

Cedar Grove–Belgium Area School District

Teacher Handbook

2018-2019



CGBSD Core Values:

- Students are the most important people entering our facilities.
- Students are the purpose of our work.
- Equal opportunities for learning are essential.
- High expectations for self and students.
- A collaborative culture centered on results.

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EQUAL OPPORTUNITY

The Cedar Grove-Belgium Board of Education does not discriminate in the employment of professional staff on the basis of the protected classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use of non-use of lawful products off the Cedar Grove-Belgium School District's (CGBSD) premises during nonworking hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

If the professional staff has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment s/he should refer to Board Policy 3122 and Administrative Guideline 3122 – Nondiscrimination and Equal Employment Opportunity.

ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. CGBSD will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the District community who violates this policy will be subject to disciplinary action up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against District employees.

For purposes of anti-harassment, the "school district community" means individuals subject to the control and supervision of the Board of Education including but not limited to students, teachers, staff, volunteers and Board members, agents, contractors, or other persons. "Third party" means any individual who comes in contact with members of the School District community at school-related event/activities (whether on or off School District property) including, but not limited to visiting speakers, participants on opposing co-curricular teams, and vendors doing business with or seeking to do business with the District.

Harassment consists of any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stat.), national origin, ancestry, arrest record, conviction record, use or nonuse of lawful products off the District premises during nonworking hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "unlawful harassment"), and encourages those within the school district community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

The District Administrator has prepared written administrative guidelines for professional staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

For more information employees should refer to Board Policies: *3362 Employee Anti-Harassment*, *3362.01 Threatening Behavior Toward Staff Members*, and Administrative Guideline *3362A Reporting Threatening Behaviors*.

IMMIGRATION REFORM ACT NOTICE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees. For more information, please refer to Board Policy *3111 Creating a Position*.

DEFINITIONS

- A. Administrative Employees: Administrative employees are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the CGBSD.
- B. Discipline: Discipline is defined as a verbal warning, paid or unpaid suspension, a written letter of reprimand, non-renewal, or any other adverse employment action.
- C. Seasonal/Summer School Employees: Seasonal employees are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A summer school employee is defined as an employee who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for CGBSD students pursuant to Department of Public Instruction rules and regulations.
 - 1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.
 - 2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire.
- D. Substitute Employees: Substitute employees are defined as persons hired to replace a regular employee during the regular employee's leave of absence.
- E. Teacher: Teachers are defined as persons employed by contract pursuant to § 118.22, Wis. Stats.
- F. Termination: Termination is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of

this handbook, “termination” shall not include voluntary retirement, voluntary resignation, or a nonrenewal of contract under § 118.22, Wis. Stats. for non-performance-related issues, or a non-reappointment of an extracurricular assignment.

GENERAL PERSONNEL POLICIES

The teacher handbook is subservient to and does not supersede the provisions set forth in district policies.

BOARD FUNCTIONS

- A. The Board of Education's right to operate and manage the school system is recognized including the governance of school policies, procedures, and operations associated to the school organization in addition to observance of reasonable rules and regulations set forth.
- B. The Board of Education will operate and conduct the District in accordance with state and federal statutes and administrative rules which the Board is required to follow and that the specific laws and rules are thus incorporated here by reference.
- C. The foregoing enumeration of the functions of the Board of Education shall not be deemed to exclude any other functions of the Board not specifically set forth.
- D. This handbook may be reviewed annually and revised by the Board of Education as needed.

RESIGNATION EMPLOYMENT

Teachers under individual contracts who terminate their services with the Cedar Grove-Belgium School District after June 15th shall make payments as scheduled below as liquidated damages for Board incurred costs in securing a replacement teacher. Termination caused by circumstances arguable beyond the individual’s control may be cause to waive all or part of the liquidated damages as determined by the Board upon request of the teacher. Payment for the appropriate amount must accompany the resignation letter.

Schedule of maximum payments: June 16 - July 31- \$750.00
 August 1 - and the first day of in-service - \$1000.00
 After the first day of in-service - \$1500.00

WORK DAY and WORK YEAR

- A. School Day. Length of the school day is eight (8) hours. Building administrators shall determine the standard eight (8) hour day for their respective buildings. Teachers need not report on days the school is closed. If early dismissal is requested by a teacher, permission may be granted by the building administrator.
- B. Calendar. The Board of Education will publish the school year calendar by the last day of March for the following school year. The Calendar is attached as Appendix A.
- C. Make-Up Days. Teachers will be paid when a school or schools are closed by order of the Board of Health or by order of the District Administrator because of adverse weather conditions, failure of mechanical equipment, bomb threats, or any other situation beyond the control of the District. All days that schools are closed due to the above conditions will be made up by students and teachers with no additional pay.

LUNCH SUPERVISION

The Board of Education shall grant daily a duty-free lunch period to each of the teachers. The duty-free lunch period shall not be less than thirty minutes and shall be provided at or near the time of the regular school lunch period as per Wisconsin Statutes Section 118.235. Variances from the foregoing may be negotiated with the individual teacher. Teachers who agree to fill in to supervise lunch by foregoing a preparation period when determined supervision is needed will be compensated \$25 for the lunch supervision time.

RECESS SUPERVISION

The building administrator has the authority to re-assign staff to cover indoor/outdoor recess when necessary.

PAY DAYS

Teachers may elect 20 pay dates per year or 24 pay dates per year based on individual contracts. The 20 pay dates per year will commence on the 15th of September and continue through June 30th. The 24 pay dates per year will commence on the 15th of September and continue through August 31st. If a pay date falls on a weekend, the direct deposit will be provided on the working day prior to the weekend. For teachers who elect the 20 pay dates per year and are on the District's insurance policy, an invoice for the summer months' premiums will be provided.

PROFESSIONAL DRESS CODE

- A. District employees are judged not only by their service, but also by their appearance. The District expects every employee's appearance (including dress, body piercings, and tattoos) to be consistent with the high standards that are set for all employees of the District. Employees are expected to present a well-groomed, professional appearance that is representative of good personal hygiene and a professional appearance.

The District expects all employees to be neat, clean, dressed in good taste (clothing that is not too short, not too tight, and that covers areas expected to be covered), and in attire and footwear that are suitable for the job at hand.

- B. Exceptions to the professional dress code shall be approved for medical or religious reasons with documented reasons submitted to the respective building administrator.
- C. Exceptions to the professional dress code shall be made for school sanctioned events that promote school spirit or special school events at the discretion of the building administrator.
- D. Exceptions to the professional dress code shall be made for art, physical education, and career and technical education teachers at the discretion of the building administrator.
- E. On days that teachers do not have contact with students, the professional dress code shall not apply. Examples of such days include in-service, workdays, professional development days, and committee meetings beyond the normal workday.
- F. The professional dress code shall not be enforced during the summer school session.

REDUCTION IN STAFF

At times it may be necessary to reduce the number of professional staff employed by the District. In the event that the District, in its sole discretion, determines that it is necessary to reduce the number of professional staff, such reductions will be made in compliance with Board Policy *3131 Reduction in Staff*.

GRIEVANCE PROCEDURE

Please refer to Board Policy *3340 Grievance Procedure*.

COMPENSATION and BENEFITS

The Board of Education provides a competitive and comprehensive benefits to its teachers. The Board retains the final authority to establish, modify, rescind, add, or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

The District will negotiate total base wages with certified bargaining units in accordance with the provisions of § 111.70 of the Wisconsin Statutes. The District will otherwise set compensation for teachers on an annual basis and will provide teachers notice of their salary or wages upon completion of negotiations and in accordance with contract dates. The District exclusively reserves the right to provide other compensation, such as merit pay, performance pay, supplemental compensation, or other related forms of compensation.

MILEAGE REIMBURSEMENT

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District To drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage are available in building offices and the District office. Employees are encouraged to use the District provided van for school-related travel for workshops, conferences, and related off site professional development programs.

PERFORMANCE and CONDUCT

- A. Employee Evaluation: The Board recognizes the importance and value of evaluating the progress and success of both newly employed and experienced personnel. The primary goal of supervision and evaluation is to insure the best possible educational experiences for all students in the district. Supervision and evaluation is a collaborative process for the teacher and the administrator to identify where the professional growth of the teacher and the effectiveness of the instruction can be enhanced. New teachers to the district will be formally evaluated the hiring year with all teachers being formally evaluated at least once every three years.
- B. Disciplinary Action: When the discipline of a staff member becomes necessary, such action will be consistent with the requirements of any applicable Board policy and State and Federal Law. The school or district administration may administer discipline.

Teachers may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations associated to their positions. No teacher may be subject to discipline without just cause. Disciplinary action will normally follow a progressive discipline model that is designed to

correct inappropriate conduct on the part of the teacher. Progressive discipline will generally include the following steps:

1. Verbal reprimand
2. Written reprimand
3. Suspension, the length of which is determined by the administration to effect the corrective goal of discipline; and/or being placed on probation and having salary frozen, each being effective for one year
4. Non-renewal
5. Termination

The teacher will be provided a letter explaining the reason(s) for the written reprimand, suspension, or termination. The letter will be filed in the teacher's personnel file.

The school or district administration may skip one or all steps in the progressive discipline model when he/she determines that the severity of the offense requires more substantial discipline, or in the case of termination, where the district administrator determines the conduct was severe and detrimental enough to require a teacher's immediate termination of employment.

C. Withholding of Increments.

1. The Board of Education reserves the right to withhold any increase to an employee whose performance is deficient (subject to the disciplinary standards of this agreement) provided notice is given before March 1 of the school year preceding the effective day of withholding.
2. If the employee corrects the deficiencies to the satisfaction of the Board of Education by March 1 of the year the increment is withheld, the increment shall be paid to the teacher at the end of the school year and the teacher shall experience no overall loss of wages. If the deficiencies are not corrected by March 1 of the year the increment is withheld, the teacher will not have his/her contract renewed effective the ensuing school year.

DRUG and ALCOHOL USE

The Board of Education prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the school district's administrative and/or professional staff at any time while on District property or while involved in any district-related activity or event. Any staff member who violates Board Policy *3122.01 Drug Free Workplace* shall be subject to disciplinary action in accordance with Board Policy *3139 Staff Discipline*.

EXTRA DUTY and EXTRACURRICULAR ASSIGNMENTS

- A. The Athletic Director/Athletic Coordinator will submit a list of qualified scorers and timers to the Human Resources office. These persons will be employed at the specified hourly rate.
- B. Notification of the positions listed in Appendix B that are vacant will be made to District employees as well as advertised to the public. The vacant positions notification will be posted

and sent throughout the year, via email, and including the summer months of June, July, and August.

- C. The Board of Education gives the administration the right to interview any or all qualified applicants. The administration will recommend the most qualified applicant to the Board for employment based upon the criteria for each position set by the administration. The administration shall consider an applicant's status as a teacher in the District as part of his/her qualifications. Once the contracted employee quits or is terminated, the administration and Board will determine if there exists an ongoing need for the position. If the position is needed, the posting and application procedures will be initiated by the administration.

LEAVES

- A. Sick Leave. Sickness is defined as personal illness, injury, emotional state, or a dependent's illness which renders the teacher incapable of carrying out assigned duties. The district administrator or building administrator may question a teacher about the use of sick leave time. After three consecutive days of sick leave, an administrator may require the teacher to present a written statement from a qualified physician certifying the illness, injury, emotional state, or dependent's illness. The district administrator or building principal may also require a return to work statement indicating the teacher has fully recovered from his/her illness or injury before permission is granted to resume teaching duties. Teachers are granted eight (8) sick days per year which may be accumulated up to a maximum of 90 days. Sick days are granted in ½ day or full day increments and may only be used on scheduled work days. Certified staff who are less than 1.0 FTE will be given a prorated number of sick days annually that can be accumulated up to a maximum of 90 days.

Effective July 1, 2016, CGBSD will pay out \$40/per unused sick days upon an employee retiring from CGBSD up to a maximum of the unused sick days in the employee's sick bank as of June 30, 2016.

The building administrator or Superintendent will direct a teacher who is ill or disabled and off work either: three consecutive days, or five work days in a ten consecutive work day period, or ten or more workdays in a semester to provide a doctor's statement indicating the teacher is presently unable to perform his/her duties and identifying the teacher's anticipated date of return.

- B. Bereavement Leave. Up to three (3) days, non-accumulative, of bereavement leave will be granted for each death of spouse, domestic partner, son, daughter, mother, father, mother-in-law and father-in-law. One (1) day will be granted for each brother, sister, brother-in-law, sister-in-law, and grandparents. Up to one day per year will be allowed for bereavement of persons not specified above. If more days are granted, they will be deducted from sick leave upon approval of the building administrator and the District Administrator.
- C. Personal Day. Teachers are granted two (2) days of personal business each school year with no carry over. Personal days are granted in full day increments only. Teachers are required to provide their respective building administrator a minimum of forty-eight (48) hours advance notice via Employee Access in order for approval to be granted.

Personal day requests are subject to the following restrictions:

1. A day is considered to be ⅓ of an employee's work week.
2. Personal days are only granted for scheduled work days.
3. Personal days are granted in full day increments.
4. Personal days may not be taken on a) days immediately before or after a vacation and/or paid holiday period; (b) teacher work days or teacher in-service days; (c) parent teacher conference

days; (d) inclement weather make-up days; or (e) during the first 2 weeks or the last 2 weeks scheduled for student contact.

5. Only six members of the district's teaching staff may be granted personal days on any one day. If more than six teachers request a personal day for the same day, the first six requests submitted shall be granted, pending substitutes availability.
6. No more than three personal day requests per building on a given day shall be granted. (Buildings: elementary pK-4, middle school 5-8; high school 9-12).

The restrictions listed above may be waived by the building administrator when there are extenuating circumstances and no previous requests from the staff member for the use of a personal day during a restricted time period has been approved within the past five years. A personal day request to be taken during a restricted time period must be submitted in writing and submitted to the appropriate building administrator for review and determination at least 10 days prior to the requested date for use of a personal day.

- D. Military Leave. It is the District's policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon notification of the need for military leave, the employee should contact the CGBSD Office as soon as possible to arrange for the leave. Benefits due employees while on voluntary or involuntary military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided. If State and Federal laws are not applicable to a specific benefit no such benefit will be provided. Any Employee who enters service in any of the armed forces of the United States shall, upon termination of such service by honorable discharge or other evidence of good standing, be entitled to re-employment in accordance with provisions of USERRA and other applicable federal and state laws.
- E. Jury Duty. Teachers that are called to perform their civic responsibility as a potential juror shall be excused for any days or portion of days on which the teacher is required to report. If the jury duty is of a duration of four hours or less in a given day, the teachers is expected to return to work. Any teacher that receives a notice of jury duty shall provide such notice to the building administrator, and shall call in each morning to report whether he or she is required to report to jury duty that day. Teachers that miss work due to jury duty must provide verification from the court that they attended on that date. Teachers who miss work due to jury duty will be provided their full compensation for any time lost provided that any jury fees received by the teacher are signed over to the District.
- F. Family and Medical Leave. The Family and Medical Leave Act requires written documentation from a licensed health care provider indicating that the employee is unable to be at work. In accordance with Federal and State law, the Board will provide family and medical leaves of absence. The provisions of both the Federal and State Family and Medical Leave require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave, refer to Board Policy 3430.01 – Family and Medical Leave of Absence (FMLA).
- G. Extended Leave. Teachers may be granted an extended leave of absence without pay subject to Board approval provided the following criteria are met:
 1. The period of the unpaid leave shall be subject to mutual consent between the teacher and the Board. The leave of absence period will be one (1) or two (2) semesters or two (2) consecutive quarters.

2. A qualified replacement can be obtained.
 3. A teacher who wishes to take an extended leave shall submit a written request to the Board at least 45 calendar days, or a lesser time in the event of an emergency, prior to the commencement of said leave.
 4. Teachers on leave may have their membership and privileges of all group insurance plans continued during the leave of absence period by making the monthly payment in advance to the District covering the full cost of such insurances subject to the insurance carrier's rules.
 5. In the event an unforeseen circumstance occurs, the teacher may give the District seven (7) calendar day notice that the teacher is canceling the leave and returning to work.
- H. Unpaid Leave Requests. The building administrator may approve an unpaid leave request when there are extreme, extenuating circumstances and the following criteria apply:
1. The request represents an extreme, extenuating circumstance;
 2. Adequate coverage is available for the person requesting the leave;
 3. The requested leave does not fall on a) days immediately before or after a vacation and/or paid holiday period; (b) teacher work days or teacher in-service days; (c) parent teacher conference days; (d) inclement weather make-up days; or (e) during the first 2 weeks or the last 2 weeks scheduled for student contact;
 4. The requested leave does not occur on final exam dates, or other days deemed unsuitable by the administration to be covered by a substitute;
 5. There are no more than 2 personal days per each building that have already been granted for the requested date.

Unpaid leave is to be used sparingly and only as a necessity as the District, for the sake of student learning, expects that teachers be in their classrooms as much as possible during the course of the school year.

INSURANCE BENEFITS

Please refer to Appendix C for a description of insurance benefits.

PERSONNEL FILES

It is critical to effective human resources management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. The access granted for review and inspection of a personnel file must be completed in accordance with state law. The CGBSD shall maintain personnel records of professional staff members and grant access to inspect or review those records in accordance with Board Policy and Administrative Guideline 8320 *Personnel Records*.

ASSIGNMENTS

It is the district's interest to have teaching assignments remain flexible as possible. The school district reserves the right to make teaching assignments on an annual basis. Teachers may be assigned duty in the hallways, lunchroom, playground, gym (indoor recess), and parking lots during the time regular classes are in session, in order to maintain adequate supervision and managing of students and facilities.

PART-TIME EMPLOYEES

Part-time Contracts: The contracts for part-time employees shall be determined by the administration. All part time teachers will be required to attend parent-teacher conferences, open houses, and in-service meetings as requested by building administrators and perform any committee work outside his/her contract at the curriculum rate.

USE OF PERSONAL PROPERTY AT THE DISTRICT

The practice of employees bringing personal property to school for reasons associated with job responsibilities is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property. Any use of personal property must be approved by the building principal. Employees are responsible for using personal communication devices (PCD) in a safe and appropriate manner. Please refer to Board Policies *7530.02 Staff Use of Personal Communication Devices*, *7540.01 Technology Privacy*, *7540.04 Staff Education Technology Acceptable Use and Safety*, *7540.06 Electronic Email*, and *7542 Access to District Technology Resources From Personally-Owned Communication Devices*.

The District does not assume any responsibility for loss, theft or damages to personal property, nor is it liable for vandalism, theft or any damage to cars parked on school district property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the school district does not have legal responsibility.

SMOKING

The District is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board of Education prohibits teachers from using tobacco in any form while on CGBSD premises, in CGBSD vehicles within any indoor facility owned, leased, or contracted by the district, or when used to provide education or library services to children; and at all District sponsored events. Refer to Board Policy *3215 Use of Tobacco by Professional Staff*.

EMPLOYEE COMMUNICATION and TECHNOLOGY

Staff use of the District's network, technological devices, email, and the internet will be governed by Board Policy *7540.04 Staff Education Technology Acceptable Use and Safety* and Board Policy *7540.06 Electronic Mail*.

REPORTING SUSPECTED CHILD ABUSE and NEGLECT

Wisconsin law requires CGBSD personnel to report all suspected incidents of child abuse and/or neglect to the Sheboygan County or Ozaukee County Department of Human Services, law enforcement or other legal authorities. Because the Board is concerned with the welfare of all children, it recognizes the legal and ethical obligations to report suspected abuse or neglect and expects District staff to act in accordance with all appropriate Wisconsin statutes.

All District employees are required to report suspected abuse or neglect when there is "reasonable cause" to suspect abuse or neglect has or will occur. Anyone who, in good faith, participates in the making of a report pursuant to the legal mandate shall in so doing be immune from any liability, civil

or criminal, that might otherwise be imposed. State law also protects employees from being discharged from employment as a direct result of such a report.

The Board supports a preventative approach to child abuse and neglect. If you have questions regarding the reporting of suspected child abuse and neglect, please contact respective building administrators and also refer to Board Policy *8462 Student Abuse and Neglect*.

REPORTING of SCHOOL VIOLENCE THREATS

Under Wisconsin Act 143, all CGBSD mandatory reporters such as teachers, counselors, and administrators are required to report directly to the Sheboygan County Sheriff's Department if they believe in good faith, based on a threat made by an individual seen in the course of professional duty regarding threats of school violence and there exists a serious and imminent threat to the health and safety of a student, a school employee, or the public. Anyone who, in good faith, participates in the making of a report pursuant to the legal mandate shall in so doing be immune from any liability, civil or criminal, that might otherwise be imposed. State law also protects employees from being discharged from employment as a direct result of such a report.

WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. Pursuant to State Law, the Board expects professional staff members to report to their immediate supervisors any violation or suspected violation of any Federal, State, or local law, policy, or guideline committed by any employee, or agent of any agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, professional staff members are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual medicaid fraud or abuse, or gross neglect of duty committed by any employee or agent of any agency or independent contractor which is doing business with the Board. Please refer to Board Policy 3211 *Whistleblower Protection*.

CONFIDENTIALITY

As a result of an employee's responsibilities with the District, an employee may have access to confidential student or personnel records or other sensitive information. This may include, without limitation, information concerning the educational and medical status or condition of a student, the medical status or condition of an employee, employee records as well as the District's business practices including purchasing and negotiating strategies (collectively "confidential information"). Pupil information obtained as the result of employment with the District is confidential information and protected by law unless such information has been designated as pupil directory data in school board policy, and parents or guardians have not otherwise exercised their right to opt out of the release of designated directory data information.

Confidential information cannot be disclosed to any District personnel who are not authorized to receive such information or to persons outside of the District without the express authorization of the administration. Likewise, no information concerning the internal operations of the District, including but not limited to the release of records of the District, may occur except through, and with the permission of the administration.

Unless directed by administration, employees shall not act as the District's custodian of records or disseminate confidential information. State and federal laws govern the collection, maintenance and dissemination of confidential information. As a result, the improper and unauthorized disclosure of confidential information may constitute a violation of law. All inquiries or requests for pupil or personnel records should be directed to the District Administrator, building administrator, or supervisor.

SECLUSION AND RESTRAINT

All CGBSD certified staff will comply with all applicable state and federal laws relative to the administration of and implementation of required IEP services and the use of seclusion and restraint. All CGBSD certified employees are required to comply with the state law requirements related to use of physical restraint/seclusion based upon the requirements of Wisconsin Statutes § 48.981, mandated reporting requirements and Wisconsin Statutes § 115.787(2)(i) and § 118.305, use of Seclusion and Restraint.

MENTORING

The Board of Education recognizes the value of assigning a teacher new to the Cedar Grove-Belgium School District a mentor teacher as part of orientation to the school District and community. Successful teaching depends on shared developmental experiences and collegial nurturing under the guidance of an experience and effective professional. The District is committed to providing ongoing orientation, support and teaching seminars that reflect the Wisconsin Teaching Standards, by a qualified and trained teacher mentor. The teacher mentor program consists of the following guiding principles:

1. New teachers to the CGBSD will be assigned a mentor for at least one year.
2. Whenever possible the mentor should:
 - a. Be a volunteer
 - b. Be approved by the Administration
 - c. Be accepted by the new teacher
3. Teachers interested in the mentor position must be in good standing and hold a Professional or Master Educator license.
4. If it is not possible to provide a teacher mentor volunteer, the building principal may assign a teacher to be a mentor or hire a mentor.
5. The mentor will observe the new teacher and provide feedback four times during the school year as determined by the mentor, new teacher and the building principal. Additional observations may be done with approval of the building principal.
6. The minimum length of these observations will be one class period, one hour or the length of the complete lesson.
7. If substitutes are needed to cover the classes of the mentor, the normal substitute teacher request process will be followed.

8. Compensation for the mentor teacher will be a stipend in the amount of \$650 for mentoring teachers new to the education profession. Compensation for the mentor teacher will be a stipend in the amount of \$325 for mentoring teachers who have two or more years of teaching experience.
9. The mentor shall not be required or empowered to evaluate newly hired teachers or any other employee of the District. The mentor teacher shall not be required, subpoenaed or called to testify as a witness, directly related to his/her role as a mentor, in any grievance, disciplinary, discharge or non-renewal hearing and/or arbitration on behalf of the school district. Furthermore, the mentor shall not be required to attend any administrative or board meeting to discuss or provide information regarding the mentoring of another teacher.
10. The mentor's observations cannot be used by the administration in determining the renewal or nonrenewal of the mentee. Information gained by the mentor that involves incidents that are subjects of mandatory reporting will be forwarded to the proper authorities via the mentor.
11. The mentor will follow the chronology of information and events outlined in the Mentor/New Teacher Meeting Calendar. The mentor and mentee will sign-off after reviewing and discussing the calendar items.
12. The mentor may make a formal request to the District Administrator to be released from his/her mentoring assignment. The request shall be granted without any discussion of the reason(s) for the request.
13. The mentee may make a formal request to the District Administrator to provide a different mentor. The request shall be granted without any discussion of the reason(s) for the request.

APPENDIX A

2018-2019 Cedar Grove-Belgium District Calendar - Revised 2/20/18

July 2018							August 2018							September 2018						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

October 2018							November 2018							December 2018						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

January 2019							February 2019							March 2019						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						

April 2019							May 2019							June 2019						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

- School Closed/Holidays
- End of Quarter/Students Full Day
- Teacher In-Service
- First and Last Day of School
- End of Quarter/Students ½ Day; Teachers ½ Wk. Day
- Parent-Teacher Conferences

Cedar Grove-Belgium School District
2018-2019 School Year Calendar

August 6-24 and 27	Staff - two floater work days
August 28-30	Staff In-service – No Students
August 29	Back to School Night - 2:00 pm-5:00 pm (staff, students, and parents)
September 3	Labor Day – No School
September 4	First Day of School - Full Day
September 21	Staff In-Service – Full Day (No Students)
October 18 & 23	Parent-Teacher Conferences: MS/HS: 3:30-7:30; ES: 3:45-7:45
November 2	End of First Quarter - Full School Day
November 16	Staff In-Service – Full Day (No Students)
November 21	Parent-Teacher Conferences Comp. Day (No School)
November 22 & 23	Thanksgiving Holiday
December 24 - January 1	Winter Break
January 18	End of 2 nd Quarter/First Semester Students Half Day/Teachers Half Work Day Student Dismissal: MS 10:55, HS 11:00, ES 11:55
January 25	Staff In-Service – Full Day (No Students)
February 7 & 12	Parent-Teacher Conferences: MS/HS: 3:30-7:30; ES: 3:45-7:45
February 15	Parent-Teacher Conferences Comp. Day (No School)
March 15	Staff In-Service – Full Day (No Students)
March 22	End of 3 rd Quarter – Full School Day
March 25-29	Spring Break
April 19	Good Friday - No School
May 17	Staff In-service – Full Day (No Students)
May 27	Memorial Day – No School
June 7	Last Day of School: Students Half Day/Teachers Half Work Day Student Dismissal: MS 10:55, HS 11:00, ES 11:55
Necessary snow days will be added in June	

Number of Days per Quarter: Q1 43 days; Q2 43.5 days; Q3 42 days; Q4 46.5 days

Back to School Night: Wednesday, August 29, 2018 from 2:00 pm-5:00 pm for staff, students, and parents. A time for students/parents to meet staff, organize lockers, and have student pictures completed.

APPENDIX B

EXTRACURRICULAR ACTIVITIES

<p>A: Football Volleyball Girls' Basketball Boys' Basketball Wrestling Baseball Track Boys Soccer Girls Soccer Cross Country Softball</p> <p>\$3571.00</p>	<p>D: Student Council Advisor Senior Class Advisor</p> <p>\$576.00</p>
<p>B: Golf Drama - 2 Co-Directors (each/ per play)</p> <p>\$1962.00</p>	<p>E: Freshmen and Sophomore Class Advisor National Honor Society Coordinator Middle School Jazz Band Director (per semester)</p> <p>\$288.00</p>
<p>C: Dance Advisors (per season: summer/fall & winter/spring) Cheerleader Advisor (per sport per season: football, wrestling, basketball) Pep Band Yearbook Forensics DECA Junior Class Advisor</p> <p>\$981.00</p>	<p>F: JV/Assistant Coaches 70% of Head Coach Pay - \$2500 JV2 Coaches 50% of Head Coach Pay - \$1786.00 MS Coaches 25% of Head Coach Pay -\$893.00 MS Asst Coaches - \$570.00 MS Cheerleading - \$295.00</p>

*Beginning the 2018-2019 school year, extra curricular compensation increases will be tied to the negotiated percentage increase on the teacher base pay.

Substitute Teachers	\$120.00 per day
Summer School Teachers	\$23.00 per hour
Summer School Aides	\$12.50 per hour
Seasonal Ticket Takers	\$7.25 per hour
Scorers, Game Filmers	\$7.25 per hour
Summer Technology Certified Staff	\$25.00 per hour
Summer Curriculum Writing	\$25.00 per hour (Building Principal prior approval required).
Certified Teachers as Substitutes:	
1.5 hours or 85 minutes	\$40
45-50 minutes	\$20
half day (approx. 4 hours)	\$60

APPENDIX C
INSURANCE BENEFITS

- A. Health Insurance. The Cedar Grove-Belgium School District will pay a percentage of the cost of the health insurance premium for family plan coverage and single plan coverage as determined by the Board of Education.

Qualifying employees who have family plan coverage will be provided with a \$2,500 deposit into the Health Savings Account (HSA) on an annual basis. Qualifying employees who have single plan coverage will be provided with a \$1,000 deposit into the HSA on an annual basis. The \$2,500 family plan HSA deposit and the \$1,000 single plan HSA deposit will take place at the time of the last payroll in September (the September 30th pay date). An additional \$500 will be deposited into the employee's HSA upon completion of the requirements associated to the biometric screening/health assessment.

HSA contributions shall be prorated based on the employee's FTE.

If an employee elects health insurance outside of the open enrollment period due to a qualifying event, the employee is not eligible for the HSA contribution. If an employee elects to go off the district's health insurance plan due to a qualifying event, the employee will not be eligible for the cash in lieu payment until the following school year.

Employees who are at least 55 years of age, who have completed a minimum of one year of service to the district as of June, 2013, and who were eligible subscribers (CGBSD employees who carry the district's insurance) as of June, 2013 will be able to continue dental and/or health insurance coverage, along with that of any dependents enrolled, as of the date of early retirement. The retiree health insurance plan is subject to the district's established conditions and limitations.

- B. Dental Insurance. The District agrees to provide family and single dental insurance coverage for all employees employed at 75% FTE or greater. Coverage will be for a twelve (12) month period for those who complete the term of their individual contract. Employees employed at least 75%, but less than 100% FTE shall pay a prorated amount toward their dental insurance coverage.
- C. Long Term Disability (LTD). Long Term Disability Insurance will be provided by the District covering 66 2/3% of the employee's contract income and is currently taxable. The elimination period is the later of 90 calendar days or the date the short term disability ends.
- D. Unused Sick Day Payout. Upon retirement, for those employees with accumulated sick days (a maximum of 90 days that were in one's sick bank as of 6/30/2016) the accumulated sick days will be paid out on the last payroll at \$40/day and will be subject to applicable state and federal income taxes.
- E. Life Insurance. The District will provide to those employees who are employed a minimum of 24 hours per week, life insurance at 1.5 times the employee's salary rounded to the next highest thousand dollars through the group life insurance program in place at the time. The District will pay the full premium.

Long Term Disability (LTD) and Life Insurance coverage will be for a twelve (12) month period for those who complete the term of their individual contract.

- F. Ancillary Products. At the discretion of the Board of Education, there may be voluntary ancillary health benefits such as vision care, accident insurance, short term disability and additional life insurance coverage that are offered to teachers working more than 24 hours per

week. The ancillary health options can be purchased via payroll deduction from September 15th to June 30th of a given year.

- G. WRS Employee Contribution. For employees eligible to participate in the WRS benefit the employee and the District will each contribute their required WRS contribution pursuant to state law.
- H. Alternate Benefit Plan. If an employee waives the District's health coverage to participate in a non-school health plan, the District shall provide an Alternate Benefit Plan (ABP) as an alternative to health coverage. The District's 2017-2018 payment to the ABP shall be \$2,400. The ABP payments may be sent to the District's tax sheltered annuity plan monthly as an employee contribution if requested by the employee. In order to qualify for the ABP, the employee must show proof of other health insurance coverage before payment will be made. This provision will not apply to employees whose health coverage would continue as a dependent or any other employee on the District's health plan. The District reserves the right to revise or terminate this benefit at any time.
- I. Open Enrollment Period. The Open Enrollment Period for insurance is during the last two full weeks in May on an annual basis. At this time employees can switch from family to single plans or vice versa, or add or remove their insurance elections during this period. If an employee has a "qualifying event" he/she would be allowed to make changes to his/her insurance options as required by law. Qualifying events include: marriage, divorce, death, birth of a child, or loss of an employee's insurance coverage outside of their control. The District will allow employees to be taken off of it's insurance at any time, however the employee would not be able to add insurance without a qualifying event and only during the insurance open enrollment period.

APPENDIX D

TEACHER PERFORMANCE COMPENSATION

Compensation:

\$1800	<i>Exceeds Expectations</i> in at least three of the competency area and <i>Meets Expectations</i> in the other areas.
\$1500	<i>Exceeds Expectations</i> in one or two of the competency areas and <i>Meets Expectations</i> in the other areas.
\$1200	<i>Meets Expectations</i> in five or six of the competency areas and <i>Developing</i> in the other areas.
\$500	<i>Meets Expectations</i> in three or four of the competency areas and <i>Developing</i> in the other areas.

Salary Ranges:

\$71,708	Maximum Salary Compensation
\$66,708+	Master's Degree Required
\$41,208	Base Salary Compensation

*Salary ranges may be adjusted based upon a negotiated CPI amount between the Board of Education and the Cedar Grove-Belgium Education Association.

TEACHER RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the *CGBSD Teacher Handbook* and understand the provisions contained herein. I understand that the terms described in the teacher handbook may be altered, modified, changed, or eliminated by the Board of Education at any time, with or without prior notice.

***Please return your signed acknowledgment form to your respective building office for filing.**

Thank you!

Teacher Signature

Date