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SCHOOL DISTRICT OF RIB LAKE

511

EQUAL EMPLOYMENT OPPORTUNITIES

The School District of Rib Lake provides equal employment opportunities to all employees and applicants for employment without regard to race, **creed, color, religion, political affiliation, sex or sexual orientation**, national origin, **citizenship**, age, handicap/disability, marital status, ancestry, arrest record, conviction record or membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state, **use or nonuse of a lawful product off school premises during nonworking hours, or any other reason prohibited by state or federal law.** *{NOTE: I added the factors in bold-faced type to reflect state and federal nondiscrimination laws.}* This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. The District shall comply with applicable federal, state and local laws governing nondiscrimination in employment.

The District shall provide reasonable accommodations for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District.

To further the principle of equal employment opportunity for all, the District will develop affirmative action plans for minorities, women and the handicapped. These plans, or relevant portions of them, are available from the administration for your inspection upon request.

Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Titles VI and VII, Civil Rights Act of  
1964, as amended by the Equal Employment  
Opportunity Act of 1972  
Title IX, Education Amendments of 1972  
Section 504, Rehabilitation Act of 1973  
Age Discrimination Act of 1975  
Immigration Reform and Control Act of 1986  
Americans with Disabilities Act of 1990  
Civil Rights Act of 1991  
Sections 111.31 - 111.395 Wisconsin Statutes  
118.195  
118.20

CROSS REF.: 511-Rule, Employee Discrimination/Harassment Guidelines  
512, Employee Harassment

FIRST READING: 6/14/01

APPROVED: 7/12/01

SCHOOL DISTRICT OF RIB LAKE

511-Rule

EMPLOYEE DISCRIMINATION/HARASSMENT GUIDELINES

Each member of management is responsible for creating an atmosphere free of discrimination and harassment. Further, employees are responsible for respecting the rights of their co-workers.

A. Definitions

1. "Employee harassment" means behavior toward employees based, in whole or in part, on sex, race, religion, national origin, color, age, disability or any other factor outlined in law which interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.
2. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault. Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, and subtle or expressed pressure for sexual activity.

Besides the anxiety caused by sexual demands on the recipient, there is the implicit message from the alleged offender that noncompliance will lead to reprisals. Such reprisals may include, but are not limited to, harassment escalation, poor work assignments, unsatisfactory job evaluations, sabotage of the victim's work, sarcasm, threatened demotion or nonpromotion, denial of benefits or raises, and ultimately loss of a job.

B. Employee Discrimination/Harassment Complaint Procedures

Employees who wish to file a complaint regarding a violation of this policy should follow the District's complaint procedure outlined below. Employees who are accused of harassment shall be informed that they have a right to representation if and when their supervisors believe that the nature and circumstances of the accusations could lead to disciplinary action.

Complaints shall be kept confidential to the maximum extent possible.

The District has established the following complaint procedure for employees who believe they have been discrimination against or harassed.

Step 1: Any employee who experiences any job-related harassment or believes he/she has been treated in an unlawful,

discriminatory manner shall promptly report the incident to his/her supervisor, who will investigate the matter and take appropriate action, including reporting it to the Equity Coordinator or District Administrator. [The High School Principal is hereby appointed the Education Equity Officer. If the High School Principal is personally involved with respect to any specific complaint, the District Administrator shall act as the Education Equity Officer with regard to the complaint. An appeal from the District Administrator's actions as Education Equity Officer shall proceed directly to the Board.] If the employee feels it would be inappropriate to discuss the matter with the supervisor, it may be reported directly to the Education Equity Coordinator or the District Administrator, who will undertake an investigation as outlined below.

- Step 2: All complaints shall be presented in writing to the Education Equity Coordinator. The complaint should include the specific nature of the harassment and corresponding dates and also include the name, address and phone number of the complainant. The attached form shall be used for providing a written complaint.
- Step 3: The Education Equity Coordinator shall thoroughly investigate the complaint, notify the person who has been accused of discriminating conduct, permit a response to the allegation, and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the written complaint, if deemed appropriate. The Education Equity Coordinator shall give a written answer to the complaint within 15 working days after receipt of the written complaint.
- Step 4: If the complainant is not satisfied with the answer of the Education Equity Coordinator, he/she may submit a written appeal to the District Administrator indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within 10 working days after receipt of the Education Equity Coordinator's answer. The District Administrator shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The District Administrator shall give a written answer to the complainant's appeal within 10 working days after receipt of the appeal.
- Step 5: If the complainant is not satisfied with the answer, a complaint may be filed with the Board within 10 working days after receipt of the Step 4 answer. The Board shall, within 30 working days, conduct a meeting at which the complainant shall be given an opportunity to present the complaint. The Board shall review the matter as deemed appropriate and shall give a written answer to the complaint within 30 working days following completion of the meeting.

Complaints may also be made to:

Office for Civil Rights  
Regional Office V  
300 South Wacker Drive  
Chicago, IL, 60606 (312-353-2520)

Department of Workforce Development  
Equal Rights Division  
819 North Sixth Street  
Milwaukee, WI 53203 (414) 224-4384

State Superintendent of Public Instruction  
Department of Public Instruction  
General Executive Facility (GEF) 3  
P.O. Box 7841  
Madison, WI 53707-7841

C. Discipline

1. If the District determines that an employee is guilty of harassing another employee, appropriate disciplinary action will be taken against the offending employee, up to and including discharge.
2. If, after investigating any complaint of harassment or unlawful discrimination, the District determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action, up to and including discharge, may be taken against the individual who filed the complaint or who gave the false information.

FIRST READING: 6/14/01

APPROVED: 7/12/01

## SCHOOL DISTRICT OF RIB LAKE

512

### EMPLOYEE HARASSMENT

The Board of the School District of Rib Lake feels it is imperative to maintain a school environment that is free of any form of harassment or intimidation toward employees. The District does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it up to and including discipline of offenders.

The District expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, handicap or any other factor outlined in law. Improper interference with the ability of District employees to perform their expected job duties is not tolerated.

The District recognizes the private and sensitive nature of harassment incidents and the emotional and social complexities surrounding such issues. Every effort will be made to consider the sensitivities of the parties involved and protect the victim from repercussions.

Any employee who feels that he/she has been subjected to harassment is encouraged to contact his/her immediate supervisor or the Education Equity Officer.

This policy also prohibits retaliation against employees who bring harassment charges or assist in investigating charges. No employee bringing a harassment complaint or assisting in the investigation of such a complaint will be adversely affected in terms and conditions of employment or discriminated against or discharged because of the complaint.

Each District employee will receive a copy of the employee harassment policy, including a cover letter explaining the importance of the policy and the District's strong disapproval of harassment. Posters will be placed in each workplace advising employees to "tell someone" if they feel they are being harassed. An inservice for supervisors will be presented in which the meaning, legal source and ramifications of this policy shall be addressed to develop an understanding of harassment and underscore the importance of vigilance.

Harassment complaints shall be processed in accordance with established procedures.

LEGAL REF.: Titles VI and VII, Civil Rights Act of  
1964, as amended by the Equal Employment  
Opportunity Act of 1972  
Title IX, Education Amendments of 1972  
Section 504, Rehabilitation Act of 1973  
Age Discrimination Act of 1975  
Immigration Reform and Control Act of 1986  
Americans with Disabilities Act of 1990

Civil Rights Act of 1991  
Sections 111.31 - 111.395      Wisconsin Statutes  
118.195  
118.20

CROSS REF.: 511-Rule, Employee Discrimination/Harassment Guidelines

FIRST READING: 6/14/01

APPROVED: 7/12/01

SCHOOL DISTRICT OF RIB LAKE

512-Exhibit(1)

EMPLOYEE HARASSMENT COMPLAINT FORM

(Attach additional sheets if necessary)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

1. Who was responsible for the harassment? \_\_\_\_\_

2. Describe the harassment. Include time, date(s) and location for each incident. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was your reaction? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List any witnesses to the harassment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

=====

I UNDERSTAND THAT THESE INCIDENTS WILL BE INVESTIGATED AND THAT THIS FORM WILL BE KEPT CONFIDENTIAL AS MUCH AS POSSIBLE.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED:



NOTE: This exhibit was provided by the district (Sexual Harassment Complaint Form - no approval date). I revised it by deleting "sexual" from the title so it may be used for any type of employee harassment. It appeared to be for use by employees only. If the district uses this form for students also, it should be revised and included in Series 400 as well (code 411.1-Exhibit(1)). (WASB - 1/00)

SCHOOL DISTRICT OF RIB LAKE

512-Exhibit (2)

EMPLOYEE HARASSMENT INVESTIGATION FORM  
(For Administration Use)

(Attach additional sheets if necessary)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1. What happened? (Objectively state details) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Who was involved? (Include witnesses)

\_\_\_\_\_  
\_\_\_\_\_

3. Where did it take place?

\_\_\_\_\_  
\_\_\_\_\_

4. When did it take place? (Date and time)

\_\_\_\_\_  
\_\_\_\_\_

5. Does this situation constitute a complaint? (Policy violation,  
unjust treatment, other management decision)

\_\_\_\_\_  
\_\_\_\_\_

6. Dates of investigation of complaint: \_\_\_\_\_

APPROVED:

NOTE: This exhibit was provided by the district (Sexual Harassment Investigation Form - no approval date). I revised the title by deleting "Sexual" so it can be used with any harassment complaint. It appeared to be for use by employees only. If the district uses this form for students also, it should be revised and included in Series 400 as well (code 411.1-Exhibit(2)). (WASB - 1/00)

SCHOOL DISTRICT OF RIB LAKE

521

STAFF COMPLAINTS

Non-Instructional Staff

Non-instructional staff wishing to make complaints may do so to the elementary principal, high school principal or the District Administrator. The elementary and high school principal shall take any complaints they receive to the District Administrator. The District Administrator shall determine whether or not the complaint warrants Board action and if so, shall bring it to the Board. Complaints not meeting this approach shall not be considered.

Grievances regarding the interpretation or application of the collective bargaining agreement are outlined in that document.

Professional Staff

Teachers wishing to make complaints may do so through their immediate supervisor, who shall then take the complaint to the District Administrator. If the case warrants Board action, the District Administrator shall bring it to the Board. Complaints originated other than through this procedure shall not be considered.

Grievances regarding the interpretation or application of the collective bargaining agreement are outlined in that document.

CROSS REF.: RLEA Agreement

FIRST READING: 6/14/01

APPROVED: July 12, 2001

SCHOOL DISTRICT OF RIB LAKE

521-Exhibit(1)

EMPLOYEE COMPLAINT FORM

(Attach additional sheets if necessary)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

1. Who is the complaint filed against \_\_\_\_\_

2. Describe the incident. Include time, date(s) and location for each incident. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was your reaction? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List any witnesses to the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

=====

I UNDERSTAND THAT THESE INCIDENTS WILL BE INVESTIGATED AND THAT THIS FORM WILL BE KEPT CONFIDENTIAL AS MUCH AS POSSIBLE.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

FIRST READING: 6/14/01

APPROVED: July 12, 2001

## SCHOOL DISTRICT OF RIB LAKE

### Staff Conduct

522

All Rib Lake School District employees shall exhibit conduct that is in keeping with their job classifications and is a credit to the school system. All district employees have a responsibility to make themselves familiar with, and abide by, the law of the State as these affect their work, the policies of the Board of Education and procedures designed to implement them. Employees are to exercise good judgement in their dealings with students, parents, other personnel and the public.

The realization of District goals is dependent upon the behavior of all employees. Therefore, the job responsibilities will be expected to be followed as they may be related to employee job duties, job classifications, and job descriptions.

The following list is intended to be universally applied for all district employees and is intended to provide examples of types of unacceptable conduct, which may lead to discipline up to, and including discharge. The following list is not intended to include all types of activity, which could lead to discipline:

- Violation of an established board policy.
- Theft of school property, the property of another school employee, or the property of a student.
- Falsification of any school record or employment application.
- Deliberate destruction of school property or the property of another school employee.
- Fighting or causing physical harm to another employee during working hours, or while discharging the duties of the school at school events.
- Discussion of professional or personal differences with other staff, administration, Board of Education, or other employees in the presence of students.
- Possession or use of any firearm or other object on school property that reasonably can be considered to be a dangerous weapon.
- Refusal to obey a supervisor's work related instructions or the use of threatening language to supervisors as it relates to job responsibilities.
- Sexual exploitation, sexual assault and all sexual misconduct defined in Chapter 944 of the Wisconsin Statutes.
- Sleeping during working hours, or taking breaks in excess of determined break time.
- Leaving assigned work site without permission from immediate supervisor.
- Divulging confidential information in violation of any state or federal law which guarantees the confidentiality of records or information.
- Inappropriate or threatening language directed toward another employee.

- Teacher refusal to follow Board approved district curriculum.
- The use of school property, facilities and equipment other than for officially authorized activities.
- Improper use of designated preparation time for teaching preparation.
- Failing to uphold the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision during the school day and at school sponsored activities. Teachers are to remain in their classrooms when assigned students and cannot delegate that responsibility to any other staff member (exception licensed paraprofessionals as delegated by assigned teachers). Teachers may leave their classrooms for emergency situations only. Staff members must notify the office if it is necessary to leave their classroom for non-emergency reasons (i.e. obtaining resources/materials, using the washroom, fulfilling other administrative duties).
- Teachers failing to provide careful attention to all professional duties including student attendance keeping, record keeping, student discipline, reporting to parents/guardians, supervision of students, attendance at appropriate meetings, in-services, seminars, etc., requested accounting documents regarding instructional materials and equipment, and effective classroom interaction with students.

Cross Ref.: RLEA Agreement  
NEST Agreement  
531.11, 531.12, 541.6  
Crisis Management Plan

First Reading: February 14, 2002

Second Reading: March 14, 2002

SCHOOL DISTRICT OF RIB LAKE

-DRAFT-

522.1

DRUG-FREE WORKPLACE

The District should maintain a drug-free working environment for all employees. Therefore, the unlawful manufacture, distribution, dispensing, possession, being under the influence or use of a controlled substance, or the possession, being under the influence, use or distribution of alcohol by an employee on school premises, in District-owned vehicles or while involved in school-sponsored activities shall be strictly prohibited. This does not apply to medication prescribed for the individual by a licensed physician, dentist or podiatrist.

All employees shall be expected to abide by provisions of this policy. In addition, employees engaged in the performance of a grant which is received directly from the federal government shall notify the District Administrator of any criminal drug statute conviction occurring in the workplace within five days of such conviction. The District Administrator shall notify the appropriate federal agency of the conviction.

Any employee who violates this policy shall be subject to disciplinary action in accordance with provisions of current employee agreements or other procedures established by the Board.

This policy shall be distributed to all District employees. In addition, employees shall be informed about the dangers of drug and alcohol abuse in the workplace; any available alcohol and drug counseling, rehabilitation and re-entry programs in the community; and, the penalties that may be imposed upon employees for drug or alcohol abuse policy violations.

LEGAL REF.: Section 125.09 Wisconsin Statutes  
Chapter 961  
Drug Free Workplace Act of 1988  
34 CFR Part 85, Subpart F (Regulations Implementing Drug  
Free Workplace Act)

CROSS REF.: 523.11, Bus Driver Drug/Alcohol Testing  
RLEA Contract  
NEST Contract

FIRST READING: June 14, 2001

APPROVED: July 12, 2001



SCHOOL DISTRICT OF RIB LAKE

523.1

STAFF PHYSICAL EXAMINATIONS

The Board shall require every school employee to have a physical examination, including a test for tuberculosis, as a condition of employment, as prescribed by state law.

An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the Board claiming such exemption. The Board may, however, require a physical examination if there is reasonable cause to believe that such an employee is suffering from an illness detrimental to the health of students. No employee shall be discriminated against by reason of his/her filing of an affidavit.

The School District shall be responsible for the payment of the physical examination at a rate established by the Board.

Staff physical examination forms shall be maintained in a separate file from other personnel records, and shall be made available only to those individuals specifically authorized by law.

LEGAL REF.: Sections 103.15 Wisconsin Statutes  
118.25  
121.52(3)  
Americans with Disabilities Act of 1990

FIRST READING: 6/14/01

APPROVAL: 7/12/01

SCHOOL DISTRICT OF RIB LAKE

523.2

EMPLOYEES OCCUPATIONALLY EXPOSED  
TO BLOODBORNE PATHOGENS

The School District of Rib Lake shall strive to safeguard the health and well-being of District employees and promote a safe work environment. As required by law, an exposure control plan shall be developed and adopted for use in the District. The plan shall be designed to reduce an employee's exposure to hepatitis B virus (HBV), human immunodeficiency virus (HIV) and other bloodborne pathogens in the workplace.

It is the District's full intention that, if necessary, the physical facility, work practices and other areas will be modified to attain the plan's goal. In addition, employees will be informed and trained so that they, too, can contribute to the reduction and elimination of exposure.

To ensure that the exposure control plan is kept up to date, it will be reviewed and amended annually, and whenever tasks are implemented which may affect occupational exposure.

LEGAL REF.: Sections 101.055 Wisconsin Statutes  
146.025  
ILHR 32, Wisconsin Administrative Code  
20 CFR 1910.1030

CROSS REF.: 451.3, Communicable Diseases  
Bloodborne Pathogens Exposure Control Plan

FIRST READING: 6/14/01

APPROVED: 7/12/01

SCHOOL DISTRICT OF RIB LAKE

523.11

BUS DRIVER DRUG/ALCOHOL TESTING

The School District of Rib Lake is dedicated to providing a safe and efficient student transportation service. Our employees are our most valuable resource in ensuring the quality of this service. The goal of this District is, therefore, to provide our employees with a workplace environment that promotes good health and safety.

In order to meet this goal, the District endorses the federal highway administration's (FHWA) drug and alcohol policy and regulations. Bus drivers are subject to the Board's drug-free workplace policy, as well as the provisions of this policy and administrative procedures.

Drug and alcohol testing will be implemented as required by federal law and regulations. In addition to Board policy, the District shall provide bus drivers with information concerning: (1) the effects of drugs and alcohol on the individual's health, work, and personal life; (2) the signs and symptoms of a drug or alcohol problem; and (3) the available methods of intervention when a problem does exist.

This policy is subject to change without further notice for compliance with federal regulations.

This policy applies to all vehicle operators required to hold a commercial driver's license, when on duty: whenever performing, or just about to perform, a safety-sensitive function. This policy also applies to non-DOT employees who may perform, or are just about to perform, a safety-sensitive activity, or at any time as may be specified by the District.

LEGAL REF.: Omnibus Transportation Employee Testing Act of 1991  
49 C.F.R Part 40  
49 C.F.R. Part 382  
49 C.F.R. Part 391

CROSS REF.: 522.1, Drug-Free Workplace  
523.11-Rule, Bus Driver Drug and Alcohol Testing Procedures  
523.11-Exhibit, Acknowledgement of Bus Driver Drug/Alcohol  
Testing Policy  
541.5, Bus Driver (Job Description)

APPROVED: January 11, 1996

REVISED: 7/12/01

SCHOOL DISTRICT OF RIB LAKE

523.11-Rule

BUS DRIVER DRUG AND ALCOHOL TESTING PROCEDURES

These District procedures reflect several requirements of the federal regulations but are not intended in any way to modify or limit the procedures for drug and alcohol testing specifically addressed in the federal regulations. District personnel will adhere to the detailed provisions of federal regulations in administering the District's drug and alcohol testing program.

1. DEFINITION

The term "drugs" is meant to include any and all illegal drugs, including so-called look-alike and designer drugs; legally obtained drugs that are used in a manner other than that prescribed by a physician; and any substance which can affect a person's perceptions or motor functions. The persons affected by these procedures will be tested for amphetamines, cannabinoids, cocaine, opiates and phencyclidine (PCP).

2. ALCOHOL PROHIBITIONS

No employee shall:

- A. consume an intoxicating beverage, regardless of its alcoholic content, or be under the influence of an intoxicating beverage, within four hours before going on duty or operating, or having physical control of, or performing any safety-sensitive function; or
- B. consume an intoxicating beverage regardless of its alcoholic content, be under the influence of an intoxicating beverage, or have any measured alcohol concentration or any detected presence of alcohol, while on duty or operating, or in physical control of a District vehicle, or while performing any safety-sensitive function; or
- C. be on duty, or operate, or in physical control of a District vehicle, or perform any safety-sensitive function while in possession of an intoxicating beverage (including medications which contain alcohol) regardless of its alcoholic content.

DOT prohibits any driver whose test registers 0.02 or more but less than 0.04 from performing or from continuing to perform any safety sensitive function until the driver's next scheduled duty period, but not less than 24 hours. A driver who registers 0.02 or more but less than 0.04 will, at a minimum be suspended without pay until his/her next regular duty period, but for no less than 24 hours, and may be subject to additional disciplinary action by the District, up to and including discharge.

A driver who registers 0.04 or greater will, at a minimum be suspended without pay until his/her next regular duty period, but

for no less than 24 hours and will be subject to additional disciplinary action by the District, up to and including discharge.

### 3. DRUG PROHIBITION

No employee shall report for duty or remain on duty requiring the performance of a safety-sensitive function when he/she uses any drug, except when the use is pursuant to the instructions of a physician who has advised the driver that the drug does not adversely affect his/her ability to safely operate a motor vehicle.

### 4. TYPES OF TESTING

#### A. Pre-Employment:

All offers by the District to hire an applicant for a driver position are conditioned upon a pre-employment drug test. An employee may be exempt from the pre-employment drug test if: (1) he/she has participated in a drug testing program within 30 days prior to the application for employment, and (2) while participating in that program, he/she either was tested for drugs within the last six months (from the date of application) or participated in a random drug testing program in the previous 12 months and (3) the District has been able to make all verifications required by law.

Any applicant who refuses a pre-employment drug test, whose result is positive for the test or who is not exempt as outlined above, will not be considered eligible to work for the District.

#### B. Reasonable Suspicion Testing:

Each driver is required to submit to a drug and/or alcohol test whenever the District has reasonable suspicion to believe that the driver has used drugs and/or alcohol in violation of Department of Transportation (DOT) regulations and/or these procedures. In the event one or more supervisors find reasonable suspicion to test (based on personal observation and documented by one or more supervisors who has received training on performance indicators of probable drug and alcohol use) a drug and/or alcohol test of the employee will be required.

Whenever a driver is notified that there is reasonable suspicion to be tested, the driver must report to the collection facility immediately.

Drivers who are required to submit to a reasonable suspicion test will be escorted by a District official to the collection site for drug and alcohol test. If the driver refuses the District's efforts and insists on driving his/her own vehicle, or a District vehicle, the District reserves the right to take whatever appropriate action to prevent this action, including contacting a law enforcement official. Failure to abide by District policy/procedure may result in severe disciplinary action including suspension or dismissal.

A driver who refuses to submit to such testing will not be allowed to perform or continue to perform safety-sensitive functions..}

C. Random Testing:

The District is required to perform unannounced, random drug and alcohol testing of all covered employees. Every driver will have an equal chance to be selected each and every time a selection is conducted.

Whenever a driver is randomly selected to be tested, he/she will be notified of this in writing and instructed to report to the collection site immediately.

Any driver who tests positive or who refuses to submit to a test will be considered to be medically unqualified to drive and/or perform any other safety-sensitive function and will be subject to disciplinary action, up to and including discharge.

D. Post-Accident Testing:

A driver who has an accident while performing a safety-sensitive function must submit to a post-accident drug and alcohol test as soon as possible.

A post-accident drug and alcohol test is required whenever a driver:

- Receives a citation for a moving violation involving the accident, and either (1) a person is injured because of the accident and the injuries require immediate medical attention to the person away from the accident scene; or (2) one or more motor vehicles involved in the accident receive disabling damage and must be removed from the accident scene by a tow vehicle or another vehicle; or
- Was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.
- 

No driver involved in an accident may use alcohol for eight hours after the accident or until after he/she undergoes a post-accident alcohol test, whichever occurs first.

A driver who refuses to submit to such testing will not be allowed to perform or continue to perform safety-sensitive functions.

E. RETURN-TO-DUTY ALCOHOL AND DRUG TESTS

A test will be conducted when a bus driver who has violated the District's drug or alcohol use prohibition returns to performing safety-sensitive duties. Bus drivers whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result. Bus drivers whose conduct involved misuse of

alcohol may not return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified negative result that meets federal standards.

#### F. FOLLOW-UP ALCOHOL AND DRUG TESTS

A bus driver who violates the District's drug or alcohol use prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with the law.

#### 5. TEST PROCEDURES AND CONFIDENTIALITY

To ensure the integrity and accuracy of each test, all specimen collection, analysis, and laboratory procedures will be performed in accordance with DOT protocols and safeguards as set forth in part 40 of Title 49 of the Federal Code of Regulations. This will include: (1) procedures to ensure identity of driver at time of specimen collection; (2) strict chain-of-custody procedure to ensure that the driver's specimen is not tampered with; (3) the use of a trained breath alcohol technician (BAT) and the national highway transportation safety administration (NHTSA) approved testing equipment for conducting alcohol tests; (4) the use of a laboratory which has been certified by the substance abuse and mental health services administration (SAMHSA); (5) the confirmation of an initial positive drug screen by a second analysis using gas chromatography/mass spectrometry (GCMS); (6) the confirmation of any initial positive alcohol screen by a second analysis; (7) District appointment of a qualified medical review officer (MRO) to review drug test results before they are reported to the District's designated contact person.

#### 6. COLLECTION PROCEDURES

All drug tests will be administered using split sample procedures required by DOT. Under these procedures, the driver must provide at least 45 milliliters (ml) of urine in a specimen container. The specimen will then be divided into two specimen bottles by the collector. Thirty (30) ml will be poured into one bottle and 15 ml into the second bottle. Both bottles will be sent to the laboratory.

The bottle containing 30 ml will be analyzed as the driver's primary specimen. The second bottle will be held by the laboratory, to be sent to another lab at the driver's request in the event that the primary specimen is verified as positive. In the event the primary specimen is verified as positive, the driver will be notified by the District's MRO or by the District of the positive test and given the option to have the second bottle sent to a different laboratory for analysis. To exercise this option, the driver must advise the District's MRO within 72 hours of being told that the primary specimen was positive. A positive drug test may be determined to be negative by the MRO if the driver can prove that the substance was prescribed by a licensed physician. This determination will be made by the District MRO.

This policy is not intended to prohibit the use of medication legally prescribed by a licensed physician, who is familiar with the driver's medical history and specific safety-sensitive duties, and who has advised the driver that the prescribed medication will not adversely affect the driver's ability to operate a motor vehicle. Medications prescribed for someone other than the driver, however, will not be considered lawfully used when taken by the driver under any circumstances.

All alcohol tests conducted under this policy require that the driver must provide a breath specimen for any test conducted by the District. If the alcohol test is conducted by a law enforcement officer following an accident, the driver must provide either a breath or blood specimen.

Prior to being tested for alcohol, each driver will be required to: (1) present their personal identification, and (2) complete a DOT breath alcohol test form provided by the BAT. A driver who fails to provide identification, refuses to complete form, or otherwise fails to cooperate will be treated as though they had tested positive and will be subject to disciplinary action, up to and including discharge. Prior to each alcohol breath test conducted by the District, the BAT will instruct the driver on how the test will be conducted.

#### 7. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The District believes that the employee assistance program (EAP) and training along with comprehensive drug testing are the most effective approach to promote safety and reduce alcohol and drug abuse in the transportation industry. The District has established a training program to ensure that all employees are aware of the effects and consequences of alcohol or controlled substance use on personal health, safety, and the work environment.

#### 8. DRUG AND ALCOHOL INFORMATION

Any driver who engages in any conduct prohibited under this policy will be provided with information regarding resources available to evaluate and resolve a drug or alcohol problem. This information will provide names, addresses and telephone numbers of substance abuse professionals, counseling and treatment programs available in the area.

All questions concerning the educational materials provided by the District or about this policy, should be directed to the District Administrator.

APPROVED: January 11, 1996

REVISED: 7/12/01



SCHOOL DISTRICT OF RIB LAKE

523.11-Exhibit

ACKNOWLEDGEMENT OF BUS DRIVER DRUG/ALCOHOL TESTING POLICY

I \_\_\_\_\_ have read and understand the School District of Rib Lake Bus Driver Drug/Alcohol Testing policy and procedures and hereby agree to abide by those terms. I understand that compliance with the policy and procedures is a condition of my continued employment with the school district.

\_\_\_\_\_  
(Employee)

\_\_\_\_\_  
(Date)

APPROVED: January 11, 1996

REVISED:

*NOTE: This exhibit was provided by the district (no code - approved 1/11/96). I revised it for stylistic reasons, separating it from the policy and the procedures. (WASB - 1/00)*

SCHOOL DISTRICT OF RIB LAKE

527

**Staff Complaints and Grievances**

Pursuant to state law, the School Board shall provide for the orderly resolution of employee grievances related to discipline, termination, and workplace safety. Any employee of the District has the right to access the grievance procedure provided the employee complies with the applicable timelines and provided that the issue presented by the grievance properly concerns a grievable complaint. However, nothing within this policy or within the written rules and procedures implementing this policy shall be construed:

- To prevent an employee and the District from voluntarily resolving, or attempting to resolve, an employee's grievance, complaint, concern or other dispute using informal methods separate from the formal grievance process, such as a mediated resolution or other similar outcome.
- To interfere or conflict with the District's obligations, or an employee's or labor organization's rights, under any collective bargaining agreement. To the extent any collective bargaining agreement includes a contractual grievance procedure for the resolution of any grievance that is also within the jurisdiction of the District's statutorily-required grievance procedure, the District shall fully honor the contractual grievance procedure, including binding arbitration to the extent applicable.
- To grant or confer to any employee any substantive rights or employment protections that would not exist in the absence of this policy and its implementing rules, except for those primarily procedural rights inherent and minimally necessary to an employee's ability to access and use the grievance procedure in the manner defined by state law and by the Board.

No employee is required to pursue a formal grievance using the procedures established pursuant to this policy, and supervisors and administrators are expected to fulfill their supervisory role(s) with respect to managing employee complaints and concerns even where an employee is unable to or elects not to pursue a grievance under the formal procedures established by the Board.

No employee or District official shall, or attempt to, restrain, interfere with, coerce, discriminate against or retaliate against any employee who files or processes a grievance in good faith. The same protections apply to

any person who otherwise participates in the presentation, processing or resolution of a grievance (e.g., a witness), regardless of whether the allegations presented by the grievance are ultimately sustained. Actions taken in bad faith, such as engaging in abuse of the process, providing false information, or engaging in libel or slander in connection with a grievance, are not protected. Violations of this paragraph may lead to disciplinary action, up to and including termination.

The procedure shall provide for grievances to be handled in a timely manner and shall contain an appeals process in which the highest level of appeal is the Board. The procedure shall also include an opportunity for employees to present their case before an impartial hearing officer.

The Board shall select the hearing officer in accordance with the following guidelines:

1. The hearing officer shall be impartial.
2. The hearing officer shall be (1) an attorney who is licensed to practice in the State of Wisconsin; or (2) a current or former school administrator who is familiar with procedures for conducting a fair and impartial hearing.
3. The hearing officer must be available to hear the case and render a decision in a timely manner.
4. The hearing officer may not be an employee of the District.
5. The hearing officer must agree to comply with all relevant laws covering personnel and student records.

A determined effort shall be made to settle any grievance at the lowest possible level.

**Legal References:**

**Wisconsin Statutes**

Sections 19.81-19.88 [Open Meetings Law]

Section 66.0509(1m) [Civil service protection and grievance procedure]

**Adoption Date:**

First Reading: August 11, 2011

Adopted: September 8, 2011

SCHOOL DISTRICT OF RIB LAKE

Policy 527 (Rule): Staff Grievance Procedure

527 - Rule

Purpose - The purpose of this procedure is to provide for an internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

Definitions - For purposes of this document, the following definitions shall apply:

Grievance: A "grievance" is defined as any complaint that arises concerning discipline, termination or workplace safety.

Grievant: A "grievant" may be any employee or group of employees.

Day: The term "days" as used in this procedure shall mean regularly-scheduled workdays in the District office, unless otherwise indicated.

Discipline: "Discipline" is defined as a suspension [unpaid or paid], or a written reprimand.

Termination: "Termination" is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board or its designee. Termination results in involuntary separation with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. "Termination" shall not include voluntary retirement, voluntary resignation or a nonrenewal of contract under § 118.22, Wis. Stats, § 118.24, Wis. Stats. or a non-reappointment of an extra-curricular assignment.

Workplace Safety: The following guidelines apply to potential grievances over workplace safety:

- A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).
- The issue must concern the safety of a person (e.g., not the "safety" of one's vehicle or other personal possessions).
- The grievance must be filed by the affected employee (i.e., one employee may not file on behalf of another).
- The individual filing the grievance must propose a specific remedy.
- The issue and proposed remedy must be under the reasonable control of the District.

### Time Limits

The time limits set forth in this procedure shall be considered as substantive, and failure of the grievant to file and process the grievance within the time limits set forth in this procedure shall be deemed a waiver and a settlement of the grievance. The number of days indicated at each level should be considered a maximum. The time limits specified may, however, be extended by the mutual consent of the District and the grievant. The parties may, through mutual consent, agree to start the grievance at a higher step if the grievance involves termination and is initially filed in a timely manner pursuant to the timelines set forth below.

### Grievance Processing Procedure

Grievances shall be processed in accordance with the following procedure:

Step One - Informal Resolution: An earnest effort shall first be made to settle the matter informally between the employee and the immediate supervisor. A grievance may be initiated through an informal meeting and discussion with the immediate supervisor, the employee and the employee's designated representative. The informal meeting and discussion shall occur within ten (10) days after the latter of the following: (1) the date when the facts upon which the grievance is based first occurred; or (2) the date when the grievant reasonably should have become aware of the facts upon which the grievance is based. The grievant shall be required to state the purpose of the discussions and event(s) upon which the discussions are based. The immediate supervisor shall notify the grievant and (if applicable and appropriate) the representative of his/her answer within ten (10) days. If the matter cannot be resolved, or if no answer is provided in the above timeframe, the grievant may file a written grievance.

Step Two - Written Grievance: If the grievance is not resolved at Step One, the grievant shall file a written grievance with the immediate supervisor within ten (10) days after the earlier of the following: (1) receipt of the Step One response; or (2) the District's deadline for providing a Step One response (if no response is provided). The written grievance shall include the facts upon which the grievance is based, the issues involved and the relief sought. The grievance shall be signed and dated by the grievant. The immediate supervisor shall respond to the grievance in writing within ten (10) days. However, if there is an ongoing investigation related to the subject matter of the grievance, the immediate supervisor shall have until ten (10) days after completion of the investigation to respond to the grievance. If the matter cannot be resolved, or if no answer is provided in the above timeframe, the grievant may file an appeal to the District Administrator.

If the grievant's immediate supervisor is the District Administrator, the grievant shall skip Step Three and proceed directly to Step Four if he/she is not satisfied with the response of his/her immediate supervisor at Step Two (or if no answer is provided in the above timeframe).

Step Three - Appeal to District Administrator: If the grievance is not resolved at Step Two, the grievant shall file a written grievance with the District Administrator within ten (10) days after the earlier of the following: (1) receipt of the Step Two response; or (2) the District's deadline for providing a Step Two response (if no response is provided). The

District Administrator shall meet with the grievant and/or the employee's designated representative and the principal or immediate supervisor within ten (10) days after receiving the written grievance. The District Administrator shall respond to the written grievance within ten (10) days of the meeting or at a later date as determined by the District Administrator if further investigation is warranted. The District Administrator shall indicate in writing the disposition of the grievance and forward it to the grievant and (if applicable and appropriate) the grievant's representative. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant may file an appeal to the impartial hearing officer.

Step Four - Appeal to Impartial Hearing Officer: If the grievance is not resolved at Step Three, the grievant must notify the District Administrator if he or she intends to process the grievance to an impartial hearing officer. That notification must occur within fifteen (15) days of the earlier of the following: (1) receipt of the Step Three response; or (2) the District's deadline for providing a Step Three response (if no response is provided).

If there is a dispute over the timeliness or the ability to use the grievance procedure on the issue, the administration shall have the discretion to bifurcate the hearing for the purpose of deciding those issues (e.g., address whether the grievance was filed in a timely manner before hearing the merits of the grievance).

Step Five - Appeal to School Board: If the grievance is not resolved at Step Four, the grievance may be appealed in writing to the School Board within ten (10) days after the decision at the prior step. Either the administration or the grievant may appeal an impartial hearing officer's decision to the Board.

The Board shall meet with the parties to review the evidence and hear testimony relating to the grievance. At the hearing, each party may cross-examine any witness of the other party. If either party presents an exhibit that was not presented at a prior step of the grievance process, the exhibit must be provided to the other party at least twenty-four (24) hours prior to the hearing.

The Board shall provide a decision on the grievance within thirty (30) days after the hearing. The Board's decision is final and may not be appealed. All Board actions throughout this process shall comply with requirements of Wisconsin's Open Meetings Law.

Grievant's Right to Representation - Any grievant may be represented at all stages of the grievance procedure by a representative(s) of his/her own choosing.

Consolidation of Grievances- Grievances of the same type, and with similar fact situations, may be consolidated at the discretion of the administration.

Group Grievances - Group grievances involve more than one employee and any of the following:

- A) More than one work site; B) More than one supervisor; or: C) An administrator other than the immediate supervisor

Such grievances may be initially filed at Step Three; however, they shall follow the initial timelines for filing the grievance at Steps One and Two above.

SCHOOL DISTRICT OF RIB LAKE

531

PROFESSIONAL STAFF POSITIONS

The instructional staff includes all regular full-time and part-time certified classroom teachers, and certified persons hired through the auspices of the CESA #9 agency.

Written job descriptions shall be established for professional staff positions which outline the expertise and abilities required to perform the essential functions of the job.

All professional staff shall be contracted in accordance with state law.

LEGAL REF.: Sections 118.19 Wisconsin Statutes  
118.21  
121.02(1)(a) & (q)  
PI 34, Wisconsin Administrative Code  
PI 8.01(2)(q)  
Americans with Disabilities Act of 1990

CROSS REF.: Professional Staff Job Descriptions

APPROVED: October, 11, 2001

SCHOOL DISTRICT OF RIB LAKE

531.2

GUIDANCE COUNSELOR  
High School

QUALIFICATIONS: 1. Master's degree  
2. Certification as required by Wisconsin law  
3. Ability to work well with others  
4. Ability to communicate with students, parents, and faculty  
5. High degree of sensitivity to the needs of others

JOB GOALS: To supervise the total guidance programs and have the responsibility for coordination and implementation of the guidance philosophy.

REPORTS TO: Principal and District Administrator

PERFORMANCE RESPONSIBILITIES:

1. Provide educational, vocational, and personal counseling.
2. Plan and coordinate High School testing program.
3. Assemble and disseminate educational and occupational information.
4. Using career plans and student interests as a guideline, assist student's in registering and enrolling classes and determination of individual schedules.
5. Provide counseling services as required by state law, the Board, and administrative directives, and individual professional concerns for the school population.
6. Consult with parents concerning their child.
7. Mediate problems between students and faculty, or between student and student.
8. Work with principal and teachers in the development of curriculum as deemed necessary by the District Administrator or School Board.
9. Provide career and educational information as requested by students and residents of the Rib Lake School District.
10. Prepare a budget for guidance services.
11. Keep the staff informed about guidance policy.



12. Perform other duties as may be assigned by the mutual agreement of the High School Principal and the District Administrator principal.
13. When necessary act as the districts (LEA) local education agency.
14. Loyalty shown to District School Board and Administrator as a member of the administrative team.

LEGAL REF.: Sections 118.19 Wisconsin Statutes  
121.02(1)(a), (q)  
PI 34, Wisconsin Administrative Code  
8.01(2)(q)

APPROVED: April 12, 1990

REVISED: August 12, 2001

SCHOOL DISTRICT OF RIB LAKE

531.2

GUIDANCE COUNSELOR  
Middle School/Elementary

QUALIFICATIONS:    1. Master's degree  
                          2. Certification as required by Wisconsin law  
                          3. Ability to work well with others  
                          4. Ability to communicate with students, parents, and  
                              faculty  
                          5. High degree of sensitivity to the needs of others

JOB GOALS:            To supervise the total guidance programs and have the  
                              responsibility for coordination and implementation of  
                              the guidance philosophy.

REPORTS TO:            Principal and District Administrator

PERFORMANCE RESPONSIBILITIES:

1. Provide educational, vocational, and personal counseling.
2. Plan and coordinate Middle School/Elementary School testing program.
3. Assemble and disseminate educational and occupational information.
4. Using career plans and student interests as a guideline, assist student's in registering and enrolling classes and determination of individual schedules.
5. Provide counseling services as required by state law, the Board, and administrative directives, and individual professional concerns for the school population.
6. Consult with parents concerning their child.
7. Mediate problems between students and faculty, or between student and student.
8. Work with principal and teachers in the development of curriculum as deemed necessary by the District Administrator or School Board.
9. Provide career and educational information.
10. Prepare a budget for guidance services.
11. Keep the staff informed about guidance policy.

12. Perform other duties as may be assigned by the mutual agreement of the Middle/Elementary School Principal and the District Administrator principal.
13. When necessary act as the districts (LEA) local education agency.
14. Loyalty shown to District School Board and Administrator as a member of the administrative team.

LEGAL REF.: Sections 118.19 Wisconsin Statutes  
121.02(1)(a), (q)  
PI 34, Wisconsin Administrative Code  
8.01(2)(q)

APPROVED: April 12, 1990

REVISED: August 12, 2001

SCHOOL DISTRICT OF RIB LAKE  
JOB DESCRIPTION

531.3

POSITION: School Psychologist

RESPONSIBLE TO: Director of Special Education, District Administrator and Building Principals

JOB GOAL: Provide psychological services for student so they may derive the fullest possible educational experience from school through diagnosing, assessing, consulting and coordinating psychological services on their behalf.

QUALIFICATIONS:

- Certification from the Department of Public Instruction as a School Psychologist.
- Knowledge of state and federal laws governing special education.
- Knowledge of and ability to use and interpret psychologist diagnostic instruments.
- Knowledge of child growth and development.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Obtain signed parent permission before child evaluations.
2. Administer and interpret individual and group psychological, psycho-educational, and curriculum-related assessment measure for students who have suspected educational disabilities.
3. Collect additional data bearing on the nature of the child's difficulties by observation, parent conferences, staff conferences, and other means.
4. Review data from school and non-school agencies.
5. Document the results and review of testing in the form of written reports.
6. Administer, score, and use results of measures of achievement.
7. Help to plan programs for meeting individual student needs with specific recommendations in written form.
8. Assist in the planning for effective transition for students moving between special and other educational opportunities.
9. Direct and assist teachers in developing a systematic plan for implementing behavior management techniques to facilitate learning, assist parents in fostering a positive approach to children's learning, and assist teachers in developing programs to facilitate maximum learning. Modifications will be provided in written form.
10. Identify and distribute literature about learning difficulties or conditions designed to improve the learning climate.
11. Assist in evaluating candidates for kindergarten, including those requesting early admission.
12. Represent the district at M-teams and review IEP reports.
13. Provide assistance with mainstreaming efforts.
14. Assist teachers and administrators in the referral and identification of students with special educational needs.
15. Confer with administrators, teachers, and other district personnel to discuss needs of individual students and/or classroom group problems.

LEGAL REF.: Sections Wisconsin Statutes

Wisconsin Administrative Code

First Reading:

Approved:

SCHOOL DISTRICT OF RIB LAKE

531.11

K-8 ELEMENTARY CLASSROOM TEACHER  
(Job Description)

- QUALIFICATIONS:
1. Minimum certification for the position as required by Wisconsin law
  2. Ability to work well with others
  3. Ability to work with a minimum of supervision
  4. Ability to communicate effectively
  5. Ability to attend to details
  6. Knowledgeable regarding current educational practices
  7. Ability to maintain student control
  8. Ability to present themselves professionally.

JOB GOALS: To effectively plan for and present the instructional program relative to individual needs, and to evaluate the program and make required improvements. To supervise students in both scheduled and non-scheduled situations.

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Plan, execute, and evaluate instructional programs for students as required by law, and school and Board policy.
2. Communicate with parents, other staff members and the building principal regarding student social, emotional, and intellectual growth.
3. Requisition materials and equipment appropriate to student and program needs within budgetary limitations. Inventory materials and equipment.
4. Supervise and control students in a variety of formal and informal situations, whether assigned or unassigned, to maintain a safe and healthy environment according to Board policy.
5. Maintain a variety of student records and report student progress to parents and other staff members according to Board policy.
6. Meet with other staff members and administration as required.
7. Attend conferences and meetings as required.
8. Participate in curriculum development and study committees.
9. Fulfill scheduled duty assignments.
10. Refer students suspected of having disabilities.
11. Assume leadership in any activity when required.

12. Complete various reports as required by law and the administration.
13. Maintain cordial and productive relationships with parents, students, other staff members and the administration to achieve the educational goals.
14. Complete the standardized testing programs as required by Board policy.
15. Report any unsafe or unhealthy condition that may exist in the building or on the grounds.
16. Attend various meetings and workshops or college classes, independently, to maintain and update educational skills and knowledge.
17. Perform other duties as may be assigned by the principal.

LEGAL REF.: Sections 118.19 Wisconsin Statutes  
121.02(1)(a), (q)  
PI 34, Wisconsin Administrative Code  
8.01(2)(q)

CROSS REF.: RLEA Agreement

APPROVED: April 12, 1990

REVISED:

SCHOOL DISTRICT OF RIB LAKE

531.12

SENIOR HIGH TEACHER  
(Job Description)

- QUALIFICATIONS:
1. Minimum certification for the position as required by Wisconsin law
  2. Experience and skills suited to the needs of the program
  3. Experience or training in working with adolescent students
  4. Ability to work well with others
  5. Ability to work with a minimum of supervision
  6. Ability to communicate effectively
  7. Ability to accept constructive criticism
  8. Ability to recognize the special needs of students
  9. Ability to attend to details
  10. Knowledgeable regarding current educational practices
  11. Ability to maintain student control
  12. Ability to present themselves professionally.

JOB GOALS: To effectively plan for and present the instructional program relative to individual needs, and to evaluate the program and make required improvements. To supervise students in both scheduled and non-scheduled situations.

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Plan, execute, evaluate instructional programs for students as required by law, and school and Board policy.
2. Communicate with parents, other staff members and the building principal regarding student social, intellectual, and emotional growth and behavior.
3. Requisition materials and equipment appropriate to student and program needs within budgetary limitations. Inventory materials and equipment.
4. Supervise and control students in a variety of formal and informal situations, whether assigned or unassigned, to maintain a safe and healthy environment according to Board policy.
5. Maintain a variety of student records, including student progress assessments, and report student progress to parents and other staff members according to Board policy.
6. Meet with other staff members and administration as required.
7. Attend conference and meetings as required.

8. Participate in curriculum development and study committees.
9. Fulfill scheduled duty assignments.
10. Refer students suspected of having exceptional needs for special education and gifted/talented programming.
11. Assume leadership in an activity when required.
12. Maintain a neat, clean, safe and healthful learning environment conducive to work in the subject area.
13. Complete various reports as required by law and the administration.
14. Maintain cordial and productive relationships with parents, students, other staff members and the administrations to achieve the educational goals.
15. Meet with parents for scheduled conferences regarding students or the instructional program, and at other times upon request.
16. Confer with other staff members when necessary regarding students' social, emotional and intellectual growth.
17. Report any unsafe or unhealthy condition that may exist in the building or on the grounds.
18. Substitute during planning time for absent staff members when required.
19. Attend various meetings and workshops or college classes, independently, to maintain and update educational skills and knowledge.
20. Care for and supervise the proper and safe use of equipment, facilities and materials.
21. Discharge daily responsibilities in such a way as to provide an appropriate model for students to emulate.
22. Help inform the community of what is happening in the teacher's classroom and activities he/she supervises.
23. Perform other duties as may be assigned by the principal.

LEGAL REF.: Sections 118.19 Wisconsin Statutes  
121.02(1)(a), (q)  
PI 34, Wisconsin Administrative Code  
8.01(2)(q)

CROSS REF.: RLEA Agreement

APPROVED: April 12, 1990

REVISED: 11/8/01



SCHOOL DISTRICT OF RIB LAKE

532.1

PROFESSIONAL STAFF SALARIES/FRINGE BENEFITS

A salary schedule shall be established for all instructional personnel. This schedule shall be reviewed each year by the Rib Lake Education Association, the Board and the District Administrator.

The amount the District will pay toward the cost of health insurance will be the amount negotiated between the Board and the Rib Lake Education Association.

CROSS REF.: RLEA Agreement

APPROVED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

532.2

PROFESSIONAL STAFF LEAVES AND ABSENCES

Professional staff members shall be entitled to leaves and absences in accordance with provisions of the collective bargaining agreement and established policies and procedures.

CROSS REF.: 532.21, Family and Medical Leave  
RLEA Agreement

APPROVED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

532.3

PROFESSIONAL/SUPPORT STAFF ABSENCES

Professional/support staff members may request docked absences. The leave shall be in written form turned into their immediate supervisor. All docked leaves will include salary and all fringe benefits deductions.

CROSS REF.: Policy 542.2

APPROVED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

532.11

EXTRACURRICULAR DUTIES

Extracurricular activities shall be supervised by instructional personnel, except as otherwise provided in the collective bargaining agreement. The pay for these extra duties shall be as spelled out in the agreement.

Individuals in charge of extra duties and extracurricular activities in which students are taking part, that take place after school hours, in the evenings, and on weekends, shall remain up to one-half hour after the activity concludes to provide supervision for those students while they await transportation home. Estimated times of bus returns from out-of-town events shall be posted to aid students and parents for pick-up times. The school building shall open, with an authorized person in charge of supervision, for students who care to wait in the building after school for bus departures for out-of-town events.

CROSS REF.: RLEA Agreement

APPROVED:

SCHOOL DISTRICT OF RIB LAKE

532.21

FAMILY AND MEDICAL LEAVE

Child rearing, family illness, and employee medical leave are available to employees as specified in this policy and established District procedures.

The intent of this policy and its implementing procedures is to comply with both the Wisconsin and federal family and medical leave laws. Should this policy or its implementing procedures conflict in any way with the applicable federal and state statutes or regulations, or the terms of more generous provisions in a collective bargaining agreement, then the statutes, regulations, or collective bargaining agreement shall control to the extent required by law.

Employees with questions in regard to family and medical leave should contact the District Administrator.

LEGAL REF.: Section 103.10 Wisconsin Statutes  
Federal Family and Medical Leave Act of 1993 (PL 103-3,  
Section 401)

CROSS REF.: 532.21-Rule, Family and Medical Leave Guidelines  
RLEA Agreement

APPROVED: February 13, 1997

REVISED:

SCHOOL DISTRICT OF RIB LAKE

532.21-Rule

FAMILY AND MEDICAL LEAVE GUIDELINES

I. General Requirements

A. Eligibility: Employees who have been employed by the School District of Rib Lake for one year and who have worked 1,000 hours during the preceding 52 weeks are eligible, upon request, for child rearing, family illness, or employee medical leave as provided under this policy. Employees are to submit written requests for such leaves.

B. Length of Child Rearing and Family Illness and Employee Medical Leave: The federal family/medical leave law provides 12 weeks of family and medical leave in a "12 month" period. The "12 month" period shall be based upon a calendar year. Under state law, an employee is entitled to six weeks of child-rearing leave, two weeks of family illness leave, and two weeks of employee medical leave in a calendar year.

State, federal and District leaves provided for the same purposes run concurrently; that is, if the leave qualifies as a School District leave, plus federal and state leave as well, the leaves run concurrently. For example, sick leave used for an employee's medical condition may also qualify as employee medical leave under state and federal law and, as such, is also deducted from an employee's leave entitlement under state and federal laws.

C. Definitions:

1. Serious Health Condition - Under these procedures, a "serious health condition" is considered to be a disabling physical or mental illness, injury, impairment, or condition involving any of the following:

a) Inpatient care in a hospital, nursing home, hospice, or residential medical facility; or

b) Outpatient care that requires continuing treatment or supervision by a health care provider. The federal family and medical leave act (FMLA) includes a more detailed and expansive definition of a "serious health condition" which is applied upon an employee's request for leave. The physician is required to certify that a "serious health condition" within the meaning of law is involved.

2. Week - Generally, "week" for purposes of partial absence leave means five work days of leave.

3. Leave Deductions - For each work day or work week that an employee works fewer than the regularly scheduled hours for that employee by using partial or intermittent absence leave, the specific amount taken will be deducted for purposes of computing leave taken and leave remaining.
4. "In loco parentis" - Includes employees with day-to-day responsibilities to care for and financially support a child that has no biological or legal relationship to the employee or an individual who stood "in loco parentis" to an employee when the employee was a son or daughter.

## II. Child Rearing Leave

- A. Purpose: Unpaid child rearing leave may be used within 16 weeks prior to, or within 12 months following:
  1. The birth of the employee's natural child; or
  2. The placement of a child with the employee for adoption or as a precondition to adoption under section 48.90(2) of the state statutes, but not both; or
  3. The placement of a child with the employee for 24-hour foster care that is made by or with agreement of a government agency.
- B. Length of Child Rearing Leave: In a 12-month period, no employee may take more than 12 weeks of federal child rearing leave. No more than 12 weeks can be taken for the birth of any one child. If both the mother and father of a child are employed by the District, and they both desire child rearing leave they are generally only entitled to a combined total leave of 12 weeks. Child-rearing leave provided under federal law generally runs concurrently with the six weeks of child-rearing leave provided under state law.
- C. Substitution: An employee may substitute a maximum of six weeks of accrued leave, such as vacation or sick leave, for the first six of the otherwise unpaid 12 week leave period. After the first six weeks, the employee may choose, or the District may require, that accrued paid vacation or certain other leave (but not sick leave), be substituted for part or an of the remaining leave period.

For the first six weeks of leave within 16 weeks prior to or after the child-rearing event (e.g., birth of child), an employee may take child rearing leave as an intermittent or as a partial absence from employment in increments of no less than three and one-half hours. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the District's operations. To comply with this requirement, an employee is to provide the District, in writing, with the employee's proposed schedule of intermittent or partial absences no less than two weeks before the schedule

of absences is to commence. The schedule must be of a sufficient definiteness that the District is able to schedule replacement employees, if necessary, to cover the absences. Partial or intermittent leave must terminate within 16 weeks following the birth, adoption, or foster placement of a child. Any remaining child-rearing leave must be taken in a single block.

- D. Scheduling Child Rearing Leave: An employee is to submit a written request for child rearing leave no less than two weeks before the leave is to commence and must schedule the leave after reasonably considering the District's needs. If the date of the birth, adoption, or foster care placement requires leave to begin sooner, the employee shall provide notice as soon as practicable.

### III. Family Illness Leave

- A. Purpose: Unpaid family illness leave may be used to care for the employee's spouse, child, parents, or spouse's parent if they have a serious health condition as defined bylaw.
- B. Length of Family Illness Leave: In a 12-month period, no employee may take more than 12 weeks of federal family illness leave for the employee's spouse, child, or parents. The federal leave generally runs concurrently with the two weeks of family illness leave provided under state law in a calendar year. A maximum of two weeks of family illness leave may be taken for a spouse's parent in a calendar year (i.e., January-December).
- C. Substitution: An employee may substitute a maximum of two weeks of paid accrued leave, such as vacation or sick leave, for the first two weeks of the otherwise unpaid 12-week leave period. After the first two weeks, the District may require that any paid vacation be substituted for part or all of the remaining leave period.
- D. Scheduling Family Illness Leave: An employee must consider the needs of the District when scheduling family illness leave.
  - 1. If an employee intends to use family illness leave for a planned medical treatment or supervision of a family member, the employee is to do the following:
    - a) Give the District two weeks advance written notice of the intent to take such leave and the reason for the needed leave. The notice must identify the planned dates of the leave to be taken. This requirement may be waived in emergency situations.
    - b) Schedule the medical treatment or supervision so that it does not unduly disrupt the District's operations. This requirement may be met by providing the District with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave and, except in the event of an



emergency, the schedule must be of sufficient definiteness that the District can schedule replacement employees, if necessary.

c) Provide the required medical certification.

2. When medically necessary, an employee may take family illness leave as an intermittent or as a partial absence from employment in increments of no less than three and one-half hours. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the District's operations. To comply with this requirement, an employee must provide the District, in writing, with the employee's proposed schedule of partial absences with reasonable promptness after the employee learns of the probable necessity of such leave.

#### IV. Employee Medical Leave

A. Purpose: Unpaid medical leave may be used by an employee who has a serious health condition as defined by law which makes the employee unable to perform his/her job duties.

B. Length of Medical Leave: No employee may take more than 12 weeks of federal medical leave in a 12-month period. This leave generally runs concurrently with the two weeks of employee medical leave provided under state law.

C. Substitution: An employee may choose that any paid accrued leave, such as vacation or sick leave, be substituted for part or all of the otherwise unpaid 12-week leave. After the first two weeks, the District may require that any accrued leave, such as vacation, be substituted for part or all of the remaining leave.

D. Scheduling Employee Illness Leave: An employee may schedule medical leave as medically necessary.

1. If an employee intends to take medical leave for a planned medical treatment or supervision, the employee is to:

a) Give the District two weeks written advance notice of the intent to take a leave and the reason for the needed leave. The notice must identify the planned dates of leave to be taken. This requirement may be waived in emergency situations.

b) Schedule the medical treatment or supervision so that it does not unduly disrupt the District's operations. This requirement may be met by providing the District with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave and, except in the event of an emergency, the schedule must be of sufficient definiteness that the District can schedule replacement employees, if necessary.

c) Provide the required medical certification.

2. When medically necessary, an employee may take employee medical leave as an intermittent or as a partial absence from employment in increments of no less than three and one-half hours. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the District's operations. To comply with this requirement, an employee is to provide the District, in writing, with the employee's proposed schedule of partial absences with reasonable promptness after the employee learns of the probable necessity of such leave.

V. Medical Certification

If an employee requests a family illness or employee medical leave under this policy, the employee must obtain a Medical Certification Form. This form must be fully completed by the employee plus the health care provider treating the family member or employee, and returned to the District.

If the requirements for a certification are not complied with, the District may deny family illness or employee medical leave and the absence will be considered unexcused unless internal leave policies excuse the absence. The District may request a second health care provider opinion at the District's expense.

VI. Insurance and Benefits

While an employee is on a child rearing, family illness, or employee medical leave:

- A. The District will maintain group health insurance coverage under the conditions that applied before the leave began. If, prior to the leave, the employee was required to participate in the premium payments, an employee on leave is required to continue with his/her share of the premiums. An employee's failure to make the required payments may result in termination of the employee's insurance coverage. The District's obligation to maintain health and dental benefits will stop if and when an employee informs the District of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is used up, or if the employee fails to make any required payments while on leave.
- B. If the District chooses to do so, it may pay an employee's required premium payments while the employee is on leave. If the District does so and an employee does not immediately repay the District upon the employee's return to work, the District will deduct the amount of the payments from the employee's paycheck.
- C. The District has the right to collect from an employee the health insurance premiums the District paid during a period of unpaid leave if the employee does not return to work after the leave entitlement has been exhausted or expired. An employee

must return to work for at least 30 calendar days in order to be considered to have "returned" to work. However, an employee's liability to repay health insurance premiums does not apply if his or her failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee.

## VII. Return From Leave

- A. Medical Certification: An employee returning from employee medical leave may be required to obtain medical certification from the health care provider that he/she is able to resume work.
- B. Position: Subject to the conditions set forth below in paragraph C for instructional employees, an employee returning from family and/or medical leave can return to his or her old position, if vacant, at the time the employee returns to work. If the position is no longer vacant, the employee may be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
- C. Instructional Employees: Special rules applies to the taking of intermittent or reduced leave, or leave near the end of a school semester, by instructional employees. "Instructional Employees" are those employees whose principal function is to teach and instruct students in a class. This term includes not only teachers, but also athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides whose principal job duty is not teaching or instructing. Nor does the term include cafeteria workers, maintenance workers, or bus drivers.

The following applies to instructional employees while solely on or returning from federal FMLA leave (i.e., applicable Wisconsin leave entitlement exhausted):

- 1. Summer Recess: Leave taken for a period that ends with the school year and begins the next semester is leave taken consecutively rather than intermittently. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement. An employee who is on FMLA leave at the end of the school year is provided with any benefits over the summer vacation that employees would normally receive if they had been working at the end of the school year.
- 2. Intermittent Leave: If an instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, the District may require the employee to choose either to:

- a) Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment. Periods of a "particular duration" means a block, or blocks, of time beginning no earlier than the first day for which leave is needed and ending no later than the last day on which leave is needed, and may include one uninterrupted period of leave; or
  - b) Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.
3. Lack of Notice: If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on reduced leave schedule, the District may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the District may require the employee to delay the taking of leave until the notice provision is met.

If an employee chooses to take leave for "periods of a particular duration" in the case of intermittent or reduced schedule leave, the entire period of leave taken will count as FMLA leave.

4. End of Semester leave: The following provisions apply to an instructional employee's leave near the end of an academic semester:
- a) If the leave begins more than five weeks before the end of a semester, the District may require the employee to continue taking leave until the end of the semester if:
    - 1) The leave will last at least three weeks and the employee would return to work during the three-week period before the end of the semester.
  - b) If the employee begins leave for a purpose other than the employee's own health condition during the five-week period before the end of a semester, the District may require the employee to continue taking leave until the end of the semester if:
    - 1) The leave will last more than two weeks and the employee would return to work during the two-week period before the end of the semester.
  - c) If the employee begins leave for a purpose other than the employee's own health condition during the three-week period before the end of a semester, and the leave will last more than five working days, the District may require the employee to continue taking leave until the end of the semester.

If the District requires an instructional employee to stay on leave until the end of the school semester in accord with the above provisions, the District will not count the additional leave against the employee's FMLA leave entitlement. In addition, the District will maintain the employee's group health insurance as if the employee were working and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

The determination as to how an employee is to be restored to "an equivalent position" upon return from FMLA leave is made on the basis of established Board policies and practices, relevant provisions of collective bargaining agreements, and provisions of the federal FMLA.

- d) Upon advance notice, an employee may return to work prior to the scheduled end of his/her leave. An employee shall be returned to his/her old position or an equivalent position within a reasonable time after the request to return to work early is made.

APPROVED: February 13, 1997

REVISED:

SCHOOL DISTRICT OF RIB LAKE

533

PROFESSIONAL STAFF RECRUITING/HIRING

The District Administrator shall recommend candidates for teaching positions. The Board will appoint all teaching personnel upon recommendation of the District Administrator.

Candidates recommended for employment shall meet established position qualifications, including appropriate certification, and be able to perform the essential functions of the position.

Employment shall be conditioned on a criminal background check.

All professional staff employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations.

Unsolicited applications or letters of interest for future or potential employment positions will not be accepted by the District.

LEGAL REF.: Sections 111.31 - 111.395 Wisconsin Statutes  
118.195  
118.20  
118.24  
120.12(1)  
121.02(1)(a)  
PI 8.01(2)(a), Wisconsin Administrative Code  
34, Wisconsin Administrative code  
Americans with Disabilities Act of 1990  
Immigration Reform and Control Act of 1986  
Section 504 of the Rehabilitation Act of 1973

CROSS REF.: 511, Equal Employment Opportunities  
RLEA Agreement

APPROVED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

535

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Instructional personnel will be assigned at the discretion of the principal, with the District Administrator's review and approval, consistent with provisions of the employee agreement.

CROSS REF.: RLEA Agreement

APPROVED:

SCHOOL DISTRICT OF RIB LAKE

535.1

PROFESSIONAL STAFF WORK SCHEDULES

The length of the working day shall be determined by the District Administrator. This may vary from school to school because of bus routes and other responsibilities assigned by the District Administrator.

CROSS REF.: RLEA Agreement

APPROVED: October 11, 2001



SCHOOL DISTRICT OF RIB LAKE

536.1

PROFESSIONAL STAFF RESIGNATION

In the event a teacher wishes to be released from a contract once the contract is signed, a penalty will be imposed upon the teacher as follows:

- a) No penalty if a release is asked for prior to June 5<sup>th</sup>.
- b) \$300.00 penalty if a release is asked for during the period of June 5<sup>th</sup> through June 30<sup>th</sup>.
- c) \$600.00 penalty if a release is asked for after July 1<sup>st</sup>.

No release will be honored after July 31<sup>st</sup>.

The only exception to this penalty is in the case of emergency, whereby the teacher could not fulfill the duties of the contract, in which case the contract may be terminated by mutual consent of the teacher and the Board.

The penalties stated herein apply only to full time teachers.

LEGAL REF.: Sections 115.31 Wisconsin Statutes  
118.22

CROSS REF.: RLEA Agreement

APPROVED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

536.2

DISMISSAL OF PROFESSIONAL STAFF

If, in the opinion of the Board, the work of a teacher is not satisfactory, the teacher will be notified, in writing by March 15<sup>th</sup> that he/she is being placed on a one year probationary status, and the reasons why.

If at the end of the probationary period, the work of the teacher is again deemed satisfactory in the opinion of the Board, the probationary status will be removed. Failure to bring the work up to a satisfactory level during the probationary period will cause the non-renewal of the contract. The Board reserves the right not to grant the probationary period, for cause, if in the opinion of the Board, non-renewal of the contract needs to be taken into consideration at an earlier date due to conduct or the performance of the teacher.

All teachers contracted for the first two years will be considered to be on a probationary status for two years.

LEGAL REF.: Section 118.22 Wisconsin Statutes

CROSS REF.: RLEA Agreement

APPROVED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

537

PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

The Board shall provide opportunities for staff members to keep abreast of the changing needs of society and education through local in-service activities, attendance at educational conferences and workshops, advanced education courses and other means.

Professional staff members shall be provided an opportunity to become involved in formulating staff development plans offered in the District.

Reimbursement for staff development activities shall be in accordance with provisions of the current employee agreement and established procedures.

LEGAL REF.: Section 121.02(1)(b) Wisconsin Statutes  
PI 8.01(2)(b), Wisconsin Administrative Code

CROSS REF.: 671.1, Expense Reimbursements  
RLEA Agreement

SCHOOL DISTRICT OF RIB LAKE

538

EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of instruction in the School District of Rib Lake, the Board shall require regular evaluations of all professional staff members.

All professional staff evaluations shall be based on written job descriptions and shall be conducted in accordance with established procedures, provisions of the current employee agreement and state law.

LEGAL REF.: Section 121.02(1)(q) Wisconsin Statutes  
PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF.: 538-Exhibit, Professional Staff Evaluation Form  
531.11, K-8 Elementary Classroom Teacher (Job Description)  
531.12, Senior High School Teacher (Job Description)  
RLEA Agreement

APPROVED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

538-Exhibit

PROFESSIONAL STAFF EVALUATION FORM

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Grade/Subject \_\_\_\_\_ School \_\_\_\_\_

Time of Observation \_\_\_\_\_

1. The physical facility (classroom atmosphere, ability to maintain educational environment): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Techniques used in teaching (lecture, demonstration, question/answer): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Organization of class (rapport, discipline, stimulation of students): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Preparation for class (lesson plans, objectives for class): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Utilization of teaching aids (multi-media, guest speaker, sources outside daily materials): \_\_\_\_\_

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6. Evaluation of students (tests, question/answer, quizzes):

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7. Areas of strengths: \_\_\_\_\_

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8. Areas of teacher's classroom performance that could improve:

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9. Additional comments: \_\_\_\_\_

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I have reviewed the above assessment \_\_\_\_\_

I disagree with the assessment and my statement is attached

\_\_\_\_\_

Teacher's signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED:

SCHOOL DISTRICT OF RIB LAKE

541.1

FOOD SERVICE SUPERVISOR  
(Job Description)

- QUALIFICATIONS:
1. High school diploma or equivalent
  2. Training and/or experience in large group meal preparation desirable
  3. Organizational ability
  4. Knowledge of federal and state laws as they pertain to the school lunch program
  5. Ability to plan nutritious meals at relatively low cost
  6. Ability to supervise other persons
  7. Ability to understand written and verbal instructions
  8. Ability to operate kitchen equipment
  9. Ability to lift quantities of food
  10. Knowledge of food handling and sanitation practices

JOB GOAL: To provide overall coordination of District school lunch program

REPORTS TO: District Administrator

PERFORMANCE RESPONSIBILITIES:

1. Supervise performance of cooks and servers.
2. Screen applicants and make recommendations concerning employment of other food service personnel.
3. Plan weekly menus.
4. Coordinate all ordering.
5. Coordinate selection of commodities.
6. Coordinate distribution of food to participating schools.
7. Maintain District inventory of foodstuffs, equipment and supplies.
8. Provide all financial data requested by bookkeeper so that necessary reports and claims may be made to the state.
9. Insure that an accurate accounting of meals served is maintained in accordance with applicable United States Department of Agriculture (USDA) regulations.
10. Follow rules and regulations established by USDA and the Department of Public Instruction (DPI) concerning the school lunch program.
11. Encourage staff attendance at conferences and workshops.



12. Cooperate with food service officials by responding to requirements in a timely manner and by assisting the on-site review team in their evaluation visits.
13. Perform other duties as may be assigned by the District Administrator

APPROVED: April 12, 1990

REVISED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

541.11

ASSISTANT COOK  
(Job Description)

- QUALIFICATIONS:
1. High school diploma or equivalent desired
  2. Training and/or experience in quantity food preparation desirable
  3. Ability to understand written and verbal instruction
  4. Ability to operate kitchen equipment
  5. Ability to lift quantities of food
  6. Knowledge of food handling and sanitation practices

JOB GOAL: To prepare tasty, nutritious food as outlined in the daily menu for consumption by school lunch.

REPORTS TO: Food Service Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Prepare food as directed by the food service supervisor.
2. Serve food.
3. Clean dishes, tables and kitchen areas.
4. Operate kitchen equipment.
5. Attend local food service conferences and workshops as appropriate (participation in the American School Food Service Association Certification program is encouraged).
6. Perform other duties as necessary for the operation of the school lunch program.

APPROVED: April 12, 1990

REVISED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

541.12

FOOD SERVICE SERVER  
(Job Description)

QUALIFICATIONS: 1. High school diploma or equivalent desired.  
2. Ability to understand written and verbal instructions.  
3. Ability to operate kitchen equipment  
4. Ability to lift quantities of food  
5. Knowledge of food handling and sanitation practices

JOB GOAL: To dispense proper portions of food to students in the serving line, and to do so in a friendly and pleasant manner.

REPORTS TO: Food Service Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Set up serving line.
2. Serve food to lunch program participants in amounts as directed by the food service supervisor.
3. Clean dishes, tables and serving areas.
4. Operate kitchen equipment.
5. Perform other duties as necessary for the operation of the school lunch program.

APPROVED: April 12, 1990

REVISED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

541.2

SECRETARY  
(Job Description)

- QUALIFICATIONS:
1. High school diploma or equivalent
  2. Technical college training in secretarial science desirable
  3. Ability to type at 45 words per minute
  4. Training in the operation of office equipment to include computers and word processors
  5. Ability to carry out complex oral and written directions with a minimum of supervision
  6. Ability to supervise other persons
  7. Knowledge of bookkeeping

JOB GOALS: To provide the smooth flow of information between the school or District office and students, staff, parents, businesses and community through the implementation of effective verbal, written, and electronic communications.

REPORTS TO: Appropriate District and/or Building Administrator

PERFORMANCE RESPONSIBILITIES:

1. Maintain schedule of appointments, conferences, and interviews.
2. Type letters, memos, and reports.
3. File correspondence and related material in an acceptable manner.
4. Assemble information/material for Administrator's use.
5. Operate office equipment.
6. Maintain accounts for various clubs.
7. Assist students, teachers, and visitors in a courteous manner.
8. Maintain office supply inventory.
9. Answer telephone, sort and distribute mail.
10. Demonstrate familiarity with a computer in order to use word processing program and serve to back up the bookkeeper in the execution of budgetary/accounting and payroll programs.
11. Perform other duties that are self-initiated or directed by the appropriate administrator.

APPROVED: April 12, 1990

REVISED:

SCHOOL DISTRICT OF RIB LAKE

541.21

CLERICAL AIDE  
(Job Description)

QUALIFICATIONS: 1. High school diploma or equivalent  
2. Technical college training in secretarial science desirable  
3. Training in the operation of office equipment to include computers and word processors

JOB GOALS: To provide the smooth flow of information between the school or District office and students, staff, parents, businesses and community.

REPORTS TO: Appropriate Secretary/or Building Administrator

PERFORMANCE RESPONSIBILITIES:

1. Record attendance
2. Sell lunch tickets
3. Collect lunch counts
4. Answering telephone/delivering messages
5. Distributing medicines
6. First Aid as needed
7. Sorting/distributing mail
8. Photocopying as needed
9. Preparing letters, memos, and reports for mailing/distribution
10. Operating office equipment
11. Fundraiser distribution/collection
12. Aid Principal with needs in the Secretary's absence (keep appointments, etc.)
13. Filing, if needed
14. Assist students, teachers, visitors
15. Maintain office supply inventory
16. Assist in budgeting process

FIRST READING: February 10, 2005

APPROVED: March 10, 2005

*This list may not be all-inclusive. Responsibilities may be added/deleted as the Principal and Secretary see fit.*

SCHOOL DISTRICT OF RIB LAKE

541.3

BOOKKEEPER  
(Job Description)

- QUALIFICATIONS:
1. A minimum of technical college training in accounting, records management, and/or word processing desirable
  2. Ability to compute advanced mathematical calculations accurately
  3. Ability to use a calculator quickly and accurately
  4. Ability to use basic office equipment
  5. Knowledge in the area of payroll-related reports for federal and state agencies
  6. Effective organizational abilities
  7. Knowledge of general bookkeeping and state bookkeeping requirements
  8. Knowledge of budget management

JOB GOALS: To prepare and maintain District payroll-related records as well as budget and accounting records and related reports.

REPORTS TO: District Administrator

PERFORMANCE RESPONSIBILITIES:

1. Prepare bi-weekly District payroll.
  - Check and verify time cards for all hourly employees
  - Check and verify monetary contractual obligations for all professional staff
  - Process pay requests for substitute staff and the like
  - Prepare all payroll information
  - Process the payroll checks
2. Prepare monthly/quarterly/yearly reports for the appropriate local, state, and federal agencies including, but not limited to:
  - Social Security report
  - State tax withholding report, W-2's and annual reconciliations
  - Federal tax withholdings report
  - Wisconsin retirement system report
  - Unemployment compensation report
  - Apportionment of local taxes among municipalities
3. Prepare District personnel benefit reports with the appropriate agencies, including but not limited to:
  - Savings plans
  - Long term disability insurance
  - Health insurance
  - Dental insurance
  - Worker's compensation insurance
  - Tax sheltered annuities
  - Union dues

- Union dues
4. Maintain and update employee files and records.
    - Posting employee calendar
      - Sick
      - Vacation
      - Personal
      - Emergency
    - Maintain and update employee history and personal data file
    - Type teacher and support staff contracts
  5. Maintain district financial records.
    - Payroll records
    - Post ledgers
    - Balance monthly bank statements - all accounts
    - Prepare monthly financial statement - all accounts
    - Code and post invoices
    - Get bills ready for payment
    - Deposit revenues in the bank, all funds, in a timely manner
    - Prepare financial portion of annual meeting information
  6. Carry out general office operations.
    - Perform basic clerical duties
    - Order office supplies
    - Enroll new employees in benefit programs
    - Assist all retiring or terminated employees with necessary forms
  7. Perform other duties as may be assigned by the District Administrator.

APPROVED: April 12, 1990

REVISED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

541.31

TEACHER/CLERICAL AIDE  
(Job Description)

QUALIFICATIONS: 1. High school diploma or equivalent  
2. Technical college training in secretarial science desirable  
3. Training in the operation of office equipment to include computers and word processors

JOB GOALS: To provide the smooth flow of information between the school or District office and students, staff, parents, businesses and community.

REPORTS TO: Appropriate Building Administrator

PERFORMANCE RESPONSIBILITIES:

1. Photocopying for staff as needed.
2. Administration of Accelerated Reading and Math tests as needed.
3. Laminating as needed.
4. Answering telephone/deliver messages during Secretary/Aides breaks/lunches.
5. Classroom coverage, if needed.
6. Least restrictive environment (Special Education, meetings)
7. Coverage for IEP's.
8. Recess duty as assigned.
9. Assist teacher with projects as needed.

FIRST READING: February 10, 2005

APPROVED: March 10, 2005

*This list may not be all-inclusive. Responsibilities may be added/deleted as the Principal and Secretary see fit.*



SCHOOL DISTRICT OF RIB LAKE

541.4

HEAD OF MAINTENANCE/CUSTODIAL SERVICES  
(Job Description)

QUALIFICATIONS: 1. High school graduate, or equivalent  
2. Supervisory ability  
3. Considerable experience in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation  
4. Ability to communicate effectively and work well with persons at all levels in the school community

JOB GOALS: To facilitate the uninterrupted and comfortable operation of the school plant. To ensure that high standards of cleanliness, sanitation, safety and security are met. To serve as the on-site manager for maintenance of District buildings and grounds. To exercise supervision of maintenance/custodial employees in the performance of their duties.

REPORTS TO: District Administrator and Building Principals

SUPERVISES: District Maintenance/Custodial Staff

PERFORMANCE RESPONSIBILITIES:

1. Employment, induction, assignment of staff
  - Assume an active role in recruiting new maintenance/custodial personnel.
  - Provide for necessary initial and refresher on-the-job training.
  - Recommend building transfers and changes in assignment.
  - Arrange for employment opportunities through the Green Thumb partnership act as needed.
2. Supervision
  - Develop schedules and approve time sheets for custodial and maintenance personnel.
  - Ensure that cleaning/maintenance standards meet established requirements.
  - Evaluate performance of custodial/maintenance personnel.
3. Inspection
  - Inspect buildings and grounds daily to ensure they are free of hazards.
  - Execute security and fire hazard checks.
4. Maintenance
  - Carry out preventive maintenance in accordance with prescribed schedules.
  - Handle minor repairs within his/her resources.

- Arrange for and evaluate contracted services.
5. Budget/inventory control
    - Prepare annual budget request for buildings and grounds maintenance and operations.
    - Prepare supply and equipment orders (using purchase order system) and maintain a system of stock control of all supplies.
  6. Operations
    - Operate the heating and ventilating systems, and maintain the plumbing and lighting systems, lawns, parking, athletic and playground areas.
    - Arrange for physical requirements for school rental, dances, and other activities.
    - Maintain preventive maintenance logs and other records as required.
    - Perform related duties as required for the daily operation of the school.
  7. Environment, coordination, cooperation
    - Schedule all maintenance activities so as not to interfere with any curricular or extracurricular activities and, during normal duty hours, make the school and its facilities available as the principal directs.
    - Ensure the proper instructional environment, including temperature, ventilation and building safety.
    - Cooperate with staff and students to harmoniously achieve the purposes of the school.
  8. Perform other duties as may be assigned by the District Administrator or building principal.

APPROVED: April 12, 1990

REVISED: October 11, 2001

School District of Rib Lake

Custodial/Maintenance Staff  
(Job Description)

- Qualifications:
1. High school diploma or equivalent preferred
  2. Some experience in janitorial work preferred
  3. Experience in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation preferred
  4. Ability to communicate effectively and work well with persons at all levels in the school community
- Job Goals:
- To maintain a clean, neat, and healthful environment with other staff and members of the community to satisfy particular requirements for instruction and/or special events.
  - To facilitate the uninterrupted and comfortable operation of the school plant.
  - To ensure that high standards of cleanliness, sanitation, safety and security are met.

Reports To: Building Principal/District Administrator

Performance Responsibilities:

1. Perform scheduled housekeeping duties as required.
2. Provide for necessary initial and refresher on-the-job training.
3. Inspect buildings and grounds daily to ensure they are free of hazards.
4. Execute security and fire hazard checks jointly with administration.
5. Assist in the coordination and accommodating of temporary workers.
6. Be alert to safety hazards and correct or recommend changes.
7. Routinely connect with the building principal on supply orders and contractual service to support building functions.
8. Carry out specific duties such as:
  - Vacuuming and cleaning rooms and offices
  - Dust mopping hallways and gymnasium floors
  - Dusting
  - Cleaning washrooms, locker rooms
  - Stripping and waxing floors as necessary
  - Cleaning glass as required

- Snow removal, grass cutting
  - Cleaning sinks in science labs
  - Replacing light bulbs
  - Unloading equipment and supplies as necessary
  - Transferring equipment, supplies, and correspondence between District and neighboring schools
  - Painting as necessary
  - Other duties as assigned
9. Carry out preventive maintenance in accordance with prescribed schedules.
  10. Handle minor repairs within his/her resources.
  11. Ensure that cleaning/maintenance standards meet established requirements.
  12. Operate the heating and ventilating systems, and maintain the plumbing and lighting systems, lawns, parking, athletic and playground areas.
  13. Maintain preventive maintenance logs and other records as required.
  14. Ensure the proper instructional environment, including temperature, ventilation and building safety.
  15. Cooperate with staff and students to harmoniously achieve the purposes of the school.
  16. Perform other duties as may be assigned by the district administrator or building principal except those to be deemed administrative.

Proposal Draft 9/10/09  
J. Tortomasi

SCHOOL DISTRICT OF RIB LAKE

541.41

CUSTODIAN  
(Job Description)

**QUALIFICATIONS:** 1. High school diploma desirable  
2. Some experience in janitorial work

**JOB GOALS:** To maintain a clean, neat, and healthful environment with other staff and members of the community to satisfy particular requirements for instruction and/or special events.

**REPORTS TO:** Building Principal/Superintendent

**PERFORMANCE RESPONSIBILITIES:**

1. Perform scheduled housekeeping duties as required.
2. Assist organizations using school facilities.
3. Make minor repairs to equipment as required.
4. Be alert to safety hazards and correct or recommend changes.
5. Routinely connect with the building principal on supply orders and contractual service to support building functions.
6. Carry out specific duties such as:
  - vacuuming and cleaning rooms and offices
  - dust mopping hallways and gymnasium floors
  - dusting
  - cleaning washrooms, locker rooms
  - stripping and waxing floors as necessary
  - cleaning glass as required
  - snow removal, grass cutting
  - cleaning sinks in science labs
  - replacing light bulbs
  - unloading equipment and supplies as necessary
  - transferring equipment, supplies, and correspondence between District and neighboring schools
  - painting as necessary
7. Handle related duties as required.

APPROVED: September 10, 2009  
REVISED: 7/7/09

SCHOOL DISTRICT OF RIB LAKE

541.5

BUS DRIVER  
(Job Description)

QUALIFICATIONS: 1. Appropriate driver license certification  
2. Be responsible and demonstrate good judgement and character.

JOB GOALS: To transport the students in a safe and caring environment.  
Make certain that the bus is well-maintained and operating within guidelines.

REPORTS TO: District Administrator or designee

PERFORMANCE RESPONSIBILITIES:

1. Drivers are in full authority on the busses as far as discipline is concerned and are to exercise that authority to keep good order and insure bus safety. Bus drivers shall utilize the following measures in maintaining bus discipline:
  - Review bus rider rules and bus driver expectations with riders once each quarter (September, November, January and March) and document time and place of review in log.
  - Log student complaints, concerns or misbehavior. Bus drivers are encouraged to talk with the student about their complaint, concern or misbehavior on the bus. Such conversations should be documented in the log.
  - Make an effort to contact the parent/guardian if the situation has not been resolved, and document contact information in the log.
  - Assign seats if not already assigned.
  - Contact the principal of the student involved and provide documentation of the above four steps.
  - Participate in scheduled meetings with the principal, student and student's parent/guardian. (Additional action shall be taken by the principal. Only the administration has the authority to remove a student from the bus.)
2. Bus drivers shall adhere to the following procedures during cold or inclement weather:
  - When a bus is running 15 minutes or more behind schedule, make a concerted effort to have families call ahead and inform those yet to be picked up.

- When a bus is running 15 minutes or more behind schedule, contact the District office or administration so they can notify WIGM and request that an announcement be made.
  - Watch to see that younger students get into their home.
  - Use blended fuel as it becomes available.
3. Make sure each family on his/her route knows his/her name and bus number.
  4. Run an emergency exit drill at least twice per school year and document the time and place.
  5. When the bus is used for any event outside of transportation to and from school, the chaperon, coach, advisor etc. is responsible for student behavior and bus clean up. Bus drivers may stop the bus when necessary until the person(s) in charge has control of student behavior. The time and place of such stops should be documented on the log.
  6. Check the bus after each special event and report any damage or concerns to the principal responsible for the students involved. Document such information.
  7. Review any and all state and federal regulations related to the operation of a bus and follow them. Document time and place of review.
  8. Provide bus driver's mileage and maintenance log book and monthly reports sheet to the District office during the first week of the month. Provide the District office with a list of riders by the end of the third week of school each year.
  9. Do not use tobacco products at any time on the bus.
  10. Adhere to state and federal laws and regulations and Board policy regarding use of alcohol, controlled substances and medications, or face appropriate disciplinary action. This includes time awaiting a return trip from an outside activity, as well as actual driving time.
  11. Perform other duties as may be assigned by the District Administrator or designee.

LEGAL REF.: Section 121.52 Wisconsin Statutes

CROSS REF.: 522.1, Drug-Free Workplace  
 523.1, Staff Physical Examinations  
 523.11, Bus Driver Alcohol/Drug Testing

APPROVED: February 8, 1996

REVISED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

541.6

SPECIAL EDUCATION PARAPROFESSIONAL  
(Job Description)

QUALIFICATIONS: This individual shall hold a license as a special education program aide or a valid teaching license. Reference must indicate successful experiences with children, and preferably children with disabilities.

Also required, initiative and enthusiasm for task; good organizational skill; creativity; and flexibility in working with children.

JOB GOALS: The Special Education paraprofessional is an individual whose services are required to serve alongside a special education or regular teacher in order that students with disabilities may receive an appropriate education. They are often required when students might otherwise be difficult to manage, educate, control, transport safely or assist with physical needs.

He/she not only frees the teacher from routine tasks, but also serves as an extension of the teacher, carrying out the programs and plans developed and initially taught by the teacher.

REPORTS TO: Appropriate District and/or Building Administrator

PERFORMANCE RESPONSIBILITIES:

1. Assist with supplementary work for students and supervise independent study.
2. Reinforce lesson with small group or individual student.
3. Provide assistance with individualized program materials-both written and oral.
4. Administer classroom assessment instruments (spelling tests, etc); and scoring objective tests; and keeping appropriate records.
5. Assist the teacher with observing, recording, and charting behavior.
6. Assist the teacher in implementing a consistent behavior management program.
7. Assist in the development of classroom materials and clean up.
8. Assist with crisis problems and discipline.
9. Maintain strict confidentiality.
10. Provide assistance to student with disabilities within the regular program as determined by regular and special education staff.
11. Assist with feeding, toileting, and care of children with disabilities.
12. Other duties deemed appropriate by administrative staff.



SPECIFIC

RESPONSIBILITIES: Specific responsibilities must be delivered by the principal, teacher, and director. Paraprofessionals may work with or supervise pupils in the classroom, on the playground, in the hallways, restrooms, therapy areas, gymnasium and other specified areas on campus, or provide emergency transportation.

In some situations, teachers are permitted to leave the paraprofessional responsible for the class, but this shall be for as short a time as possible. The teacher should remain on campus and continue to be the person responsible for the classroom and students. Off-campus activities, such as work-study placements, field trips, errands, shopping, and recreation, may be supervised by paraprofessionals with daily teacher contact and supervisory approval.

Generally, the paraprofessional follows the teaching day schedule. Occasionally, and in certain situations, unique hours are established because of early arrivals or late departures of students.

APPROVED: April 12, 1990

REVISED: January 10, 2002

SCHOOL DISTRICT OF RIB LAKE

541.7

GROUNDS KEEPER  
(Job Description)

- QUALIFICATIONS:
1. High school diploma or equivalent desired
  2. Training and/or experience in repairing equipment desirable
  3. Ability to understand written and verbal instruction
  4. Ability to operate mowers, snow removal equipment
  5. Ability to lift and shovel material.
  6. Knowledge of pesticides and use of those chemicals.

JOB GOAL: To be on call for snow removal, mowing grass, and preparing fields for athletic events. To maintain equipment in good working condition.

REPORTS TO: Head of Maintenance

PERFORMANCE RESPONSIBILITIES:

1. Remove snow from parking lots and sidewalks when accumulations are in excess of 2 inches or more or as needed by the Head of Maintenance.
2. Keep the grass mowed and trees/shrubs trimmed, spreading of dirt and gravel as needed, and general upkeep of grounds. Experience Works personnel to be given mowing preference.
3. Prepare fields for athletic contests.
4. Keep all equipment in good working condition and well maintained..
5. Perform other duties as necessary for the operation of the school grounds and facilities.

FIRST READING: January 9, 2003

APPROVED: February 13, 2003

SCHOOL DISTRICT OF RIB LAKE

542.1

NON-INSTRUCTIONAL STAFF SALARIES/FRINGE BENEFITS

Compensation in the form of benefits provided to employees not represented by the teacher's union or belonging to the administrative team shall be based upon the number of hours scheduled per school year or bus routes per school year.

CROSS REF.: NEST Collective Bargaining Agreement

APPROVED: January 11, 1996

REVISED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

542.2

NON-INSTRUCTIONAL STAFF LEAVES AND ABSENCES

Non-instructional staff members shall be entitled to leaves and absences in accordance with provisions of the collective bargaining agreement and established policies and procedures. All days of a dock nature, shall include all costs.

CROSS REF.: 532.21, Family and Medical Leave

APPROVED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

542.3

NON-INSTRUCTIONAL STAFF VACATIONS AND HOLIDAYS

Non-instructional staff members shall be entitled to vacations and holidays in accordance with provisions of the collective bargaining agreement.

CROSS REF.: NEST Collective Bargaining Agreement

APPROVED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

543

NON-INSTRUCTIONAL STAFF RECRUITING/HIRING

Non-instructional employees shall have such training and skills as may be required to successfully carry out the requirements of the job. Non-instructional personnel will be hired through cooperative efforts of the Board and the administration.

Part-time non-instructional personnel shall meet the same requirements as full-time non-instructional personnel.

Employment shall be conditioned on a criminal background check.

All non-instructional staff employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations.

Unsolicited applications or letters of interest for future or potential employment positions will not be accepted by the District.

LEGAL REF.: Sections 111.31 - 111.395 Wisconsin Statutes  
120.12(1)  
Americans with Disabilities Act of 1990  
Immigration Reform and Control Act of 1986  
Section 504 of the Rehabilitation Act of 1973

CROSS REF.: 511, Equal Employment Opportunities  
NEST Collective Bargaining Agreement

APPROVED: October 11, 2001

SCHOOL DISTRICT OF RIB LAKE

545.1

NON-INSTRUCTIONAL STAFF WORK SCHEDULES

Duties and length of the working day shall be determined by the Board and the administrator. Non-instructional staff are responsible to the administration.

On days in which school may be closed due to weather or any other reason, and also on days not specified as holidays allowed, custodial staff are expected to be on duty as on any other regular school day.

CROSS REF.: Nest Collective Bargaining Agreement

APPROVED: October 11, 2001