

administrative guidelines

**BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

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HIRING PROCEDURES

I. Posting a Vacancy

- A. If a vacancy occurs in the areas of teaching, administration, other professional staff, secretarial, paraprofessionals, and custodial/maintenance as covered by a bargaining or contractual agreement, the responsible administrator will submit a vacancy notice/request form and a job description to the Superintendent's office.
- B. The Superintendent's office will then post the position internally via e-mail and/or externally depending on the nature of the position and recommendation from responsible administrator.
- C. All application materials, transcripts, resumes, background check release form, etc. will be sent to the Superintendent's office for filing, organizing and responding.

II. Interviews

- A. The responsible administrator will select an interview team consisting of at least one other administrator and staff members and/or parents as deemed appropriate. The two administrators will review all applications and select the individuals to be interviewed by the team. The administrators may also elect to use other members of the team in the determination of candidates to interview. Note: For hiring administrators, at least one Board member will be on the team.
- B. The interview team will meet prior to interviews, and determine the expected qualities and competency for the position, and develop questions. Also, the interview team will review the legal information from Wisconsin Association of School Boards (WASB) in regard to nondiscrimination and objectivity.
- C. The interview will consist of the following components:
 - 1. Administer and score the Perceiver series of questions and the Positive Attitude Survey questions.
 - 2. Ask and score interview committee members' individual questions specifically related to the position.
 - 3. Answer the candidates' questions.
 - 4. Skills test, if appropriate.

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5. Tour, if appropriate.
6. Other components as determined by the interview team.

- D. After all candidates have been interviewed, the committee will complete an assessment rubric and a recommendation form for the top two candidates. This information will be sent to the Superintendent, or recommend reposting of the position.
- E. The Superintendent, the responsible administrator, and at least one other administrator and/or School Board member will conduct a second interview to select the top candidate.

III. Reference Check and Recommendation to Hire

- A. The responsible administrator will check references of the two candidates recommended by the committee and request a background check by contacting Karen Dieringer (payroll clerk). Note: The responsible administrator shall have the recommended candidates sign the "District Prospective Employee Background Check Form".
- B. If the background check and references check out, the responsible administrator will send the Interview Team Recommendation form, assessment rubric, and Perceiver and Positive Attitude Survey results to the Superintendent's office, along with returning all folders and materials of all applicants.
- C. The final interview group will review all the information outlined above and the results of their additional questions to assist in determining the top candidate.

IV. Board Action

- A. A resolution to hire the top candidate will be presented to the Board from the Superintendent. The official start date shall be after Board approval, unless otherwise specified by the Board.
- B. Upon Board approval, a letter of confirmation and a contract (if appropriate) will be sent to the new employee.

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- C. Letters will be sent to the other candidates by the responsible administrator informing them that another candidate has been selected.

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Revised: 3/30/09

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TRANSFER OF PROFESSIONAL STAFF MEMBERS

There are times when it becomes necessary to transfer staff members from one position and/or building for a variety of reasons, including and not limited to the following: Class size, number of students, vacancies, budget considerations, needed changes, restructuring, etc. Also, at times, staff members may wish a transfer. The following guideline will be used for professional staff transfers.

- A. The transferring staff member must be DPI licensed and otherwise qualified as determined by the Administrative Council for the transfer position.
- B. Between September 1st and June 1st, transfer of staff members will occur through administrative decision by the Administrative Council.
- C. Between June 1st and August 1st, staff members wishing to transfer into a vacant position, will require the completion of an application and the interview process, which will determine the results of the transfer request.
- D. After August 1st, no transfer requests will be accepted and no transfers will take place except for unusual and extraordinary circumstances as determined by the Superintendent.
- E. Staff members wishing to transfer to another grade level, subject area, or school building must submit a letter of interest by February 1st, and the Administrative Council will consider these transfer requests in determining staffing patterns for the ensuing school year.
- F. Since no policy or guideline can cover all aspects, the Superintendent may consider unusual, unique, extraordinary circumstances related to transfers not covered in this guideline and review the circumstances with the Administrative Council for a decision.

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GRADUATE CREDIT ADVANCEMENT ON THE PAY SCALE

The Board of Education recognizes the importance of ongoing professional staff development and encourages staff members to enroll in advance graduate college course work at accredited, top quality universities/colleges with a proven record of success, which directly supports and enhances professional expertise.

Under the terms of the Master Agreement and Board policy, the superintendent is responsible for evaluating advance credit requests for potential movement on the pay scale or reimbursement for graduate course tuition. Therefore, the following guidelines, as developed and approved by the Administrative Council, will serve as a guide:

- A. All credits must be graduate credits from an accredited university/college of high quality and with a proven record of successful academic learning and directly related to education as determined by the superintendent.
- B. In order for a course to be approved for possible movement on the pay scale or reimbursement, there should be an element of class collegial and instructor face-to-face interaction. The university course description/syllabus must be attached along with class meeting dates and times.
- C. Lane movement requests must be made no later than September 15 or February 1 of each year. Staff members may move only one lane per school year and one lane at a time except for Masters degree. Once an approved Masters degree is achieved and official transcripts received by the superintendent's office, a staff member may skip over lanes to the Masters lane as approved by the superintendent.
- D. Staff members seeking a Masters degree for movement on the pay scale must receive prior approval of the principal and superintendent, and the Masters program must contain a research component and a rigorous course of study. Also, the staff member must submit a one-page written report describing the following:
 - 1. Purpose of the Masters program
 - 2. How the program will expand his/her expertise as a teacher
 - 3. How the course of study will help increase student achievement and positive relationships
 - 4. How the program will expand his/her intellectual awareness of educational issues
- E. Staff members completing a Masters degree must submit an official copy of their college transcripts attesting to the completion of a Masters.

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PLACEMENT OF NEW STAFF MEMBERS ON PAY SCALE

The Superintendent determines the placement of new staff members on the teacher pay scale. The following criteria will be used for placement decisions:

- A. The first step on the pay scale equates to 0-3 years of outside experience.
- B. Each step after that equates to two (2) additional years up to a maximum of eight (8) years of transfer years, or up to the budget amount specified for the position.
- C. If a person possesses a Masters degree from an accredited university/college with a proven record of high standards and the programs contain class collegial and instructor interaction and a research component, the new staff member will be placed at the Master's level and given credit for years of experience outlined in steps A and B if the placement is within the budgeted amount for the position. If not, the new staff member will be placed at Masters level with no years of experience transferred.
- D. Graduate credits earned prior to employment in the district will not count toward movement on the pay scale unless the credits are being used toward an approved Masters degree and the new staff member is actively pursuing a Masters degree at an accredited top quality university/college.
- E. Approved graduate credits while employed by the district will count toward movement on the pay scale. (Refer to Administrative Guideline 3120.02)
- F. At the time of budget deliberations, the Administrative Council will establish the maximum budget amount for potential vacant positions. The Superintendent will use this information when placing new staff members on the pay scale.
- G. In the case of unusual or extenuating circumstances, the District Office Leadership Team has the authority to go beyond the budget amount for a position and report the decision and rationale to the Administrative Council.

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SUBSTITUTE CHECK SHEET

Substitute teachers shall follow these procedures prior to being employed and all necessary documentation shall be included in their personnel file:

1. Application, including Candidate Responses,
letter of interest and resume
2. Authorization for Release of Information
3. Employment Eligibility Verification (photo/2 documents)
 - Driver's license
 - SS card
 - Other
4. W-4 Form (Employee's Withholding Allowance Certificate)
5. Employee Card (white)
6. Hazardous Materials/Blood Borne Pathogens material
7. TB Test
8. License (provide photocopy) (check one):
 - Teaching
 - Teaching (applied for)
 - Substitute
 - Substitute (applied for)
9. College Transcripts
10. CESA certificate (unless teaching license provided)
11. Automatic Deposit Authorization
12. Background check completed
13. Letter to DPI required?
14. Welcome letter from Superintendent
15. Add to Substitute List (date)

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LONG-TERM SUBSTITUTE PROCEDURES

A long-term substitute teachers are a vital component of our school district to help our students achieve success. Therefore, it is critical for the continued academic, social, and emotional success of our students that the following procedures be followed in securing long-term substitutes:

- A. All substitute teacher employment paperwork must be completed with the District Office as outlined on the substitute teacher employment checklist.
- B. A long-term substitute is a certified teacher who substitutes in the same position for ten (10) consecutive teaching days.
- C. The principal or supervisor in need of a long-term substitute will review the substitute teacher list and present a written recommendation to the superintendent outlining the criteria used for the recommendation. Examples of criteria the principal/supervisor may use include past successful experience in the district as a regular or substitute teacher; reference checks; an updated background check; personal interview; use of the SRI perceiver and/or positive attitude survey; comprehensive review of the personnel folder; proven instructional success; positive responses from teachers on the “substitute feedback sheets”.
- D. If the recommendation is approved by the superintendent, the principal/supervisor and substitute caller will receive a written approval from the superintendent.
- E. The substitute caller informs the long-term substitute teacher, and the principal/supervisor arranges the schedule.
- F. During the first three weeks, the principal/supervisor will perform a formal classroom observation.
- G. At any time, the principal/supervisor may remove the long-term substitute and place him/her back on the regular substitute list.
- H. Completely removing a substitute teacher from the regular list shall be the responsibility of the Superintendent based on input from principals and/or supervisors.

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PORT WASHINGTON-SAUKVILLE SCHOOL DISTRICT

100 West Monroe Street
Port Washington, WI 53074-1292

Telephone (262) 268-6000
Fax (262) 268-6020
Web www.pwssd.k12.wi.us

STUDENT TEACHER APPLICATION FORM

GENERAL INFORMATION				
NAME				DATE
SCHOOL(S) REQUESTED: Dunwiddie Lincoln Saukville Thomas Jefferson Middle Port Washington High				
STUDENT TEACHER ASSIGNMENT REQUESTED:				
HOME ADDRESS				
Street		City	State	ZIP
TELEPHONE	() Home	() Cell Phone	E-MAIL ADDRESS	

EMERGENCY CONTACT	
NAME	
PHONE	CELL PHONE

EDUCATION			
HIGH SCHOOL NAME & LOCATION:			
COLLEGE/UNIVERSITY NAME & LOCATION	MAJOR/MINOR	DEGREE	DATE EARNED or to be completed

What previous experience do you have working with youth? _____

PERSONAL DATA

1. Have you ever been dismissed, asked to resign, or non-renewed? ☐ Yes ☐ No
If yes, please explain on a separate sheet.
2. Have you ever been convicted of any felony, plead no contest to, been fined in connection with, or agreed to enter into a pretrial diversion program (including, but not limited to, an agreement to make restitution, obtain treatment for substance abuse, perform community service, etc.) in connection with any type of felony, misdemeanor, municipal ordinance violation or any other like offense (other than a parking ticket or non-criminal traffic citation), regardless of the nature of the penalty or fine for that offense?
☐ Yes ☐ No

If yes, please provide an explanation, including offense(s) and date(s): _____

Are you currently subject to a pending charge for any type of felony, misdemeanor, municipal ordinance violation or any other like offense (other than a parking ticket or non-criminal traffic citation)? ☐ Yes ☐ No

If yes, please provide an explanation, including offense(s) and date(s): _____

If you are in doubt about the nature of any offense or charge, you should list it. The above questions require disclosure of all past convictions, violations, fines or offenses (other than a parking ticket or non-criminal traffic citation), and all pending charges regardless of whether you believe such offense or charge is maintained in any public record and regardless of whether anyone advised you that you did not need to disclose it. The failure to list such offense or charge will be considered falsification and will be grounds for the Port Washington-Saukville School District to no longer consider you for or to release you from a student teaching assignment. No applicant will be denied a student teaching assignment because of a past offense or pending charge which is not substantially related to the circumstances of the assignment sought.

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3. May we have your permission to contact references listed below? ☐ Yes ☐ No

PROFESSIONAL REFERENCES

List two persons we may contact who have knowledge of your ability to work with youth, your experiences, and qualifications as a student teacher.

NAME	ADDRESS	POSITION/TITLE	TELEPHONE NO.

AUTHORIZATION

My signature certifies that all statements made on this application/request and in all other materials submitted to support my student teacher request are true and complete. I grant representatives of the Port Washington-Saukville School District permission to check the accuracy of statements/information provided within this application and authorize any former employer, person, organization, or agency to disclose to the District any information they may have regarding me. I hereby release the District as well as all providers of information from any liability and for any damages, which may result from the furnishing and receiving of this information. I agree that misrepresentation of information contained in the application materials may be cause for the District to elect to not allow me to serve as a student teacher. I agree that the Port Washington-Saukville School District, or its representatives, shall not be held liable in any respect if my application is not considered or my student teaching assignment is terminated, at any time, because of false statements, answers or omissions made by me in this application. A copy of this authorization and release is as valid as the original and should be recognized as such.

I agree to conform to the rules, regulations and policies of the Port Washington-Saukville School District. I also agree to abide by the confidentiality statement below.

Signature _____ Date _____

CONFIDENTIALITY STATEMENT: As a student teacher within the school district, I understand the importance of confidentiality. I further understand that I am permitted to only discuss student issues or concerns with the student's teacher and/or principal. Student teachers who violate confidentiality will be asked not to provide services to the District.

Port Washington-Saukville School District is committed to a policy of non-discrimination on the basis of race, religion, sex or sexual orientation, age, national origin, handicap, marital status, political affiliation, arrest or conviction record, or any other factor provided for by state and federal laws and regulations.

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Port Washington-Saukville School District

STUDENT TEACHER BACKGROUND CHECK FORM

(For official use only, not to be released to unauthorized persons)

In order to provide a safe environment for our students, we reserve the right to check references and review relevant public documents regarding criminal activity of any student teacher or prospective student teacher who may have contact with our students. All student teacher acceptance and placement decisions are subject to successful background checks. For this reason, please provide information as requested below:

Print Full Name

Address

City/State/Zip

Date of Birth

I hereby authorize the Business Office of the Port Washington-Saukville School District to obtain information and records pertaining to me from any or all law enforcement or court records. By signing, the district is granted the authorization to obtain such records for a period of three years from the signed date, if the signor volunteers at future events.

I do freely consent to such inquiries being conducted and, as such, do hereby agree to waive and forever release and discharge the district and its present and former officers, employees and agents of any and all claims, demands, damages, actions, and causes of action of whatever kind or nature that might otherwise arise out of such inquiries, including, but not limited to, matters arising at law, in equity, under the district's policies, procedures, contracts, practices or any other written instruments, standards, or protocols, or in state or federal agencies, courts, or other tribunals of competent jurisdiction, without limitation.

Signature

Date

Reviewed by Quarles & Brady: 12/16/08
Approved: 12/18/08 Adm. Guideline 3120

12/2008

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POSTING OF VACANCIES AND HIRING COACHING AND OTHER EXTRA-CURRICULAR POSITIONS

- A. Extra-curricular positions will be posted through district e-mail, the local newspaper, district cable channel, and other sources as determined by the Activities Director and Superintendent.
- B. Anyone interested in the position shall notify the Activities Director and complete and application.
- C. Applications will be reviewed by the high school or middle school administration team to determine applicants for interviews. Present employees are encouraged to apply and will be one of the factors considered in the review of applications.
- D. An interview team, selected by the Activities Director, will meet prior to interviews and determine the expected qualities and competency for the position, develop questions, review the legal information from WASB in regard to nondiscrimination and objectivity.
- E. After all candidates have been interviewed, the committee will complete an assessment rubric and decide whether to recommend and applicant or repost the position.
- F. The interview process will include structured questions related to the position, the completing of the Positive Attitude Survey, Support Staff Perceiver or the Teacher Screener Perceiver, background check, and reference check to verify qualifications.
- G. A recommendation for all extra-curricular positions will be made by the building administration and the Activities Director to the Superintendent.
- H. A resolution to hire will be presented to the Board from the Superintendent.
- I. Upon Board approval, a letter of confirmation and an extra-curricular contract will be sent to the employee.
- J. The Superintendent shall have the authority to fill an extra-curricular vacancy when time constraints warrant quick employment with confirming action by the Board as per policy 3120.
- K. Also, a letter will be sent to the other candidates (by the Activities Director) who applied for the position, thanking them for their interest and letting them know someone else was selected for the position.

Adopted: 8/18/04
Revised: 3/1/05

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TEACHER LICENSURES – DEVELOPMENTAL LEVEL DEFINITIONS

Under PI-34, Wisconsin Quality Educator Initiative, educator licensing by the Department of Public Instruction has shifted from grade ranges to developmental levels for initial educator licenses. Based on the organizational structure of the school buildings in the Port Washington-Saukville School District and the philosophy and needs of the district, the school district shall define the developmental levels for initial educator licenses as prescribed by the Department of Public Instruction. *It should be noted there is an opportunity to revise these ranges based on a collaborative process of staff members, school board, administrators, and community members submitted to the Department of Public Instruction.* However, at this time and as outlined below, a revision of the recommended developmental levels from the Department of Public Instruction is not necessary.

The following is a chart outlining how the Port Washington-Saukville School District defines the developmental levels for initial teacher licensure:

PI 34 DEVELOPMENTAL LEVELS ALIGNED TO GRADE LEVEL AND AGE						
Grade Level and Age		Early Childhood Level License Code 70	Early Childhood–Middle Childhood Level License Code 71	Middle Childhood- Early Adolescence Level License Code 72	Early Adolescence- Adolescence Level License Code 73	Early Childhood- Adolescence Level License Code 74
PK 4-5	Elementary Schools	Approximately Birth thru 8	Approximately Birth thru 11			Wide Range of all Ages in Public Schools
K 5-6						
1 6-7				Approximately Ages 6 thru 12 or 13		
2 7-8						
3 8-9						
4 9-10						
5 10-11						
6 11-12	Middle Schools		Approximately Ages 6 thru 12 or 13	Approximately Ages 10 thru 21		
7 12-13						
8 13-14	High Schools					
9 14-15						
10 15-16						
11 16-17						
12 17-18						
18+						

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FAMILY MEDICAL LEAVE ACT

The school district understands the importance of the Family Medical Leave Act (FMLA) and complies with state and federal laws. The district also recognizes the complexity of the laws and the interplay between both the state and federal laws. Therefore, the following information will serve as a guide for FMLA in our school district. Also, it is recognized that because of the complexity of FMLA, these guidelines cannot cover all aspects of the law. The Superintendent and Director of Business Services have been trained in the implementation of the law and should be contacted for specific questions and additional information.

- A. Qualifications under FMLA include birth, adoption, foster care; serious illness of employee's child, spouse, or parent; and personal serious illness.
- B. A formal, signed letter of FMLA request must be submitted to the Superintendent within thirty (30) days of the requested leave or as soon as possible under emergency situations.
- C. The letter must specify the reason for the leave, dates the leave will begin and end, and the amount of accumulated sick leave to be used during the leave.
- D. Any days absent beyond specified sick leave will be days without salary compensation up to the time specified in the law of either six (6) or twelve (12) weeks.
- E. FML may be taken intermittently or for the more traditional block of consecutive days as approved by the Superintendent or Director of Business Services.
- F. Upon review of the letter by the Superintendent, he/she may ask for additional medical information from physicians or health care facilities under federal and state guidelines. The Superintendent will then send the employee a letter outlining the parameters of the leave if approved.
- G. On rare occasions and under unusual circumstances, the Board of Education may approve FML beyond the minimum required by law. This would be leave without salary or fringe benefit compensation. A letter of request for this extension must be submitted to the Superintendent, and, if appropriate, the Board of Education would consider the request at the next regular Board meeting.
- H. It is again noted that federal and state FMLA laws differ and the Superintendent and Director of Business Services can assist in choosing the best plan to meet your personal needs.
- I. Finally, the following is a brief summary of the difference between the state and federal laws:

Federal FMLA Plan Features:

- 1. Twelve (12) weeks during any twelve (12) month period (if spouses work for the same employer the total of both spouses leaves with respect to a single event cannot be greater than twelve (12) weeks).
- 2. Return to work with equivalent position if within the time frame of the FMLA leave.
- 3. May substitute paid vacation, personal or family leave and sometimes sick leave* for days absent.

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4. Employer continues to pay same share of health benefits.
5. Employer may require employee to keep employer informed of employee's status and intention to return.
6. Employee needs to inform employer of potential use of plan thirty (30) days in advance, if practical.

** Sick leave can be used for personal medical leave and family leave.*

State FMLA Plan Features:

1. Six (6) weeks for birth and adoption.
2. Two (2) weeks for family member.
3. Two (2) weeks for own medical care.
4. Return to work with an equivalent position.
5. May use paid or unpaid leave of any type (including sick leave and personal days).
6. Employee needs to inform employer of potential use of plan within a reasonable and practical period of time.
7. Foster care placement not included.

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STUDENT SAFETY

Facility Safety

The safety of students shall be assured through close supervision of students in all school buildings and on school grounds during school hours. Special attention shall be given to the following:

- A. Maintaining a safe school environment which is inspected regularly by the building custodian, the building principal, and the district safety coordinator. School personnel have a responsibility to report suspected safety problems to the proper authority.
- B. Close observation of safe practices on the part of all school personnel and students, particularly in those areas of instruction or extra-curricular activities which offer special hazards.
- C. Special instruction for students as germane to particular subjects such as lab courses in science, shop courses, and health and physical education classes.
- D. Providing, through the services of the school nurse or trained school personnel, such first aid care as needed in case of accident or sudden illness.
- E. School personnel are encouraged to become certified in First Aid and Cardiopulmonary Resuscitation. Courses in both will be offered as needed.
- F. Students are required to wear safety equipment and clothing deemed appropriate to the instructional or extra-curricular activity. Students are expected to conform with established safety procedures when participating in hazardous activities. Safety requirements will be based on national, state and local requirements. Reasonable judgment is expected of supervisory personnel. Failure to comply may result in removal from the respective activity.

Personal Safety

In addition to the above safety measures, school personnel are expected to be on the lookout for suspicious strangers loitering in or near school buildings. The principal is to be notified and the police should be called if the circumstances seem to warrant it. It is the responsibility of the principal to notify the other principals of the district (public and Parochial) and central administration.

Elementary staff should instruct students not to accept gifts or rides from strangers, and to notify school authorities, their parents, the police, or other adults of any suspicious persons. A protective behaviors curriculum will be established and offered to children in grades K-8.

In the event of a custody situation, the district personnel are instructed not to get involved in family conflict. It will be the responsibility of the parents to provide a copy of any restraining order issued by the courts. This order will be kept in the principal's confidential file.

District personnel are to contact the local police in the event a restraining order is violated.

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Crisis Manual

The school district crisis manual shall become part of these guidelines to further protect the health and safety of students. The manual is reviewed and revised as needed coordinated by the Director of Student Services.

Student, Staff, and Department Handbooks

The safety procedures outlined in all other school district student, staff, and department manuals shall be reviewed by the responsible administrator and shall become part of these guidelines.

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PROFESSIONAL STAFF EVALUATION

- I. The primary purposes of evaluation are to improve student learning and instruction and to evaluate the performance of staff members. The process must be one that encourages growth and renewal, challenging all educators to accomplish identified goals. Administrators, responsible for the supervision and evaluation of professional staff members, will inform staff members of the evaluation procedures and instruments to be used.
- II. Procedures and instruments to be used, when applicable, during the evaluation cycle will include, but not be limited to, the following:
 - A. Pre-observation – input from the staff member prior to an observation as to their goals and objectives and how those goals support the overall mission of the building and student learning.
 - B. Formal and informal observations – formal and informal observations and walk-throughs (focused classroom visit or observation for a brief period of time; approximately 3-5 minutes) by the administrator will be scheduled or unannounced.
 - C. Post-conference – this follow-up discussion shares the data collected, evaluates the staff member's performance, and allows for input toward professional development.
 - D. Formal summative evaluation – the formal summative evaluation document is reviewed by the administrator with the staff member. Completed evaluation forms are filed in the individual personnel file in the Superintendent's office.
 - E. Plan of assistance – as necessary, an individualized plan of remediation will be developed by the administrator with input from the staff member. The plan will identify areas of concern and will include improvement recommendations, timelines, resources, and follow up.
- III. The formal evaluation cycle shall include, at a minimum, the following:
 - A. Probationary professional staff – all newly-hired professional staff members will serve a three-year probationary period from the date of hire. During each of the years of probation, the following procedure will be used:
 1. A minimum of two formal observations by the principal or supervisor with written summaries reviewed in a personal follow up conference with the staff member.

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2. During the first semester, the two formal observations will be announced and scheduled ahead of time, and others may take place unannounced along with walk-throughs.
 3. Walk-throughs may take place at any time throughout the school year, which the administrator will choose to be announced or unannounced.
 4. During second semester, a formal summative evaluation will take place based on walk-throughs, the two prior formal observations, and progress on professional development goals followed by a conference with the principal or supervisor.
 5. The above process will be followed for each of the three years of probation.
- B. Non-probationary Professional Staff – once a staff member has completed successful probation, they will be placed on a three-year evaluation cycle, unless the administrator determines the need for more frequent observations and evaluations. The following procedure will be followed:
1. A minimum of one formal summative evaluation during the second semester including the follow up conference.
 2. Announced and unannounced walk-throughs will take place throughout the course of the school year.
 3. The walk-throughs, any formal observations, and the summative evaluation will reflect identified instructional and professional development goals along with professional responsibilities outside of the regular school day.
 4. An additional goal for the evaluation of non-probationary staff members is as follows: The intent is to take the staff member where they presently are and help them move to a higher level of performance.
- IV. District Office administrators will not generally be involved in professional staff evaluations. On occasion, the principal may request their assistance in observing a professional staff member for the purpose of assisting the principal in the evaluation process. When this happens, the staff member will be notified of their involvement.
- V. All original evaluation documentation must be submitted to the Superintendent's Office prior to June 20th of each school year to be placed in personnel files.

Approved: 8/18/04

Revised: 11/17/09

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DISTRICT CLOCK HOURS / GRADUATE CREDITS

- I. The purpose of the guideline is to provide further direction and guidance for the use of district clock hours and graduate credits related to professional growth as outlined on the chart located on the back of this page.
- II. Definition of District Clock Hours
 - A. District Clock Hours are accumulated outside of the contract day
 - B. District Clock Hours may be accumulated for advancement on the pay scale
 1. Thirty (30) District Clock Hours is equivalent to one (1) graduate credit
 2. A limit of five (5) credits for lane changes may be obtained in this manner
 - C. District Clock Hours may be accumulated for reimbursement
 1. Thirty (30) District Clock Hours can be submitted for a \$150.00 reimbursement
 2. Teacher must record the applicable District Clock Hours on the District approved "Professional Improvement Program Individual Record Form" and submit this form as their request for reimbursement
- III. Also, it is noted that the Superintendent provides final approval and has the authority to make decisions about clock hours and graduate credits, which may not be specifically addressed in this chart.
- IV. Please refer to Administrative Guideline 3120.02 for additional information related to graduate credits and movement on the pay scale.

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Continuing Education Program / Clock Hour Acquisition for Members of PWSEA

Description of Activity Prior Approval by an Administrator required	District Clock Hours	Advance on salary scale?	Documentation required	Notes for clarification
Graduate courses	Not applicable	If approved by Superintendent. (if District Clock Hours are used)	Transcripts with passing grades and attendance verification.	Option for either salary advancement, district reimbursement of graduate course, <u>or</u> clock hours. Maximum limit 8 clock hours per course
Conference / Workshop / Seminar (Except during WEAC Days)	YES if no cost to the district (including cost of substitute)	Possible (if District Clock Hours are used)	Attendance verification by sponsoring agency. (NOTE: Teacher is responsible for attaching the necessary forms.)	District Clock Hours only if no cost to the district for the conference, including cost of sub Maximum limit: 8 hours per event. Grad Credit Option if staff member pays all costs and receives prior approval of the Superintendent, then this may be used for advancement on the salary scale
Other institutional courses (Non-graduate level credit)	YES	Possible (if District Clock Hours are used)	Transcripts with passing grades and attendance verification.	e.g. Technical Colleges, Learning Institutes
Educational travel with students	YES	Possible (if District Clock Hours are used)	Written documentation/report describing relationship to the curriculum.	District Clock Hours only if no cost to the district for the conference, including cost of sub Maximum limit: 8 hours per event.
Internal staff training	YES	Possible (if District Clock Hours are used)	Attendance sign-in sheet submitted by trainer.	e.g. Employee Support Program training, Lighten Up Focus Group, or other approved training programs.
District committee work	YES	Possible (if District Clock Hours are used)	Attendance sign-in sheet submitted by committee chair and signed by administrative liaison.	All accumulated time must occur past the contract day.
Curriculum writing	NO Hourly rate as outlined in PWSEA contract	NO	Hourly time sheets turned in and approved by administrative liaison.	Prior approval must be approved via the Curriculum Leadership Committee process. The rate of pay is at the "Additional Payment" rate established by the PWSEA contract.
District mentor program (for the mentor)	YES	NO	Attendance and time sheet submitted to administrator and approved by the superintendent.	The rate of pay is at the "Additional Payment" rate established by the PWSEA contract

Cross Reference:

Administrative Guideline 3120.02 – Graduate Credit Advancement on the Pay Scale

Approved: 11/17/04

Revised: 12/18/08; 9/13/11

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FAMILY AND MEDICAL LEAVE ACT

The school district shall follow the state and federal laws related to the Family and Medical Leave Act. Employees must make a formal written request to the Superintendent for leaves of absence covered by this act specifying dates, reason, and possible use of accumulated sick leave. The Superintendent, acting on behalf of the Board, shall make a decision on the request based on the most factual information available related to federal and state laws and employee personal information.

Approved: 8/18/04

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JOB-RELATED EXPENSES

- I. School District personnel and officials who incur approved expenses while performing authorized duties shall be reimbursed either partially or fully in accordance with the following guidelines:
 - A. Mileage rate – when approved by the administrative supervisor, the mileage accrued on personal vehicles when performed for official school business shall be reimbursed. The amount paid will be the allowable mileage rate as defined by IRS for business driving expenses to a maximum of \$0.50/mile. Mileage distance is determined from the employee's building to their destination, or from employee's point of origin to their destination, whichever is shorter.
 - B. In-District meal reimbursement – it is recognized that some activities require that personnel be kept intact as a group during mealtime. Reimbursement for meals requires advance approval of the supervising administrator.
 - C. Out-of-District travel – all personnel must obtain written approval from their immediate supervisor and the Director of Special Services, in that order, prior to any extensive planning for out-of-district travel. Approved travel reimbursement is subject to the following:
 1. Mileage and/or transportation – transportation reimbursement shall be at the least cost for the District. Reimbursement shall be based on the least expensive means; i.e. coach airline fare. In addition, mileage from the school to the airport and transportation expenses from the airport to the convention center are a normal part of transportation expenses.
 2. One-day seminars, meetings, and conventions – meal expenses are the responsibility of the attendee unless the meal is included as part of the event cost.
 3. Seminars, meetings, and conventions attended for professional advantage of the employee and the District lasting 2 or more days
 - a. Claims for lodging expense reimbursement may be made by submission of original itemized receipts documenting the expense. Lodging expenses shall be limited to the single occupancy rate of the room and any related room tax. The choice of lodging shall be based on cost with consideration given to accessibility in conducting business. In some instances, the arrangements for lodging are made by

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a convention housing bureau which may impact on the employee's choice of location and cost. Whenever possible, lodging arrangements shall be made using a District purchase order to avoid state sales tax on room charges.

- b. Meals (including tax and 20% maximum gratuity) will be reimbursed to a maximum of breakfast - \$8.00; lunch - \$12.00; dinner - \$22.00. No meal will be reimbursed without an itemized receipt.
 - c. The registration fee for a convention is a reimbursable expense and not part of the per diem limitation. Complete costs of luncheons and/or banquets associated with the convention registration shall be paid in full.
 - d. Hotel expenses will only be reimbursed for locations that are greater than fifty (50) miles from the District. If multiple employees are attending the same conference, the expectation is that same gender employees will double up. If the employees choose not to double up, both employees will be responsible for half of the cost of the rooms.
- 4. For seminars or other meetings where attendance is directed by statute, directive from the Department of Public Instruction or the Board, or specifically requested and/or approved by the Superintendent and/or Board action, expense reimbursement shall be in full.
 - 5. Shuttle transfers, parking costs, and phone calls associated with official school business shall be paid in full with appropriate receipts.
 - 6. Internet service will only be reimbursed if it is necessary to perform District responsibilities and must be pre-approved.

D. Reimbursement requirements / restrictions

- 1. All expense reimbursement claims shall be accompanied with receipt justification for expenses. Lack of such receipts is cause for nonpayment, unless authorized by the Superintendent. The accuracy of reimbursement information is the responsibility of the employee and the immediate supervisor.
- 2. The Board will not reimburse employees or officials for liquor or entertainment expenses.

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3. Gaming/casino property lodging and meal expenses will not be reimbursed.

E. Other compensation

1. The District will not grant expense reimbursement to an employee if the same costs are also reimbursed by a source outside of the District.
2. Any employee called for jury duty or subpoenaed to serve as a witness in an action arising as a result of employment with the Board shall be paid regular wages. However, the employee shall turn over to the District, any money excluding mileage allowance received as a result of such jury duty or witness service. Employees must return to work as soon as possible, if dismissed from jury duty before the end of the employee's workday.
3. Compensation from other sources (e.g. honorariums) may be accepted by the employee if the day has been approved as a personal leave / vacation day, or the compensation must be submitted to the District.

F. Traveling with others – travel expenses are reimbursable for designated employees only. With respect to lodging, the amount reimbursable shall be equal to the rate for a single room. This amount shall be entered by the hotel clerk if different from the invoice.

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STUDENT AND STAFF PICTURES ON THE DISTRICT WEBSITE

Website Use of Photographs

In an effort to promote the activities and the efforts of our students and staff members within the District, pictures of individual students and/or staff can be included on the District Website with the following conditions:

- A. No captions will include the name(s) of individual(s) in the picture.
- B. No pictures of students in small group or individual settings will be used if the parent of a student in the photograph has returned the form restricting the use of their student's photo.
- C. No pictures of staff members will be used if the staff member has a letter on file with the Director of Business Services requesting their photograph not be used on the site.

Website Content

Staff members are responsible for the content of their Web page within the District Website, as well as, the content contained in the links provided. If staff members utilize student work, they also have the responsibility of screening content to make certain that the information falls within District Policy and Administrative Guidelines.

Approved: 8/24/05