



SOUTH SHORE SCHOOL DISTRICT

EMPLOYEE HANDBOOK

2026-2027

This handbook is a collection of selected policies and administrative guidelines,
as well as rules and regulations of the South Shore School District.
If there is a conflict between Board policy and this handbook, the Board policy shall take precedent.

TABLE OF CONTENTS

1.0 INTRODUCTION	1
1.1 STATEMENT OF PHILOSOPHY	1
1.2 MISSION & VISION STATEMENT	1
1.3 CHAIN OF COMMAND / ORGANIZATIONAL CHART	3
1.4 COMMUNICATIONS AND SUGGESTIONS	3
1.5 ROLE OF MANAGEMENT	3
1.6 DISTRICT INCLEMENT WEATHER PROCEDURES	4
1.7 SCHOOL CALENDAR	5
2.0 DISTRICT AND SCHOOL CONTACT INFORMATION	6
3.0 EMPLOYMENT	7
3.1 EMPLOYMENT OPPORTUNITIES	7
3.2 ETHICS & CODE OF CONDUCT	7
3.3 IMMIGRATION REFORM ACT COMPLIANCE	7
3.4 JOB DESCRIPTIONS	7
3.5 CONFLICT OF INTEREST	8
3.6 OUTSIDE EMPLOYMENT AND ACTIVITIES OF STAFF	8
4.0 EMPLOYMENT STATUS AND RECORDS	9
4.1 NEW EMPLOYEE ORIENTATION	9
4.2 PERSONNEL FILES	9
4.3 PERSONNEL FILE RECORD CORRECTION	9
4.4 PERFORMANCE EVALUATION	10
4.5 ASSIGNMENTS AND TRANSFERS	10
4.6 LAYOFF NOTICE – SUPPORT STAFF	10
4.7 LAYOFF NOTICE – CERTIFIED STAFF	10
4.8 STAFF DISCIPLINE	10
4.9 SEPARATION FROM EMPLOYMENT	11
4.10 GRIEVANCE PROCEDURE	12
5.0 EMPLOYEE PAY AND BENEFITS AND WORK HOURS	13
5.1 HOURS OF WORK / WORK SCHEDULES / CALENDARS	13
5.2 NORMAL HOURS OF WORK	13
5.3 IN-SERVICE & PROFESSIONAL DEVELOPMENT PROGRAMS ATTENDANCE	14
5.4 PAYROLL & DEDUCTIONS FROM PAYROLL	14
5.5 TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION	15

5.6 SUMMER SCHOOL WORK RULES	15
5.7 OVERTIME	15
5.8 HOLIDAYS	16
5.9 LEAVES – VACATION (not applicable to Teachers)	16
5.10 LEAVES – SICK LEAVE	17
5.11 LEAVES – EMPLOYEE VOLUNTARY SICK LEAVE FUND	17
5.12 LEAVES – FMLA	18
5.13 LEAVES – HEALTH	18
5.14 LEAVES – UNPAID (PAY DEDUCTS)	18
5.15 LEAVES – BEREAVEMENT/FUNERAL	18
5.16 LEAVES – JURY DUTY	19
5.17 LEAVES – INCLEMENT WEATHER (Secretaries, Full-Year Support Staff, Custodians/Maintenance)	19
5.18 LEAVES – EMERGENCY CONDITIONS	19
5.19 LEAVES – PERSONAL	20
5.20 LEAVES – OTHER	20
5.21 BENEFITS – HEALTH INSURANCE	20
5.22 BENEFITS – OTHER INSURANCES	21
5.23 BENEFITS – WISCONSIN RETIREMENT SYSTEM	21
5.24 SECTION 125 PLANS & FLEX PLANS	22
5.25 PARENTAL LEAVE BENEFIT	22
6.0 GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS	25
6.1 EMPLOYEE MANAGEMENT COMMUNICATION	25
6.2 EMPLOYEE CODE OF ETHICS	25
6.3 CONFERENCE AND CONVENTION ATTENDANCE	25
6.4 COPYRIGHTED MATERIALS	25
6.5 GRANT APPLICATIONS	26
6.6 HOT LUNCH PROGRAM	26
6.7 MAIL AND NOTICES	26
6.8 MAINTENANCE REQUESTS	26
6.9 MILEAGE REIMBURSEMENT	26
6.10 OFF-HOUR COMMUNICATION DEVICE GUIDELINE	26
6.11 PERSONAL PROPERTY	26
6.12 PURCHASING AND REQUISITIONS	26
6.13 RELATIONSHIPS WITH MEDIA	27
6.14 DRESS CODE	27
6.15 PREPARATION & COLLABORATION TIME	27
6.16 ATTENDANCE AND REPORTING ABSENCES	27
6.17 USE OF EMPLOYER PROPERTY/EQUIPMENT	28
6.18 USE OF PERSONAL PROPERTY AT SCHOOL	28

6.19 PERSONAL COMMUNICATIONS	28
6.20 EMERGENCY CLOSINGS	28
6.21 TRAVEL EXPENSES	28
7.0 SAFETY AND HEALTH	29
7.1 WORKPLACE PROTECTIONS / WORKPLACE SAFETY	29
7.2 VIDEO SURVEILLANCE AND ELECTRONIC MONITORING	29
7.3 ALCOHOL AND OTHER DRUG PROHIBITIONS	29
7.4 ALCOHOL AND OTHER DRUG USE	30
7.5 SMOKING/TOBACCO USE	30
7.6 TRAINING	30
7.7 REPORTING WORK RELATED INJURY	30
7.8 RETURN TO WORK PROGRAM	31
8.0 EMPLOYEE COMMUNICATION AND TECHNOLOGY	32
8.1 BULLETIN BOARDS	32
8.2 ELECTRONIC MEDIA AND SOCIAL MEDIA POLICY	32
8.3 ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK	33
8.4 EMAIL	33
8.5 SOLICITATION (Non-Political)	34
9.0 MISCELLANEOUS	35
9.1 EQUAL EMPLOYMENT OPPORTUNITY	35
9.2 ANTI-HARASSMENT POLICY	36
9.3 DISCLAIMER STATEMENT	36
ADDENDUM I – STUDENT SUPERVISION AND WELFARE	38
E.1 ACADEMIC INTEGRITY	38
E.2 CHILD ABUSE SUSPECTED	38
E.3 CONFIDENTIALITY	38
E.4 CONTROVERSIAL ISSUES IN THE CLASSROOM	38
E.5 CORPORAL PUNISHMENT/USE OF PHYSICAL FORCE	39
E.6 COURT ORDERS	39
E.7 CULTURAL DIVERSITY	39
E.8 CUMULATIVE FOLDERS	39
E.9 CYBER BULLYING	39
E.10 DISRUPTING THE EDUCATIONAL PROCESS	39
E.11 DIVORCED/SEPARATED PARENTS	40
E.12 FIELD TRIPS	40
E.13 FIELD TRIPS - EXTENDED	40
E.14 FUNDRAISING	40
E.15 GUEST SPEAKERS	41
E.16 HEALTH REFERRALS	41

E.17 HOMELESS STUDENTS	41
E.18 MAKE-UP SCHOOL WORK FOLLOWING A STUDENT ABSENCE	41
E.19 MONITORING STUDENT TECHNOLOGY USE	42
E.20 PARENT/TEACHER CONFERENCES	42
E.21 PERMISSION SLIPS	42
E.22 PERSONAL COMMUNICATION DEVICES (PCDs)	42
E.23 PLEDGE OF ALLEGIANCE	42
E.24 PROFESSIONAL BOUNDARIES	42
E.25 RELIGIOUS BELIEF ACCOMMODATIONS	43
E.26 STUDENT ACCIDENTS/ILLNESS/CONCUSSION	44
E.27 STUDENT DISMISSAL	44
E.28 STUDENT EARLY DEPARTURE	44
E.29 STUDENT HANDBOOK	44
E.30 STUDENT SUBSTANCE ABUSE/SUICIDAL IDEATION	44
E.31 STUDENT TRANSPORTATION IN PRIVATE VEHICLES	45
E.32 SUPERVISION OF STUDENTS	45
ADDENDUM II – NON-DISCRIMINATION; TITLE IX	46
 11.0 EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGMENT	 49

1.0 INTRODUCTION

The Employee Handbook has been prepared for South Shore School District employees. Professional staff members include: administration, teachers, guidance counselors, speech pathologists, etc. (hereinafter referred to as “certified staff” licensed by the WI DPI) and contracted administrative professionals. Support staff members include: administrative assistants, assistants, food service, maintenance, custodians, and exempt employees. The provisions described herein are the terms and conditions governing employment in the South Shore School District and compliance with them is required.

This employee handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of the South Shore School District. If there is a conflict between a Board policy and this Handbook, the Board policy shall take precedence. It has been prepared to acquaint all staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each staff member’s responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines developed by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the board policies and/or District Administrator’s administrative guidelines and/or the rules or regulations set forth in this handbook or about matters which are not covered, please direct them to your immediate supervisor.

1.1 STATEMENT OF PHILOSOPHY

Together, we are involved in one of the most important tasks of a society: educating our youth. Each of our team members is deeply valued and has an integral part in accomplishing our mission of providing students with an educational system of excellence, effectiveness, and fiscal accountability, and allowing all students the opportunity to gain a competitive advantage in a global economy. To help guide our working relationship, this handbook has been provided as a method of communicating general District information, rules, and regulations. Its purpose is to familiarize employees with the personnel policies of the District.

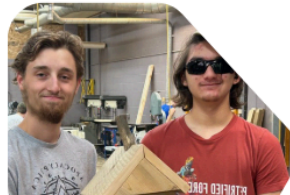
1.2 MISSION & VISION STATEMENT

The district mission, vision, pillars and commitments are outlined on the following page.



**BELONGING. CONTINUOUS
IMPROVEMENT. INTEGRITY.
CONNECTIONS. SAFETY.
COMMUNITY. CELEBRATION.**

our commitments



our pillars



community engagement and partnerships

Foster meaningful connections through transparent communication and service, creating a sense of pride and unity.



resource stewardship

Ensure our long-term financial plan is sustainable, responsible, and understandable in order to meet the evolving needs of the district and community.

exceptional staff and leadership



Cultivate a high-performance culture that attracts, retains, and supports exceptional staff.



educational excellence

Implement research-based instructional practices to ensure student growth and academic achievement. Connect student strengths, interests, and goals to prepare all students for college and career opportunities after high school.

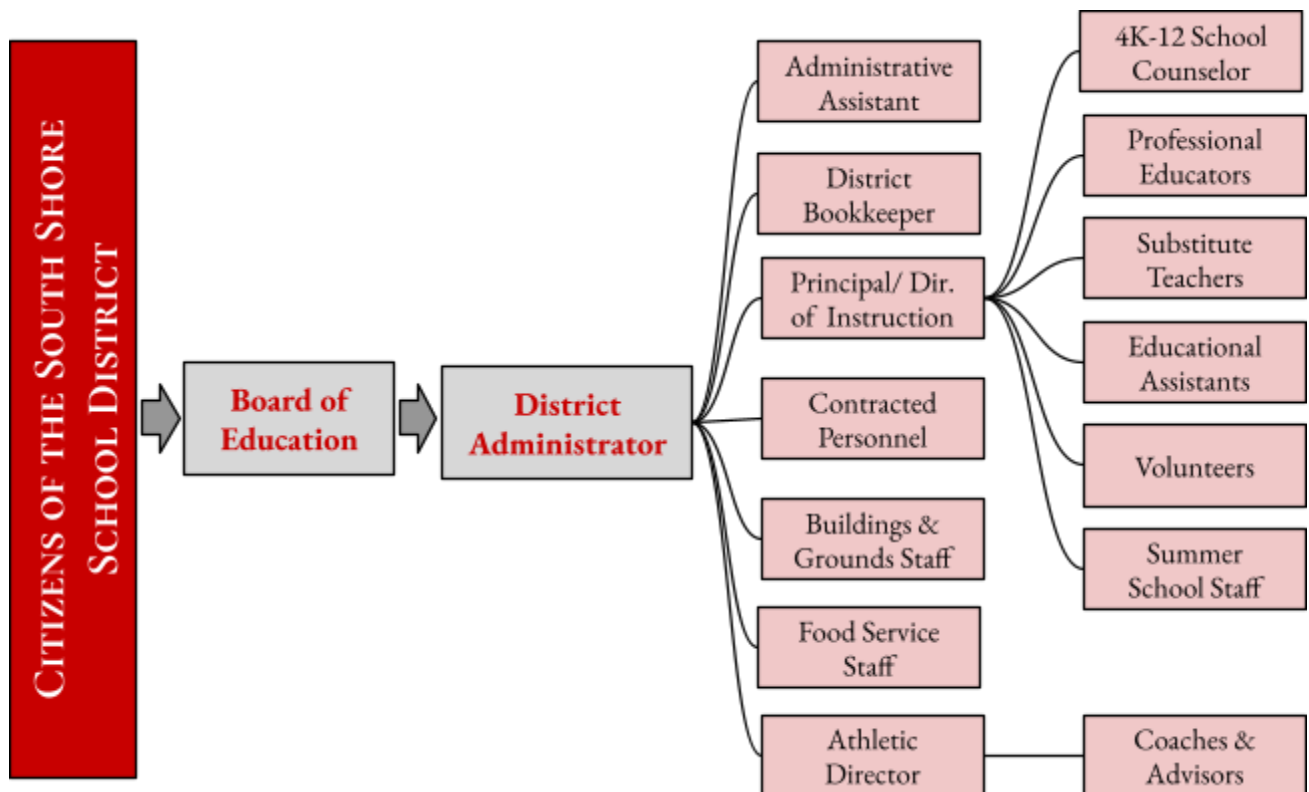
MISSION

**connect.
empower.
soar.**

VISION

**a legacy of
excellence in
education**

1.3 CHAIN OF COMMAND / ORGANIZATIONAL CHART



The chain of command is the formal line of authority, communication, and responsibility within the District. The Board has a legitimate interest in maintaining order and facilitating the efficient resolution of concerns by directing that employee communications to the Board move initially through the chain of command to the District Administrator. Employees are expected to follow the established chain of communication as described in this policy. Failure to do so may result in employee discipline.

[Policy 3112 – Board-Staff Communications](#) (Professional Staff)

[Policy 4112 – Board-Staff Communications](#) (Support Staff)

1.4 COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain of command when offering a suggestion or comment. Staff members should refer to the detailed procedure regarding communication.

[Policy 3112 – Board-Staff Communication](#) (Professional Staff)

[Policy 4112 – Board-Staff Communication](#) (Support Staff)

[Policy 9130 – Public Requests, Suggestions, or Complaints](#)

1.5 ROLE OF MANAGEMENT

Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the Employer reserves any and all management rights regarding employees' employment status. The role of management includes, but is not

limited to, the right to:

- A. Direct all operations of the school system;
- B. Establish and require observance of reasonable work rules and schedules of work;
- C. Hire, promote, transfer, schedule, and assign employees in positions within the school system;
- D. Develop job descriptions;
- E. Suspend, discharge, and take other disciplinary action against employees;
- F. Relieve employees from their duties because of lack of work or any other legitimate reason;
- G. Maintain efficiency of school system operations;
- H. Make whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- I. Introduce new or improved methods or facilities;
- J. Select employees, establish employment quality standards, and evaluate employee performance;
- K. Determine the methods, means, and personnel by which school system operations are to be conducted;
- L. Take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- M. Discontinue certain operations;
- N. Determine the educational policies of the District; and
- O. Contract out for goods and services.

1.6 DISTRICT INCLEMENT WEATHER PROCEDURES

During the winter months, inclement weather is a part of the northern way of life that we expect and prepare for. In the South Shore School District, we design the school calendar with this in mind so that we have flexibility to make necessary decisions to keep our students and staff safe. We use standards applied by the National Weather Service (NWS) to guide our decision making. We *consider* closing for cold when the NWS issues a Wind Chill Warning, Winter Storm Warning, Blizzard Warning, or an Ice Storm Warning. It is important to understand that these standards do not result in any automatic decision but instead trigger an analysis that also considers factors like timing and anticipated duration of a weather event. When weather is forecast that may warrant school delays or closings, conditions are evaluated continuously.

Communication: We understand that our families and staff appreciate knowing as early as possible when a decision has been made to close or delay the start of school. We make every attempt to communicate this decision by 6:00 am or earlier. Staff will receive a communication from administration when a decision has been made. Next, a messaging notification is sent via email, text message and/or through the district app to all individuals registered with district communication platforms. When the decision is made to close, we will also post it on our district Facebook page and notify television news.

Delayed Start: In the event of a delayed start, buses will pick up students 2 hours later than usual. When there is a delayed start, certified staff may report to work 2 hours later.

Early Dismissal: In the event that we need to close early, we will notify parents through the district messaging system and call elementary families individually to ensure someone is there to meet younger students off the bus. Staff are allowed to leave for the day once students in their care have safely left the building.

Virtual/At-Home Learning: The first three inclement weather days will be days off for our students and certified staff. Once we have had three inclement weather days, subsequent closings will include home-based learning activities for our students. Individual classroom teachers will communicate with students and families on the recommended schedule and activities for the day. For more information, please see our [Weather Related Closures Document](#).

1.7 SCHOOL CALENDAR



South Shore School District

2026-2027 Academic Calendar

Elementary Day: 8:20 - 3:20

Jr/Sr High Day: 8:00 - 3:25

August = (6)						
S	M	TU	W	TR	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

September = 17 (21)						
S	M	TU	W	TR	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October = 21 (22)						
S	M	TU	W	TR	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November = 16 (18)						
S	M	TU	W	TR	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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

January = 19 (20)						
S	M	TU	W	TR	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

February = 19 (20)						
S	M	TU	W	TR	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

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

April = 21 (22)						
S	M	TU	W	TR	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May = 20						
S	M	TU	W	TR	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2 = (4)						
S	M	TU	W	TR	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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



New Teacher Orientation



No School for Students & Staff



Early Release



Inservice (No School for Students)



End of the Quarter

Important Dates

August 24th - 26th New Teacher Inservice (No Students)
 August 24th - September 4th Teacher Inservice (No Students)
 September 3rd Open House (9:00 - 3:30)
 September 7th Labor Day (No Students or Staff)
 September 8th First Day of School
 October 15th Early Release Day (Parent Teacher Conferences)
 October 16th Inservice (No Students)
 November 5th Last Day of Quarter 1
 November 23rd & 24th Inservice (No Students)
 November 25th - 27th Fall Break (No Students or Staff)
 December 23rd - January 1st Winter Break (No Student or Staff)

January 20th
 January 22nd
 February 25th
 February 26th
 March 22nd - 26th
 March 31st
 April 30th
 May 29th
 May 31st
 June 2nd
 June 3rd - 4th

Last Day of Quarter 2
 Teacher Inservice (No Students)
 Early Release (Parent Teacher Conferences)
 Teacher Inservice (No Students)
 Spring Break (No Students/Staff)
 End of Quarter 3
 Inservice
 Graduation
 Memorial Day (No Students or Staff)
 Early Release - Last Day for Students
 Teacher Inservice (No Students)

2.0 DISTRICT AND SCHOOL CONTACT INFORMATION

Board of Education

9135 School Road, Port Wing, WI 54865

Justine Broderson

Board Member

jbroderson@sshore.k12.wi.us

Clyde Clauson

President

cclauson@sshore.k12.wi.us

Merlyn Coy

Board Member

mecoy@sshore.k12.wi.us

Mark Hoefling

Vice-President

mhoefling@sshore.k12.wi.us

Becky Kavajecz

Clerk

bkavajecz@sshore.k12.wi.us

James Stemwedel

Treasurer

jstemwedel@sshore.k12.wi.us

Rachelle Swanson

Board Member

rswanson@sshore.k12.wi.us

South Shore School District

9135 School Road, Port Wing, WI 54865

(715) 774-3500

Office Hours: 7:30 AM – 4:00 PM

**Danielle E. Mikula**

Superintendent & Director of Student Services

dmikula@sshore.k12.wi.us

Michelle Simpson

Principal & Director of Curriculum & Instruction

msimpson@sshore.k12.wi.us

Darienne McNamara

Executive Administrative Assistant

dmcnamara@sshore.k12.wi.us

Bridgette Montgomery

Administrative Assistant

bmontgomery@sshore.k12.wi.us

David Gustafson

Co-Curricular Activities Director

dgustafson@sshore.k12.wi.us

Jodi Truchon

K-12 School Counselor

jtruchon@sshore.k12.wi.us

Linda Kavajecz

Bookkeeper

lkavajecz@sshore.k12.wi.us

South Shore School District Website: www.sshore.org

3.0 EMPLOYMENT

3.1 EMPLOYMENT OPPORTUNITIES

Employees are encouraged to explore career development opportunities in the District. All employees are encouraged to gain the necessary skills, training, and work experience needed to qualify for advancement opportunities. The District supports promotion from within whenever practicable and in the best interests of the District. In all cases, the best qualified candidate for the position will be selected as determined by the administration and/or hiring committee and approved by the board for professional and support staff positions. Position vacancies throughout the District are typically advertised on the District website, WECAN, in the District Office, and e-mailed to all staff. In order to be considered for a position, employees must apply prior to the application deadline. All employees should apply for the position per the instructions on the vacancy notice. The District retains the right to determine whether and when to recruit outside applicants.

An employee who applies for a vacant position prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term “applicant” refers to both internal candidates and external candidates for the position. The District retains the right to determine the job descriptions needed for any vacant position.

3.2 ETHICS & CODE OF CONDUCT

The District has established clear rules regarding the hiring of relatives (nepotism).

[Policy 3230 – Ethics & Code of Conduct](#) (Professional Staff)

[Policy 4230 – Ethics & Code of Conduct](#) (Support Staff)

3.3 IMMIGRATION REFORM ACT COMPLIANCE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

3.4 JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for staff member accountability that each staff member is fully aware of the duties and responsibilities of their position. Job descriptions document and describe the essential functions for staff positions and thereby promote organizational effectiveness and efficiency. The Administration is responsible for the development of job descriptions in the District. Further, if a copy of a job description is required or desired, the staff member shall ask their immediate supervisor or go to the Human Resources office and request a duplicate copy.

[Policy 3120.01 – Job Descriptions](#) (Professional Staff)

[Policy 4120.01 – Job Descriptions](#) (Support Staff)

3.5 CONFLICT OF INTEREST

Staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, staff members are expected to perform their duties in a manner free from conflict of interest pursuant to WI Statutes 19.59.

[Policy 1130 – Conflict of Interest](#) – Administration

[Policy 3210 – Staff Ethics](#) (Professional Staff)

[Policy 4210 – Staff Ethics](#) (Support Staff)

3.6 OUTSIDE EMPLOYMENT AND ACTIVITIES OF STAFF

Employees may not perform any duties related to an outside job during their regular working hours. For more information regarding the Board's expectations concerning interest, activities, or associations that may conflict with the interests of the District, staff members shall review the following:

[Policy 3231 – Outside Activities of Staff](#) (Professional Staff)

[Policy 4231 – Outside Activities of Staff](#) (Support Staff)

4.0 EMPLOYMENT STATUS AND RECORDS

4.1 NEW EMPLOYEE ORIENTATION

Certified Staff: All newly hired certified staff will participate in a three-day orientation in August to become familiar with the District and to receive basic information about District procedures and initiatives. New certified staff will be assigned a mentor by the Director of Curriculum & Instruction/Principal. The mentor will provide ongoing support and guidance.

Support Staff: All newly hired staff will participate in an orientation training to become familiar with the District and to receive basic information about District procedures and initiatives.

Probationary Status: Staff newly employed by the District shall be considered probationary for a period of two (2) consecutive school years. The District may dismiss a probationary teacher during the term of their contract or decline to renew their contract at the end of any school year for any reason the Board or administration determines, in good faith, to be sufficient. This includes, but is not limited to, determinations that the teacher is not a fit with the District's values, mission, culture, attitude, performance standards, or expectations for professional conduct and instructional effectiveness. Such decisions may be based on factors including, without limitation: classroom performance and student outcomes; compliance with District policies and procedures; interpersonal skills and collaboration; professionalism; attendance or timeliness; or any other legitimate educational or operational reason. Non-renewal or dismissal decisions during the probationary period shall comply with all applicable notice requirements and procedures under Wisconsin state law.

4.2 PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the District maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of staff members and grant access to inspect or review those records in accordance with policy and state law.

Parents or guardians may request access to records regarding school employee discipline under the WI Public Records Law. A request does not guarantee access to records, but will be considered carefully to determine if disclosure is required. For more information, employees may contact the District Administrator.

[Policy 8320 – Personnel Records](#)

4.3 PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in Wis. Statute 103.13(4) to have a correction made to the information in question, have the content in question removed from the file, or submit a written statement explaining the employee's position to attach to the disputed portion of the record.

[Policy 8320 – Personnel Records](#)

4.4 PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation. This program shall focus upon the early identification of specific areas in which the staff member needs improvement so appropriate assistance may be provided in a systematic way.

[Policy 4220 – Staff Evaluation](#) (Support Staff); Applicable State Statutes

4.5 ASSIGNMENTS AND TRANSFERS

The District Administrator is responsible for the proper assignment of all staff members in conformance with any legal requirements or certification requirements. Further, staff members may be transferred between assignments when the District Administrator determines that it is in the best interest of the students or the District.

Postings will be for a minimum of five (5) working days. Any vacancy that occurs on or after August 1st will be posted until filled. The District retains the right to determine whether and when to recruit outside applicants.

When the District determines that an involuntary transfer of an employee is necessary, due to the District's inability to fill a vacancy or a new position according to the procedures set forth above, it may, at its discretion, transfer an employee in the District qualified for the position. The District may also involuntarily transfer an employee if the District determines the transfer will better serve the District's needs.

4.6 LAYOFF NOTICE – SUPPORT STAFF

Whenever the Board determines an anticipated layoff, the employee so affected shall be given a minimum advance notice of thirty (30) calendar days.

Factors to be considered when determining layoffs include, but are not limited to:

- Qualifications
- Performance
- Related experience
- Seniority

4.7 LAYOFF NOTICE – CERTIFIED STAFF

Whenever the Board determines to layoff certified staff in whole or in part, the layoffs will be pursuant to Wis. Stat. 118.22.

Factors to be considered when determining layoffs include, but are not limited to:

- Qualifications
- Performance
- Related experience
- Seniority

4.8 STAFF DISCIPLINE

Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action will typically be taken after an investigation and after giving the employee an opportunity to respond to any and all allegations.

[Policy 3139 – Staff Discipline](#) (Professional Staff)

[Policy 4139 – Staff Discipline](#) (Support Staff)

Level of Discipline: The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the Employer's sole discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to, the following: verbal warning, written warning, suspension, or termination. Employee discipline for purposes of access to the grievance procedure is defined to include only termination, disciplinary suspensions, and disciplinary demotions. None of these disciplinary measures are required to be used before termination from employment occurs, nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the South Shore School District. The following is a list of examples of behavior which would normally justify disciplinary action:

- Fraud in securing employment
- Behavior in conflict with district values and commitments
- Repeated difficulty working professionally and positively with colleagues or students
- Any mistreatment of students
- Theft
- Incompetency
- Unauthorized absences
- Repeated absence or tardiness or improper use of leave
- Neglect of duty
- Insubordination or willful misconduct
- Dishonesty or falsification of records
- Assuming duties while under the influence of controlled substances or intoxicants; or possession of use of intoxicants or controlled substances during working hours
- Failure to inform supervisor of lawful use of a prescription drug which impacts the employee's ability to perform their job duties
- Conviction of a felony or misdemeanor, the circumstances of which are substantially related to duties performed
- Negligence or willful damage to property
- Discourteous treatment of students, the public, or fellow employees
- Failure to obtain and maintain a current license or certification as required by law or Employer
- Failure to maintain effective working relationships with other employees or the public
- Sexual or other unlawful harassment
- Workplace violence
- Violation of any lawful order, directive, policy, or work rule.

The offenses listed above are not intended to be all-inclusive, and discipline, including termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions.

Documentation: All formal discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file.

4.9 SEPARATION FROM EMPLOYMENT

The Board may eliminate or reduce staff positions as necessary. Separation from employment includes, but is not limited to, resignation, retirement, reduction in workforce, failure to return from approved leave, termination, nonrenewal, or discharge from employment. Such employment separations may be voluntary or involuntary. If an employee decides to voluntarily terminate employment with the District, the District requests at least two weeks' advance notice so any necessary

replacement employees can be recruited or otherwise assigned. Upon any separation from employment, compensation and benefits which the employee has earned and accrued will be credited to the employee pursuant to law. The employee's last day worked will in most cases be considered the employee's last day of employment. The District reserves the right to determine the last day of employment. An employee is required to return all keys, identification badge, credit cards, laptop computer, access passes or swipe cards, confidential documents, and any other assigned or possessed District owned property to their immediate supervisor before departure. A decision by the District to terminate a staff member's employment may be subject to review consistent with:

[Policy 3340 – Grievance Procedure](#) (Professional Staff)

Staff members may resign in accordance with the terms of their individual employment contract.

[Policy 3140 – Termination, Non-Renewal and Resignation](#) (Professional Staff)

[Policy 4140 – Termination, Non-Renewal and Resignation](#) (Support Staff)

4.10 GRIEVANCE PROCEDURE

Each certified staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided. A grievance procedure is available in the case of an employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety or the interpretation or application of written District policies or written procedures.

[Policy 3340 – Grievance Procedures](#) (Professional Staff)

5.0 EMPLOYEE PAY AND BENEFITS AND WORK HOURS

5.1 HOURS OF WORK / WORK SCHEDULES / CALENDARS

It is the District's goal to provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations.

5.2 NORMAL HOURS OF WORK

Certified staff are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1) (L), Wis. Stats. Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight (8) hours per day Monday through Friday, including a (free from scheduled responsibility) thirty (30) minute lunch period.

The District has established school building working hours for certified staff as 7:45 AM - 3:45 PM. However, certified staff may leave at 3:30 PM on Fridays unless a meeting, an in-service activity, or professional development activity is scheduled requiring staff attendance. For the purpose of an employee requesting leave, time off must be submitted to reflect an 8-hour day (until 3:45 PM). For example, an employee who does not work on a Friday is to submit 8 hours of leave.

Professional Hours:

- A. The concept of professional hours means that a certified staff member and their appropriate supervisor(s) will determine the certified staff's hours based upon the completion of their duties and the needs of their student(s).
- B. Certified staff are responsible for the completion of their duties as set forth in the job description and those other duties specific to each position.
- C. Professional work hours shall be governed by the following:
 - a. The starting and ending times for employees are determined by the Board. The normal work day will be 8 continuous hours.
 - b. Certified staff are required to attend administratively called meetings.
 - c. A certified staff member and their appropriate supervisor(s) will determine the employee's hours based upon the completion of their duties and the needs of their students.
- D. It is not the intent of the professional hours section to require more or fewer meetings and conferences, nor is it the intent to have certified staff present only in the classroom during instructional time and disregard their normal responsibilities.

Staff Meetings:

Certified staff are required to attend all mandatory administratively called staff meetings. Administratively called meetings may begin before the normal workday begins or later than the end of the normal workday. The administration shall attempt to provide reasonable notice of all such meetings. Certified staff who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

Other Administratively Called Meetings and Assigned Duties:

The notification and duration provisions above may not include nor shall they apply to meetings of individual educational

plans teams, the preparation of individual education plans, parent-teacher conferences, department meetings, open houses, music programs, art shows, communication with parents/guardians, and/or other District or building functions that normally occur outside of the school day or activities of similar nature, which are normally conducted at other times. Certified staff are required to attend such events regardless of the date, time or duration of said meetings. Certified staff who are required to attend other administratively called meetings or other professional expectations will receive no additional remuneration, above their regularly paid salaries, for attending such meetings. Notice of such meetings shall be of reasonable length.

Full-Time Professional Staff: The normal workweek for full-time employees shall be (40hrs/wk. or 80 hrs/pay period). All full-time employees shall have a duty free designated lunch period.

Support Staff: The normal work week for Instructional aides will be 37.5 hours per week, high school administrative assistant 40 hours per week for 10 months, and full time custodians will work seven (7) hours during the school year and (8) hours during the summer time. The normal workweek for any part-time employee shall be designated by the South Shore School District.

Breaks: Hourly employees working a full 8 hour shift will receive two (2) fifteen (15) minute breaks, one in each half of the shift. Hourly employees working less than an 8 hour day shall receive one (1) break.

Sign-Out: Employees shall be permitted to leave their building during their lunch period for any reason. Certified staff are expected to use their designated prep time to prepare for instruction and engage in collaboration unless it is approved by their supervisor and they have signed out in the office. To support dismissal of students, certified staff are to be in the building the last 30 minutes of their work day. Limited exceptions may be made with building administrator approval.

5.3 IN-SERVICE & PROFESSIONAL DEVELOPMENT PROGRAMS

ATTENDANCE

Unless expressly excused or directed by her/his supervisor, or unless absent from work for a recognized and excusable reason, every employee is to attend and participate in scheduled in-service training and professional development programming that is held for staff during regular work hours. Professional development days are not available for personal leave unless approved in advance by administration.

5.4 PAYROLL & DEDUCTIONS FROM PAYROLL

Payroll and payroll procedures shall be standardized in accordance with applicable State and Federal guidelines.

Pay Periods: Paychecks are normally deposited, by direct deposit, bi-weekly. (If payday falls on a holiday, the pay date will be the day before the holiday.)

Data Changes: It is the employee's responsibility to notify the District Office if any changes occur in their name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect the employee's compensation, dependents' eligibility for medical insurance, and other important matters.

Deductions: It is the Employer's policy to comply with applicable wage and hour laws and regulations. If an employee has any questions or concerns about their salaried status or believe that any deduction has been made from their pay that is inconsistent with their salaried status, the employee should immediately raise the matter with the Payroll Representative who can assist in understanding the information that is required in order to investigate the matter.

The Employer is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor’s policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that the employee is subject to an improper deduction from pay, the employee will be reimbursed and the Employer will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

5.5 TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION

State law authorizes collective bargaining for total base wages only. Premium pay, merit pay, automatic pay progressions, and any other form of supplemental compensation may be considered, but not bargained, by the employer.

A copy of the Teacher Pay Scale, as approved by the Board, can be obtained by contacting the District Office.

5.6 SUMMER SCHOOL WORK RULES

In the interest of providing a larger number of students the opportunity to engage in high-quality summer learning experiences, the following guidelines have been implemented:

1. Summer school courses will be taught by a certified teacher. The District retains the right to determine whether and when to recruit outside applicants.
2. In order for all courses to run, there must be a minimum of ten (10) students enrolled per class by a cut-off date set by the District, unless special circumstances warrant an exception.
3. Preparation time will be paid at the same summer school hourly rate. Teachers will be given one hour of paid preparation time for every five (5) hours of teaching. Lesson plans will be completed and delivered to the Summer School Principal a week before summer school begins.
4. Administration will have sole discretion in determining the final selection of courses offered.

5.7 OVERTIME

To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act, each position is designated as either “non-exempt” or “exempt” from the federal Fair Labor Standards Act and state wage and hour laws. Employees in “non-exempt” jobs are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week (support staff). Compensatory time in lieu of overtime pay may be offered, but is limited to 40 hours per fiscal year. All other overtime will be paid. Holidays as outlined in section 5.10 will apply as hours worked in the calculation of 40 hours. Employees in “exempt” positions are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay (certified staff). Employees should contact their supervisor if they are unsure of their position’s designation.

Non-exempt employees will have the option to elect compensatory time in place of overtime. All compensatory time must be documented and approved by the employee’s supervisor, and used by June 30th of the current school year.

Accrual: Any paid leave time shall not be counted as hours worked for overtime purposes.

Approval: All overtime must be approved in advance by management.

5.8 HOLIDAYS

The South Shore School District will identify employee holidays and establish a consistent procedure for scheduling and payment.

Full-Year Support Staff Holidays: Full-year staff are entitled to nine paid holidays. Paid holidays are as follows:

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve Day
- Christmas Day

School-Year Staff Holidays: School-year (9 months or more, but less than 12) staff are entitled to 5 paid holidays. Paid holidays are as follows:

- New Year's Day
- Good Friday
- Memorial Day
- Thanksgiving Day
- Christmas Day

Observance: When a holiday falls on a Saturday or Sunday, the holiday will be rescheduled as determined by the employer.

Eligibility: All full-time employees and part-time employees are eligible to receive compensation for holidays; temporary or limited-term employees are not eligible. In order to receive holiday pay, employees must work the day before and the day after each holiday to be eligible for holiday pay, with the exception of normal days off or excused absences. No employee shall be compensated more than once for each holiday.

Work on Holiday: Any employee who is required to work on any of the above-mentioned holidays shall be scheduled for a different day off in lieu of the holiday.

5.9 LEAVES – VACATION (not applicable to Teachers)

The South Shore School District will provide eligible employees with paid vacation time while meeting the operational needs of the District.

Accrual: Full-year employees are entitled to two (2) weeks paid vacation annually after one (1) year of employment; three (3) weeks' paid vacation annually after seven (7) years of employment; and (4) weeks paid vacation annually after fifteen (15) years of employment.

After the employee's hiring date anniversary, the employee must use her/his earned vacation time within the next eighteen (18) months or the vacation time will be lost. Employees who resign or are terminated with earned vacation time will be compensated for their vacation at their effective pay rate at the time of termination.

Approval: Use of vacation time requires the prior approval of the employee's supervisor.

5.10 LEAVES – SICK LEAVE

The South Shore School District will provide employees with paid time to address their own personal health care needs or the health care needs of an immediate family member.

Definition: For purposes of this provision, “immediate family” is limited to spouse, father, mother, sister, brother, son, daughter, step-child/ren, grandmother, grandfather, mother-in-law, father-in-law, step-parent, sister-in-law, brother-in-law, and any other person who resides in the same household and is dependent upon the individual for care.

Accrual of Days:

Full-year (12 month) certified employees and support staff shall be granted twelve (12) days per year accumulative to 100 days. School-year (9 or 10 month) certified employees and support staff shall be granted ten (10) days per year accumulative to 100 days. Part time employees will accrue sick leave on a prorated basis .

Support staff members who have an excess of 100 sick days at the end of the school year will be paid \$25 for each accumulated sick day in excess of 100, with a \$200 maximum (8 day) payment per year. Sick days will not be deducted or paid when an employee is receiving long-term disability insurance benefits and/or when receiving worker’s compensation benefits. Employees who have a minimum of ten (10) years of employment with the District, upon retiring from the district shall receive twenty-five (25%) of a day’s pay (one-fourth the length of day the individual employee normally works) for each unused accumulated sick day they have at the hourly wage rate they were receiving on their last work day. The amount shall not exceed \$1500.

A day of sick leave shall equal the length of day the individual employee normally works. Example: an employee who normally works 5 ½ hours per day shall have a day of sick leave counted as 5 ½ hours.

*For treatment of accumulated sick leave for certified staff, please see the Early Retirement section of the Handbook.

5.11 LEAVES – EMPLOYEE VOLUNTARY SICK LEAVE FUND

1. If an employee exhausts their sick leave accumulation (i.e., vacation and personal leave) due to personal illness, the employee may notify the District Office for implementation of the voluntary sick leave fund. “Personal illness” may include an employee’s recovery from childbirth and any medical complications arising from the pregnancy. The voluntary sick leave fund may also be used to cover up to six (6) weeks of maternity/paternity leave.
2. The District shall notify employees, through a standardized form, listing the employee in need of coverage and the projected number of days needed.
3. Employees may voluntarily contribute a maximum of two (2) sick leave days per request, provided the donating employee has at least thirty (30) sick leave days remaining.
4. The employee in need of coverage will be provided with sick leave days by a random drawing from the sick days donated. Donating employees will lose one (1) sick day per drawing until all donating employees have lost one (1) day.
5. The sick leave days remaining in the fund will be returned to the donating employees whose days were not drawn.
6. Donating employees will remain anonymous to the receiving employee.
7. When an employee becomes eligible for long-term disability benefits, the employee is required to apply.
8. In the event the District has reason to believe that an employee is abusing the voluntary sick leave fund, the Board reserves the right to immediately cease utilization of the voluntary sick leave fund.
9. Employees may only donate sick leave under this provision to others within the same employment classification.
10. An employee who is absent 4 or more consecutive days on sick leave shall be required to submit verification from the attending physician with the absence report. Verification from a physician shall also be required to any employee who will be absent from school on a regular basis for scheduled medical treatments.

5.12 LEAVES – FMLA

The South Shore School District will grant family, medical and military leaves to qualified employees in accordance with the Wisconsin Family and Medical Leave Law and the federal Family and Medical Leave Act.

Incremental Use: Sick leave may be used in increments of no less than fifteen (15) minutes.

Notification: A request for sick leave must be submitted to the appropriate person as soon as reasonably practical and no later than fifteen (15) minutes before the start of assigned work hours.

Verification: The employer will require verification of leaves in excess of three (3) days.

[Policy 3430.01 – Family & Medical Leave of Absence](#) (“FMLA”) (Professional Staff)

[Policy 4430.01 – Family & Medical Leave of Absence](#) (“FMLA”) (Support Staff)

5.13 LEAVES – HEALTH

The South Shore School District will provide an unpaid leave of absence for an employee who is not qualified for or has exhausted his or her FMLA leave.

An employee who has exhausted their accumulated sick leave and/or becomes eligible for long-term disability benefits may be granted an extended medical leave of up to one (1) year from the date of the employee’s last day of accumulated sick leave or the first day on which they become eligible for long-term disability insurance benefits, whichever occurs first. Requests for additional leave must be made in writing to the superintendent.

The reasons for the extended medical leave shall be limited to physical and/or mental illness, and the granting of the leave shall be subject to written verification from a physician certifying that such condition exists. The extended medical leave shall be without pay, but the District shall continue its health insurance premium contributions, on behalf of the employee, at the same rate as for active employees, for the first nine (9) months of the leave. Thereafter, the employee’s right to remain in the District’s group health insurance plan, at their own expense, shall be pursuant to state and federal law. Upon receipt of written verification from a physician certifying the employee’s fitness to return to work before the expiration of the leave, the employee shall be returned to their position or an equivalent position. In the event a physician does not certify the employee’s fitness to return to work prior to the expiration of the leave, the employee’s employment rights may be deemed terminated. Further, if the employee is found to be totally disabled by the Wisconsin Retirement System (WRS), the health leave will be terminated.

5.14 LEAVES – UNPAID (PAY DEDUCTS)

The District may approve additional unpaid leave requests. Employees must obtain permission before taking an unpaid leave. While on such a leave, the employee shall not receive or accrue any fringe benefits. If special circumstances warrant reconsideration for extenuating circumstances, exceptions *may* be made on a case by case basis. The employee shall, however, be permitted to remain in the District’s group health insurance plan, at their own expense, for the time required by state and federal law. Employees will be responsible for all fringe benefit costs associated with leave requests.

5.15 LEAVES – BEREAVEMENT/FUNERAL

The district allows paid leave for purposes of critical illness in the immediate family or making funeral arrangements and/or attendance at a funeral. The employer recognizes that “immediate family” may not recognize all people whom we care

deeply about. In these instances, other forms of paid and unpaid leave may be available for use pending approval of the District Administrator.

Death: In the event of the death of any immediate family member, leave shall be granted by the Superintendent per below specifications. The Superintendent will work with employees to be supportive with leave during difficult times.

Determination: An employee shall be granted two (2) days leave with pay for every death in the immediate family. (Note: Immediate family consists of father, mother, husband, wife, son, daughter, son-in-law, daughter-in-law, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandmother, grandmother in-law, grandfather, grandfather in-law, grandchildren, aunt, uncle, and dependents in the household.) Outside of these parameters, an employee may use a maximum of three additional (3) sick days pending substitute coverage. Leave in this category will be allowed a maximum of five (5) days per year.

Funeral Leave: Support staff will be granted up to four (4) days per year, with pay, for attending funerals of members of their immediate family. Immediate family is defined above. This leave will be charged against an employee's accumulated sick leave. Employees will be allowed two (2) days without pay for attending funerals of other members of the family or close friends. Before taking such leave, notice must be given to the District Administrator.

5.16 LEAVES – JURY DUTY

Employees who receive a summons to serve on jury duty will be granted jury duty leave. Employees must give reasonable advance notice of their intended absence for jury duty. If an employee is dismissed from jury duty on any given day prior to the end of their regularly scheduled working hours, they shall report to work for the balance of the working day. Employees will be compensated their regular wages for each day of jury duty served, if scheduled to work, provided that the employee remits all compensation received for such duty (exclusive of travel pay or actual expenses) within three (3) days of receipt thereof.

5.17 LEAVES – INCLEMENT WEATHER (Secretaries, Full-Year Support Staff, Custodians/Maintenance)

All full-year support staff should use cautionary discretion as to whether they can report to work. All full-year support staff employees who are not able to report to work will be paid up to three (3) inclement weather days. Custodians will report to work to ensure snow removal and check the heat. Employees who report to work on an inclement weather day will earn floating holiday time equal to time worked, not to exceed sixteen (16) hours per school year. All inclement weather/floating holidays must be used by June 30th of the school year incurred.

5.18 LEAVES – EMERGENCY CONDITIONS

If days scheduled are lost during the school year for inclement weather, the first three (3) days shall not be made up (no loss of pay) if state attendance requirements have been met. Any additional days after (3) days will shift to virtual learning days, and professional staff are expected to work the full day remotely. If a staff member is unable to work due to poor internet connection, they must take leave time. Please see the expectations document for Remote Learning Days for full detailed expectations for instruction on these days.

Early Release - If the decision is made to release school early due to inclement weather, all employees are required to stay in the building until students are safely cleared from the building and notified by the building administrator.

5.19 LEAVES – PERSONAL

The South Shore School District will provide employees with paid leave time, that can be taken in small time increments, in order to conduct personal business. Personal leave cannot be used before or after a non-scheduled school day, unless there is a family milestone event, e.g., wedding, graduation. These MUST be approved well in advance by the building administration.

Eligibility: All regular employees will be granted personal leave. Full-time professional employees and teachers will be granted three (3) days of personal leave per year, and eligible part-time employees will receive personal leave on a prorated basis. Employees will have the ability to earn up to two (2) additional personal days per school year through curriculum or other similar work during the summer. This time must be a full 8-hour work day and must be approved in advance by the District Administrator. Support staff will be granted two days of personal leave with pay per year.

Approval: All requests for use of personal leave require advance approval from the employee supervisor.

Incremental Use: Personal leave may be used in increments of no less than thirty (30) minutes.

Accrual: Unused personal leave may be “carried over” to a maximum of 5 total days. Unused personal leave of an employee at the end of the school year shall be added to the employee’s accumulated sick leave subject to the maximum accumulation hereunder, OR the employee may elect to be paid at the substitute rate for unused personal leave.

5.20 LEAVES – OTHER

Other leaves include: Educational leave, mid-career leave, professional leave, industrial leave, and civic participation leave. Employees may be eligible for other leaves with prior permission by the employees’ supervisor and the District Administrator. Employees on approved unpaid leaves will not accrue seniority or fringe benefits. A written request must be submitted at least six (6) months before the start of the leave.

Military leave shall be granted pursuant to state and federal law.

5.21 BENEFITS – HEALTH INSURANCE

The South Shore School District will provide health insurance to those employees who qualify for coverage. Levels of benefits provided and employee participation is determined by the South Shore School District and applicable State and Federal regulations.

Part-Time Staff

Employees who are contracted for less than 100% will have their fringe benefits prorated. Part-time employees are required to pay ten percent (10%) of the total monthly health insurance premiums plus the prorated portion of the remaining health insurance premium. For example, an employee scheduled to work six (6) hours a day would be eligible for a seventy-two percent (72%) contribution ($[6 \text{ hours} / 7 \frac{1}{2} \text{ hours}] \times 90\%$). The employees share of the health insurance will be paid through payroll deduction.

Employee Contribution: All full-time employees who have joined the district after the 2004-05 school year are required to pay ten percent (10%) of total monthly health insurance premiums.

COBRA: Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) and subsequent amendments to the Act, employees covered under an employer’s group health care plan are eligible for continuation of health care coverage under the group plan upon the employee’s termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee’s spouse and covered dependents to elect continuation

coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.

All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.

In accordance with the timeline outlined below, employees are required to report the following status changes to the District Office to ensure their accessibility to COBRA benefits:

- Marriage - no more than thirty (30) days from certification of marriage
- Divorce - no more than sixty (60) days from certification of dissolution of marriage. The District is required to offer your ex-spouse coverage at their expense as outlined by COBRA.
- Birth/Adoption - no more than thirty (30) days of your child's birth or certification of adoption or placement for adoption.
- Dependent (26 years of age) - Your dependents are covered by insurance until they are twenty-six (26).
- No fewer than sixty (60) days prior to their twenty-sixth (26th) birthday, you are required to notify the District Office. At that time they can either enroll in special enrollment in the ACA Marketplace or they can continue single coverage through COBRA for up to thirty-six (36) months.

Failure to comply with these reporting timelines may affect your ability to obtain benefits through COBRA.

5.22 BENEFITS – OTHER INSURANCES

Dental Insurance – The District will provide up to the following percentage amounts toward dental insurance for each employee: One hundred percent (100% per month of the full family premium and one hundred percent (100%) for the full single premium for those hired before 2005. For new employees hired after 2005, the Board will pay ninety percent (90%) of the monthly premium for family or single coverage. The employee's share of the dental insurance premiums shall be paid through payroll deductions.

Group Life Insurance – The District shall provide each employee with term group life insurance equal to annual Wisconsin Retirement System (WRS) earnings. Employees must be eligible for Wisconsin Retirement System (WRS) retirement benefits to obtain life insurance.

Long-Term Disability Insurance – The District shall provide a sixty (60) day, ninety percent (90%) of salary, long-term disability insurance program for all staff. Eligibility is determined in the District's long-term disability plan.

5.23 BENEFITS – WISCONSIN RETIREMENT SYSTEM

The District will provide retirement contributions to eligible employees in accordance with State law.

Employee Contribution: Once eligible for coverage under the Wisconsin Retirement System (WRS), coverage is mandatory and an employee may not "opt out" of WRS. Employers and employees are required to pay a percentage of each payment of earnings equal to "one-half of the total actuarially required contribution rate." Employee contributions are pre-tax.

Certified Staff Early Retirement: The Board of Education shall offer an early retirement plan to employees who retire at age 55 or older with at least fifteen (15) years of service to the District and who have at least sixty (60) days of accumulated sick leave at the time of retirement. The plan shall compensate the retiree \$50/day of accumulated sick leave. Such monies shall

remain on account with the District and shall be applied toward the retiree's health insurance premium, as directed by the retiree, until the retiree's account is depleted or the death of the retiree, whichever occurs first. In no event shall the retiree or her/his estate receive cash in lieu of the premium payments. Eligibility for participation in this early retirement plan shall be subject to the following conditions:

1. Notice: Employees who plan to take early retirement shall provide written notification to the District Administrator on or before April 15. If notice is provided by December 15th, the retiree will receive a \$500 stipend.
2. At least thirty (30) days prior to the first premium payment, the retiree shall notify the District Administrator of the carrier, to which the premium payments shall be made. In the event the retiree remains in the District group, the District shall notify the retiree of the monthly premiums, or any change in the monthly premium at least thirty (30) days prior to the first premium payment, as well as the date such premiums are due.
3. The retiree shall also, at least thirty (30) days prior to the first premium's payment, notify the District Administrator in writing of the dollar amount the retiree wishes to apply from his/her account toward the monthly premium, and the amount, if any, he/she plans to contribute toward the monthly premium. Written notice of any change in such allocation shall be provided to the District Administrator at least thirty (30) days prior to the effective date of the change. Should the retiree not send their share of the premium to the District on a timely basis, the District shall make the payment from the monies available in the retiree's account.

Support Staff Early Retirement: The District will pay the full premium for each employee for an Income Protection Policy which has the same benefits as the WEA Insurance Trust Plan that has a 60 day waiting period and provides 90% of salary when the employee is unable to work.

When new employees are hired, the District shall inform the new employee of the above benefits and the procedures for participation in these benefits. The District shall also supply new employees with a copy of the Employee Handbook.

Employees may have payroll deductions for life insurance premiums where the employee selects the plan and coverage.

5.24 SECTION 125 PLANS & FLEX PLANS

Section 125 Plan or Flex Plan: The District will offer a Section 125 Plan or Flex Plan that allows employees to have payroll deductions placed into an account without Federal or State income taxes deduction or FICA contributions deducted (contributions for Wisconsin Retirement System will be made on such monies). The vendor shall be selected by the District. The District will pay for the administration of the plan. Such plan will allow employees to withdraw money from their plan accounts for:

1. Payment of the employee's share of the health and/or dental insurance premiums as allowed by law.
2. Payment of health and dental insurance deductibles (including prescription drug deductibles and copays) as allowed by law.
3. Payment of employee and/or family incurred medical or dental expenses (eyeglasses, contact lenses, dental care, health and dental care not paid by the group health and/or dental plan, etc.) as allowed by law.
4. Payment for dependent care as allowed by law.

To participate in this plan, employees are to contact the District Office for information.

5.25 PARENTAL LEAVE BENEFIT

The South Shore School District recognizes and celebrates the importance of supporting employees in bonding with a new child while maintaining operational continuity in our schools. This paid parental leave policy provides eligible employees with paid time off specifically for maternity (birthing parent) or paternity/parental (non-birthing or adoptive parent) purposes following the birth or adoption of a child. This benefit is separate from accrued sick leave, personal leave, vacation

(if applicable), or unpaid leave under the Family and Medical Leave Act (FMLA). It is intended to promote family well-being and employee retention while safeguarding against misuse.

Eligibility

To be eligible for paid parental leave:

- The employee must be a regular, full-time or part-time (pro-rated) employee of the District. Part-time employees are only eligible if they work at least half-time, and the benefit available to such part-time employees is prorated based on the employee's FTE (e.g. at 50% employee receives 50% of the total benefit).
- The employee must have completed at least 12 consecutive months of employment with the District immediately preceding the qualifying event, with satisfactory performance evaluations.
- The leave applies to:
 - The birth of the employee's child (for birthing and non-birthing parents).
 - The placement of a child with the employee for adoption (minor child under age 18 only).
- Foster care placements are not eligible for paid leave under this policy.
- Documentation is required, such as a birth certificate, adoption decree, or hospital records. For birthing parents, a medical certification from a licensed healthcare provider confirming the birth is sufficient.
- This benefit does not apply to surrogacy (unless the employee is the legal parent), step-parent situations without legal adoption, stillbirth/miscarriage (which may qualify under separate sick leave policies), or other non-qualifying events.
- Eligible employees include both certified (e.g., teachers, administrators) and classified/support staff.
- Employees who have used this benefit within the past 24 months are ineligible for paid leave under this policy.

Duration and Pay

- Eligible employees are entitled to up to 6 weeks (30 working days for full-time employees; pro-rated for part-time) of paid parental leave at 100% of the employee's base pay (excluding stipends, overtime, or differentials).
- Birthing parents may use this leave to cover recovery from childbirth and bonding; non-birthing/adoptive parents may use it solely for bonding (no concurrent employment permitted).
- Leave is paid at the employee's regular base rate and is not charged against accrued sick or personal leave.
- The District will continue to contribute toward health insurance and other benefits during paid parental leave as if the employee were actively working.
- This paid leave runs concurrently with any available FMLA leave (up to 12 weeks unpaid/job-protected under federal law, if the employee meets FMLA eligibility). Special FMLA rules for instructional employees (e.g., intermittent leave restrictions near the end of terms) may apply.

Timing and Usage Requirements

- All paid parental leave must be used within the first 5 months (150 days) after the child's birth or adoption. This window supports the primary bonding period while allowing flexibility around school calendars.
- Leave must be taken in one continuous block unless the Superintendent (or designee) approves intermittent use or exceptions due to extenuating circumstances (e.g., medical needs). Approval for non-continuous use will consider, among other factors, classroom coverage and instructional continuity. Intermittent requests may be denied for multiple reasons including but not limited to if they appear designed to extend the benefit unduly or otherwise disrupt the orderly operation of the District .
- Employees are required to provide at least 30 days' advance notice when foreseeable (e.g., planned birth or adoption). In emergencies, notice should be provided as soon as practicable, but failure to notify promptly may result in denial or reduction of the benefit.
- If the qualifying event occurs during non-contract periods (e.g., summer for teachers), leave may still be used within the 5-month window, but pay will align with the employee's contracted schedule.

Limits and Controls

- The maximum entitlement is 6 weeks per qualifying event, regardless of the number of children (e.g., twins count as one event).
- An employee is limited to one use of this benefit per 24-month period (measured from the start date of the first use).
- Paid parental leave does not carry over, accrue, or convert to cash value upon separation from employment.
- If the employee has exhausted this benefit but needs additional time, they may use accrued sick/personal leave (if applicable) or request unpaid FMLA leave or other approved leaves of absence to the extent such leave is available.
- If the employee resigns or is terminated for cause during the leave or within six months after the leave end date, they must repay the District as follows: 100% of the paid leave if the employee leaves during the paid leave or within 3 months of completion of the paid leave; and 50% of the paid leave if the employee leaves more than three months but less than six months after completion of the paid leave.
- The District reserves the right to require additional documentation, or deny/adjust requests that would cause undue operational hardship (e.g., multiple simultaneous leaves in the same classroom/grade level, or patterns suggesting misuse). Every effort will be made to approve eligible requests, but fraudulent claims may result in disciplinary action, up to and including termination.
- Employees may not "double dip" by receiving pay from this benefit while also receiving short-term disability, workers' compensation benefits, or other benefits related to employment with the district. Any such overlaps must be reported and will offset payments.

Application Process

1. Notify the Superintendent in writing as soon as the need is known (include anticipated start/end dates and a signed acknowledgment of the return-to-work commitment).
2. Submit required documentation within 30 days of the qualifying event, including medical certification where applicable.
3. HR will confirm eligibility, coordinate with the employee's supervisor/building principal, and arrange for substitute coverage or reassignment as needed.
4. The employee must return to work at the end of the approved leave period or request an extension (subject to approval and applicable laws). Failure to return without approval will trigger repayment obligations outlined in this policy.

Coordination with Other Leaves

- This policy supplements, but does not replace, rights under the federal and state FMLA, or collective bargaining agreements.

6.0 GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

6.1 EMPLOYEE MANAGEMENT COMMUNICATION

Employee management communication will occur monthly at the building and district levels.

6.2 EMPLOYEE CODE OF ETHICS

All staff members are expected to conduct themselves in accordance with the District's Code of Ethics.

The Board of Education expects all staff members to maintain high standards in their working relationships, and in the performance of their professional duties to:

- Recognize basic dignities of all individuals with whom they interact in the performance of duties;
- Represent accurately their qualifications;
- Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- Seek and apply the knowledge and skills appropriate to assigned responsibilities.
- Keep in confidence legally confidential information as they may secure;
- Ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- Avoid accepting anything of value offered by another for the purpose of influencing judgment;
- Refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes without specific preapproval of the School Board. This will in no way limit constitutionally or legally protected rights as a citizen.

Staff Ethics: [3210](#), [4210](#)

Ethics & Conflict of Interest Policies: [1130](#), [3230](#), [4230](#)

6.3 CONFERENCE AND CONVENTION ATTENDANCE

District employees may attend conferences and conventions that are likely to improve their job-related knowledge and skills. An administrator shall approve/deny all staff member requests to attend conferences and seminars. Certified staff must complete a request for professional development activities within **fifteen (15) days prior** to the activity. All reimbursements shall be made within the limits of the budget and policy guidelines after a conference follow-up form is completed. The number of staff members attending any conference/seminar is subject to the discretion of the administration.

6.4 COPYRIGHTED MATERIALS

Employees are expected to comply with the provisions of federal copyright laws relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e. printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for education purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

6.5 GRANT APPLICATIONS

No employee may apply for a grant in the name of the South Shore School District, or any school, program, or activity of the District unless, prior to its submittal to the grantor, the building principal and District Administrator have been provided with the grant application or proposal before it is submitted to the grantor. The District Administrator must approve the application before it may be sent to the grantor. All grant applications and award notifications must be forwarded to the business office.

6.6 HOT LUNCH PROGRAM

The School District offers lunch and breakfast in the District. Staff must ensure their lunch account is up-to-date.

6.7 MAIL AND NOTICES

Staff are assigned a mailbox where mail and school notices are placed. It is the responsibility of staff members to check this mailbox daily. Do not send a student to check the mailbox. There may be student records or personal items for the staff member or other confidential information.

6.8 MAINTENANCE REQUESTS

All requests for maintenance work should be submitted first to the building principal to ensure approval prior to contacting custodial staff.

6.9 MILEAGE REIMBURSEMENT

Pre-approved mileage incurred in the business of the School District shall be reimbursed at the current IRS rate.

6.10 OFF-HOUR COMMUNICATION DEVICE GUIDELINE

Non-exempt employees whose personal communication device is connected to the District's network or e-mail accounts, are not required to read or respond to emails outside of working hours. If a non-exempt employee chooses to read or respond to work emails on his or her own time, he or she will not be compensated for the time spent doing so.

The Fair Labor Standards Act (FLSA) classifies this time as "de minimis," since most emails can be read and responded to in just a few minutes. De minimis, in this context, means "insubstantial or insignificant periods of time beyond the scheduled working hours, which cannot as a practical administrative matter, be precisely recorded for payroll purposes."

6.11 PERSONAL PROPERTY

Do not leave money, purses, or other valuables in an unsecured place at school or in your car. The District is not responsible and will not reimburse staff for losses.

6.12 PURCHASING AND REQUISITIONS

All purchase and order requests must be submitted to the business office. All requisitions must include:

- Staff name and department

- Vendor name, address, fax, and phone numbers
- Any applicable shipping charges
- Appropriate principal/director online approval.
- Quantity, item, and description of the item(s) being ordered

Purchase orders will not be processed without this information.

Plan accordingly and allow sufficient time between submission of the request and the date materials are needed. Once the supplies have been received, employees are responsible for verifying the contents of the shipment.

6.13 RELATIONSHIPS WITH MEDIA

Staff members receiving calls from the media should refer the caller to the District Administrator. Prepared news releases shall be approved by the superintendent or their designee. Employees are encouraged not to contact the media directly about newsworthy matters without first discussing them with the building principal or their designee.

6.14 DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for staff. When on duty, professional staff members are expected to dress in a manner that is consistent with the expectations described in the policies below.

[Policy 3216 – Staff Dress and Appearance \(Professional Staff\)](#)

[Policy 4216 – Staff Dress and Appearance \(Support Staff\)](#)

6.15 PREPARATION & COLLABORATION TIME

The South Shore School District values preparation and collaboration time for teachers. Every full-time teacher will have a regularly scheduled time during the work day for preparation purposes. Preparation and collaboration time are essential for high quality instruction. Teachers are expected to be in the building utilizing this time within the schedule. This time cannot be used for personal errands or appointments out of the building unless approved in advance by the principal with the use of accrued leave time.

6.16 ATTENDANCE AND REPORTING ABSENCES

An employee has the obligation to report to work at their scheduled time each day. The employee should be alert to weather conditions and all other contingencies so as to ensure arrival at work on schedule. Excessive absenteeism may be considered a reason for disciplinary action, including discharge. Any time an employee is unable to work, the employee must notify his or her supervisor as far in advance as possible. Failure to call or report for duty as scheduled may result in automatic termination of employment. Since many South Shore School District jobs are interdependent, failure to report to work on time can often disrupt multiple jobs. Therefore, it is imperative that employees report for work as scheduled. Repeated delay in starting work shifts may result in disciplinary action.

Planned Absences: Certified staff, secretarial, and assistant staff who cannot come to work for a planned occasion are required to call or email their direct supervisor and arrange a substitute (when possible) in advance.

All staff must submit an absence in advance, or if unplanned within one day of returning to work. Absences should be submitted to the employee's immediate supervisor.

Unplanned Absences: Certified staff, secretarial, custodial and assistant staff who cannot come to work are required to

arrange for a substitute. After the school day starts (7:30 AM), you must report your absence by phone to the school office to reserve a sub. Time off must be approved in advance or within a day of the absence.

All remaining staff who are unable to report to work must follow the procedure(s) outlined by their supervisor.

6.17 USE OF EMPLOYER PROPERTY/EQUIPMENT

The Board of Education believes that District-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District. The Board may lend specific items of equipment on the written request of the user and approval granted by the District Administrator or designee. The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

6.18 USE OF PERSONAL PROPERTY AT SCHOOL

Employees may wish to bring personal property to school, either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property. All personal property must meet South Shore School District safety criteria.

6.19 PERSONAL COMMUNICATIONS

Employees are expected to use discretion in using personal communication devices while at work. Employees are expected to limit personal communication to their breaks and their lunch period and to inform friends and family members of the Board's policy in this regard. It is acceptable to use personal communication devices to communicate with student families as part of the instructional program, but it must be secondary to their obligations to their students, including both instruction and supervision.

6.20 EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established.

6.21 TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any staff member that are incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

[Policy 3440 – Job-Related Expenses](#) (Professional Staff)

7.0 SAFETY AND HEALTH

7.1 WORKPLACE PROTECTIONS / WORKPLACE SAFETY

It is the policy of the South Shore School District to maintain a safe workplace environment that is free from discrimination, harassment, and retaliation. Every employee has a personal responsibility to help maintain a safe and healthful workplace environment. Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Workplace harassment and discrimination, whether engaged in by employees, supervisors or members of the public, will not be tolerated and will subject offenders to disciplinary action or discharge from employment. Retaliatory acts taken against employees for reporting workplace safety issues, harassment, or discrimination will also not be tolerated and will subject the offender to disciplinary action or discharge from employment.

Responsibility to Report: It is the responsibility of each and every employee to immediately report to management any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment, whether it occurs on or off the job.

Definition of Protected Class: State and Federal law prohibits discrimination and harassment based on any protected class including, but not limited to, age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force, or any other reserve component of the military forces, for use or non-use of lawful products off the employer's premises during non-working hours.

7.2 VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board authorizes the use of video surveillance and electronic monitoring equipment throughout the District and on school buses. Recordings of students will be kept confidential. The primary purpose for using surveillance cameras in the District is to provide a safe and secure environment for all students, staff, and visitors. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the District's schools and facilities, and for law enforcement purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding, or criminal proceeding. The stored images are the property of the District. The District reserves the discretion to refuse to provide copies to students, parents, staff, community members, or other individuals or groups. Disciplinary action may be taken based on video documentation.

[Board Policy 7440.01 - Video Surveillance and Electronic Monitoring](#)

7.3 ALCOHOL AND OTHER DRUG PROHIBITIONS

No employee shall report to work or be under the influence of alcohol or other/illegal drugs during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of other/illegal drugs while in the course and scope of employment is also prohibited. The

purpose of this policy is to: a) establish and maintain a safe and healthy work environment, b) reduce absenteeism and tardiness, and c) improve job performance.

Alcohol and Drug Testing: The Employer may conduct alcohol and drug testing based on reasonable suspicion that the employee is under the influence of alcohol or other/illegal drugs and may conduct testing for employees in testing-designated positions (such as CDL).

7.4 ALCOHOL AND OTHER DRUG USE

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

Any employee who feels the need for assistance with drug or alcohol dependency is encouraged to contact their immediate supervisor or the District's website for information about the District's Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the District's prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on school premises or at any school sponsored activity.

[Policy 3122.01 – Drug-Free Workplace](#) (Professional Staff)

[Policy 4122.01 – Drug-Free Workplace](#) (Support Staff)

[Policy 3139 – Staff Discipline](#) (Professional Staff)

[Policy 4139 – Staff Discipline](#) (Support Staff)

7.5 SMOKING/TOBACCO USE

The Board of Education is committed to providing students, professional staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits employees from using tobacco in any form (including vaping) on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

[Policy 3215 – Use of Tobacco by Professional Staff](#)

[Policy 4215 – Use of Tobacco by Support Staff](#)

7.6 TRAINING

Staff members will complete required training according to district requirements, and state and federal law.

7.7 REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported within 24 hours of the incident to the EMC OnCall Nurse at (844) 322-4668. The EMC OnCall Nurse in cooperation with the injured employee shall complete a form that includes the date, time, and place of the incident, the names of persons involved, the nature of the injury to the extent that it is known, and a description of all relevant circumstances.

7.8 RETURN TO WORK PROGRAM

The policies and procedures of the Return to Work Program for the South Shore School District are designed to effectively manage the return to work of recovering employees with minimum time lost. The program is intended to provide our employees with opportunities to continue as valuable members of our team while recovering from work-related injuries.

The South Shore School District is committed to keeping employees safe and returning injured employees to modified or alternative work whenever possible and as soon as possible after an injury. This may be done by temporarily modifying the employee's regular job or providing the employee with alternative work assignments. The employee's medical condition, along with any limitations or restrictions given by the attending physician, will be considered and followed when identifying appropriate modified or alternative positions.

8.0 EMPLOYEE COMMUNICATION AND TECHNOLOGY

8.1 BULLETIN BOARDS

The South Shore School District will provide a bulletin board for use by employees for posting of communications.

8.2 ELECTRONIC MEDIA AND SOCIAL MEDIA POLICY

It is the policy of the District that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction.

Further, it is the policy of the District that employees may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.

General Guidelines - Electronic Media:

1. All District-provided electronic media systems are the District's property. Additionally, all messages and files composed, sent, or received on these systems are and remain the property of the District. They are not the private property of any employee.
2. The use of our electronic media systems is reserved solely for the conducting of business, during work hours. However, if employees wish to use these systems during breaks, lunch periods, or before and after regular working hours, they may do so, but employees are specifically prohibited from using these services for any illegal, illicit, immoral, or offensive purposes.
3. The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The electronic media systems are not to be used to create any offensive or disruptive messages or documents.
5. The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves and intends to exercise the right to review, audit, intercept, access, and disclose all internet activity and any messages or documents created, received, or sent over the District's electronic media systems for any purpose.
7. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.
8. Employees may not modify, delete, or destroy any District document created by any electronic media unless specifically authorized to do so.

General Guidelines - Social Media:

1. Only on Your Own Time. Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time.
2. Post as Yourself. Make clear that you are expressing your personal views alone, not those of the District.
3. Be Respectful and Nice. Do not post communications or material that is disparaging, obscene, profane, vulgar,

bullying, threatening, or inappropriately inflammatory.

4. Use Good Judgment. Because what you say online is accessible to the public, use good judgment in your communications.
5. Obey the Law. Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
6. Don't Expect Privacy. Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
7. Ask for Guidance. If you have any questions about what is appropriate to include in social media communications, ask your supervisor.
8. Comply with Harassment and Other Policies. Team members may not use social media technology to engage in or post communications or material that would violate any other Handbook policy, including, but not limited to, the Workplace Safety, Discrimination, Harassment, and Retaliation policy.
9. Keep Secrets. You must not disclose confidential information.

Duty to Report: All employees have a duty to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace.

Policy Violations: Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

[Policy 1213 – Student Supervision and Welfare](#)

[Policy 3213 – Student Supervision and Welfare](#) (Professional Staff)

[Policy 7540 – Technology](#)

[Policy 7540.01 – Technology Privacy](#)

[Policy 7540.04 – Staff Technology Acceptable Use and Safety](#)

8.3 ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

Staff use of the District's Network will be governed by [Policy 7540.04 - Staff Technology Acceptable Use and Safety](#) and the related administrative guidelines.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

8.4 EMAIL

The District's e-mail system must be used by employees for any official District email communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving emails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other emails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to

District employees may be public records or education records if their content includes personally identifiable information about a student. Emails that are public records are subject to retention and disclosure, upon request.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

[Policy 8310 – Public Records](#)

8.5 SOLICITATION (Non-Political)

In order to help maintain a work environment that protects employees from undue interference while performing their jobs, employees may not verbally solicit or distribute written materials for any organization, fund, activity, or cause to other employees in work areas while either employee is on working time.

Employees On-duty: Employees may solicit other employees or distribute written materials before or after the normal work day, during normal break or lunch times, or any other time when they are not working. These solicitations and literature distribution efforts are not permitted in working areas.

Non-employees: May not solicit or distribute written materials on behalf of any organization, fund, activity or cause. Solicitations for charitable organizations are exempt as long as the organization is sponsored by an employee and prior permission has been secured from management. The same restrictions regarding working time and working areas apply to non-employees.

9.0 MISCELLANEOUS

9.1 EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of staff on the basis of any characteristic protected under State or Federal law, including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wisconsin Statutes), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

The District's policy objective is to employ individuals who are qualified for specific work by such job-related standards as experience, demonstrated attitude and skill, education, training, overall ability, and other relevant considerations. Specific complaints of discrimination or harassment issues should be filed pursuant to the District's discrimination complaint procedure as follows:

PROCEDURE - Any party to the complaint may retain and have counsel present at any or all steps. The complainant shall first attempt to resolve the complaint through discussion with the person(s) who allegedly discriminated. This informal procedure should be utilized before a formal complaint is filed. A complaint may be withdrawn by the individual at any step. The compliance officer of the District is available as a consultant upon request.

Level 1: If the matter is not resolved informally, the complaint shall be presented in writing on the established complaint form and submitted to the complainant's immediate supervisor or the District's compliance officer. If the complainant's immediate supervisor or the District compliance officer is the subject of the complaint, the complaint shall be filed with the supervisor next highest in authority. The complaint shall include the nature of the situation, facts upon which it is based (dates, places, persons, actions), and the relief requested. The supervisor or the compliance officer shall give a written answer. If a resolution of the complaint results at this step or any of the following steps, the terms of the resolution shall be recorded by the supervisor or the compliance officer and shall be signed by all participants.

Level 2: If the complaint is not satisfactorily resolved as provided in level one, it may be appealed to the superintendent or appropriate administrative official. After receipt of the appeal, the superintendent shall meet with the parties involved and shall issue a decision in writing after the meeting. Copies of this decision shall be sent to the District compliance officer and to the complainant.

Level 3: If the complaint is not satisfactorily resolved at level two, it may be appealed to the Board of Education. The Board shall meet with the complainant after receiving the written complaint or at its next scheduled meeting, and render a decision in writing after this meeting. Copies of this decision shall be filed with the compliance officer and the complainant.

Level 4: If a complainant wishes to appeal a negative determination by the Board, they have the right to appeal the decision to the state superintendent within 30 days of the board's decision. Address appeals to State Superintendent, Wisconsin Department of Public Instruction, PO Box 7841, Madison, WI 53707. Nothing in these procedures shall preclude an employee or applicant for employment from pursuing other avenues afforded by law to deal with a discrimination complaint (Equal Rights Division of the Department of Workforce Development, Office of Civil Rights, courts having

proper jurisdiction, State Superintendent of Public Instruction).

If the staff member has questions regarding equal employment opportunity or how to file a complaint regarding equal employment, he or she should refer to:

[Policy 3122 – Nondiscrimination and Equal Employment Opportunity](#) (Professional Staff)

[Policy 4122 – Nondiscrimination and Equal Employment Opportunity](#) (Support Staff)

[Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability](#)

9.2 ANTI-HARASSMENT POLICY

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

For purposes of anti-harassment, “School District community” refers to individuals subject to the control and supervision of the Board, including, but not limited to, students, teachers, staff, volunteers, and Board members. “Third party” means individuals outside of the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person’s protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, criminal conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee to employee, student to employee, male to female, female to male, male to male, or female to female.

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

For more information, employees shall refer to:

[Policy 3362 – Employee Anti-Harassment](#) (Professional Staff)

[Policy 4362 – Employee Anti-Harassment](#) (Support Staff)

[Policy 3362.01 – Threatening Behavior Toward Staff Members](#) (Professional Staff)

[Policy 4362.01 – Threatening Behavior Toward Staff Members](#) (Support Staff)

9.3 DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies, and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. The District’s staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board policy.

Furthermore, any staff member who violates any terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous Handbooks, statements, and administrative guidelines; rules, or regulations given to the employees, whether verbal or written.

Further, Board policy may be adopted/updated at any time. Therefore, Board policy will supersede language contained in this Employee Handbook.

ADDENDUM I – STUDENT SUPERVISION AND WELFARE

Employees are expected to familiarize themselves with the South Shore School District’s Bylaws and Policies. Below is a summary of some of the key provisions.

E.1 ACADEMIC INTEGRITY

Schools serve as learning environments both on the basis of instruction but also in terms of how one behaves in the larger world. Academic integrity must govern every level of teaching and learning. Tests must be administered and taken with complete honesty. Suspicions of copying must be addressed. Plagiarism must be explained so students understand the difference between correctly using resources and copying. Certified staff are expected to consistently employ safeguards that discourage dishonesty and promote academic integrity.

E.2 CHILD ABUSE SUSPECTED

All District employees are mandatory reporters and are required by law to report suspected child abuse or neglect. Reports should be made to the Bayfield County Human Services. It is the responsibility of the person suspecting the abuse to notify their immediate supervisor and make certain a report is made. Failure to do so may result in prosecution. No employee making a report under this policy may be discharged from employment for doing so.

E.3 CONFIDENTIALITY

Employees are expected to protect sensitive information and confidential records of the District, its students, and employees. Furthermore, employees with authorized possession of or access to sensitive or confidential documents are personally responsible for protecting the unauthorized disclosure, improper use, or distribution of information contained in these documents and for returning them to the District upon termination of employment. Employees are not authorized to disclose any information regarding District partners or vendors without their expressed written consent. Confidentiality is very important in establishing and maintaining a strong staff/student relationship. It is important that staff members are aware of the rights of individuals to privacy and to respect the confidential nature of information concerning students. A staff member may consult and collaborate with other professionals for purposes of more effectively helping the student. What staff see, hear, or discuss in school stays in school. Discussions about a child need to be directed to persons directly working with that child. Beyond that, those discussions become gossip. There is a definite distinction between “need to know” and “want to know.” Don’t discuss child issues and child behaviors in the presence of the child, unless the child is involved in the discussion. Be sensitive to how a child might interpret (or misinterpret) an adult’s words. For more information regarding applicable state and federal laws and regulations, including, but not limited to FERPA, HIPAA and Wis. Stat. § 118.125, please contact the District Office.

E.4 CONTROVERSIAL ISSUES IN THE CLASSROOM

A controversial issue is a topic likely to arouse both support and opposition in the community. The District may permit the introduction and proper educational use of controversial issues provided that their use in the instructional program is related to instructional goals of the course of study and level of maturity of the students, does not tend to indoctrinate or persuade students to a particular point of view, encourages open-mindedness, and is conducted in a spirit of scholarly inquiry. Contact the principal with questions.

[Policy 2240 – Controversial Issues in the Classroom](#) (Program)

E.5 CORPORAL PUNISHMENT/USE OF PHYSICAL FORCE

School District employees may not use corporal punishment in any of its forms. School employees are not prohibited, however, from using reasonable and necessary force:

- To quell a disturbance or prevent an act that threatens physical injury to any person;
- To obtain possession of a weapon or other dangerous object within a student's control;
- For the purpose of self-defense or the defense of others or for the protection of property in accordance with state statutes;
- To remove a disruptive student from school premises, a motor vehicle, or school-sponsored activity;
- To prevent a student from inflicting harm on himself or herself; or
- To protect the safety of others.

Further, school officials and employees are not prohibited from using incidental, minor or reasonable physical contact designated to maintain order and control. The building principal shall be notified immediately after any application of force.

E.6 COURT ORDERS

Parents/guardians must supply their child's school with a copy of any type of court order that may affect the student, e.g., who may visit the child, etc. A copy of the order will be maintained in the child's cumulative file. Staff must adhere to court orders, with any questions directed to District Administration.

E.7 CULTURAL DIVERSITY

The South Shore School District comprises individuals of diverse racial, ethnic, and cultural backgrounds, national origins, religious and political beliefs, ages, and physical abilities. The District welcomes this diversity and is committed to maintaining a supportive learning and working environment for all persons. Accordingly, the District supports policies, programs, events, and co-curricular activities that enhance awareness and appreciation of cultural and individual diversity, promote community, and encourage full participation of all members and groups in every aspect of school life.

E.8 CUMULATIVE FOLDERS

Cumulative folders are the permanent records kept on every student. The number of days of attendance, report cards, and other general information can be found there. Certified staff are responsible for reviewing the cumulative folders of their students.

E.9 CYBER BULLYING

Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Usage and employment of network systems (data, video, or voice) to harass, intimidate, or bully is described as cyber bullying, and is unacceptable and subject to disciplinary action. Individuals who are found guilty of cyber bullying shall be subject to appropriate discipline, up to and including termination and/or non-renewal. Other consequences, including, but not limited to, prohibiting computer use and possible referral to prosecuting authorities, may also occur if deemed appropriate by the administration.

E.10 DISRUPTING THE EDUCATIONAL PROCESS

Any employee who participates in or encourages activities that disrupt the educational process or the operations of the District may be subject to disciplinary action, including termination. Behavior that disrupts the educational process includes, but is not limited to:

- Conduct that threatens the health, safety, or welfare of others;
- Conduct that may damage public or private property (including the property of students or staff);

- Illegal activity;
- Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the District, school and school-related activities, or District operations.

E.11 DIVORCED/SEPARATED PARENTS

The District shall maintain strict neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by court order. It is the responsibility of the parent(s) to notify the District of any such court order. The enrolling parent of the child is responsible for informing the school of names and mailing addresses of both parents. The parent of any student enrolled in school may be provided all report cards, notices of school activities, disciplinary reports, conference appointment or summaries, or other student records unless otherwise curtailed or restricted by a provision of a court order which had been provided to the principal. The parent may participate in all activities, including conferences, unless a court order provides otherwise.

The school generally will conduct only one meeting for parents at appropriate times in which both parents will be permitted to participate. The building principals shall develop specific, positive procedures for sharing information with parents. When the District has been notified, the principal shall inform certified staff of those students for whom a parent's access to information has been restricted by court order. A student enrolled in the District may be released from school to either parent, unless a parent has presented a court order or other legally binding document which prohibits such a release.

E.12 FIELD TRIPS

All field trips which take students away from the school premises but do not involve overnight arrangements must be approved by the building principal. All requests will be made through the building principal and must include complete details of the trip, including financing. No purchases, reservations or trip arrangements can be made until final approval is received. All fundraisers for financing trip activities must have prior approval by the building principal. Upon approval of the trip, the principal's secretary will confirm transportation arrangements not less than three (3) full days in advance of the trip. The principal will determine if financing is available for the trip. If funding is not available, the field trip may be allowed but the total cost must be paid by the students. (Also see emergency notification cards, permission slips, and fundraising.)

E.13 FIELD TRIPS - EXTENDED

The Board must approve extended overnight field trips for students. An extended field trip is any trip involving overnight arrangements for five (5) or more days. Before any extended field trip is approved, the superintendent shall review the instructional purposes of the trip, transportation and/or lodging arrangement, financial responsibilities, and District legal responsibilities and liabilities before presenting to the Board for approval. Staff must complete a field trip request form for any field trip, which can be found on the staff resources document, office, and school website.

E.14 FUNDRAISING

All fundraising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal or designee prior to the activity being initiated. Fundraising requests must include an explanation or justification for the proposal consistent with building and/or District goals. Fundraising must not interfere with or disrupt school. All money raised must be documented by receipts and deposited in a specific District or building bank account. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

[Policy 6605 - Crowdfunding](#)

E.15 GUEST SPEAKERS

Guest speakers may be used by certified staff from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Certified staff are expected to inform the building principal or designee of the date, time, and nature of the presentation whenever such use is planned. Prior approval from the building principal or designee may be required.

E.16 HEALTH REFERRALS

All student health concerns should be referred to the principal, who may involve the district nurse. Medication can be distributed by staff with explicit permission and training. In some instances, accommodations for educational needs may be necessary. All prescription medications for students must be kept under lock and key and dispensed by individuals designated to do so. However, consistent with Policy 5330.01, a student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent/guardian files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's/guardian's authorization. Students bringing medication to school should be sent to the office.

E.17 HOMELESS STUDENTS

Homeless children and unaccompanied youth must have access to public school educational programs and services that allow them to meet the same challenging state academic standards to which all students are held. If you are aware of a child who may be homeless, contact the District Administrator.

[Policy 5111.01 – Homeless Students](#) (Students)

E.18 MAKE-UP SCHOOL WORK FOLLOWING A STUDENT ABSENCE

A student whose absence was excused (except for an expelled student) shall be permitted to make up course work and any quarterly, semester, or grading period exams missed during the absences when they return to school. Make-up school work procedures are outlined by the principal.

Certified staff shall have the discretion to assign substitute coursework and exams.

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school. Students with unexcused absences shall be permitted to make up course work and any quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two (2) paragraphs, credit may be given for the completion of make-up work. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective certified staff. If make-up work has been assigned, it is the student's responsibility to contact their teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed.

The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances. The teacher has a responsibility to give students any needed help and direction, but it is the student's responsibility to see that all work is completed and turned in on time. Students should see a counselor or the building principal if there are special circumstances.

[Policy 5200 – Attendance](#) (Students)

E.19 MONITORING STUDENT TECHNOLOGY USE

Although there are technical filtering and monitoring systems in place, it is the responsibility of staff members to monitor student technology use. This can be done by making sure screens in rooms are visible at all times, not allowing students in the room unless supervised, and integrating appropriate and ethical use into instruction.

E.20 PARENT/TEACHER CONFERENCES

Times for parent/teacher conferences are scheduled by the district. Teachers are expected to keep parents/guardians informed of student progress as well as significant behavior problems which may exist. A record should be kept of conversations with parents/guardians about their child's progress. Aside from the regularly scheduled conferences, a parent/guardian or teacher may request a conference any time one is deemed necessary.

E.21 PERMISSION SLIPS

It is the responsibility of the teacher/supervisor/advisor to ensure that all students K-12 have a permission slip signed by their parent/guardian on file with the classroom teacher before being permitted to join in a field trip that takes students away from the building. A written notice describing the trip must be given to students five (5) days in advance of the date of the trip.

E.22 PERSONAL COMMUNICATION DEVICES (PCDs)

Students are expected to adhere to the District's policy on Personal Communication Devices:

[Policy 5136 - Wireless Communication Devices.](#)

E.23 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance may be offered at school. Staff and students who choose not to recite the Pledge of Allegiance shall not be required to do so, but shall not be disruptive while the rest of the school is participating.

E.24 PROFESSIONAL BOUNDARIES

Staff are expected to maintain a professional relationship with students. Employees have the responsibility to provide an atmosphere conducive to learning and are expected to model the behavior expectations of students. Employees are prohibited from dating, courting, or entering into a romantic or sexual relationship with any student enrolled in the School District regardless of the student's age. It is the ethical responsibility of all to be aware of boundary crossings and to report known incidents to administrators. Employees trespassing the boundaries of a student/staff (including coaches) relationship is deemed an abuse of power and betrayal of public trust.

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct. Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interaction has boundaries regarding the activities, locations and intentions.

Duty to Report

When any employee becomes aware of another staff member having crossed the boundaries specified in this policy, he or she must speak to the concerned co-worker if the violation appears minor, or report the matter to school administrators. If the observed behavior appears significant, it is the duty of every staff member to immediately report it to an administrator. All reports shall be confidential. It is the duty of the administrator to investigate and thoroughly report the situation.

Employees must also report to the administration any awareness or concern of student behavior that cross boundaries or where a student appears to be at risk for sexual abuse.

Unacceptable Behaviors (Violations of this Policy)

1. Giving gifts to an individual student that are of a personal and intimate nature
2. Kissing of any kind
3. Any type of unnecessary physical contact with a student in a private situation
4. Intentionally being alone with a student away from the school
5. Making or participating in sexually inappropriate comments
6. Sexual jokes
7. Seeking emotional involvement with a student for your benefit
8. Listening to or telling stories that are sexually oriented
9. Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
10. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
11. Giving students a ride to/from school or school activities without parent and office permission
12. Being alone in a room with a student at school with the door closed (unless you are a school counselor or administrator)
13. Allowing students in your home without signed parent permission and knowledge of school administration
14. Excessive attention toward a particular student
15. Sending emails, text messages or letters to students if the content is not about school activities

Acceptable Staff Behaviors

1. Getting parents' written consent and office consent for any after-school activity
2. Obtaining formal approval to take students off school property for activities such as field trips or competitions.
3. E-mails, text, phone and instant messages to students have to be very professional and pertaining to school activities or classes (Communication should be limited to school technology)
4. Keeping the door open when alone with a student
5. Keeping reasonable space between you and your students
6. Stopping and correcting students if they cross your own personal boundaries
7. Keeping parents informed when a significant issue develops about a student
8. Keeping after-class discussions with a student professional and brief
9. Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries
10. Involving your supervisor if conflict arises with the student
11. Informing your principal about situations that have the potential to become more severe
12. Making detailed notes about an incident that could evolve into a more serious situation later
13. Recognizing the responsibility to stop unacceptable behavior of students or coworkers
14. Asking another staff member to be present if you will be alone with any type of special needs student
15. Asking another staff member to be present when you must be alone with a student after regular school hours
16. Giving students praise and recognition without touching them
17. Keeping your professional conduct a priority

E.25 RELIGIOUS BELIEF ACCOMMODATIONS

Upon written request, students may be excused from a classroom activity or from portions of the established course of instruction where the instructional content would violate the child's religious beliefs.

Students may be required to complete an alternative assignment or course of instruction to meet course requirements.

E.26 STUDENT ACCIDENTS/ILLNESS/CONCUSSION

The Board of Education believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents/guardians, and the filing of accident reports.

Suspected Concussion Management - The signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body, and may develop over a few hours. A student should be observed following a suspected concussion, always under direct supervision and never left alone.

1. No student should return to any school-related physical activities on the same day of a suspected concussion.
2. Any student suspected of having a concussion should be evaluated by an appropriate health-care professional that day.
 - i. Inform the student's parents/guardians about the possible concussion. Provide the parent/guardian with information about concussions and return to school-related physical activity procedures. Inform the parent/guardian to discuss any student academic concerns with the appropriate school personnel.
3. Give custody of the student over to the parents/guardians.
4. Any student with a concussion should be medically cleared by an appropriate health-care professional prior to resuming participation in any school-related physical activity.
5. After medical clearance, return to school-related physical activity should follow a stepwise protocol with provisions for delayed return to school-related activity based upon return of any signs or symptoms.

E.27 STUDENT DISMISSAL

No student shall be allowed to leave the school grounds during the school day without the consent of the principal or designee. It shall be the teacher's responsibility to make certain that the principal or designee has given this approval before releasing the child.

E.28 STUDENT EARLY DEPARTURE

Students requesting early dismissal must bring a written excuse from a guardian to the office. Only excuse the child if they have written notice signed, or a call has been made by the office. Occasionally, emergencies arise and parents/guardians may request to pick up their child early. In such a case, staff will be notified by an adult from the office. When the student returns during the school day, the student will stop in the office to check in. Guardians may send notes or make calls to let the teacher know of illnesses or appointments. Guardians may be called if their student becomes ill during the day. When the guardian arrives in the office to pick up the student, a staff member will call the classroom to have the student come to the office. Only direct adult communication will result in a child going home during the day.

E.29 STUDENT HANDBOOK

The district has a student handbook. Each employee is to familiarize himself/herself with the information in the student handbook. Employees are responsible for supporting the rules and guidelines for students. The District expects its staff to assist the District in enacting these rules.

E.30 STUDENT SUBSTANCE ABUSE/SUICIDAL IDEATION

If an employee suspects substance abuse or suicidal ideation, an employee must immediately contact the guidance department or principal's office. All an employee has to do is to suspect that something is amiss; the employee does not need to know for a fact that a young person is in trouble. An administrator will, at some point, ask for the details that roused the

suspicion, but those questions will be posed only to gain information. The employee will generally not be asked to provide justification for any action that the administration chooses to take with a student. Resources regarding suicide prevention can be found on DPI's [website](#).

E.31 STUDENT TRANSPORTATION IN PRIVATE VEHICLES

In emergency situations an employee may, with the permission of the building principal or superintendent, transport students in his or her private vehicle. The employee must meet all state law requirements for alternative transportation. Before using the vehicle for such purposes, the employee will be made aware that his or her personal auto insurance will serve as the primary source of coverage. Employees have the right to refuse to transport students in their personal vehicles.

E.32 SUPERVISION OF STUDENTS

The Board of Education expects all students to be under assigned adult responsibility when they are in school, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned to students are expected to act as reasonably prudent adults in providing for the safety of students in their charge.

In keeping with this, reasonable and prudent arrangements can/will be made for students and staff working on independent, experiential, and authentic projects. For the Board's expectation in this regard, staff should refer to the policies below.

[Policy 1213 – Student Supervision and Welfare](#)

[Policy 3213 – Student Supervision and Welfare](#) (Professional Staff)

ADDENDUM II – NON-DISCRIMINATION; TITLE IX

(Notice Of School District Policies On Sex Discrimination, The District's Title IX Coordinator(s), And Procedures For Reporting Or Filing A Complaint Of Sex Discrimination)

South Shore District Nondiscrimination Clause

The South Shore School District provides equal educational and employment opportunities. The District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any other reason prohibited by state or federal laws or regulations, in any of its programs or activities, applications for admission, or employment. The district provides equal access to the Boy Scouts of America and other designated youth groups.

Wis. Stat. 118.13 Pupil Discrimination Prohibited

(1) No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Age Discrimination Act of 1975, Title IV of the Civil Rights Act of 1964 (race and national origin), and Section 504 (handicap) of the Rehabilitation Act of 1973.

All district opportunities, including Career and Technical Education opportunities, will be offered to students on a nondiscriminatory basis. Information regarding such program offerings and admission criteria is available upon request from the school counselor's office.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend separate schools or programs for homeless children and shall not be stigmatized by school personnel.

Accommodations

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The District encourages informal resolution of student discrimination complaints. A formal complaint resolution procedure is available. To address allegations of violations of this policy in the School District or to ask any questions concerning Section 118.13 Wisconsin Statutes, or Title IX of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex, complaints or concerns should be directed to:

Danielle Mikula
District Superintendent
715-774-3500
PO Box 40, Port Wing, WI 54865
dmikula@sshore.k12.wi.us

Title IX Nondiscrimination Policy Statement

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board: [Policy 2266](#), [Policy 5517](#), [Policy 5517.01](#), [Policy 2260.01](#), [Policy 2260.02](#), [Policy 3362](#), [Policy 3362.01](#), [Policy 4362](#), [Policy 4362.01](#).

District Title IX Coordinators

The District employee who holds the position identified below serves as Title IX Coordinator for the District:

Michelle Simpson, Principal
msimpson@sshore.k12.wi.us
715-774-3500

Reporting Sex Discrimination

Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination) may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to the District. Such reports may be submitted as follows:

1. To a District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail, using the contact information listed above. In-person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or e-mail may be made at any time.
2. By any other means that results in a Title IX Coordinator actually receiving the person’s verbal or written report.

Filing Formal Complaints of Title IX Sexual Harassment

As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving “formal complaints” of “sexual harassment,” as those terms are defined in the regulations.

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX “complainant”), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a formal complaint of sexual harassment. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation using the District’s formal Title IX grievance process.

Complainants are expected to file formal complaints of sexual harassment with a District Title IX Coordinator by submitting a document or electronic submission in person, by U.S. mail, or by electronic mail, using the contact information specified above. Additional requirements for formal complaints of Title IX sexual harassment, including a description of the required content for a formal complaint, are set forth in Policy 2266 within the School Board’s policies.

District Response to Reports and Complaints of Sex Discrimination and to Formal Complaints of Sexual Harassment under Title IX

The District has established grievance procedures through which the District structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District. Those procedures are set forth in Policy 2266 as published on the District’s website. The purpose of such procedures is to provide for the prompt and

equitable resolution of any report or complaint of alleged sex discrimination, excluding formal complaints of sexual harassment under Title IX (which are subject to a different process).

Any time the District has actual knowledge of sexual harassment or allegations of sexual harassment that could constitute a violation of Title IX, the District has obligations to respond to such knowledge in a manner that is not deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged perpetrator(s) of sexual harassment equitably. Such a response includes, but is not limited to, offering supportive measures to a complainant and investigating and resolving any formal complaint that presents allegations of Title IX sexual harassment using the formal grievance process the District has adopted for such formal complaints. District procedures for responding to alleged sexual harassment under Title IX, including the formal grievance process, are set forth in Policy 2266 as published on the District's website.

[Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities](#)

11.0 EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGMENT



Employee Handbook 2026-2027 School Year

As an employee of the South Shore School District, I acknowledge receipt of this Employee Handbook, and understand that the Employee Handbook is simply a means to acquaint myself with the South Shore School District and its operations, and provide guidelines in regard to its policies and my employment.

I understand that the Employee Handbook does not constitute a contract of employment, express or implied, between the South Shore School District and myself and that no oral statements by supervisors or management can alter this disclaimer or create a contract. Only the Board of Education has the authority to create an employment contract, and such contract must be in writing and signed by the Board to be valid.

I further understand that, unless otherwise agreed upon in a written employment contract between the Board and myself, my employment with the District is “at-will,” not for any definite period of time, and may be terminated by myself or the District at any time and for any reason not prohibited by law.

I also understand that if I have an individual employment contract with the District, as required and pursuant to §118.21 (1), or §118.24 (1), this Employee Handbook does not constitute a separate contract of employment, express or implied, between the District and myself. In the event that any Employee Handbook provision conflicts with any applicable employment contract provision, the employment contract shall control.

I understand that the South Shore School District reserves the right to modify, amend, or delete any provisions of the Employee Handbook at any time. I will receive copies of any such modifications, amendments, or deletions.

I understand that this Employee Handbook supersedes all previous manuals or handbooks that I have received or have been advised of by the District. I also understand that any subsequent revisions to the provisions of this Handbook will supersede those contained herein.

I further understand that Board policy may be adopted/updated at any time, and therefore understand that Board policy will supersede language contained in this Employee Handbook.

Printed Name

Signature

Position Title

Date

The South Shore School District does not discriminate based on age, race, creed, religion, color, disability, handicap, marital status, sex, sexual orientation, national origin, citizenship status, ancestry, arrest record, conviction record, or membership in the National Guard or military forces of the United States, or other protected group status.

PLEASE SUBMIT THIS FORM TO THE DISTRICT OFFICE