

EMPLOYEE HANDBOOK



SHARON COMMUNITY SCHOOL

I. THE EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT OF SHARON COMMUNITY SCHOOL	4
II. INTRODUCTION/PURPOSE OF HANDBOOK	4
III. EQUAL EMPLOYMENT OPPORTUNITY	6
IV. HARASSMENT AND DISCRIMINATION	6
V. DAYS AND HOURS OF WORK	7
A. TEACHERS	7
VI. LEAVES	10
VII. PERSONNEL RECORD MAINTENANCE AND ACCESS	14
VIII. PAY AND COMPENSATION	15
CERTIFIED STAFF AND TEACHER COMPENSATION	15
IX. PERFORMANCE EVALUATIONS	17
X. WORKING CONDITIONS	17
XI. CONDITIONS OF EMPLOYMENT	25
G. FRINGE BENEFITS	27
I. MISCELLANEOUS	30
EXTRA CURRICULAR COMPENSATION SCHEDULE	34
EMPLOYEE ACKNOWLEDGMENT	42

****To quickly find other more specific items, please use the Ctrl + F feature to type in a keyword you are searching for!****

[Link to Board of Education Policy Manual referenced throughout.](#)

I. **THE EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT OF SHARON COMMUNITY SCHOOL**

The mission of the Sharon Community School, Sharon, Jt. District #11 is to provide an educational program that ensures equal educational opportunities for all children. These opportunities should be offered in a positive and healthy environment wherein students can develop self-esteem and individual potential. Achieving this will permit them to begin to acquire the intellectual, social, physical, and cultural attitudes and skills important to live in a democratic society and function in a diverse and changing world.

The Sharon Community School Board of Education believes that fulfilling the mission is dependent on a strong partnership between students, parents, staff, administrators and members of the community. This partnership becomes the foundation for excellence in educational programming and the children in it.

II. **INTRODUCTION/PURPOSE OF HANDBOOK**

This Handbook generally identifies the wages, hours and working conditions for all employees of Sharon Community School.

None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefit, or a contract of employment, expressed or implied. All of the employees are employed “at-will,” and employment is not for any definite period unless otherwise provided herein or in an individual employment contract. For such at-will employees, termination of employment may occur at any time, with or without notice, and with or without cause, at the discretion of the Board of Education of the Sharon Community School.

The provisions set forth in this handbook may be altered, modified, changed, or eliminated at any time by the Board of Education with or without notice.

In case of a direct conflict between this Handbook, rules, regulations or policies of the Board of Education and any specific provisions of an individual employment contract, the individual employment contract shall control.

If any provision or section within this Handbook is held to be invalid by operation of law, the remainder of this Handbook shall not be affected thereby. Any change in the law will impact the operation and enforcement of the provisions of this Handbook by modifying the provisions to conform to the law.

The Board of Education has the right to interpret and apply the provisions of this Handbook in its discretion and as it deems appropriate as an essential management right and to determine whether specific circumstances require deviation from its terms.

Definitions:

1. Day: A day is a calendar day unless otherwise specified herein.
2. School year: The school year is used interchangeably with the term fiscal year. It is July 1 through June 30. The term “per year” refers to the fiscal year, unless otherwise specified.

3. Support Staff Members: A Support Staff member is employed in one of the following classifications: Food Service, Instructional Assistant, Clerical/Office Employee, Childcare, or Custodian and Maintenance.
 - a. 12-Month Employee: A 12-month, full-time employee is defined as a support staff employee who works thirty (30) or more hours per week for twelve (12) months each year. A 12-month, part-time employee is defined as an employee who works less than thirty (30) hours per week for twelve (12) months per year. All 12-month, full-time employees are eligible for benefits as provided by the Board of Education and listed in the Employee Handbook. A 12-month, part-time employee is not eligible for benefits.
 - b. 10-Month Employee: A 10-month, full-time employee is defined as a support staff employee who works thirty (30) hours or more per week for the school year (approximately 9-1/2 to 10 months per year). A 10-month, part-time employee is defined as an employee who works less than thirty (30) hours per week for the school year (approximately 9-1/2 to 10 months per year).
4. Certified Staff Members: A Certified Staff member is used interchangeably with the term Teacher. It is an employee hired by the District under a Wis. Stat. § 118.21 contract. Examples of Certified Staff members include classroom teachers, school counselors, school psychologists, librarians, reading specialists, special education teachers, and speech therapists. Certified Staff members may be hired on a regular full-time or regular part-time basis. A regular full-time teacher is assigned to work at least thirty (30) hours per week.
5. Casual/Temporary/Seasonal/Summer School/Substitute Employees: Unlike a regular full or part time employee:
 - a. A casual employee is an individual who is not scheduled to work in the District on a regular basis. Casual employees are not covered by this Handbook. The terms and conditions of employment will be established by the District at the time of hire. Casual employees have no expectation of continued employment.
 - b. A Temporary employee is an individual hired by the District for a specific project for a specific length of time. Temporary employees are not covered by this Handbook. The terms and conditions of employment will be established by the District at the time of hire. Temporary employees have no expectation of continued employment.
 - c. A Seasonal or Summer School employee is an individual hired for a specific period of time usually related to the seasonal needs of the District, such as to staff the District's summer school. Seasonal and summer school employees are not covered by this Handbook. The terms and conditions of employment will be established by the District at the time of hire. Seasonal and summer school employees have no expectation of continued employment. Regular full and part-time Certified Staff may be hired by the District to serve as a seasonal or summer school employee if the assignment is not in conflict with the regular full or part-time employment.

- d. A Substitute employee is an individual hired to replace a regular District employee during the regular District employee's absence. Substitute employees are not covered by this Handbook. The terms and conditions of employment will be established by the District at the time of hire. Substitute employees have no expectation of continued employment.
6. Administrator: An administrator staff member is an employee hired by the District under a Wis. Stat. § 118.24 contract. Examples include a District Administrator and a Principal.

Position descriptions are available for inspection for each Sharon Community School employee. At a minimum, the descriptions will include the job title, the minimum qualifications, and the essential functions of the position. Employees must be able to perform the essential functions identified in the job description with or without a reasonable accommodation.

III. **EQUAL EMPLOYMENT OPPORTUNITY**

Please refer to school policy Nondiscrimination and Equal employment opportunity 1422, 3122, 4122.

IV. **HARASSMENT AND DISCRIMINATION**

Please refer to school policy Employee Anti-Harassment 1662,3362, 4362 and Nondiscrimination Based on Genetic Information of the Employee 1422.02,3122.02, 4122.02.

V. **DAYS AND HOURS OF WORK**

Attendance

Regular and reliable attendance is an essential function of the job of every Sharon Community School employee. It is the employee's responsibility to be ready to begin his/her duties on time each day and to return on time from scheduled breaks and lunch breaks. Although there are justifiable reasons to be absent from work, employment assumes the availability for work and excessive absenteeism and/or excessive tardiness will lead to discipline, including termination.

Reporting: If an employee must be absent or late on any work day, he/she is to notify Sharon Community School by calling or sending a text message to **Jean Beetstra at 262-607-0718 prior to 6:00 a.m. or before 9:00 p.m.** the night before. An employee must continue to contact Jean Beetstra until he/she receives a voice confirmation or text confirmation from her in case a message does not go through.

Tardiness: Unless due to emergency conditions communicated to and excused by the supervisor or another appropriate administrator, tardiness is not permitted. Excessive tardiness will result in disciplinary action, including termination.

A. TEACHERS

1. Teacher-Student Contact Days

There are generally one hundred and eighty (180) teacher-student contact days and seven and one-half (7 ½) in-service days during the school year. This schedule may vary from year to year as determined by the Board of Education. Teachers who are employed for periods extending beyond the normal school year will be compensated on a pro-rated basis using the base salary. A copy of the school calendar is available on the Sharon Community School's website. In the event that the school calendar, including scheduled inservice days, does not meet the 187.5 working days, the following terms will apply: teachers shall turn in a log of additional hours spent on supervisory duties or approved curriculum work within the district beyond their contracted day, or in the summer, prior to the end of the current contract year by June 30. Any duties for which teachers receive additional compensation shall not apply. Examples include concert supervision, movie night, or other school sponsored events that are unpaid. The District may waive days due to weather or calendar at their sole discretion. Employees may request to use sick days or personal leave in lieu of supervisory duties based on Administrator approval.

New-to-the District Teachers, who are teachers who have not taught more than three (3) years under a regular full-time or regular part-time teaching contract in the District, may be required to spend up to two (2) work days at the beginning of the school year for the purpose of being oriented to the District's policies and procedures, including the performance evaluation process and general expectations of the District. The annual salary provided to new-to-the District Teachers shall compensate such teachers for these work days; therefore, no additional compensation shall be provided.

2. Professional Responsibilities and Work Day

Education and teaching is a professional occupation. The professional staff is expected to be with students for their supervision and instruction and to be present at those times needed to carry out their professional responsibilities. The schedule of each building will be developed by the Sharon Community School. Educational and other professional requirements may make it necessary for occasional changes in normal starting and ending times. Alternate work schedules to better serve the needs of students may be developed between the Sharon Community School and individual staff members.

It is generally expected that Certified Staff members will cover for one-another during the work day when their schedule allows. No additional compensation will be paid. Part-time staff working additional hours shall be eligible for additional compensation at the substitute daily rate of pay.

3. Length of Work Day

Teachers' regular work day shall be from 7:30 a.m. to 3:30 p.m. or 7:45a.m. to 3:45 p.m., unless otherwise provided herein, or as determined by the District. Included in the Teachers' school day shall be thirty (30) minutes for a duty free

lunch. Teachers have the option to volunteer to supervise students for the duration of their duty free lunch in exchange for a free lunch provided by the District. Teachers should use the phrase “dining in” at the check out line.

Teachers may be required to attend events outside the regular work day including, but not limited to, parent-teacher conferences, parent nights, open houses, concerts, etc., without additional compensation, as identified in the calendar and determined by the District.

4. Calendar

a. Make Up Days

Generally, the first instruction day is lost when school is closed by the administration due to an emergency situation, as provided in Wis. Stat. § 115.01 (10), shall not be made up unless there is an insufficient number of instructional minutes according to Wisconsin Statutes. All other lost instructional days will not be made up unless the minimum student contact hours are not completed according to Wisconsin Statutes. Lost working days will be made up at the Board’s discretion. However, teachers will be expected to prepare and send out virtual instructional content to students on inclement weather days to avoid use of lost days of instruction due to potentially hazardous road conditions or other building closures.

b. Partial Days

Partial days lost when school is canceled before the prescribed time or is commenced after the normal starting time will not be made up unless the minimum student contact hours are not completed according to Wisconsin Statutes. Virtual student instruction is not expected on partial days, unless specifically directed by the Principal.

c. Additional Days

The Board of Education may add additional days to the school calendar. Employees will be reimbursed at their per diem rate of pay for each additional day. Compensation will only occur after 187.5 working days. These days will be utilized for professional staff development. The District Administrator will determine the scheduling of the days.

B. SUPPORT STAFF

1. Work Schedules

The regular work schedule for full-time support staff will be a minimum of six (6) continuous hours per day, Monday-Friday. The hours shall be set prior to the beginning of each academic school year by the District Administrator and/or Principal.

Summer hours shall be set at least one week before the end of the school year by the District Administrator and/or Designee. Employees will thereafter be notified in writing of their summer hours. School office

summer hours may vary such that the office staff has the ability to work four (4) ten hour days on non-summer school weeks pending the completion of necessary tasks. Should the Sharon Community School find it necessary to change an employees' work schedule, the immediate supervisor will attempt to provide the employee advance notice of the change.

2. Overtime and Compensatory Time Off

- a. Overtime Pay – Overtime will be earned by hourly employees at a rate of time and one-half (1 ½) for all hours worked over forty (40) per week or as otherwise required by state and federal law. All overtime must be approved by the employee's immediate supervisor prior to the overtime being worked. All employees must work overtime when required as part of their job duties. Salaried employees are not eligible for overtime.

The District does not offer comp time.

3. Breaks and Lunch Periods

Teacher - All full time teachers shall receive a thirty (30) minute duty free lunch.

Support Staff – Full time support staff may receive a thirty (30) minute unpaid duty free lunch dependent on building needs. At no time shall a support staff be directed to take an unpaid, working lunch. Support staff may be assigned to eat lunch with students and will remain clocked in. This need may vary throughout the year and from staff member to staff member based on District need.

Breaks at 10 minutes of length shall be granted to any employee under the age of 18 in accordance with the length of their shift and applicable laws. All other employees are not guaranteed a paid break.

4. Emergency School Closings

In the event the school building or any work area is closed or dismissed early due to any emergency, including snow days, the district administrator shall determine which employees are required to report to work. Any work hours canceled as a result of a snow day or other emergency may be made up or not made up at the discretion of the district administrator. If the days are to be made up, they shall be added to the school calendar either during or at the end of the school year. All employees are expected to report to work on make-up days unless the district administrator advises the employee, in writing, that he/she is not required to report to work. Hourly employees will not be paid for hours not worked due to any school building closure, early dismissal, or emergency, including snow days. However, hourly employees will be paid for any make-up days worked. In general, non-custodial staff will not report on snow days.

On snow days, buildings and grounds is expected to report to work to clear snow and make the building accessible and will be paid their regular rate of pay for such work. Custodians are also expected to report to work on

make-up days unless the district administrator advises the employees, in writing, that he/she is not required to report to work. Custodians shall be paid their regular rate of pay for any make-up days worked. Administration may approve any necessary over-time for hourly employees.

5. Building Checks

Building checks may be required on weekends and other non-scheduled days. The head custodian will be responsible for performing these checks or scheduling other custodians to work as necessary.

VI. LEAVES

A. Family and Medical Leave

Please refer to Family & Medical Leave of Absence policies 1630.01, 3430.01, and 4430.01 for up to date FMLA information.

For purposes of the twelve (12) month period for leave protected by the federal FMLA, the District uses the Calendar year – January 1 – December 31.

For purposes of the twelve (12) month period for leave protected by the WFMLA, the District uses the calendar year – January 1, through December 31.

B. Sick Leave

Please refer to school policy Employee Sick Leave 3432, 4432

1. Increments

Sick leave shall be taken in increments of no less than fifteen (15) minutes. Time shall be rounded to the nearest quarter of an hour.

2. Carry Over:

Certified Staff – Full-time certified staff shall receive ten (10) days of sick leave and ten (10) days of sick leave per year of service thereafter.

Part-time Certified Staff shall receive a prorated amount. Unused sick leave days may accumulate to a maximum of one hundred and twenty (120).

Certified Staff using no more than two (2) sick leave days during the school year shall receive a discretionary personal day during the following school year. This day is not deducted from sick leave.

Support Staff – Full-time support staff shall receive five (5) sick leave days per year, up to a maximum accumulation of ten (10) days of sick leave.

3. Notice Requirements

Sick leave benefits shall begin on the first day of absence and continue until the employee returns to work or has used all of his/her accumulated sick leave. An employee who is sick (or whose immediate family member is sick) and as a result is unable to report to work shall notify his/her immediate supervisor as soon as the employee is aware of the need to be absent, and at

least thirty (30) minutes before the start of his/her regular shift or assignment.

4. **Sickness During Unscheduled Days Off, Holidays. Vacation or Leave of Absence:**

Employees who experience illness during scheduled days off, leaves of absence, and/or holidays may not use accumulative sick leave to receive compensation on such days.

5. **Sick leave may be donated to other employees in need due to a family or medical emergency and must be approved by the Administrator.**

C. Personal Leave

One (1) day of personal leave per year shall be granted to each full-time employee with pay. Such leave is not deducted from the employee's sick leave. The employee must request approval from the Administrator at least two (2) days in advance of the leave. This leave is not cumulative from year to year.

If an employee requires more than one (1) day of paid personal leave in a year for a unique situation/event/experience, the employee may submit a request to the District Administrator for extended personal leave. The employee must submit the request at least seven (7) days in advance of the leave. The request must identify the reason for the leave and the number of days of leave required. The District Administrator may approve the extended personal leave request at his/her discretion. If approved, the leave shall be deducted from the employee's sick leave. Anyone who gains such approval shall not be granted additional sick time if the employee chooses to exhaust their sick-time for these personal reasons.

D. Emergency Leave

Emergency leave days are those which require an employee to be absent from the job due to extraordinary circumstances. Paid emergency leave is a privilege granted by the Board of Education at the discretion of the District Administrator. If approved, the leave shall be deducted from the employee's sick leave. The Administrator may grant additional days of leave only after all other leave has been exhausted based on their discretion of legitimate need.

E. 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) and applicable state laws. Upon notification of the need for military leave, employees shall request leave through the District Administrator. For further information regarding rights under USERRA and applicable state laws, the employee must contact the District Administrator.

F. Funeral Leave

Funeral leave for three (3) days with pay shall be granted to a staff member for the death of a member of his/her immediate family, which is defined as the employee's spouse, parents or grandparents of either spouse, children and their spouses,

grandchildren or siblings of either spouse. An additional three (3) days of funeral leave with pay may be granted at the discretion of the Administrator, but such days will be deducted from an employee's accumulated sick leave. If sick leave is not available, leave may be granted as unpaid.

G. Jury Duty

Employees who are required to serve on jury duty shall submit his/her jury duty check to the Sharon Community School and receive his/her regular payroll check from the Sharon Community School. Employees shall report to work if released from jury duty and at least two (2) hours remain in the scheduled work day. If the employee does not report to work after being released from jury duty during their normal working time, the employee will be subject to loss of pay on a prorated hourly basis and that time will be considered as an unauthorized leave, which may result in disciplinary action, up to and including termination. Employees will be granted a reasonable amount of travel time when reporting to work.

H. Unpaid Leaves of Absence

See Leaves of Absence policy 4430, Unrequested Leaves of Absence/Fitness for Duty 3161, 1461.

All requests shall be made in writing at least thirty (30) days prior to the start thereof, with the exception of extenuating circumstances. Requests for leave are not guaranteed and may be denied.

Any leave of absence granted under this policy shall be without pay. However, an employee who is granted an unpaid leave of absence pursuant to this Section shall be entitled to the following benefits:

1. The employee shall remain eligible for inclusion in all of the Sharon Community School's group insurance plans, at the employee's expense, during the period of approved leave; and
2. The employee will be returned to his/her former position, if available, upon return from the approved leave.

I. Workers Compensation

Eligibility for worker's compensation benefits does not automatically make an employee eligible for a leave of absence. However, to the extent that an employee is absent due to a job-related illness or injury incurred during the course of his/her employment and receiving worker's compensation benefits, the employee may also use accumulated sick leave in addition to the compensation he/she receives from the worker's compensation carrier. At no time will the employee be allowed to receive an amount greater than his/her regular salary.

J. Teacher-Responsibilities During Leave

Unless an employee is physically or mentally unable to perform, and to the extent that it is permitted by law, it is the expectation that Teachers on leave will complete the following duties prior to leave and/or the duration of leave:

- Lesson Planning
- Progress Reports
- Report Cards, including comments
- Conferences

K. Substitute Folder

Teachers are expected to have a substitute folder for use when the teacher is absent from school. The folder must be left in a visible place or there must be a note designating where it can be located. At the minimum the folder must include:

- Current Class list- updated as necessary
- Current schedule- updated as necessary
- Identification of instructional groups
- Behavior plan for class
- Directions regarding students with health/special needs
- Extra duty responsibilities (lunch/recess duties, etc.)
- Instructions for taking attendance on the Skyward program
- Special instructions, i.e., behavior charts, behavior programs, special health or instructional information
- Seating chart
- Emergency Procedures
- Any other information the teacher feels will better prepare a substitute to work with the particular class

Daily lesson plans must be in sufficient order and detail to allow a substitute teacher to appropriately manage the classroom and instruct the class. It is important to view these days as continuous instruction days and not as “free days” for the students. Teachers are responsible to follow up on substitute recommendations and referrals for student misconduct. It is not the responsibility of the office to have to retrieve the teacher’s lesson plans from email. However, the office will do its best to assist you with getting a substitute for the needed items for the day.

L. Holidays

All twelve (12) month, full-time employees shall be granted the following holidays off at their regular rate of pay so long as they are scheduled to work and perform work said in the work week leading up to the holiday

New Year’s Day
 Memorial Day
 July 4th
 Labor Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve Day
 Christmas Day

All ten (10) month, full-time employees shall be granted the following holidays off at their regular rate of pay so long as they are scheduled to perform full-time hours and perform said hours in the work week leading up to the holiday:

Labor Day
Thanksgiving Day
Memorial Day

If a paid holiday falls on a Saturday or Sunday, Administration shall set the paid holiday on the Friday or Monday of the holiday weekend. The designated paid holiday date may vary based on the needs of the District.

Work on Holidays - Any employee who is required to work on any of the above-mentioned holidays will be paid one and one-half (1 ½) time for the hours worked and will receive time off on another day in lieu of the time worked on that holiday.

Employees may not show up to work that has not been scheduled by Administration in order in an attempt to gain holiday pay they are not otherwise eligible to receive. Any employee who attempts such action shall be subject to disciplinary action.

M. Vacations

All twelve (12) month, full-time employees shall earn paid vacation as articulated in their letter of employment. Fiscal year shall run from July 1-June 30.

All vacations shall be taken on a current school year basis (July 1-June 30) and shall not accumulate from year to year. Any vacation time not taken during a school year shall be lost. Staff with an inability to use time due to duties assigned may be granted a grace period at the discretion of the district administrator.

One (1) day of vacation equals the employee's scheduled daily hours. Employees may not take vacation time off in increments of less than one-half (1/2) day. The Sharon Community School shall determine the number of employees on vacation at any given time. Vacations shall be taken at the time least disruptive to the school's operations as determined by the District Administrator. The Sharon Community School may deny vacation requests based on the legitimate operational and educational needs of the school.

VII. PERSONNEL RECORD MAINTENANCE AND ACCESS

Please see school policy Personnel Records 8320.

All employees must promptly notify the Sharon Community School personnel office of any changes in:

1. Address;
2. Marital status or name change;
3. Party to be notified in case of emergency;
4. Phone number;
5. Dependent(s)

VIII. **PAY AND COMPENSATION**

Please refer to school policy Direct Deposit 6515, Payroll Authorization 6510, and Compensation 0144.1

Pay and compensation for all employees is established by the Board of Education. Pay dates shall be on the 15th and the last day of the month.

Employees are required to participate in direct deposit within 15 days of hire as a condition of employment.

New-to-the-District teachers shall not be eligible to receive their first paycheck until they report to work on the first calendar day.

Support staff employees are paid based on the number of hours worked and recorded on a submitted timesheet. Failure to submit a timesheet by the District deadlines will result in a delay of payment. It is the employee responsibility to submit their timesheets in a timely manner.

CERTIFIED STAFF AND TEACHER COMPENSATION

A. Individual Teacher Contracts

Certified staff shall receive an individual contract of employment with the Sharon Community School governed by Wis. Stat. § 118.21. The individual contract of employment will identify the teacher's tentative assignment and annual salary.

B. Extracurricular Activities

Extracurricular, coaching, and any other co-curricular assignment contracts will be issued separately and include the pay for the assignment. The Extra-Curricular Compensation Schedule is attached to this Handbook as Appendix A.

C. Wage Payment

The Sharon Community School shall pay teachers their wages in twenty-four (24) equal installments semi-monthly beginning in mid-September during the period that the teacher teaches in accordance with the terms and conditions herein with the balance of the contract paid in June at the end of the contract term. The District shall annually provide a pay schedule to employees.

E. Summer School Pay

Teachers shall be paid an hourly rate of twenty-five dollars and zero cents (\$25.00) based on their scheduled hours. Summer school teachers who work 3 hours or more per day shall receive 1 prep hour of pay.

F. Continuing Education

As a condition of employment all Certified Staff members shall be actively involved

in ongoing professional development. Priority for professional development activities must be given to areas identified as key initiatives, goals and priorities of the school of assignment and school district. Annual professional development plans are to be developed in consultation with the staff member's supervisor. Ongoing professional growth activities and increasing professional competency will be considered in annual performance evaluations.

1. Obligations

Teachers will be responsible for meeting State of Wisconsin re- certification requirements as established for their specific licenses.

2. Credits Defined

To be approved for compensation and reimbursement, a credit course must be taken through an accredited university or college. This includes courses taken through a distance learning arrangement.

3. Approval

- a. Credits to be approved must be in coursework which will improve the employee's skills, performance, or value to the Sharon Community School.
- b. The teacher's request for course approval must be in writing to the District Administrator prior to the course commencement using the prescribed forms, which are attached to this Handbook. The teacher must receive prior approval from the District Administrator before the course begins in order to receive payment. The District Administrator has ten (10) working days to return the request with or without approval.
- c. Teachers may request special consideration of other courses related to professional development or potential licensure that are not affiliated with a university, college, or credits, only upon special request and approval by the District Administrator and/or the Board of Education when deemed necessary.

4. Reimbursement

Teachers will be reimbursed at a rate equal to college or university charges, but not to exceed tuition rates as established by the University of Wisconsin, Whitewater. Only teachers enrolling in graduate courses will be approved for reimbursement. All requests for reimbursement will be processed in accordance with regular monthly bookkeeping procedures upon submission of satisfactory course completion and proof of payment. Teachers will be reimbursed for a maximum of six (6) credits of graduate courses per two (2) school year period. Teachers will notify the District Administrator, in writing, of their intent to enroll the following year, on or before teacher check out of the preceding year. The Board of Education, at their discretion and upon request by the teacher(s) or the District Administrator, may waive the requirements that classes be graduate or postgraduate, with reimbursement not to exceed the actual cost of tuition.

5. Appeals

Appeals may be made by meeting with the District Administrator and the

employee; however, the final decision is to be made in writing by the District Administrator.

6. Required Teacher Pay-Back Amount

Any teacher who leaves the district after receiving credit reimbursement shall pay the District back at a pro-rated amount of fifty percent (50%) per year within two (2) years. For example, an employee taking six (6) credits who leaves within one (1) year would pay back the full amount, after one (1) year fifty percent (50%), after two (2) years zero percent (0%).

The District may approve coursework for support staff based on District need and applicability to the role. The District Administrator shall determine whether payment of such courses by the District or reimbursement is appropriate.

IX. PERFORMANCE EVALUATIONS

The Sharon Community School seeks to employ and retain highly competent and productive personnel. To support this goal, performance evaluation systems have been established:

Certified Staff

Evaluations of Certified Staff members will be conducted in accordance with the requirements articulated in the State's Educator Effectiveness System. New-to-the District staff will have at least one (1) announced formal observation in addition to at least three (3) to five (5) informal/walk-through observations annually for their first two (1) years in the District. All other staff will be evaluated at least every three (3) years with at least one (1) announced formal observation in addition to at least three (3) to five (5) informal/walk-through observations within the timeframe of the three (3) year evaluation cycle. All formal evaluations of Certified Staff members will include direct observation of teacher performance utilizing the processes and instruments adopted by Sharon Community School and approved by the Wisconsin Department of Public Instructions. Informal/walk-through evaluations may occur at any time and evaluators may document such informal/walk-through evaluations utilizing the instruments adopted by the Sharon Community School. All Certified Staff in an evaluation year must submit their Documentation Log as part of the evaluation process.

All Certified Staff members must conduct the Student Learning Objective (SLO) process utilizing the instruments adopted by the Sharon Community School. All Certified Staff must also conduct the Professional Practice Goal process. All Certified Staff have an electronic, as well as, a physical personnel file.

Support Staff

Support staff shall receive routine, informal feedback from their direct supervisor relating to their performance. When warranted, written letters of praise and/or warning regarding performance may be given to employees and placed in their personnel file for future reference.

X. WORKING CONDITIONS

A. Code of Conduct

A physically and emotionally safe environment is essential for student learning to occur and employees to be productive. Mutual respect and understanding are the foundations of a safe and effective learning environment. To ensure orderly operations, good relationships and a positive image the Board of Education expects employees to conduct themselves in accordance with the policies of the District.

B. Political Activity

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

- No school employee shall, during hours for which pay is received, use any time for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. The teacher has a responsibility to show objectivity and neutrality in order that various sides of an issue are presented in a balanced manner. While it is recognized that a teacher has a right to maintain and express a particular point of view, the teacher has an obligation to inform students that the position is a personal opinion and to present in a fair manner the alternate views of the issue.
- No school employee shall make use of school equipment, technology or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- Staff who identify themselves as Sharon School Employees on social media are also advised to maintain neutral posts. This provision is not intended to interfere with an employee's right to freedom of speech.

See policies 7544, 3231, 4231, and 9700 for further information.

C. Copyright

See District policy 2531 Copyrighted Works.

D. Outside Employment

See District policy 3230, 4230 Conflict of Interest, 3231, 4231 Outside Activities of Staff, 3243 Professional Meetings.

E. Dress Code

Please see District Policy 3216/4216 Staff Dress and Grooming. Professional staff is permitted to wear jeans free of holes on Fridays. All staff are expected to adhere to the student dress code policy in the student handbook and any applicable District policy.

F. Smoking Not Permitted

See District Policy 3215/4215 Use of Tobacco and Nicotine by Staff and policies

5512 Use of Tobacco and Nicotine by Students and 7434 Use of Tobacco and Nicotine on School Premises.

G. Alcohol and Other Drugs

See District policies: Substance Abuse 3170,4170, Controlled Substance and Alcohol Policy for Employees that Transport Students 4162, Search and Seizure 5771, Drug-Free Workplace 3122.01,4122.01, Student Supervision and Welfare 1213 ,3213, 4213, Dress and Grooming 5511, Advertising and Commercial Activities 9700.01, Job-Related Expenses 3440, 4440, Drug Prevention 5000, Human Growth and Development 2414

H. Background Checks/Criminal Charges/Convictions

Please see school policy Required Reporting of Staff Conduct 8141 and Criminal History Record Check 3121, 4121.

All employees who drive a school vehicle at any time must comply with an annual MVR – driver history with the business office. Anyone with questionable driver histories may not be allowed to drive school vehicles.

An arrest, indictment or conviction of a crime is not an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

1. the nature of the offense;
2. the date of the offense;
3. the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction. Employees shall notify the District Administrator in writing of any arrests and charges within 3 calendar days.

I. Layoff/Recall/Furloughs

Please refer to school policy Reduction in Staff 3131, 4131.

Layoff/Recall

The layoff of Certified Staff holding a contract subject to Wis. Stat. § 118.22 will be accomplished through the statutory non-renewal procedures and using the non-renewal deadlines. A non-renewal for the purpose of a layoff (reduction in force) shall satisfy the standard required in this Handbook for contract non-renewal.

The effective date of layoff will be the last teaching contract day in the year in which the layoff occurs.

It is the responsibility of the Board of Education to provide the staff necessary for the implementation of the educational programs of the district and the operation of

the school and to do so efficiently and economically. The Board may layoff or reduce the hours/days of work of a support staff employee based on the best of interest of the district.

In the event that the Board of Education decides to reduce the number of support staff positions or the number of hours per day or the number of days worked with regard to any support staff position, the District shall provide notice, in writing, to any affected staff before the effective date of the layoff/reduction.

A staff member who is laid off will retain original date of hire for purposes of determining wages should the employee return to employment with Sharon Community School within a period of one (1) year from the date of layoff; however, the time spent on layoff shall not be counted towards years of service in Sharon Community School. Employees do not have a right to be recalled to a position.

Furloughs

The District may furlough employees for budgetary reasons or any other reason in the best interest of the District. Furlough is the placement of an employee, a group of employees, or a classification of employees on a temporary leave without pay and without District-provided benefits for a defined period of time, which may be extended, as determined by Administration. A furlough is not a layoff. The decision to implement a furlough will be made by the District Administrator or designee in accordance with school policy.

Employees will be given as much advance notice of the furlough as possible. Employees will receive written notification of the furlough. Such notice shall include the expected dates of furlough, including whether the furlough is intermittent. Furloughed employees may be called back to work prior to the end of the identified furlough period upon written notification of the Superintendent or designee.

The following guidelines apply during furlough periods:

- Employees shall not receive their wages or salary from the District, but are permitted to use accrued vacation or personal leave to receive compensation on furlough days.
- Employees are prohibited from working for the District, but may work for another employer, provided they are not also using paid leave.
- Sick leave, personal leave, etc., shall continue to accrue as if the employees were working for the District.
- The District shall provide health insurance, dental insurance, etc., at the same level it would have if the employees were working. However, if the furlough is expected to last at least thirty (30) calendar days, such employees will not be eligible for District-provided benefits, such as health insurance and dental

insurance, during the furlough period, except employees may be eligible to continue certain insurance benefits, including health insurance, pursuant to COBRA depending upon their status and/or classification.

Employees to be furloughed will be selected by the Administration, who will have the discretion to determine which employees will be furloughed based on the best interests of the District.

J. Electronic Communications

See District policy 7542 Access to District Technology Resources from Personally Owned Communication Devices, Policy 7540.03 Student Education and Technology Acceptable Use and Safety, Policy 7540.04 Staff Education Technology Acceptable Use and Safety, Policy 8605 Use of Electronic Wireless Communication Devices By District Employees Who Operate Board-Owned Or Operated Vehicles, Policy 7440.01 Video Surveillance and Electronic Monitoring, Policy 7540 Technology. Staff is also advised to refer to policies related to student and staff harassment and bullying.

K. Use of Social Media

See policy 7544 Use of Social Media, 7540 Technology, 7540.03 Student Technology Acceptable Use and Safety, 7540.04 Staff Technology Acceptable Use and Safety, 5517.01 Bullying

1. Personal Use of Social Networking Sites – Guidelines

In general, what an employee does on his/her own time outside of work will not be regulated by the Sharon Community School. However, Sharon Community School may monitor and regulate employee postings/activities if:

- The employee chooses to identify himself/herself as an employee of Sharon Community School.
- The activity occurs through use of any Sharon Community School technology.
- The activity affects the employee's job performance or the performance of other Sharon Community School employees.
- The activity involves or relates to Sharon Community School students or family members.
- The District receives an official complaint regarding the employee's online activity as it relates to the code of conduct.

Sharon Community School may monitor employee use of social networking sites, especially when such sites are accessed through Sharon Community School provided technology resources. Employees must be aware that posting on websites, including social networking sites, must not be presumed to be private. Accordingly, employees may be subject to discipline for violating any of the above-referenced conditions.

2. Employee Use of Social Networking Sites

Sharon Community School understands that technology is constantly changing and encourages employees to use technology to assist with student learning. Employees may use social networking sites for educational purposes under the following guidelines:

- The appropriate administrator (principal or athletics/activities director) must approve all social network sites and groups prior to use by the employee with students.
- **The building administrator must be a part of the social network site and group between any employee and student.**
- **Because such communications are pupil records and public records, employees are required to document and retain all electronic communication between themselves and students.**

L. Confidentiality

Please refer to school policy Confidentiality 8350. All student records and other information gained in the course of an employee's work for the District are to be treated as confidential information, unless otherwise directed by this policy and/or applicable law. The Principal, or designee, has primary responsibility for maintaining the confidentiality of all student records kept in the Sharon Community School.

Violation of this policy will result in discipline, up to and including termination.

M. Carrying a Concealed Weapon in School

See Policy 3217,4217,5772,7217 Weapons, Policy 5518 Youth Gangs, Policy 7440 Facility Security, Policy 9160 Public Attendance at School Events, Policy 9700.01 Advertising and Commercial Events.

If you believe anyone possesses a weapon on school grounds, immediately contact the school office and/or law enforcement depending on the immediate level of danger. If you do call the police, please also try to alert the office in some way so that the safety plan can be appropriately followed.

N. Nepotism

No member of an employee's immediate family shall supervise another member of the same family without the direct approval of the Board of Education. Immediate family members shall include spouses, parents, grandparents, children, siblings, stepparents, stepchildren, and in-laws.

O. Use of Sharon School Funds

Please refer to policy Fraud 8900, Federal Funds 6110, System of Accounting 6800, Investment Income 6144, Post Issuance Tax Exempt Bond Compliance 6146 and others in the Finances 6000 section of the District policy book.

Employees are expected to adhere to all internal controls that ensure the appropriate

use of Sharon Community School funds.

Sharon Community School prohibits fraud and financial impropriety in the actions of its Board of Education members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with Sharon Community School. Fraud and financial impropriety includes, but is not limited to, the following:

- forgery or unauthorized alteration of any document or account belonging to Sharon Community School;
- forgery or unauthorized alteration of a check, bank draft, or any other financial document;
- misappropriation of funds, securities, supplies, or other Sharon Community School assets, including employee time;
- impropriety in the handling of money or reporting of Sharon Community School financial transactions;
- profiteering as a result of insider knowledge of Sharon Community School information or activities;
- unauthorized disclosure of confidential or proprietary information to outside parties;
- unauthorized disclosure of investment activities engaged in or contemplated by the Sharon Community School;
- accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to Sharon Community School, except as otherwise permitted by law or Sharon Community School policy;
- inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
- failure to provide financial records required by state or local entities;
- failure to disclose conflicts of interest as required by law or Sharon Community School policy;
- disposing of Sharon Community School property for personal gain or benefit and,
- any other dishonest act regarding the finances of the Sharon Community School.

Any person who suspects fraud or financial impropriety in Sharon Community School is expected to report the suspicions immediately to any supervisor, the District Administrator or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares the Sharon Community School financial reports or transactions is expected to set an example of honest and ethical behavior and is expected to actively monitor his/her area of responsibility for fraud and financial impropriety. Neither the Board of Education nor any Sharon Community School employee will unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

If an employee is found to have committed fraud or financial impropriety, the District Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board of Education, the District Administrator, or designee may refer

matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the Sharon Community School, Sharon Community School may seek to recover lost or misappropriated funds.

P. Field Trip Requests

See policy 2340 District Sponsored Trips and 8640 Transportation for Field and Other District Sponsored Trips.

Field trip request/bus request forms must be filled out and submitted for administrative approval prior to parent and student communication. Permission slips must be turned into the office at the conclusion of the trip. Teachers are responsible for collecting field trip student fees and maintaining a spreadsheet of names, amounts paid, and payment type to be included with the money turned into the office using a Google Doc. Teachers should communicate with the office regarding parents who have paid via the web on a shared Google Doc. Teachers are advised not to leave money in their classrooms. Students, who are homeless or otherwise facing financial hardship, may be exempt from fees. Teachers must see the office to confirm if there are any students in his/her classroom for whom fees should be waived.

Q. Requisition Requests

All employees in need of a purchase towards a supply or item for school use must complete a requisition request form prior to purchase. Last day for requisitions is March 31st annually. Any purchases made without prior authorization will not be reimbursed. Forms are available on the school website.

R. TPA Requests

TPA requests must be submitted to the school Principal for review. Generally, TPA has donated one hundred dollars (\$100) in supplies per grade level classroom. Special requests beyond the one hundred dollars (\$100) for field trips and other items should also go through the Principal prior to TPA. Requests must be submitted in October-December, teachers will be notified of request timelines. Late requests may be submitted but will not receive priority funding. TPA requests for funding are not guaranteed.

S. Job Openings

1. Job Posting Procedure

Whenever the Sharon Community School determines that a vacancy exists and that it is necessary to fill the vacancy, the job vacancy may be posted on WECAN for licensed staff members. The District may consider prior applicants for other positions or internal staff members, but is not required to do so. The District may inform staff of openings.

2. Selection

The selection of any applicant to fill the job vacancy shall be made on the basis of the applicant's qualifications, experience, skills, and abilities.

3. Outside Recruitment

The Sharon Community School may recruit and fill a vacancy with an external candidate as it determines appropriate.

4. Temporary Assignments

The Sharon Community School may fill a vacant position on a temporary basis in order to meet the needs of the Sharon Community School.

T. PI-34 Mentoring Language

1. Mentor Criteria. The following shall apply to the mentor selection:
 - a. A teacher with a minimum of three (3) years of successful teaching experience in the Sharon Community School.
 - b. Shall be voluntary for one (1) year, renewable by mutual agreement.
 - c. Have completed a DPI-approved mentoring workshop or district offered training.
 - d. Final selection of mentor teachers shall be made by the Sharon Community School Administration.
2. Mentor Requirements and Responsibilities:

Mentors shall be available for at least eight (8) visitations per Mentee per year. Routine interaction between the Mentor and Mentee will take place on a weekly basis. Mentors shall comply with the mentor handbook and mentor lead teacher guidance.
3. Mentor Incentives:
 - a. Mentors shall receive a stipend of five hundred dollars (\$500) per year.
 - b. Mentor training shall be provided by and/or paid by the Sharon Community School.
4. Mentor Removal:

Either the Initial Educator or the Mentor may request the removal of the other. The removal will not occur without the other being informed. If either requests a change, the Sharon Community School shall use its best efforts to timely provide a replacement. The first request will be granted without any discussion of the reason(s) for the request. There shall be no recriminations once the request is made. The stipend shall be prorated as a percentage of the year for which the Mentor/Mentee relationship was in effect. Subsequent requests for removal, by either the Mentor or the Mentee, must be accompanied by the reason(s) for the request and shall be at the sole discretion of the Sharon Community School.

XI. CONDITIONS OF EMPLOYMENT

Health Examinations – See policy 1460 Physical Examination

A. Teacher

The Board of Education shall employ only certified and qualified teachers who are capable of performing their teaching responsibilities on a high level of efficiency

and effectiveness.

B. Assignment

A teacher's tentative professional assignment shall be specified in his/her individual teaching contract. The assignment is subject to change at the discretion of the Board. The Board shall make every reasonable effort to provide thirty (30) days' notice before such reassignment occurs.

C. Non-Renewal

See policy 3140 Non-Renewal, Resignation, and Termination

Non-renewal of a teacher's contract will be done in accordance with the deadlines and procedures set forth in Wis. Stat. § 118.22. The teacher's contract may be non-renewed for any reason, so long as the reason is not discriminatory or otherwise prohibited by law.

Non-renewal of an administrator's contract will be done in accordance with the deadlines and procedures set forth in Wis. Stat. § 118.24. The standard for non-renewal shall be set forth in the contract. Part-time teachers are not protected by non-renewal statutes unless specifically written on their individual contract. Part-time teachers may be terminated any time per the language of their contract.

D. Discipline/Termination - See policy 3140 and 3139 Staff Discipline

Typically, disciplinary action will involve four (4) steps: verbal reprimand, written reprimand, suspension without pay, and termination of employment. Specific disciplinary actions will depend on the seriousness of the behavior and the frequency of occurrences. Some serious employee behaviors may lead to immediate suspension or termination. Sharon Community School reserves the right to impose disciplinary action as may be appropriate in particular circumstances. The employee may be disciplined, up to and including termination, for any reason, so long as the reason is not discriminatory or otherwise prohibited by law.

E. Liquidated Damages

1. Each individual teacher contract shall include the following liquidated damages provision:
 - a. Any teacher resigning or breaching before the expiration of his/her individual teaching contract shall be subject to the costs and terms listed on their current contract. (Removed dollar amounts to avoid periods where they may not align)
 - b. Liquidated damages may be waived at the sole discretion of the District Administrator/Board of Education under special circumstances such as medical emergency, pregnancy, or family emergencies. The board will not waive damages for general reasons, such as new employment.
2. Each administrator contract shall include a liquidated damages provision:

- a. Any administrator resigning or breaching before the expiration of his/her individual contract shall be subject to the damages outlined in their individual contract
- b. Liquidated damages may be waived at the sole discretion of the District Administrator/Board of Education under special circumstances such as medical emergency, pregnancy, or family emergencies. The Administrator may not waive their own damages.

F. Employment Grievance Procedure

See Board Policy 3340, 4340 Grievance Procedures EXTRACURRICULAR ACTIVITIES – see Board Policy 5854 Participation in Middle Level Extra-Curricular Activities regarding student participation.

Extracurricular activities are those coaching or other duties that are contracted outside of the regular teaching day. See Appendix A for a list of stipend positions. Compensation for extracurricular activities assignments will be determined by the Sharon Community School and published.

Extracurricular activities may be assigned to an individual employed by the District in another capacity or an individual employed outside of the District. When an extracurricular activity is assigned to an individual employed by the District in another capacity, the hours worked by the employee as a coach are not counted for purposes of the employees' classification as a full-time or part-time employee.

All extracurricular activities are assigned on an at-will basis, such that the Sharon Community School may terminate such an assignment for any reason and without advanced notice. See Appendix A for compensation schedule.

G. FRINGE BENEFITS

A. Group Insurance – see policy 4425 Benefits.

1. Employee Eligibility and Insurance Carrier/Benefits

The Sharon Community School will offer group insurance benefits to all regular, full-time employees who are scheduled to work at least thirty (30) hours per week. Group insurance shall be available to probationary employees when they are eligible to participate as determined by the insurance carrier.

The Sharon Community School shall have the discretion to select, change, and eliminate any and all group insurance benefits, which includes the carrier, benefits and coverage, provided to employees.

All coverage shall be subject to the provisions of all applicable contracts and policies of insurance of the carrier.

2. Health Insurance

The Sharon Community School will pay premiums for group health insurance as determined by the Board of Education on an annual basis. All full-time employees will be eligible to enroll in the health plan for single or family based on yearly rates determined by the Board of Education available in the addendum.

3. Dental Insurance

The Board of Education will carry a dental insurance policy. All full-time employees will be eligible to enroll in the dental plan for single or family based on yearly rates determined by the Board of Education available in the addendum. Employees that elect Cash in Lieu are still eligible to enroll in dental.

4. Life Insurance

The Sharon Community School shall provide group term life insurance policy at one (1) times their salary for eligible employees, with the carrier to be selected by the Board of Education. The Sharon Community School will pay one hundred percent (100%) of the cost of this group term life insurance plan.

5. Long-Term Disability Insurance

The Sharon Community School shall provide a long-term disability insurance policy for eligible employees, with the carrier to be selected by the Board of Education. The long-term disability insurance plan will provide a seventy-five (75%) base salary reimbursement to employees who have completed a sixty (60) day waiting period. There is a limitation of 24 months for a Disability caused or contributed to by a mental disorder, substance abuse or other limited conditions. The Sharon Community School will pay one hundred percent (100%) of the cost of this long-term disability insurance plan.

6. Cash Option in Lieu of Health Insurance

The Sharon Community School will provide a cash option in an amount of six hundred dollars (\$600) a month to eligible full-time Staff who elect not to participate in the Sharon Community School's group health insurance. The Sharon Community School will obtain a Waiver of Medical Insurance for those who elect to receive a cash option in lieu of group health insurance benefits. 10 month employees shall not receive cash-in-lieu during months where they are not performing working over the summer.

Those eligible to re-enroll in the group health insurance plan after receiving cash option must meet the following eligibility requirements:

- a. Must be covered by another employer-sponsored group health insurance plan;
- b. Must lose coverage due to a qualifying event, such as divorce, spouse leaving employment with no retiree benefits available or death of spouse; and
- c. Must enroll in the Sharon Community School's group health insurance plan

within thirty (30) days of loss of coverage.

7. Non-Duplication

Not more than one (1) family or two (2) single policies will be provided when two (2) spouses are employed by Sharon Community School.

8. 125 Cafeteria Plan

The Board of Education will make available a 125 Cafeteria plan. The administrative cost of this plan will be paid by the Sharon Community School. The Sharon Community School selects the administrator of the 125 Cafeteria plan.

B. General Liability Coverage

The Board of Education will carry a minimum of two million dollars (\$2,000,000) insurance coverage for Errors and Omissions and General Liability citing all teachers employed by the District as “also insured”.

C. Wisconsin Retirement System

The Sharon Community School shall pay the employer’s contribution to the Wisconsin Retirement System for all compensated services on behalf of eligible employees.

D. Mileage

Employees will be reimbursed at the applicable IRS rate per mile for approved mileage when the use of the employee’s private automobile is required. Reimbursement requests shall be submitted to the business office.

E. Retirement/Post-Employment Benefits

Retirement/post-employment benefits may be approved by the Board for an individual Certified Staff member or group of individual Certified Staff members. Any such benefits will be reduced to writing and signed by the individual Certified Staff member and the District.

H. Building Security and Safety

See policy 7440 Facility Security.

A. Keys and Swipe Cards

In accordance with the District Key Control Agreement, all employees must sign and acknowledge the regulation of District keys and swipe cards. Employees may be fined if keys or swipes are lost or stolen. **Lost/stolen keys and/or swipes must be reported to school office personnel immediately so that proper building precautions can be taken in order to ensure the safety of all students and staff.** It is preferable to report as a precaution rather than to wait and see if they are truly lost. In general, a temporary swipe or key may be issued for up to 48 hours while relocation of the key/swipe occurs. Failure to report lost or stolen keys/swipe may

result in disciplinary action.

Staff is never permitted to give their keys and/or swipe to students for ANY reason.

All staff are required to turn in their keys/swipe at the end of the school year and these are checked out annually in August on the first day of teacher inservice. Year round employees should still check in with the main office regarding key/swipe inventory procedures.

B. Locking Doors/Windows

It is the job of every classroom teacher or person who has a space assigned to them to lock all doors and windows before leaving for the night.

Classroom doors must be locked at ALL times, even when children are present for instruction. For security reasons, if there is an intruder, this saves lives by saving time spent struggling with keys and locks by simply shutting the door.

Substitute teachers will receive a temporary classroom key.

Staff and students may not use any type of method or device to prevent a door from locking properly for ANY reason!

OUTSIDE DOORS MAY NOT BE PROPPED OPEN FOR ANY REASON UNLESS BEING HELD BY AN ADULT EMPLOYEE. Human nature means people forget, and we cannot afford to leave a door propped open.

Teachers must verify who is at their classroom door and approve entrance prior to sending any student to open the door.

Please include these instructions in your substitute teacher folder.

Evening custodians are required to perform a sweep of the building every night to double check all outside and classroom doors prior to leaving for the evening and sign off on a checkout sheet that this was performed.

Failure to abide by these security procedures may result in disciplinary action, even if done unintentionally due to the great risk of public safety.

C. Accessing the Building Outside Regular Hours

All staff are asked to notify the main office if they plan to access the building outside of regular hours including non-school days, weekends, breaks, summer etc. Access may not be permitted if there is building cleaning or other operational needs that require us to limit presence on site.

I. MISCELLANEOUS

A. Report Cards

Generally, the school does not permit report card comments.

THERE CAN BE NO INDICATION ON THE REPORT CARD THAT A

STUDENT IS IN SPECIAL EDUCATION, this is prohibited by law.

Report cards are due on indicated dates by the Principal. Failure to have report cards done on time will result in a disciplinary write up. It is the teachers' professional responsibility to be timely with all grading and report cards.

B. Grading Practices

Late work cannot be marked down towards their evidence of proficiency and late work should be marked in their citizenship scores.

ANY 6-8 students who have missing/late work shall attend homework club after school. Teachers must contact parents to inform them of their student's required attendance and make appropriate arrangements with the parent and homework help club tutor. Students will need to be walked to the homework club or the tutor to ensure they arrive. Teachers may give students up to 24 hours to complete work prior to requiring attendance at homework club.

Proficiency marks are intended to reflect a student's abilities and progress towards mastery of the standard. Students who are working on a modified rubric shall be marked based on their individualized mastery goals.

Students who request advance work for extended absences shall receive it at least 48 hours prior to their trip when possible. Any work assigned that was not provided to the student prior to their absence shall be waived.

All teachers are expected to have work from the current week graded within 48 hours. Teachers shall have report cards finished by office provided deadlines.

C. Required Conference Components

Data from the District screener must be shared with the parent and referenced in accordance with the grade level data. Parents can only be provided with a copy of their student's individual scores. Any student who is performing below the 50% shall have their family informed that they are underperforming when compared to peers of the same age and given a plan to improve achievement.

Conversation should revolve around performance on standards with evidence provided and/or citizenship scores. Comments should be supportive and aimed at helping the student as opposed to speaking poorly of the child.

Conferences may also include an activity, student work, or helpful tools for families.

Teachers who have a level of discomfort with parents/guardians may request an Administrator to be present and/or the conference can be held in an alternate setting. For impromptu parent concerns, teachers are encouraged to inform families that they need to make an appointment or schedule a time for discussion in order to avoid class interruption and/or confidentiality in public areas. If a parent persists, please call the office so that someone can assist you to cover your class or remove an unruly adult.

D. Cell Phone Use

ALL employees are expected to keep their phones on silent and out of view from students. Staff are not permitted to use their phones for personal use while students are present. In cases where it is absolutely necessary for you to use/check your phone, please call the office and ask for coverage. Staff are permitted to use their phones during prep and breaks. It is our role to model professional use of devices at all times for our students.

E. Personal Appliances

Personal employee appliances are prohibited due to building energy efficiency. School provided microwaves and refrigerators are available for staff use in the teacher's lounge and in the main office. If you need to request an exemption for a curriculum related project, please contact the building Principal.

F. Teacher Use of Crowd Fundraising Sites and Other Fundraisers

Please refer to policy 6605 Crowdfunding and 5830 Student Fundraising.

Teachers are welcome to make use of social media crowd fundraising tools such as Donors Choose so long as the Principal has given prior approval for the project. Teachers may not directly receive any funds from a fundraising site in the name of the District. Any such funds raised must be deposited directly to the District in order to protect both parties from allegations of misappropriation. Any items/materials donated or purchased through these methods, where the teacher is identified as an employee of the District, are considered District property. These items remain with the District upon the termination or resignation of the employee. Employees are discouraged from bringing large personally owned items to school. Teachers should clearly label all personal property. Employees bring their personal property into the District at their own risk and the District is not responsible for loss or damage.

The District understands that there may be occasions where class/event/team fundraisers are warranted. All fundraisers must be approved by the Principal prior to the campaign. In an effort to avoid overwhelming our community we limit the number of fundraisers happening concurrently. Specific groups have priority on certain fundraiser types and times of year.

G. Children At Work

We understand at times teachers or support staff may have their children or grandchildren with them for a few minutes prior to the start or the end of their work day. Staff is advised that students or children are not to be with them for more than these brief times and that it is understood that they shall be supervised and not have access to any confidential information or conversations. Staff shall not "bring their child to work with them" with the intent their child will be with them for the day without prior administrative approval. It is important that students never perform district employee responsibilities due to liability. Staff is expected to make appropriate childcare arrangements during the work day and/or shift.

H. Student Discipline

Please refer to policies 5610.02 In-School Discipline, 5630 Corporal Punishment, 8510 Wellness.

We are a PBIS school and teachers are expected to employ positive behavior supports prior to student discipline. When such time occurs that discipline is necessary teachers shall individually handle their own classroom discipline unless such time that the severity warrants office involvement. Students may not be forced to miss recess, gym, or other courses for a punishment.

I. Student Supervision

Please refer to policy 1213, 3213, 4213 Student Supervision and Welfare.

Students are to be supervised at all times. Students are never permitted to be left to work in a hallway or outside of a classroom unless an adult accompanies the child. Students shall have an adult in the same space they are working at all times. If you need a break please call the office and someone will cover your room for quick personal needs.

J. Professional Meetings

Refer to policy 3243, 4243 Professional Meetings.

There may be times when job related meetings occur outside of the typical work day. Attendance at these meetings is required, unless Administration waives attendance. Anyone who misses a meeting is required to obtain the information shared at the meeting from a colleague. Eligibility for compensation at meetings is based on board policy for salaried and hourly staff. Frequency of meetings will vary based on the best interest of the students and operations of the school.

APPENDIX A

EXTRA CURRICULAR COMPENSATION SCHEDULE

Cross Country	
A Coach	\$875
B Coach if 20+	\$875
Volleyball	
A Coach	\$960
B Coach	\$960
Boys Basketball	
A Coach	\$960
B Coach	\$960
Dance Season	\$330
Track Boys	\$875
Track Girls	\$875
Track Throwing if 40+ Students	\$875
Girls Basketball	
A Coach	\$960
B Coach	\$960
Solo Ensemble	
Music	\$200
Band	\$200
Forensics	
Middle School	\$600
Elementary School	\$400
Yearbook Advisor	\$250
Student Council Advisor	\$400
Jr. Student Council Advisor	\$300
Concessions Coordinator	\$300
Unit Leader	\$400
Mentor	\$500
Mentor Leader	\$500

Childcare Director Stipend	\$1000
Prelude Choral Director	\$500
Athletic Director	\$2000
Musical Director	\$800
Assistant Musical Director	\$500
Club Advisor Per Semester (Per Advisor)	\$250
EPIC Educator Effectiveness Stipend	\$500
30 Year Employee, 1 Time Stipend	\$1000
Sports Score Board/Book Per Event	\$25
Homework Help Per Semester x2 Adults	\$500
District Sub Caller	\$1000
8th Grade DC Trip Chaperone	\$250

Per Hour Rate \$25
(outside of regular work time, ex: District Data and Assessment Coordinator, Curriculum Work in Summer,)

Note: If more than the number of paid coaches/advisors listed performs the duties of the role based on personal preference, then, the combined available amount per sport/activity shall be split equally between all coaches/advisors. For example, if there are 3 volleyball coaches and only 2 are budgeted, then the total amount for the 2 positions will be split 3 ways. If additional coaches are deemed necessary based on the number of participants, or needed jobs, then the Administrator may approve an additional stipend. Clubs may be approved by Administration annually and each club advisor shall be eligible for the semester stipend. Multiple club advisors will not be approved unless there are 20+ participants.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have read the Sharon Community School Employee Handbook and all linked policies and I understand its provisions. I understand that the Sharon Community School may modify or eliminate the terms described in the Employee Handbook or policies at any time, with or without prior notice. I understand that it is my responsibility to ask questions if I do not understand a provision contained within this Handbook.

I further understand that the Sharon Community School's Employee Handbook and any provisions contained in the Employee Handbook do not constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied.

Employee Signature