

Revised 9/14/2011

BARNEVELD SCHOOL DISTRICT  
TEACHER HANDBOOK  
2011-12

The Barneveld School District does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, sexual orientation, or disability.

The provisions of this handbook do not create either an explicit or implicit contract for employment.

### **TEACHER HOURS**

Teacher's hours shall be from 7:45 a.m. to 3:45 p.m. On Fridays or days before holidays, the teachers may leave after the buses have left. This also applies if the teacher is to return in the evening for a school gathering. Teachers who must leave before 3:45 p.m. must request permission to do so from the Administrator. Teachers may leave the building during their duty-free lunch periods, but must sign out in the main office.

### **WORKLOAD**

1. Teachers in grades 9-12 teaching in the 4 period block schedule assigned any of the following shall be compensated as per their individual contract.
  - a. Three (3) teaching periods and one (1) prep period.
  - b. Two (2) teaching periods, one (1) supervision, and one (1) prep period.
  - c. Any combination of 45 minute periods equivalent to a or b above.

Each additional assigned teaching period over three (3) shall be paid at an additional \$2,250 per semester for a ninety (90) minute period, \$1,125 per semester for a forty-five (45) minute period. Compensation for less than full-time positions will be determined as a proportion of the normal teaching load.

2. Teachers in grades 6-8 assigned six (6) 45 minute teaching periods or five (5) teaching periods and up to two (2) non-teaching periods shall be compensated as per their individual contract. Each additional assigned teaching period over six (6) shall be paid at an additional \$1,125 per semester. Compensation for less than full-time positions will be determined as a proportion of the normal teaching load of six (6) periods per day.
3. Teachers in grades K-5 shall be compensated as per their individual contract. Two hundred dollars (\$200) per student per semester will be paid for each student over twenty-six (26) in their primary class assignments.
4. Teachers, other than music, phys. ed., and art teachers, whose assignments encompass 6-8 and 9-12 levels shall have their overloads determined according to the following:

If the majority of time is 6-8 refer to #2 above and if the majority is in 9-12 refer to #1 above.
5. Music, Phys. ed., and art teachers who are assigned 1,350 face to face teaching minutes/week shall be compensated as per their individual contract. Each additional 45 face to face teaching minutes over 1,350 shall be paid at \$160 per semester. Compensation for less than full-time positions shall be determined as a proportion of

the normal teaching load. Each “block scheduling” teaching period of 90 minutes or more will count as two teaching periods in this computation.

6. IMC Directors, guidance counselors and school psychologists shall be compensated as per their individual contract for a work week consisting of 40 periods.
7. Overloads shall be determined the first Monday of October for the first semester and the third Monday of February for the second semester.
8. Effective July 1, 2012 there will be no overload pay.
9. A teacher shall be required to supervise an extra-curricular activity or be a class advisor only after the Administration has attempted to solicit qualified volunteers for such an assignment and has not been able to fill these assignments on a voluntary basis.

### **PREPARATION**

All teachers shall average at least one preparation period per day. Grades K-5 shall have at least one preparation period per day which is a minimum of 30 minutes.

Preparation periods are deemed to be the scheduled Phy. Ed., Music, and Art periods. Any teacher substituting a 30-45 minute class during a prep period shall be reimbursed \$15 per full class period.

Any teacher substituting a ninety (90) minute or more class period during a preparation period shall be reimbursed \$30 for that period.

### **DUTY FREE LUNCH HOUR**

All teachers shall be given a duty-free period of thirty (30) continuous minutes.

### **SICK/PERSONAL LEAVE**

- A. Ten (10) days sick leave for personal illness will be granted each year, accumulative to 90 days. Up to ten days of the sick leave each year may be used for the following reasons:
  1. Illness in the teacher’s immediate family.
  2. Funerals in the teacher’s family.
  3. Personal reasons, providing that at least 48 hours notice of such absence is given to the administration in writing. The Administrator may waive this requirement if such notice is impossible in his/her judgment. The administrators will schedule no more than two teachers for absences under the personal leave provision on any one day. Personal leave shall be granted in the order that written requests are received. No more than three consecutive working days may be taken under this provision. The District Administrator may allow, at their discretion,

additional consecutive days of personal leave, with the stipulation that additional days are unpaid, or the teacher's pay is deducted to pay for their substitute teacher. A person requesting personal leave on a day when two (2) people have already scheduled personal leave may take an unpaid day if the district is given at least five (5) working days notification. The unpaid day shall be calculated as 1/186<sup>th</sup> of the person's salary. No more than a total of four (4) persons will be granted leave under this clause.

4. Once an employee has used 10 leave days in a school year for any reason(s), he/she may use accumulated leave days for personal illness only.

## **EVALUATION**

Teacher evaluations are conducted for two purposes:

1. Improve instruction which will increase the effectiveness of the teaching-learning process; and
2. Provide job performance accountability.
  - A. A minimum of two observations will be included in the evaluation.
  - B. After the two observations (which will be within 20 days of each other), a post-conference will be scheduled within 10 days of the last observation. The teacher and supervising administrator will discuss the evaluation.
  - C. Information from the observations, as well as, other formal and informal evaluative information will be discussed and included in the written evaluation document.
  - D. A written evaluation document will be provided to the teacher for their signature. By signing, the teacher acknowledges receipt of the document, but not necessarily agreement with the contents. If a teacher disagrees with any statement, they can explain the points of disagreement in a written statement, which will be attached to the evaluation document and placed in the individual's file.

## **STANDARDS OF CONDUCT**

Employees are expected to acquaint themselves with all school rules and standards of conduct. Disciplinary action or termination may be invoked for any of the following, including but not limited to:

- a. Falsification/altering of any School District records, which could include employment applications, etc.;
- b. Unauthorized absenteeism and/or failure to notify the principal/administrator when the person will be absent; leaving work without notice during assigned hours; abusing prep times;

- c. Unauthorized disclosure of any school information, which may be contained in communications, school records, overheard in official staff conversations, or told the employee as “confidential”;
- d. Sale, distribution, use, possession and/or under the influence of alcohol or other illegal controlled substances on school district property or at a school sponsored activity;
- e. Fighting, verbal disruptive arguing, obscene or abusive language while at work, threatening/intimidating/coercing others on school district premises; carrying unauthorized weapons;
- f. Insubordination towards a principal/administrator;
- g. Refusal to comply with School District policies and procedures and/or following directives of a principal/administrator;
- h. Creating unsafe or unsanitary conditions;
- i. Theft or unauthorized use of school district equipment or property; loss, damage, destruction, or unauthorized removal of school district property from the premises;
- j. Negligence in observing fire prevention or safety regulations; failure to report on-the-job injuries or unsafe conditions; failure to follow established procedures for cleaning and maintaining the school building and equipment;
- k. Unwillingness or inability to work in harmony with others; displaying behavior that creates discord when dealing with students, teachers, parents, and other employees;
- l. Any acts of harassment or discrimination;
- m. Inappropriate dress;
- n. All personnel are responsible to their immediate supervisor, then to the building principal and finally to the District Administrator;
- o. Inappropriate use of technology, e-mail, the internet, etc.;
- p. Any other employee behavior as deemed inappropriate by the Administrator/School Board.

**COLLEGE COURSES**

1. Courses approved prior to July 1, 2011 will be honored for lane adjustments and the \$60/credit payment.
2. Effective July 1, 2011, all courses pursued must be in the areas of education; and approved by the District Administrator prior to taking the course(s). No courses will be

approved leading to principal, administrator, administrative, and/or curriculum certifications. All courses approved will be designed to improve the teacher’s ability to instruct their students; and relate directly to the subject area or grade level the teacher is currently teaching.

3. Teachers will have a choice to receive a \$60 payment/credit or lane movement for approved college courses – not both. Once a decision is made, it cannot be changed/reversed unless the board eliminates lane movements.
4. In all cases, each teacher who chooses a \$60/credit payment and not the lane movement, will be reimbursed \$60/credit for up to 6 credits, provided the teacher is still employed on November 1 following the completion of the course.
5. The teacher must notify the District Administrator by May 15<sup>th</sup> of the current school year of any approved summer school courses. The teacher must complete the approved courses and turn in the grade slip by November 1 of the next school year. No adjustments will be made after November 1 for the current school year.

**SCHOOL TERM**

1. The 2011-12 school term will consist of 186 days; 180 face-to-face, 4 professional development days, and 2 parent-teacher conference days.

**PAY POLICY**

Teachers under contract shall receive their salary in twenty-six (26) nearly equal installments.

**LIQUIDATED DAMAGE**

In the event a teacher terminates their employment during the term hereof, an amount is determined to be the reasonably anticipated damages that will follow from such a breach. The Board may, at its option, demand and recover from the teacher such amount as liquidation of damages. Teachers resigning due to their own health will not be charged the liquidated damage, with appropriate documentation provided and reasonable notice given.

<b>If notice is given to the District Administrator during the following time periods:</b>	<b>The liquidation damage may be determined to be:</b>
Before July 15	No liquidated damages
July 16 to July 31	\$ 300.00
August 1 to first contract work day	\$ 750.00
During school year	\$ 1,000.00

**INSURANCES**

1. Teachers will pay 12.6% of their monthly single or family health insurance premiums.
2. The board will pay the following premiums:
  - a. Dental      Single - \$36.98/month      Family - \$105.30/month
  - b. LTD          \$.44/\$100 of salary
  - c. Life          \$.25/\$1,000 of salary (\$50,000 maximum)
3. An employee who does not choose to participate in one or more of the insurance programs will be eligible for the Cash in Lieu of Insurance plan and should consult with the District Administrator.
4. Insurance coverage will terminate the end of the month in which the employee resigns or otherwise ceases to be a District Employee.

**WISCONSIN RETIREMENT SYSTEM**

Starting July 1, 2011, the employee shall pay their required Wisconsin Retirement System (WRS) contribution amount which will equal 50% of all actuarially required contributions, as determined by the Employee Trust Fund Board.

**GRIEVANCE PROCEDURE**

A. PURPOSE & SCOPE

The purpose of this grievance procedure is to comply with the statutory requirements that the District have in place a grievance procedure that address employee terminations, employee discipline and workplace safety.

This grievance procedure does not create any substantive right to employment with the District, and unless provided otherwise by statute or court decision, it does not establish any standard for employee discipline or termination from employment (such as a “cause standard”).

B. DEFINITIONS

1. Employee termination.

Termination means an immediate and permanent cessation of the employment relationship.

If the employee has an employment contract, the standard governing the basis for termination shall be any statutory or court decisions governing termination during the term of a contract.

All other employees are considered at will employees and can be terminated for any reason or no reason provided there is no violation of applicable federal or state law.

Termination does not include workforce reduction activities including layoffs; voluntary termination including, without limitation, quitting and resignation; job abandonment; end of employment due to disability, retirement, death; or end of employment and/or completion of assignment for temporary, contract or part time employees.

Non-renewal of an employee covered by either Wis. Stat. §118.22 or §118.24 is not considered a termination, and the applicable statutory procedure will be followed.

## 2. Employee discipline.

Discipline is defined as a tangible employment action that results in a significant change in employment status – such as failing to promote, reassigning with significantly different responsibilities, a significant change in the monetary value of a benefit, or a reduction in monetary compensation.

## 3. Workplace safety.

Workplace safety means the conditions of employment related to physical health and safety of employees, as long as such conditions are not unenforceable under federal or state law, related only 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.

## 4. Days mean calendar days unless otherwise indicated.

## 5. Arbitrary or capricious action.

Arbitrary or capricious action on the part of the school district occurs when it can be said that such action is unreasonable or does not have a rational basis. Arbitrary action is the result of an unconsidered, willful and irrational choice of conduct and not the result of the “winnowing and sifting” process.

## C. GRIEVANCE PROCEDURE

A written grievance may be filed with the employee’s immediate supervisor (except where the employee’s immediate supervisor is the board of education) no later than ten (10) days from the date that the employee first became aware, or should have reasonably been aware, of the condition or circumstance giving rise to the grievance. The employee’s immediate supervisor may schedule a meeting with the employee to review the matter within ten (10) days of receiving the grievance. The immediate

supervisor shall provide a written response within ten (10) days of receiving the grievance or within ten (10) days of the meeting, whichever is later.

The written decision provided above shall be final unless the employee files a written request with the District Administrator or designee no later than five (5) days from the date of the response required above. The District Administrator or designee may schedule a meeting with the employee to review the matter within ten (10) days. The District Administrator or designee shall provide a written response within ten (10) days of receiving the grievance or within ten (10) days of the meeting, whichever is later.

In the event the employee's immediate supervisor is the board of education, the grievance shall be filed with the impartial hearing officer, and the timelines set forth in this paragraph shall apply to the initial filing and subsequent actions.

The District Administrator's response shall be final unless the employee files a written request with the District Administrator no later than five (5) days from the date of the response above for a hearing before an impartial hearing officer. The District will provide a hearing officer who shall not be a District employee. The employee is granted a one-time right to request a different impartial hearing officer. The hearing shall be conducted as soon as practicable and may or may not be transcribed, subject to the hearing officer's discretion. Witnesses may also present information but only in person and written documents may also be submitted, subject to the examiner's discretion. The appealing party carries the burden of production of evidence and proof. The hearing officer shall base the decision on whether the District's action was arbitrary or capricious. The hearing officer may request oral or written closing arguments and replies. The hearing officer shall provide a written decision to all parties.

The hearing officer's decision shall be final unless within fourteen (14) days of decision's date the employee files with the School District clerk a request for the School Board to review the hearing officer's decision. The Board has the right to approve, reverse or modify the hearing officer's decision. The Board shall examine any records produced at the hearing before the hearing officer and determine whether a rational basis exists for the written decision. The Board shall not conduct a de novo hearing. A simple majority vote of the Board shall decide the appeal and its decision shall be final. If the Board reverses or modifies a decision, it shall provide an explanation for its decision.

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute termination of the grievance. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. Time limits may be extended by agreement in writing of the parties at any step of the procedure.

**BARNEVELD SCHOOL DISTRICT**

**2011-12 SALARY SCHEDULE**

<b>Step</b>	<b>BA</b>	<b>BA+8</b>	<b>BA+16</b>	<b>BA+24</b>	<b>MA</b>	<b>MA+6</b>	<b>MA+12</b>	<b>MA+18</b>
2	35238	36000	36774	37558	38477	39306	40157	41032
3	36101	36885	37681	38488	39485	40337	41211	42106
4	36964	37771	38589	39418	40493	41367	42264	43182
5	38196	39042	39900	40768	41922	42875	43849	44846
6	39071	39939	40818	41710	42942	43916	44913	45934
7	39944	40835	41737	42650	43961	44959	45978	47020
8	40818	41732	42656	43592	44981	46001	47042	48108
9	41693	42628	43575	44532	46001	47042	48108	49194
10	42925	43899	44886	45883	47430	48550	49693	50858
11		44807	45816	46835	48460	49604	50769	51956
12			46746	47788	49491	50656	51844	53054
13				48741	50522	51709	52920	54152
14					51553	52763	53996	55250
15						53816	55072	56348
16							56146	57446
17								58545

**2011-12**

**EXTRA-CURRICULAR**

**PAY SCHEDULE**

A. Athletic Activities

**Varsity**

<u>Head Coach</u>		<u>Assistant Coach</u>	
Boys Basketball	7.5%	Boys Basketball	5.0%
Girls Basketball	7.5%	Girls Basketball	5.0%
Volleyball	7.0%	Volleyball	4.5%
Baseball	7.0%	Baseball	4.5%
Softball	7.0%	Softball	4.5%
Golf	5.0%	Golf	3.25%

**Freshman Coaches**

Girls Basketball	3.75%	Volleyball	3.25%
Boys Basketball	3.75%	Baseball	3.25%
		Softball	3.25%

**Junior High School**

<u>Head Basketball Coach</u>		<u>Assistant Coach</u>	
Boys	2.5%	Boys	2.5%
Girls	2.5%	Girls	2.5%

B. General Activities

Forensics	5.5% per person (2 <sup>nd</sup> position at 12 or more members)
Drama (includes musical)	Total Budget to be negotiated each year
Yearbook	2.5%
VICA	3.5%
Band	3.5%
Chorus	3.5%

C. Advisors

Head Cheerleading Advisor	3.5%	Asst. Cheerleading Advisor	3.0%
Freshman	1.5%	Sophomore	1.5%
Junior	2.0%	Senior	2.0%
6 <sup>th</sup> Grade	1.5%	7 <sup>th</sup> Grade	1.5%
8 <sup>th</sup> Grade	1.5%	National Honor Society	1.5%
Student Council	1.5%		

D. Roster Qualifications

1. Volleyball

Varsity and Junior Varsity – 6 members per team, minimum

Assistant coach at 12 or more players

2. Basketball

Girls/Boys – Varsity and Junior Varsity – 6 members per team, minimum

Assistant coach at 12 or more players

3. Baseball/Softball

9 or more members per team, minimum

Assistant coach at 12 or more players

4. Junior High Basketball

Boys/Girls – 6 members per team, minimum

Assistant coach at 12 or more players

5. Cheerleading

Assistant Cheerleading Coach – at 12 or more members

6. Forensics

Assistant Forensics at 12 or more members