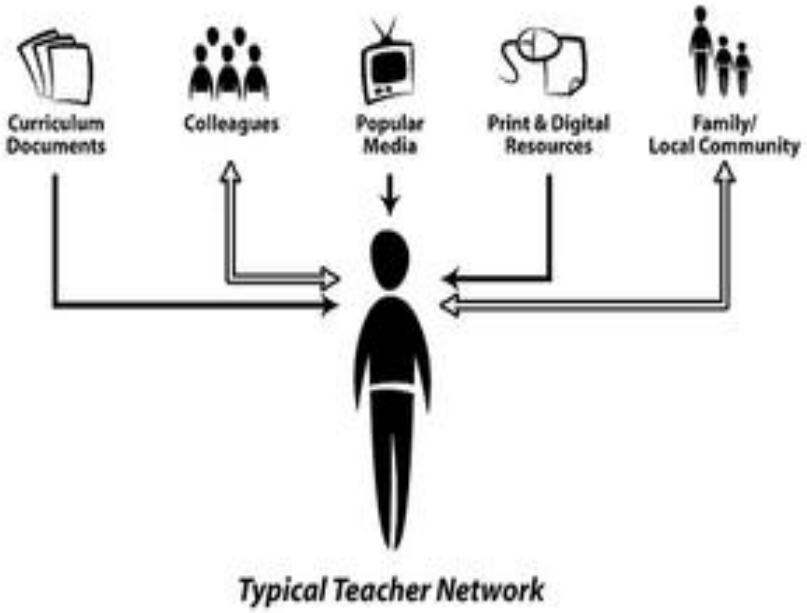


**BARNEVELD SCHOOL DISTRICT**  
**TEACHER HANDBOOK**  
**2017-2018**



*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.*

All teachers are required to comply with all District policies and procedures which includes this handbook. All days mentioned are school days in this handbook.

### **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. That additional 2 hours per month may be added at the discretion of administration for a meeting after the end of a normal weekday with adequate notice. 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**

A full time equivalent PK-12 teaching position consists of the following:

1. Up to 1650 student contact minutes per 5 day work week. Student contact time includes, but is not limited to instructional time, intervention (PIE) and administrative assigned duties.
2. A duty as needed and assigned by administration with adequate notice. A duty is generally defined as time spent supervising and guiding kids in various activities (i.e. before/after school, lunch, recess, study hall, etc.)
3. Assigned Response to Intervention duties as assigned by administration with adequate notice.
4. IMC Director, guidance counselor, speech, special education teacher and school psychologist shall be compensated as per their individual contract for a work week.
5. A teacher shall be required to supervise an extracurricular 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.
6. Full time high school and middle school teachers will not be assigned more than an average of 1350 minutes of courses per five day week.
7. Additional courses can be assigned above specifications for middle school and high school staff and will be compensated at the overload rate set annually by the Board of Education (\$1500) for a 45 minute 1 semester course.
8. Compensation for less than full-time positions shall be determined as a proportion of the normal teaching load.

## **PREPARATION**

All teachers in grades K-5 shall average at least one preparation period per day for not less than 30 minutes per day.

All 6-12 teachers shall average at least on preparation period per day for not less than 45 minutes per day.

All preparation as defined above does not include time before or after school which is construed as prep except in instances of meeting times.

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 on any specific day.
  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.

5.

## **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. Administration will follow the procedures and evaluation process of My Learning Plan and the CESA 6 Strong Model.
  - B. After the observation, a post-conference will be scheduled within 48 hours. The teacher and supervising administrator will discuss the evaluation.
  - C. Information from the observation, as well as, other formal and informal evaluative information will be discussed and included in the summative evaluation document.
  - D. An evaluation document will be provided to the teacher through My Learning Plan. The teacher will be able to acknowledge 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. 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 or licenses. 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.
2. 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.

3. 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.
4. 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 2015-16 school term will consist of 186 days; 180 face-to-face, 4 professional development days, and 2 parent-teacher conference days.

**Grading Policy**

1. **Teachers are to adhere to end of quarter and mid-term deadlines for marking grades.**

**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 will 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.

**If notice is given to the District Administrator during the following time periods:**

**The liquidation damage may be determined to be:**

Before July 15	No liquidated damages
July 16 to first contract work day	\$ 1000.00
During school year	\$ 2,000.00

**INSURANCES**

1. Teachers will pay 12.6% of their monthly single or family health insurance premiums. The full health premiums are:

Single - \$635.16/month

Family - \$1397.08/month

2. The board will pay the following premiums:
  - a. Dental      Single - \$44.14/month              Family - \$129.42/month
  - b. LTD            \$.44/\$100 of salary
  - c. Life            \$.21/\$1,000 of salary (\$50,000 maximum)
3. Vision insurance is available with the employee paying 100% of the premium.
4. 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.
5. Insurance coverage will terminate on August 31<sup>st</sup> for employees resigning in June, July, or August. However, if a person ends employment during the school year their insurance coverage will be terminated on the last day of the month they stop working in the district.

### **WISCONSIN RETIREMENT SYSTEM**

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 Department of Employee Trust Funds 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.

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 for each grievance, 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 hearing officer'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 or the District Administrator can appeal to the School Board. 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  
2017-2018 SALARY SCHEDULE**

1.0126

Projected CPI from 2/15/17  
email from Mr. Stousland

Step	BA	BA+8	BA+16	BA+24	MA	MA+6	MA+12	MA+18
2	40091	40877	41674	42482	43428	44282	45159	46061
3	40981	41788	42608	43440	44467	45345	46245	47168
4	41870	42701	43545	44398	45506	46406	47330	48276
5	43139	44011	44895	45789	46979	47960	48963	49990
6	44041	44935	45840	46759	48029	49032	50059	51111
7	44940	45858	46787	47727	49079	50106	51157	52230
8	45840	46782	47735	48699	50129	51181	52253	53351
9	46742	47705	48681	49667	51181	52253	53351	54470
10	48011	49015	50032	51058	52652	53807	54984	56184
11		49950	50989	52040	53714	54892	56092	57315
12			51947	53022	54776	55976	57200	58446
13				54003	55838	57061	58309	59578
14					56900	58147	59416	60709
15						59231	60526	61839
16							61632	62972
17								64104

**2016-17**

**EXTRA-CURRICULAR PAY SCHEDULE**

A. Athletic Activities

**Varsity**

<u>Head Coach</u>		<u>Assistant/JV Coach</u>	
Boys Basketball	2,643	Boys Basketball	1,762
Girls Basketball	2,643	Girls Basketball	1,762
Volleyball	2,467	Volleyball	1,586
Baseball	2,467	Baseball	1,586
Softball	2,467	Softball	1,586
Golf	1,762	Golf	1,145

**Freshman Coaches**

Boys or Girls Basketball	1,321
Volleyball, Baseball, Softball	1,145

**Junior High School**

<u>8<sup>th</sup> Grade</u>		<u>7<sup>th</sup> Grade</u>	
Boys Basketball	881	Boys Basketball	881
Girls Basketball	881	Girls Basketball	881
Volleyball	881	Volleyball	881

B. General Activities

Forensics	2467		
Drama		<u>3 Act Play</u>	<u>1 Act Play</u>
Director	2,245	1,798	
Asst. Director	1,735	1,198	
Technical Director	714	499	
Costume	612	400	

WEEVA	1762
Skills USA	1762
Band	1,233
Chorus	1,233
Weight Room	1000

C. Advisors

Dance Team Advisor	1,586		
Freshman	528	Sophomore	528
Junior	708	Senior	708
6 <sup>th</sup> Grade	528	7 <sup>th</sup> Grade	528
8 <sup>th</sup> Grade	528		
National Honor Society	528		
Student Council	528		

D. All individuals in Sections A, B, or C who have higher salaries than stated above, are grandfathered effective July 1, 2012.

**Revised: Sept 24, 2017**