



The School District of North Fond du Lac

Educator Guide

District Vision

The School District of North Fond du Lac, in cooperation with the community, is committed to providing an outstanding educational program in a safe and nurturing environment built upon mutual trust and respect, and designed so all individuals become lifelong learners.

“Working Together for the Success of All.”

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Board Approved – August 22nd, 2011

The School District of North Fond du Lac

ACKNOWLEDGMENT OF RECEIPT OF EDUCATOR GUIDE

A copy of this Acknowledgement (signed by you) will be placed in your personnel file

I acknowledge that I have received and reviewed a copy of the School District of North Fond du Lac Policies and Educator Guide (Guide). I understand that it is my responsibility to read the Guide and seek clarification from the district administrator's office if I do not understand any portion of the Guide or the corresponding policies. I understand that this Guide states the School District of North Fond du Lac's policies and procedures in effect on the date of publication. I also understand that these policies and procedures will be reviewed on a continual basis and may change.

I understand that the Guide is not a contract or a guarantee of future employment, future benefits or a binding contract with the School District of North Fond du Lac. I understand that except as may be provided by a contrary provision in an applicable collective bargaining agreement, in the policies contained in the Guide, or individual written employment agreement approved by the School Board, my employment is at will for the first three years of my employment and beginning in the fourth year I will be afforded due process and appropriate just cause if I am to be terminated or non-renewed by the School District of North Fond du Lac

Finally, I understand that it is very important that I return this acknowledgement no later than September 15th to the District Office. If I fail to return this acknowledgement signed, I understand that my employment will be in jeopardy.

Employee Signature: _____

Print Employee Name: _____

Date: _____

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Supporting Documents

Pages 16 – 99 are the supporting policies and documents for the Educator Guide. We are currently working on the formatting of the guide to make it more interactive. The following policies and documents are included in the Guide:

Educator Guide Adoption and Review Policy	Equal Opportunity Employment Policy
Bullying Prevention Policy	Mentoring Handbook
Appropriate use of Computers Policy	Military Leave Policy
Staff Appropriate Use of the Internet Policy	Payroll Policy
Sexual Harassment Policy	Personnel Records Policy
Grievance Procedure Policy	Supervision and Evaluation Program
Cash-in-Lieu of Insurance Program	Family Calendar 2011-2012
Dental Insurance Summary	Staff Calendar 2011-2012
Health Insurance Summary	
District Procedure for Child Abuse and Neglect Reporting	
Salary Schedule (2010-2011 – utilized for 2011-2012)	
Extra Duty Positions and Pay Amounts	
Extra Duty Event Pay	
Family Medical Leave Policy	

Educator Guide Introduction

Overview - Summary

The School District of North Fond du Lac (District) Educator Guide (Guide) is an outline of policies and procedures that are designed to support an environment that creates hope, provides stability, allows for compassion and fosters trust for all educators and associates. *The School District of North Fond du Lac's staffing mission is to serve the educational, social and emotional needs of all the students in our community through creating an environment that promotes professionalism, allowing the District to recruit, attract, hire, develop and maintain a world-class education and support staff.*

The Guide refers to an educator throughout the document. An educator is defined as any person who holds a teacher's certificate issued by the Wisconsin Department of Instruction (Chapter 118.19 WI SS) and is employed in a teaching position within the District.

This Guide is a summary of some of the employment policies, procedures, rules and regulations of the Board of Education of the School District of North Fond du Lac. The Guide is designed to make educators aware of policies, procedures, rules and regulations and to provide for structure and order to best help the District function and provide stability to each educator. Most employment questions are answered by the Guide. Should there be any confusion or item that is not covered, these questions should be immediately directed to the district administrator.

~~None of the statements, policies, procedures, rules or regulations contained within the Guide guarantees employment or can be construed as an employment contract. Educators, for his or her first three years of employment in the District are considered "at will" employees and employment is not for any specific period, unless otherwise set forth in writing by contract or statute. As an Educator in the School District of North Fond du Lac enters his or her fourth year of employment, he or she is afforded due process and just cause for disciplinary, termination and non-renewal actions. The School District of North Fond du Lac reserves the right to edit, add, delete, and change the Guide at any time through recommendations from the district administrator and by following the Guide Adoption Policy.~~

Related Policies: Educator Guide Adoption and Review

Educator Code of Ethics

Originally developed by Association of American Educators
<http://aaeteachers.org/index.php/about-us/aae-code-of-ethics>

The School District of NFDL is a proponent of and practices the Strengths Philosophy and Servant Leadership. In order to fulfill the mission of meeting the needs of our students, the District has adopted the *Educator Code of Ethics*. *These four principles are a collection of statements that set the high level of expectations the School District of North Fond du Lac expects of each educator (educator defined as a professionally licensed teacher that is employed as a teacher in the District) as he or she performs the necessary tasks to help all students succeed. Any violation of the Educator Code of Ethics can result in disciplinary action, up to and including termination.*

OVERVIEW

- The professional educator strives to create a learning environment that nurtures to fulfillment the potential of all students.
- The professional educator acts with conscientious effort to exemplify the highest ethical standards.
- The professional educator responsibly accepts that every child has a right to an uninterrupted education free from strikes or any other work stoppage tactics.

PRINCIPLE I: Ethical Conduct toward Students

The professional educator accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. We strongly affirm parents as the primary moral educators of their children. Nevertheless, we believe all educators are obligated to help foster civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect-for the law, for human life, for others, and for self.

The professional educator, in accepting his or her position of public trust, measures success not only by the progress of each student toward realization of his or her personal potential, but also as a citizen of the greater community of the republic.

1. The professional educator deals considerately and justly with each student, and seeks to resolve problems, including discipline, according to law and school policy.
2. The professional educator does not intentionally expose the student to disparagement.
3. The professional educator does not reveal confidential information concerning students, unless required by law.
4. The professional educator makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
5. The professional educator endeavors to present facts without distortion, bias, or personal prejudice.

PRINCIPLE II: Ethical Conduct toward Practices and Performance

The professional educator assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.

The professional educator endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.

1. The professional educator applies for, accepts, or assigns a position or a responsibility on the basis of professional qualifications, and adheres to the terms of a contract or appointment.
2. The professional educator maintains sound mental health, physical stamina, and social prudence necessary to perform the duties of any professional assignment.

3. The professional educator continues professional growth.
4. The professional educator complies with written local school policies and applicable laws and regulations that are not in conflict with this code of ethics.
5. The professional educator does not intentionally misrepresent official policies of the school or educational organizations, and clearly distinguishes those views from his or her own personal opinions.
6. The professional educator honestly accounts for all funds committed to his or her charge.
7. The professional educator does not use institutional or professional privileges for personal or partisan advantage.

PRINCIPLE III: Ethical Conduct toward Professional Colleagues

The professional educator, in exemplifying ethical relations with colleagues, accords just and equitable treatment to all members of the profession.

1. The professional educator does not reveal confidential information concerning colleagues unless required by law.
2. The professional educator does not willfully make false statements about a colleague or the school system.
3. The professional educator does not interfere with a colleague's freedom of choice, and works to eliminate coercion that forces educators to support actions and ideologies that violate individual professional integrity.

PRINCIPLE IV: Ethical Conduct toward Parents and Community

The professional educator pledges to protect public sovereignty over public education and private control of private education.

The professional educator recognizes that quality education is the common goal of the public, boards of education, and educators, and that a cooperative effort is essential among these groups to attain that goal.

1. The professional educator makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
2. The professional educator endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in his or her classroom.
3. The professional educator manifests a positive and active role in school/community relations.

Related Policies:

Bullying Prevention

Sexual Harassment

Instructional Use of Computers and Computer Networks

Use of Computers and Computer Networks – CIPA/Internet Safety & Acceptable Use

Related Information:

District Procedure for Child Abuse and Neglect Reporting

Benefits

Health and Dental

The District will provide health and dental insurance to each educator that is employed for at least 50% employment. Educators employed 50% - 69% will be eligible for a single health and dental insurance plan. All educators with 70% - 100% will be eligible for a family health and dental insurance plan. The plans for insurance can be located by selecting the links above. The Board of Education, through input from the Insurance Committee reserves the right to change insurance plans.

Cafeteria Plans

The District will offer a Cafeteria Plan under IRS Code Section 125 for a flex benefit plan, Aflac pre-tax insurance plan and the cash-in-lieu of insurance plan.

Cash-in-Lieu

The District will offer cash-in-lieu of insurance program.

Life Insurance

The District will offer life insurance as an option at educator expense.

Long-term Disability

The District will provide long-term disability insurance to all educators at the District's expense.

Post-Employment Benefit

1. To be paid into a HRA in equal annual installments over 5 years
 - Family/Dependent \$12,000 annually (\$60,000)
 - Single \$8,000 annually (\$40,000)
 - These amounts will be increased by 5% annually commencing with the 2012-2013 school year.
 - The amount set at retirement is the amount divided into 5 equal payments. Payout benefit does not change if insurance status (family/dependent or single) changes during five years.
 - Benefit ends at death for single plan retirees (any balance in HRA forfeited) and ends when no eligible spouse or dependents at death for family plan retirees (any balance in HRA forfeited).
 - Retirees who are less than 1.0 FTE in year of retirement shall receive prorated benefit computed off of calculation of weighted FTE over last fifteen years of District service.
2. Board has no insurance premium obligations.
3. Eligibility criteria and procedures status quo
 - Must have accumulated at least fifteen (15) years of District service.
 - Must have reached the minimum age of fifty-seven (57) by August 31 following the employee's last workday.
 - Submitted retirement letter to the Board of Education and District Administrator by March 15th.
4. Sick leave payout into a HRA
 - \$200 per day of unused sick leave from day 61-120 (Maximum benefit of \$12,000 – This amount is paid out in equal installments over 5 years and placed in the same HRA listed in 2a.)
5. Benefit will sunset on June 30th, 2019.

Short-term Disability

The District will offer short-term disability as an option at educator expense.

Tax Sheltered Annuity Contributions

The District shall transmit all tax-sheltered annuity deductions, taken on behalf of the participating educator, to the appropriate receiving companies twice a month if billed by the company, provided there is uniformity of treatment for all subscriber annuitants on a company-by-company basis.

Wisconsin Retirement System

The eligible employees shall be required to pay the Wisconsin Retirement System contribution.

Calendar

Development

The calendar will be developed on a yearly basis by the District. There are three paid holidays in the teacher contract; Labor Day, Memorial Day and Thanksgiving. The 2011-2012 calendars can be accessed by selecting the following links, [Staff Calendar](#) and [Family Calendar](#).

Inclement Weather/Emergency Day Make Up

All days missed due to inclement weather and/or other emergencies, after the first such day, will be rescheduled according to the calendar.

Compensation

Base Wages

An educator's base wage is defined as the amount of salary that is on the teaching contract for the 2011-2012 school year. Compensation other than base wages (extra-duty, summer school, etc.) will remain the same as the 2010-2011 school year – see the [2010-2011 pay scale and extra duty pay schedule](#). Credits earned between September 1st, 2010 and September 1st, 2011 will not be honored at this time. It is the intent of the Board of Education to recognize all credits earned before September 1st, 2011 at a future date. Value added, merit compensation will be investigated during the 2011-2012 school year.

Curriculum Pay

At the discretion of the administration, the curriculum pay rate will be \$16.28 per hour.

Extra Duty Pay

Extra Duty Pay for coaching and advisorship are located by selecting on the "Extra Duty Pay" link.

Garnishments

Garnishments will be made according to State and Federal guidelines

Internal Substitute Pay

All employees that substitute during his or her preparation period or during a lunch period will be compensated \$16.28 per period.

Payroll

All educators must fill out a payroll option sheet that will be kept in his or her personnel file that identifies the payroll option of contract year or twelve month basis. [See the Payroll Policy for more information.](#)

Perfect Attendance

Any educator that does not use any personal days, sick leave, bereavement leave, unpaid leave or emergency leave will be paid a \$300 bonus on his or her June 15th payroll check (absences caused by Jury Duty and FMLA are excluded and will not count against perfect attendance).

Summer School Pay

Teachers will be paid \$21.43 per hour for teaching summer school. Teachers will be paid for six (6) hours of preparation/moving time which includes compensation for any opening summer school staff meeting.

Emergency and Safety Procedures

District Communication System

The District will use the AlertNow system to communicate school closing and other important information. Educators must have current information on file at all times. It is each educator's responsibility to update his or her contact information with the District Office.

Work Place Safety

Safety of students and staff is of the utmost importance in the District. It is the responsibility of educators to utilize all safety precautions. If there are any questions about safety practices, consult an administrator for assistance

Work Day Injury Reporting Process

Each educator must report all injuries to his or her immediate supervisor or designee and fill-out the appropriate paper work. The educator must also follow the District procedure to seek medical advice and treatment for injuries that were incurred while working. Any questions should be directed to the building principal.

Employment Provisions

Discipline

All educators are responsible for following the Educator Guide.

Equal Opportunity Employer

The School District of North Fond du Lac is an equal opportunity employer and does not discriminate on the basis of age, race, creed, religion, color, physical, mental, emotional or learning disability, marital or parental status, pregnancy, sex, national origin, ancestry, sexual orientation, arrest record, conviction record or military service. All educators of the District are required to comply with provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments. For additional information on the nondiscrimination policy and/or complaint procedure, contact the District Office at (920) 929-3750

Grievance Procedures

A grievance procedure has been developed and adopted as policy by the District.

Job Postings - Assignments

Any vacancy (teaching or co-curricular) that is opened will be posted and emailed to all educators for 5 working days. The administration retains full rights to fill all open positions and assignments of duty. An educator that would like to be transferred to a different position within the District, should notify the District Administrator. All requests will be taken into consideration but the District Administrator holds the discretion for all educator assignments.

Mentor Program

The District will provide a mentor for all new educators (regardless of previous experience). This mentor will follow the expectations provided in the Mentor Handbook. Each mentor will be paid \$750 through an extra duty contract. The payment for this duty will be made at the end of the school year in June.

Personnel Files

See Personnel Records Policy

Probationary Period

All educators will be on probation for the first three years of employment and will be considered at-will employees. Educators beginning his or her fourth year will be afforded just cause for termination, non-renewal and discipline (as defined by the District Grievance Procedure Policy).

