICT
7	Appleton Area
9	Appleton Area
12	Appleton Area
1	Auburndale
8	Auburndale
9	Auburndale
KG	Auburndale
KG	Auburndale
PK	Auburndale
9	Grantsburg
11	Grantsburg
9	Janesville
PK	Marshfield Unified
1	McFarland
3	McFarland
3	McFarland
4	McFarland
8	McFarland
8	McFarland
9	McFarland
10	McFarland
12	McFarland
KG	McFarland
10	Medford Area Public
PK	Mosinee
PK	Mosinee
PK	Mosinee
1	Nekoosa
5	Nekoosa
10	Nekoosa
11	Nekoosa
11	Nekoosa
KG	Nekoosa
12	Northern Ozaukee
12	Northern Ozaukee
KG	Pittsville
KG	Pittsville
PK	Pittsville
2	Port Edwards
4	Port Edwards
5	Port Edwards
6	Port Edwards
6	Port Edwards
8	Port Edwards
9	Port Edwards

GRADE	NON-RESIDENT DISTRICT
9	Port Edwards
9	Port Edwards
9	Port Edwards
10	Port Edwards
11	Port Edwards
KG	Port Edwards
KG	Port Edwards
1	Stevens Point Area Public
2	Stevens Point Area Public
6	Stevens Point Area Public
7	Stevens Point Area Public
KG	Stevens Point Area Public
KG	Stevens Point Area Public
PK	Stevens Point Area Public
PK	Stevens Point Area Public
PK	Stevens Point Area Public
PK	Stevens Point Area Public
1	Tomorrow River
PK	Tomorrow River
PK	Tri-County Area
3	Waukesha
6	Waukesha
7	Waukesha
8	Waukesha
9	Waukesha
12	Wisconsin Heights

TOTALS	NON-RESIDENT DISTRICT
3	Appleton Area
6	Auburndale
2	Grantsburg
1	Janesville
1	Marshfield Unified
10	McFarland
1	Medford Area Public
3	Mosinee
6	Nekoosa
2	Northern Ozaukee
3	Pittsville
14	Port Edwards
10	Stevens Point Area Public
2	Tomorrow River
1	Tri-County Area
5	Waukesha
1	Wisconsin Heights
71	TOTAL REQUESTS TO TRANSFER OUT





**WISCONSIN RAPIDS PUBLIC SCHOOLS**

**Employee Handbook**

ADMINISTRATORS

AND

OTHER NON-REPRESENTED STAFF

*Board Approved: TBA*

## **INTRODUCTION**

The purpose of this *Administrators and Other Non-Represented Staff Handbook* is to provide clear and concise information on what a staff member working for the Wisconsin Rapids Public Schools (WRPS) District (hereinafter referred to as “The District”) needs to know to be able to perform their job duties. The *Handbook* contains many guidelines and standards that are designed to assist the employee in understanding the rules of operation in the school district.

This *Administrators and Other Non-Represented Staff Handbook* is not intended to cover every situation or answer every question about WRPS operations. The contents of this *Handbook* are presented as a matter of information only. The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all items contained in this *Handbook*, in whole or in part, at any time with or without notice.

It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including but not limited by enumeration to the following: federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the WRPS Board of Education (hereinafter referred to as “the Board”).

In the event of discrepancy or dispute with any language as set forth in this *Handbook*, The District has final authority regarding language interpretation on all *Handbook* content.



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## **WRPS MISSION STATEMENT**

Working together with home and community, we are dedicated to providing the best education for every student, enabling each to be a thoughtful, responsible contributor to a changing world.

## **GOVERNING VALUES**

### ***We Believe:***

- each student is the first consideration of the educational process.
- all students can learn.
- learning is a life-long process.
- in a safe, caring, and respectful learning environment.
- all students should become effective citizens of the community, state, nation, and the world.
- meaningful home, school, and community involvement is vital to continuous improvement.

## **PART I – WRPS MANAGEMENT GUIDELINES**

### **ADMINISTRATION**

The Superintendent shall be responsible for ensuring the efficient and effective implementation and administration of policies, procedures and resolutions as adopted by the Board. The Superintendent may delegate such functions deemed necessary. The Superintendent or his/her designee shall develop administrative practices to implement the policies and procedures within this *Handbook*.

### **EMPLOYEE CATEGORY DEFINITIONS**

This group includes all District administrators, Athletic Director, School Psychologists, Nurses, Physical Therapists, Computer Network Manager, Computer Systems Manager, Instructional Software Support Specialist, PAC Director, Computer Technicians, Administrative Assistant to Superintendent/Board Secretary, Budget Manager, Distribution Manager, Payroll Manager, and Human Resources Specialists.

### **GOVERNANCE STATEMENT**

The Board is the governing body of the District. Through its governance, the Board sets goals and expectations for the District, and policies that define how the Board interacts with the Superintendent. This *Handbook* is approved by the Board in compliance with these goals, expectations, and policies. The daily operations of the district are under the authority of its Superintendent.

## **DISTRICT EXPECTATIONS**

The District expects its employees to produce quality work, to maintain confidentiality, to work efficiently, and to exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this *Handbook*, and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this *Handbook*, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as WRPS employees. Violation of any policies, regulations and/or guidelines may result in disciplinary action, including termination of employment.

## **PART II – EMPLOYMENT POLICIES**

### **ACCIDENT/INCIDENT REPORTS**

All accidents/incidents involving personal injury to staff or students occurring on WRPS property, school buses, or during the course of school-sponsored activities including field trips and other away events, are to be reported to the building administrator/supervisor immediately. A completed “Report of Injury” form must be submitted to the Business Services Department (Attn: Payroll) within 24 hours of the accident/incident occurring (or the next scheduled District workday, as appropriate). In the event of a work-related accident or injury, please see the Worker’s Compensation section of this *Handbook*.

### **ACTIVITY CODE**

It is an expectation that any employee aware of an Activity Code violation as defined in the Student Activity Code document will report it to the appropriate building principal/supervisor.

### **ATTENDANCE**

Employees who are unable to report to work shall follow the applicable procedures using AESOP for reporting an absence, and to follow any additional procedures previously designated by the Superintendent or his/her designee. If possible, such notification should be made the evening prior to the time of absence.

The District will monitor attendance and absence patterns and reserves the right to contact staff with concerns regarding habitual or suspicious absences. Failure to notify the District of an absence and/or failure to report to work on a given day could result in disciplinary action, up to and including termination.

### **BUILDING SECURITY/ACCESS/KEYS**

Administrators are responsible for the security of their buildings. Security shall include distribution of keys and security codes to building staff, access to the building by the public, and proper supervision of staff, students and public while in the building.

Administrators shall maintain accurate records of building access codes and keys provided to staff within their building. Employees will be provided with keys and security codes as necessary for fulfillment of their duties and responsibilities.

Employees shall be responsible for keys and security codes assigned to them. Keys and security codes are not to be used by students, family members, or loaned to other individuals. Employees entering the building on weekends and after school hours are responsible for the security of the building during the time they are in and upon leaving the building. This includes arming the security system and locking all exterior doors.

In the event an employee loses a key, they are to immediately notify their building administrator/supervisor.

Administrators will be responsible for the collection of keys from staff who are retiring or are terminating employment with the District. Administrators are responsible for contacting the Buildings and Grounds Department to have employee security codes removed or changed.

All district keys and security codes will be made, recorded, and dispensed by the Buildings and Grounds Department to the building administrator. *Building keys are not to be duplicated.*

## **BULLETIN BOARDS**

The District shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District, and is consistent with District policy and applicable law. The Employer shall provide space at each place of work for posting of Union notices, circulars, and other such material. All distributed and posted materials will be professional in approach; will not contain derogatory comments about staff, parents, students or board members; and will not be in contravention of any District policy or law. The building administrator will be provided a copy of all posted material at the time of the posting. The building administrator or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

## **CHILD ABUSE/NEGLECT REPORTING**

Any district employee having reasonable cause to suspect that a child seen in the course of professional duties has been physically, mentally or sexually abused, or neglected, or that threatened future abuse or neglect will occur, shall immediately contact the county human service department, the county sheriff, or the city police and inform the agency contacted of the facts and circumstances which lead to the filing of the report.

All employees shall receive training in identifying children who have been abused and neglected, and in the laws and procedures governing the reporting of abuse or neglect.

Questions concerning child abuse/neglect reporting should be directed to building administrators/supervisors immediately and without delay. All reports and records shall be confidential. The District will not make any employment decision based on a district employee's decision to come forward with such an inquiry. If an employee fails to report, disciplinary action will be taken, up to and including termination.

## COMPENSATION

The Board shall be responsible for establishing salaries and wages. Questions concerning compensation of any sort should be directed to the Director of Human Resources.

## CONFERENCES, CONVENTIONS, MEETINGS & VISITATIONS

### Voluntary/Requested Travel

Staff requests to attend conferences, conventions, designated meetings or visitations will be permitted only with prior approval of the employee's immediate supervisor. Expenses incurred as a result of participating in these activities shall be granted in accordance with Board policy. Requests for travel shall be made two weeks in advance whenever possible.

### Mandatory/Required Travel

Staff required to attend conferences, conventions, designated meetings or visitations at the direction of the employee's supervisor will be reimbursed for actual expenses incurred in accordance with Board policy. Failure to attend required meetings may result in a loss of pay, unless the employee has made prior arrangements with their immediate supervisor.

## CONFIDENTIALITY

Wis. Stat. Sections 118.125 and 118.26 outline the confidentiality of all pupil records including behavioral, health, and academic records. The administrative office interprets these statutes to mean that unless an individual has an "educational need to know," the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals who do not have an "educational need to know" could be contrary to federal regulations and/or Wisconsin Statutes, and compromise professional accountability. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation. Any violation of confidentiality may be cause for disciplinary action, up to and including discharge.

## COPYRIGHT

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is against federal law, and a violation of Board Policy 771. All reproduction of copyrighted material shall be conducted in accordance with applicable provisions of law and the WRPS Copyright and Fair Use Handbook. Questions regarding copyright shall be directed to the library media staff or Director of Technology.

## CRIMINAL BACKGROUND CHECKS

The Board is committed to maintaining a safe environment for students and staff. Conviction records of persons recommended for employment, volunteers, student teachers, or adults who have the potential to have unsupervised contact with students in the district will be obtained



and reviewed. The Board also reserves the right to obtain and review conviction records of any and all current District employees.

### **CRIMINAL BACKGROUND CHECKS—OBLIGATION TO REPORT**

All District employees shall notify his/her immediate supervisor or administrator as soon as possible, but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

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

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a district vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three (3) calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. While an arrest, indictment, or conviction of a crime shall not be an automatic basis for termination, the District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

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

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

### **DISTRICT PROPERTY**

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft.

Employees cannot use WRPS property or equipment for personal use or gain. Any equipment, unused supplies, records, documents, intellectual property, electronic passwords, and keys issued must be returned to the District prior to the employee's last day of employment.

### **DRUG, ALCOHOL, AND TOBACCO FREE WORK PLACE**

In accordance with the federal Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988, the District will be a Drug-Free School Zone. We believe that students and employees have the right to attend school and work in an environment that is free from the non-medical use of alcohol, drugs, and mood-altering substances. These substances interfere with the learning environment of students and the performance of students and employees. Please refer to the Board Policy 522.1 – *Drug-Free Workplace* for additional information.

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the District that no person may be discriminated against in employment by reason of their age, race, color, creed, religion, genetic information, handicap or disability, marital or parental status, gender, sexual orientation, transgender status, gender identity, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, veteran status, military service, membership in the national guard, state defense force or any other reserve component of the military forces of United States or Wisconsin, use or nonuse of lawful products off District premises during non-working hours and away from District-sponsored activities, or other protected group status, as required by state or federal law.

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

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees may be submitted to the Director of Human Resources.

### **EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS**

Employees of the District who believe they have been discriminated against based on age, race, color, creed, religion, genetic information, handicap or disability, marital or parental status, gender, sexual orientation, transgender status, gender identity, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, veteran status, military service, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or use or nonuse of lawful products off District premises during non-working hours and away from District-sponsored activities, or other protected group status, as required by state or federal law, shall refer to Board Policy 511 – *Non-Discrimination and Equal Employment Opportunity*.

This policy covers all employment practices including but not limited to: selection, job assignment, compensation, discipline, termination, and access to benefits and training. Anyone who believes that the District has inadequately applied the principles and/or regulations of any state or federal law pertaining to employment practices may file a complaint with the Director of Human Resources or the Superintendent at Wisconsin Rapids Public Schools, 510 Peach Street, Wisconsin Rapids, Wisconsin 54494, or by telephone at (715) 424-6700.

### **FAIR LABOR STANDARDS ACT**

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act [FLSA]. Notification of rights under the FLSA is set forth in the employment poster located in each district building.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**








The District complies with the provisions of the Federal and State Family and Medical Leave laws. Employees may be eligible for family and medical leave under the Federal Family and Medical Leave Act of 1993 (“FMLA”), the Wisconsin Family and Medical Leave Act (“WFMLA”), or both. There are different eligibility requirements for these laws, different rights under the laws, and different procedural requirements for employees to follow.

Employees should refer to the District’s FMLA policy in addition to WFMLA and FMLA posters which are reproduced and available in each district building. The posters do not spell out all rights and responsibilities of the District’s employees for every possible situation under the WFMLA and/or the FMLA. If an employee has any questions or desires additional information, they should contact the Department of Human Resources.

### **FRAUD AND FINANCIAL IMPROPRIETY**

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Fraud and financial impropriety shall include, but is not limited to, the following:

-  forgery or unauthorized alteration of any document or account belonging to the District;
-  forgery or unauthorized alteration of a check, bank draft, or any other financial document;
-  misappropriation of funds, securities, supplies, or other District assets, including employee time;
-  impropriety in the handling of money or reporting of District financial transactions;
-  profiteering as a result of insider knowledge of District information or activities;
-  unauthorized disclosure of confidential or proprietary information to any unauthorized individual or organization;
-  unauthorized disclosure of investment activities engaged in or contemplated by the District;

- ☞ accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy.
- ☞ inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
- ☞ failure to provide financial records required by state or local entities;
- ☞ failure to disclose conflicts of interest as required by law or District policy;
- ☞ disposing of District property for personal gain or benefit and,
- ☞ any other dishonest act regarding the finances of the District.

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

## **GAMBLING**

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

## **GIFTS AND GRATUITIES**

No school employee or official of the District shall receive or offer to receive, either directly or indirectly, any gift, gratuity, or anything of value which they are not authorized to receive from any person, if such person: 1) has or is seeking to obtain contractual or other business or financial relationships with the District or the Board of Education; 2) conducts operations or activities which are regulated by the District or the Board; or 3) has interests which may be substantially affected by the District or the Board.

The receipt of any gift, gratuity, or anything of value as denoted above is contrary to Board policy.

## **GRIEVANCE PROCEDURE**

### **Definitions:**

A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety as defined below. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

- a) the name and position of the grievant;
- b) a clear and concise statement of the grievance;
- c) the issue involved;
- d) the relief sought;
- e) the date the incident or alleged violation took place;

- f) the specific section of the Policy Manual or workplace safety rules alleged to have been violated; and
- g) the signature of the grievant and the date.

The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

A "grievant" is an employee as defined by Wisconsin Statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.

"Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.

"Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work or improvement plans or corrective actions that do not include a reprimand or other adverse employment action.

"Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure unless otherwise required by law.

## **PROCEDURES**

### **First Step**

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.

An employee who has been notified of termination may process the grievance commencing at Step 3.

### **Second Step**

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also

determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he/she may consolidate those matters and process them as one grievance.

### Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement to the District Administrator particularly describing the reason for appeal. The appeal must be submitted with ten days (10) of the decision in Step 2. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process, the matter shall be referred to the Board, which shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only, the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The oral or written statements of students, which would otherwise be hearsay, will be considered by the impartial hearing officer without the direct testimony of students, if other, non-hearsay information is presented. The burden of proof shall be “a preponderance of the evidence.” In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

### Fourth Step

Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice in the District Office appealing the decision of the IHO within ten (10) days of the decision of the IHO. The Board of Education shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is required by law. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. The Board may conduct a hearing if it so determines or if required by law. A simple majority vote of the Board members participating in the review shall decide the appeal (unless a greater number is required by law) within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

## Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits applicable to responding to the grievance shall constitute a denial of the grievance and applicable time limits for advancing the grievance shall apply. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

## Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with Administration, and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by Administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

## **HARASSMENT AND DISCRIMINATION**

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of illegal discrimination, including harassment. The District shall not tolerate harassment based on any personal characteristic described in the Equal Opportunity section of this *Handbook*. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing WRPS employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile, or offensive work environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to unwelcome sexual advances, physical or verbal abuse, inappropriate jokes, insults or slurs, taunting based on personal characteristics, or requests for sexual favors used as a condition of employment. For additional information, see Board Policy Rule 511 – *Non-Discrimination and Equal Employment Opportunity* and Board Policy 511.5 – *Employee Anti-Harassment*.

## **INTERNET USAGE**

The Wisconsin Rapids District Network (WRDN) and the Internet represent powerful educational resources, which allow users to locate, use, and place information on the worldwide electronic network. The school district network, with Internet access, computers, and software is an educational tool provided by the District for use by district staff and students. The term WRDN will be used to refer to all electronic equipment such as, but not limited to all wiring, equipment,

software, computers, telephones, printers, copiers, connections, and services owned, leased, or contracted by the District to support educational and/or administrative functions.

### **Restricted Uses**

Use of these resources is a privilege and not a right. The District reserves the right to restrict or terminate WRDN or Internet access at any time. The District has the obligation to monitor network activity, Internet access, and email to maintain the integrity of the WRDN and ensure adherence to district policies. Users of the WRDN should not assume that information stored and/or transmitted is confidential or secure. WRPS declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking district network and Internet privileges, and/or initiating legal action for any activity through which an individual:

- ☞ Uses the WRDN for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of district policies, or uses inconsistent with educational or professional purposes. Obscene activities shall be defined as a violation of generally accepted social standards for use of a community owned and operated communication system; (For a full definition of obscene material or performance, reference Wis. Stat. § 944.21.)
- ☞ Uses the WRDN in a manner which violates contractual or license agreements, copyright, or other intellectual property rights;
- ☞ Disrupts or disables the WRDN;
- ☞ Degrades or disrupts equipment, software, or system performance;
- ☞ Uses WRPS technology resources for commercial or financial gain or fraud;
- ☞ Uses technology resources for a commercial enterprise or political lobbying unless specifically authorized by the District;
- ☞ Expends district resources for personal use;
- ☞ Steals data, equipment, or intellectual property;
- ☞ Attempts to gain unauthorized access to others' files or vandalizes the data of another user;
- ☞ Attempts to gain unauthorized access to resources;
- ☞ Attempts to bypass district Internet filtering system through the use of programs either downloaded from the Internet or brought in on a portable storage device, or through other websites or web services;
- ☞ Breaches security by sharing and/or using unauthorized passwords, working from network accounts that are not assigned to the user, forges electronic mail messages, or posts anonymous messages;
- ☞ Sends messages that may be discriminatory, harassing, or offensive to others, or material that defames an individual, company or business, or discloses personal information without authorization;
- ☞ Invades the privacy of individuals;
- ☞ Saves information in unauthorized areas;
- ☞ Modifies school district equipment by downloading or installing unauthorized software;
- ☞ Modifies school district equipment by changing hardware, software, or control panel settings without authorization; or
- ☞ Possesses any data, which might be considered a violation of these rules in paper, disks, or any other form.

### **Consequences of Violations**

Consequences of violation by district staff include but are not limited to:

- ✦ Suspension or revocation of Internet access, network privileges, and/or computer access;



- ✘ Disciplinary action leading to suspension and/or termination
- ✘ Legal action and prosecution by the authorities.

### **Remedies and Recourses**

Individuals accused of any of the violations have all the rights and privileges as stated in the school district policies and contractual agreements and/or handbooks. Board Policy 522.7 Rule - *Network and Internet Acceptable Use and Internet Safety Guidelines for Staff* have been developed to further detail acceptable uses of district technology resources. Please refer to that document for additional information.

### **LICENSURE/CERTIFICATION**

For those employees required to be licensed or certified by law, it is the employee's responsibility to keep an updated copy of his/her current license or certificate on file with the District's central office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. An employment contract with any person not legally authorized to teach or administer in their field of work or subject shall be void. All contracts shall terminate if, and when, the authority to teach or administer terminates. Employees shall maintain the licenses that are in effect upon hire.

### **OUTSIDE EMPLOYMENT**

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board of Education expects employees to devote maximum effort to the district position in which they are employed. An employee will not perform any duties related to an outside job during regular working hours, or for professional employees during the additional time that the responsibilities of the district position requires; nor will an employee use any WRPS facilities, equipment or materials in performing outside work. When the periods of work are such that certain evenings, days, or vacation periods are duty free, the employee may use such off-duty time for the purposes of non-school employment. In the event it is deemed by Administration that such outside employment is interfering with the expectations of job duties as assigned by the District, the District reserves the right to direct the employee to discontinue the outside employment.

### **PAYROLL**

#### **Payroll Cycle**

The payroll pay cycle begins one (1) month following the first day of work for employees with a pay check for work performed in the previous 30 calendar days and will continue with a pay check every 30 days in compliance with Wis. Stat. 109.03(1).

Administrators and non-represented staff employed year-round will receive a pay check every two weeks to be paid every other Thursday.

Administrators and non-represented staff employed for less than a 12-month annual assignment (i.e. a duration that ranges from approximately thirty-six (36) to forty-five (45) weeks of work per academic year) may voluntarily request to receive a pay check at least every two weeks to be paid every other Thursday.

### **Direct Deposit**

Employees are required to participate in a payroll direct deposit plan by completing a District approved Direct Deposit Authorization Form indicating the financial institution where they desire their pay check to be deposited. The completed and signed Direct Deposit Authorization Form must be submitted to the Payroll Department at least one week prior to a payroll date and will be effective for the current and subsequent school years until revoked in writing. Each employee will have access to electronic records containing all their payroll information.

### **Voluntary Deductions**

Employees may elect to have the District deduct a portion from their salary as designated by the employee for various deductions as determined by the District.

## **PERSONNEL FILES**

The Board of Education recognizes the need to develop and maintain a file on each of the District's employees. These files will be maintained such that pertinent job-related information is retained. Every reasonable effort will be made to safeguard the individual's privacy. Access to the individual employee's file will be limited to those having an established need-to-know; however, the individual's personnel file is open and available to that person for examination, except that professional credentials are exempted. The Superintendent or his/her designee is directed to establish guidelines governing the development, implementation, maintenance, and accessibility of said personnel files.

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, at least two (2) times per calendar year, while in the presence of the Superintendent or his/her designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the person officially charged by the Superintendent with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part thereto may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of any documents contained in the personnel file except those delineated in Wis. Stat. § 103.13(6), upon payment of the actual cost for making such a copy.

An employee who is involved in a current grievance against the District may designate in writing a representative to inspect the employee's personnel records which may have a bearing on the resolution of the grievance, except as provided for in Wis. Stat. 103.13(6). The District will allow such a designated representative to inspect the employee's personnel records in the same manner as provided for in Wis. Stat. 103.13(2).

After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his or her file. If the District denies the request, the employee has the right to file a written statement explaining the employee's position and have that statement attached to the disputed record. The employee's statement shall be included whenever that disputed portion of the personnel record is released to a third party, as long as the disputed record is part of the file. Wis. Stat. § 103.13(4)

## PHYSICAL EXAMINATION

All new employees of the Wisconsin Rapids Public Schools shall have a physical examination, or submit proof of an examination within the past 90 days. The examination must include a tuberculin skin test and/or chest X-ray, showing the employee to be free of communicable tuberculosis. If the employee is found to have communicable tuberculosis, the employee's contract shall be declared void in compliance with state law. Employee physical examinations required by the Board of Education shall be paid for by the District in accordance with the current District practice and Wisconsin Statutes.

An employee may be exempt from the physical examination requirement for religious reasons only, if an affidavit has been filed with the District claiming such an exemption. If there is reasonable cause to believe that such employee is suffering from an illness detrimental to the health of pupils, a health examination may be required to determine whether or not the employee is suffering from such an illness.

Certificates of examination shall be maintained in the Human Resources Office in a separate medical personnel file with any recommendations from the employee's physician.

- Examination: Upon initial employment and at intervals determined by the Board, physical examinations shall be required of District employees in accordance with Wis. Stats. § 118.25. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.
- Fitness for Duty: A physical and/or mental examination may be required (at District expense) when the District believes reasonable doubt exists concerning the current ability of an employee to perform their duties, or a risk of harm is presented to the employee, co-workers, or students. Failure or refusal to comply with this request, or failure to provide a doctor's certification of health may result in termination.

## POLITICAL ACTIVITY

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

Employees shall avoid any type of activity during their "on duty" hours which could be interpreted reasonably as supporting or opposing any referendum, candidate for public office, legislation, or political action.

No employee shall, during hours for which pay is received, or during school sponsored activities, use any time, classrooms, buildings, property, pupils, school equipment, or materials for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

## SAFETY





All employees shall adhere to WRPS safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. It is essential for all employees to be familiar with, know the location of, and adhere to the District Crisis Action Plan and Emergency Management Guide.

## SOCIAL MEDIA

The purpose of this section is to define expectations for WRPS employees who participate in social media (e.g. blogs, Facebook, Twitter, YouTube, etc.), whether the employee identifies himself/herself as an employee or not. The District would like to ensure that messages are consistent with the image, brand, reputation, values and mission of the District and the District is reflected in a favorable light.

The expectations are to be followed by WRPS employees who discuss the District in blogs and other websites, including social media sites. The expectations apply when employees are creating content about the District on their own sites or commenting on other sites. The expectations also apply to WRPS employees who participate in blogs or social media that contain content unrelated to the District. Nothing herein is intended to, or shall be construed to, limit or restrict lawful employee communications concerning the terms and conditions of employment.

If an employee communicates on the Internet about the District or school WRPS-related matters, the employee:

-  Is subject to all applicable WRPS policies. For example, staff must not share confidential or proprietary information about the District, its students, employees, or business contacts. Employees who do not comply with this expectation may be subject to disciplinary action up to and including termination.
-  Should disclose the employee's connection and role with the District, making it clear that the employee is only speaking on behalf of the employee, and not on behalf of the District.
-  Will use good judgment that reflects both the employee and the District in a positive, favorable light, and strive for accuracy in communications. Errors and omissions (intentional or unintentional) may reflect poorly on the District, and may give rise to legal liability for the employee or the District.
-  Should be respectful and professional to fellow employees, students, business partners, competitors and customers. Avoid using unprofessional online personas. Profanity, lewd or disparaging commentary is never appropriate.

- ☞ Will use a personal e-mail address as the only means of e-mail identification. Should an employee need to use social media as a requirement of their job, using the employee's WRPS e-mail address will be allowed, upon receipt of authorization from Administration.
- ☞ Is not authorized to represent the WRPS organization in open forums on Internet news websites.
- ☞ Should consult an administrator or the Director of Human Resources if the employee has any questions about what is appropriate to include in a blog, social networking posting or profile, or any other Internet location.
- ☞ Should report potential violations of this policy or inappropriate commentary about the District on public social media outlets to a supervisor or the Director of Human Resources.

The District reserves the right to request that certain subjects are avoided, certain posts are withdrawn and, inappropriate comments are removed.

Employee use of social media exposes the District to the potential for a number of legal claims, including but not limited to: defamation, invasion of privacy, harassment (e.g., sexual harassment), misleading endorsements or testimonials when the connection between the District and WRPS employees is not conspicuously communicated, and breach or misappropriation of confidential/trade-secret information. Employees should be cognizant and mindful of the potential consequences connected with individual access and participation in social media.

Penalties for violating the social media expectations will vary depending on the nature and severity of the specific violation. Any employee who violates the social media expectations may be subject to disciplinary action, suspension, and/or termination of employment, and face civil or criminal prosecution under federal and/or state law.

## **SEVERANCE FROM EMPLOYMENT**

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

- ✦ termination pursuant to the terms of this *Handbook* and the employee's individual contract [if any]
- ✦ voluntary resignation
- ✦ retirement
- ✦ nonrenewal of the employee's contract, [only applicable to employees where nonrenewal rights are provided under Wisconsin Statutes]
- ✦ failure to return to work the day following the expiration of an authorized leave of absence
- ✦ job abandonment

## **VEHICLE USE / PRIVATE VEHICLE USE / MILEAGE REIMBURSEMENT**

### **Travel Allowances or Mileage Reimbursement**

All employees who operate a District vehicle, mobile equipment, or persons who receive a District travel allowance or mileage reimbursement may undergo a driver's license record check at any time at the sole discretion of the District. Mobile equipment includes but is not limited to

such equipment as street vehicles (cars/trucks), tractors, riding lawnmowers, forklifts, pallet jacks, ditch witches, and golf carts.

Employees will be reimbursed for required travel in accordance with established Board policy and administrative guidelines. Mileage reimbursement requests are to be submitted for approval to the employee's immediate supervisor.

### **Notice of Motor Vehicle Violations**

All employees who operate a District vehicle, mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisor immediately following any driving citation or conviction of a motor vehicle violation received while on the job. Supervisors receiving such notice will notify the Human Resources Department on or before the beginning of the next work day. Payment for any citation received while operating any vehicle in the course of employment is the responsibility of the employee. Employees are required to report to their immediate supervisor any and all citations or convictions received by an employee while operating any motor vehicle, regardless of type, while off the job prior to returning to work or resuming operation of any motor vehicle in the course of employment.

### **Commercial Driver's License (CDL)**

In addition to the notice requirements described above and pursuant to CDL Requirements, a CDL driver must notify his/her employer, in writing and within 30 days, of a conviction for any motor vehicle violation, regardless of the type of vehicle being driven at the time of the violation.

### **Drivers**

All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. Wis. Stat. § 121.52(2)

### **Private Vehicle Insurance**

Employees who transport students for school activities in private vehicles shall be responsible to certify that the following minimum insurance policy limits are in place: \$500,000 combined single limit (CSL) liability, \$250,000/\$500,000 bodily injury and \$100,000 property damage. Student transportation in private vehicles will be utilized as infrequently as possible. Employees must notify and receive approval from the student's building administrator or designee prior to transporting any student(s) in a private vehicle for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the private vehicle to be used. All transportation of students will be conducted in accordance with Board policy. Wis. Stat. § 121.555

### **Private Vehicle Reimbursement**

Damage to private vehicles while used as authorized above for transporting students for school activities may be reimbursed by the District, in its sole discretion, provided the District's maximum reimbursement shall not exceed the insured deductible amount to a maximum

deductible amount of five hundred dollars (\$500.00). No such reimbursement shall be provided where the employee is found to be liable in any degree for the damage to the private vehicle.

### **WEAPONS ON SCHOOL PREMISES/PROPERTY**

In accordance with Board Policy 522.9 – *Possession or Use of Weapons - Staff/Employees*, the Board of Education prohibits staff members from possessing, storing, making, or using a weapon, look-alike weapon or facsimile in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, without the permission of the Superintendent of Schools/designee.

Employees who violate Board Policy 522.9 – *Possession or Use of Weapons - Staff/Employees* will be subject to disciplinary action, up to and including termination, and may be referred to law enforcement officials.

If employees have questions regarding Board Policy 522.9 – *Possession or Use of Weapons - Staff/Employees*, or the rights they retain as provided to them by Wis. Stat. § 175.60, please contact the Director of Human Resources.

### **WORKER'S COMPENSATION AND REPORTING REQUIREMENTS**

Any employee who is injured on the job shall report the injury to their building office or school nurse prior to seeking medical attention, if at all possible. The employee shall complete a "Report of Injury" form which is available in the school office or the health room office even when no medical treatment is sought. Completed forms must be immediately faxed to the Business Services Department (Attn: Payroll). Upon completion of the "Report of Injury" form, the employee or supervisor will notify the worker's compensation accident reporting service prior to seeking any medical services for all non-emergency, non-life threatening injuries. All work related injury reporting procedures established by the District must be followed including obtaining an "Attending Physician's Return to Work Recommendation Record" prior to returning to work. Some types of injuries suffered while at work may not be covered by worker's compensation insurance.

Any employee who is injured on the job shall receive such compensation as prescribed by the Worker's Compensation Laws of the State of Wisconsin. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

### **WORK SPACES AND PRIVACY EXPECTATIONS**

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



## ***Employee Acknowledgement Form***

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**This form is to be signed and returned to the Superintendent or his/her designee.**

The *Wisconsin Rapids Public Schools Administrators and Other Non-Represented Staff Handbook* describes important information about the district. I understand that I should consult the Human Resources Department if I have any questions that are not answered in this *Handbook*.

I understand and acknowledge that there may be changes to the information, expectations, and benefits in the *Administrators and Other Non-Represented Staff Handbook*. I understand that the Wisconsin Rapids Public Schools may add new language to the *Handbook* as well as replace, change, or cancel existing language. I understand that *Handbook* changes can only be authorized by the District Administrator or Board of Education of the Wisconsin Rapids Public Schools.

**I understand and acknowledge that this *Handbook* is not a contract of employment or legal document. I understand and acknowledge that the *Handbook* does not alter my employment status or guarantee employment for any definite period of time. I have received the *Handbook* and I understand that it is my responsibility to read and follow the expectations contained in this *Handbook* and any future changes made to them.**

**EMPLOYEE'S NAME** (*printed*): \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_