

# MEDFORD AREA PUBLIC SCHOOL DISTRICT

## Board of Education Policy Committee Meeting

District Office  
124 W. State Street  
Medford, WI 54451

**September 6, 2023**  
**11:00 a.m. – 1:00 p.m.**

### AGENDA

#### Policies for Second Reading

EBA	Buildings and Grounds
EBBB	Accident Reports
EBBC	Pool Operation
EBCA	Staff/Student Death
EBCAA	Memorials

(Motion to accept 2<sup>nd</sup> reading)

#### Policies for First Reading

ECA	Buildings and Grounds Security
ECAA	Access to Buildings
ECAB	Vandalism
ECAC	Unmanned Aerial Vehicles on School Property

#### Review/Consideration

Professional Staff Handbook – 5.9 Mentor Pay  
Professional Staff Handbook – 5.11 Education Credit Reimbursement

#### Editorial Changes

**Any other policy business that may arise.**

**Next Meeting Date: Wednesday, October 4, 2023**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
SCHOOL BOARD POLICY HANDBOOK**

**September 6, 2023**

**SECOND READING**

<b>Policy Code</b>	<b>Policy Title</b>
EBA	Buildings and Grounds
EBBB	Accident Reports
EBBC	Pool Operation
EBCA	Staff/Student Death
EBCAA	Memorials

**FILE: EBA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: February 19, 1980    FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: November 21, 1991    POLICY TITLE: BUILDINGS AND GROUNDS**  
**DATE REVISED: March 19, 1998                          INSPECTION**  
**DATE REVISED: December 16, 2004**  
**DATE REVIEWED: January 3, 2013**  
**DATE REVISED: September 21, 2017**  
**DATE REVISED:**

The district administrator or their designee shall, at least annually, together with the building principals, inspect school buildings, rooms, furniture and apparatus, heating and ventilating and report to the board of education any defects which may:

- Impair the health of teachers and students.
- Interfere with the efficient operations of the schools.
- Address the immediate and future needs of education.
- Identify repairs, replacements and maintenance needed.

Any defects will be corrected in accordance with state laws and regulations.

Principals are responsible for day-to-day health and safety in their buildings and shall conduct periodic inspections of their buildings and grounds.

**CROSS REFERENCE:**

**LEGAL REFERENCE: §115.33, 121.02(1)(i), Wis. Stats. & PI 8.01(2)(i), Wis.  
Admin. Code**

*2.*

**FILE: EBBB**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** December 19, 1991    **FILE SECTOR:** SUPPORT SERVICES  
**DATE REVISED:** December 16, 2004    **POLICY TITLE:** ACCIDENT REPORTS  
**DATE REVIEWED:** January 3, 2013  
**DATE REVISED:** September 21, 2017  
**DATE REVISED:**

In order to expedite prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately. A written accident/injury report shall be completed and filed on the same day the accident or injury occurred, except under extenuating circumstances. Accidents or injuries involving employees shall be reported to the employee's immediate supervisor.

Accidents involving students shall be reported to the building administrator, or designee, by the supervisor in charge of the student activity. Parents may be notified at the discretion of the building administrator or designee.

**CROSS REFERENCE:**

**LEGAL REFERENCE:** §118.125, 121.02(1)(g)(i), 146.81-146.84 Wis. Stats. & PI  
8.01(2)(g)(i), Wis. Admin. Code

**FILE: EBBC**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: August 16, 1990**      **FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: December 16, 2004**      **POLICY TITLE: POOL OPERATION**  
**DATE REVISED: January 17, 2013**  
**DATE REVISED: September 21, 2017**  
**DATE REVISED:**

Medford Area Public School District shall take all reasonable steps to protect the safety of students and others using the pool or in the pool area. The Aquatic Director and/or their designee shall coordinate pool usage, hire and assign lifeguards and be responsible for the general supervision of the pool operation.

For district pool duties and responsibilities, refer to the lifeguard manual and pool supervisor's manual.

**CROSS REFERENCE: EBBC-R**

**LEGAL REFERENCE:**

**FILE: EBCA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED:** July 19, 2001                      **FILE SECTOR:** SUPPORT SERVICES  
**DATE REVISED:** December 16, 2004           **POLICY TITLE:** STAFF/STUDENT DEATH  
**DATE REVISED:** January 17, 2013  
**DATE REVISED:** October 30, 2017  
**DATE REVISED:**

Medford Area Public School District is aware of the need to convey concern, sympathy and shared loss for those grieving a deceased staff member or student. The district has an obligation to provide educational services to those students not affected by the death. The district shall do this in a manner which is mindful of students or peers who may experience difficulty with the grief process. Support will be provided for anyone seeking it.

The building administrator is responsible for developing, coordinating and implementing the district plan of services in the event of a student or staff death. Open communication among all school staff and sensitivity to the impact of trauma is critical to the implementation of a school-wide program.

**CROSS REFERENCE:** EB, EBCA-R, EBCE, IGAC, KBC, KG, KNAJ, JE, JFCK,  
Employee Handbooks & District Safety Response Plan

**LEGAL REFERENCE:**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: July 19, 2001                      FILE SECTOR: SUPPORT SERVICES  
DATE REVISED: December 16, 2004            POLICY TITLE: STAFF/STUDENT DEATH  
DATE REVISED: January 17, 2013  
DATE REVISED: October 30, 2017  
DATE REVISED:

The building administrator is responsible for the plan of service including recognition, funeral service and support resources.

**RECOGNITIONS**

In the event of the death of a student or staff member, the district administrator and the director of student services shall be contacted. The director of student services shall be responsible for notification of building level administrators and student services staff. The district administrator shall be responsible for notification of appropriate district office personnel and the board of education (BOE).

The building administrator shall, in the event of the death of a student or staff member, consult with a representative of the family of the deceased to determine the family's wishes with regard to funeral arrangements, reclamation of personal property at school and how the school plans to recognize the death. All building information pertaining to recognitions, funeral arrangements, support resources and facility use shall be communicated to the district administrator or their designee.

Staff Member

In the event of the death of a staff member, the administration shall, on behalf of the BOE, recognize the death by sending a floral arrangement or memorial to the family.

Student

The building administrator or designee shall read the following statement to the entire school at the beginning of the school day: "I am sorry to inform you that (First / Last Name of Student) died on (day / date). At this time, out of respect for (First Name), we will have a moment of reflection. . . . .Thank you."

**FUNERAL ATTENDANCE**

In the event of the death of a student or staff member, the building administrator shall consult with a representative of the family of the deceased to determine the family's wishes with regard to funeral service attendance by staff and students.

Students may be given information directly regarding funeral arrangements. Parents/guardians/legal custodians of younger students may call the building office for information if they so choose. Responsibility for student attendance and behaviors of the student at funeral services is the responsibility of the parent/guardian/legal custodian. Absences that are pre-approved for funeral services shall be an excused absence.

#### Staff Member

Administrative representation from the building in which the staff member was employed, guidance counselor(s), an immediate supervisor (if other than the building administrator) and departmental peers shall be given preference in attending the funeral. Staff members who are relatives may be granted funeral leave. Funeral leave and substitutes shall be dealt with via administrative operational procedures.

#### Student

An administrative representative from the building, in which the student was enrolled, the student's guidance counselor and no less than one of the student's teachers shall attend funeral services. Classroom teacher(s), special education teacher(s), Title 1 staff and any others who had scheduled on-going contact with the student shall be given preference in attending the funeral. A staff member who is a relative may be granted funeral leave. Funeral leave and substitutes and funeral attendance should be dealt with via administrative operational procedures.

### **DISTRICT SUPPORT RESOURCES**

At the earliest possible time, the building administrator(s) shall conduct a staff meeting to provide available factual details. Those details shall be delivered by staff to the student body as directed by administration. All district student services staff shall attend the staff meeting in the building in which the staff person was assigned or in which the student was enrolled. In the case of the death of a student, a student services provider assigned to any building where siblings of the deceased is/are enrolled shall return to the building of the sibling(s) and share the available factual details with the building administrator(s) and classroom teacher(s). All other student services staff shall remain with the building population most affected by the death until such time as the director of student services and/or the building administrator determine it is no longer necessary or there is a need to be reassigned to another building. In the event additional student services staff are necessary, the building administrator and director of student services shall contact adjacent school districts and request additional resources.

### **COMMUNITY SUPPORT RESOURCES**

The building administrator shall consult with a representative of the family to determine what if any recognition or school/community support services should be provided. The building administration may also determine to provide resources from the religious community, county human services or private providers as non-sectarian counselors for staff and/or students. The building administrator and director of student services shall determine appropriate agency or clergy contacts, and afford these groups the opportunity to provide non-sectarian grief counseling on school grounds if appropriate and/or necessary. In the event that a local religious organization would find it beneficial to hold a before or after school memorial service off school grounds for students, the building administrator shall announce the location and time of that service to the student body or provide time and location information to the parents of younger students. Attendance at memorial services shall be the responsibility of the parent/guardian/legal custodian(s).



## **ADMINISTRATIVE RESPONSIBILITIES**

The building administrator and director of student services shall jointly prepare a statement when appropriate and/or necessary with regard to the availability and location of counseling services for staff and/or students. Announcements shall be made to the public via radio or other media when appropriate and/or necessary.

In the event of a death of a student or staff member when school is not in session the building administrator shall, upon being contacted by a representative of the family of the deceased, use their discretion with regard to recognitions.

In the event of the use of school facilities, the building administrator shall assure compliance with BOE policy KG - Community Use of School Facilities.

In the event of a crisis situation as described or determined by the District ~~Crisis-Intervention~~ **Safety Response** Plan and/or the district administrator or their designee, the building administrator shall assure compliance with the District ~~Crisis-Intervention~~ **Safety Response** Plan.

In the event of an on-going police investigation, the building administration shall assure compliance with BOE policy KNAJ - Relations with Police Authorities.

In the event of a suicide or suspected suicide the building administrator and director of student services shall assure compliance with BOE Policy JHH - Suicide Prevention.

In the event of a death or suicide the building administrator shall refer media requests for interviews or access to schools to the district office or official district spokesperson. Other media situations shall be addressed following the guidelines provided in the ~~Crisis-Intervention~~ **District Safety Response / Safety** Plan.

**CROSS REFERENCE: EB, EBCA-R, EBCE, IGAC, KBC, KG, KNAJ, JE, JFCK,  
Employee Handbooks & District Safety Response Plan**

**LEGAL REFERENCE:**

**FILE: EBCAA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: May 19, 2011**      **FILE SECTOR: SUPPORT SERVICES**  
**DATE REVISED: October 30, 2017**      **POLICY TITLE: MEMORIALS**  
**DATE REVISED:**

A memorial honoring a deceased student or employee may be accepted for display in the school for a period not to exceed five years, when it will be returned to the family, guardian or closest relative.

Memorials or donations consisting of scholarships, awards, donations of instructional materials and living memorials such as trees, plants, etc. are permissible with the approval of the district administrator and/or the building administrator. Plaques identifying the deceased must be made to be removable at the end of five years.

All plaques/pictures should be discreet, in harmony with their proposed setting and require preapproval from the district administrator and/or the building administrator. Items may not be larger than 8" x 11" in size.

**CROSS REFERENCE: EBCA**  
**LEGAL REFERENCE:**

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

September 6, 2023

## FIRST READING

Policy Code	Policy Title
ECA	Buildings and Grounds Security
ECAA	Access to Buildings
ECAB	Vandalism
ECAC	Unmanned Aerial Vehicles on School Property

**FILE: ECA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b>	<b>February 19, 1980</b>	<b>FILE SECTOR:</b>	<b>SUPPORT SERVICES</b>
<b>DATE REVISED:</b>	<b>January 16, 1992</b>	<b>POLICY TITLE:</b>	<b>BUILDINGS AND</b>
<b>DATE REVISED:</b>	<b>October 15, 1998</b>		<b>GROUND SECURITY</b>
<b>DATE REVIEWED:</b>	<b>December 16, 2004</b>		
<b>DATE REVIEWED:</b>	<b>January 17, 2013</b>		
<b>DATE REVISED:</b>	<b>October 30, 2017</b>		
<b>DATE REVIEWED:</b>			

Security should mean not only maintenance of a secure (locked) building but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The board of education encourages close cooperation with local law enforcement, fire departments, state and federal authorities and insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited. An adequate key control system shall be established, which will limit access to buildings to authorized personnel.

Records and funds shall be kept in a safe place and secured as required.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when deemed appropriate.

**CROSS REFERENCE: DM & ECAA**  
**LEGAL REFERENCE:**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 19, 1980      FILE SECTOR: SUPPORT SERVICES  
DATE REVISED: January 16, 1992      POLICY TITLE: ACCESS TO BUILDINGS  
DATE REVISED: December 16, 1999  
DATE REVISED: November 20, 2003  
DATE REVISED: December 16, 2004  
DATE REVIEWED: January 17, 2013  
DATE REVISED: December 21, 2017  
DATE REVISED:

Under the general supervision of the district administrator or his/her their designee, all keys for a given building shall be controlled by the building principal administrator who shall keep on file, readily accessible, a key receipt agreement for every authorized user. These agreements must be made available for inspection by the district administrator or his/her their designee when requested. Each principal building administrator shall deposit with the district office, one complete set of keys for every portion of his/her their building.

Employees of the district may be issued keys according to the approved key assignments procedures. No student may be issued keys unless employed by the district.

Employees to whom keys have been issued shall return all keys to their principal building administrator when checking out at the end of the school year. Building principal administrator may make exceptions to this for employees who require keys during the summer, but such exception must be noted and dated on the key receipt agreement at the end of each school year. Limited term employees shall turn in their key(s) immediately following the completion of their paid service including non-teacher coaches. In the event of termination of employment, employees shall turn in all district keys before receiving their final paycheck. In the event of immediate discharge or administrative leave, pending investigation, employees shall remit all keys in their possession to the building principal administrator. ~~or administrative supervisor.~~

Community members using a district building shall make prior arrangements in accordance with board policy and keys shall be issued to such persons following the approved key assignment procedures.

All issued keys are the property of Medford Area Public School District (MAPSD) and shall not be duplicated in any form, or loaned to another individual under any circumstance.

CROSS REFERENCE: GBCAA & KG  
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: December 16, 1999 FILE SECTOR: SUPPORT SERVICES  
DATE REVISED: November 20, 2003 POLICY TITLE: ACCESS TO BUILDINGS  
DATE REVISED: December 16, 2004  
DATE REVISED: December 21, 2017  
DATE REVISED:

All employees issued keys shall complete a key receipt agreement (ECAA-R-E). In the event that a key is lost or stolen, the building principal administrator shall be notified immediately. The building principal administrator will contact the district administrator. A decision will be made whether or not to alter the access hardware/software in the affected area and issue new key(s) or replace as appropriate.

If the decision is made to alter the access hardware/software in an affected area, that decision will be documented and the date of completion will be noted. A copy of the documentation will be forwarded to the district administrator.

Community members may not possess a building key except as provided below:

- Keys will only be issued to adults (persons 18 years of age or older).
- Keys will be given out one day before a weekday activity or on Friday before a weekend activity, and must be returned on the day of the activity if the building office is open or on the first business day after the activity.

Community members will pay a \$50.00 deposit for use of a school key. Should the key be lost, the \$50.00 deposit will be forfeited.

When using a school building, the adult supervisor of the activity shall:

- Be responsible for the security of the building.
- Inspect all accessible portions of the building both before and after the group's usage.
- Report any damage to the building, in writing, to the building principal administrator when returning the building key.
- If suspicious strangers or intruders are present, or disruptions occur, contact a building supervisor. If a building supervisor is not available, call law enforcement.
- Report the presence of strangers or intruders in the building, in writing, to the building principal administrator when returning the key.
- Monitor the building door when it is open.
- Lock the door when a monitor is not available.

Any exceptions to the above procedures shall be approved by the building principal administrator with notification to the district administrator or designee.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

KEY RECEIPT AGREEMENT (School Employees)

I, the undersigned, hereby acknowledge receipt of the key(s) described below. *I understand that the key(s) issued is (are) the property of the Medford Area Public School District MAPSD, and shall not be duplicated in any form or loaned to another individual under any circumstance.* I agree that it is my responsibility to promptly report any loss or theft of said key(s), and that said key(s) is (are) to be returned upon request, or when my need for said key(s) no longer exists. I further understand that failure to comply with any of the above provisions of this agreement may result in disciplinary action(s).

<u>Key #/Code</u>	<u>Sequence #</u>	<u>Accesses</u>	<u>Required Return Date</u>	<u>Date Returned</u>	<u>Initials</u>

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

Verifying Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

14.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

KEY RECEIPT AGREEMENT (Vendor/Community Non-School Employees, etc.)

I, the undersigned, hereby acknowledge receipt of the key(s) described below. I understand that the key(s) issued is (are) the property of the Medford Area Public School District MAPSD, and shall not be duplicated in any form or loaned to another individual under any circumstance. I agree that it is my responsibility to promptly report any loss or theft of said key(s), and that said key(s) is (are) to be returned upon request, or when my need for said key(s) no longer exists. I further understand that loss of said key(s) will result in a \$50.00 assessment.

Table with 6 columns: Key #/Code, Sequence #, Accesses, Required Return Date, Date Returned, Initials. The table contains 14 empty rows for data entry.

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

Verifying Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

A \$50.00 key deposit was received by \_\_\_\_\_

A \$50.00 key deposit was returned / not returned on \_\_\_\_\_ (circle one) Date Initials

If not returned, please document the reason. \_\_\_\_\_



FILE: ECAB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 19, 1980      FILE SECTOR: SUPPORT SERVICES  
DATE REVISED: January 16, 1992      POLICY TITLE: VANDALISM  
DATE REVISED: December 16, 2004  
DATE REVISED: January 17, 2013  
DATE REVISED: December 21, 2017  
DATE REVISED:

Because incidents of willful or malicious abuse, destruction, defacing and/or theft of **Medford Area Public** School District property ~~of the school district~~ are clearly contrary to the best interests of the district and injurious to the rights and welfare of the entire community, It is the ~~policy of the board of education~~ **policy** to pursue, where deemed necessary, legal action against persons found to have committed such acts.

Full restitution for the damage caused may be sought from such persons -- or, in the case of minors, from their parent(s)/guardian(s) -- subject to the **state** laws. ~~of this state.~~

The district administrator and/or the building ~~principal~~ **administrator** is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property, and is further authorized to delegate, as ~~he/she~~ **they** see fit, authority to sign such complaint and to press charges.

**CROSS REFERENCE:**

**LEGAL REFERENCE:** §895.035, 895.77(2), 943.012, & 943.70 Wis. Stats.

16.

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: November 19, 2015 FILE SECTOR: SUPPORT SERVICES**  
**DATE REVIEWED: POLICY TITLE: UNMANNED AERIAL**  
**VEHICLES ON SCHOOL PROPERTY**

The policy for Unmanned Aerial Vehicles (UAVs) or drones focuses on public safety and the facilitation of event planning and administration. The use of drones/UAVs for any purpose may be permitted at outdoor events only, provided the following conditions and requirements are satisfied:

- A. Drone operation at events requires Certificate of Authorization (COA)—or the necessary 333 Exemption—as issued by the FAA when required by law, advanced written consent (at least 24 hours) from the WIAA executive office, as well as approval of host facility event management.
- B. A signed agreement holding the ownership and operators of event facilities and the District harmless from any claims of harm to individuals or damage to property. In addition, UAV operators must provide event management proof of insurance with liability limits of not less than \$1 million that identifies the WIAA and its member school as additionally insured.
- C. UAV controllers must maintain line of sight at all times during operation and are prohibited from flying UAVs over playing surfaces, seating and spectator areas where and when people are present, as well as event parking areas where and when people and vehicles are present.
- D. UAV controllers and their employers are responsible for ensuring operators are trained in the use of the drone that they operate. UAV operators must be aware of the risks that include, but not limited to, personal injury and property damage caused by the UAV as a result of weather, operator error or judgement, and failure of device systems and equipment.
- E. When recording or transmitting visual images, UAV controllers must avoid areas reasonably considered private in accordance with social norms. These areas include, but are not limited to, restrooms, locker rooms, individual residences and health treatment rooms. In Wisconsin, it is a misdemeanor to use a drone to “photograph, record, or otherwise observe another individual in a place where the individual has a reasonable expectation of privacy.” (Wis. Stat. §942.10).

Medford Area Public School District shall refuse admission to any individual or group attempting or intending to use a UAV without authorization. Event host managers are authorized to suspend play, if necessary, to remove and confiscate any authorized or unauthorized use of a UAV in prohibited areas during events. Failure to follow this policy may result in District sanctions, as well as local, state and federal penalties if applicable. This policy will be updated as deemed necessary to reflect changes in administrative policies, as well as federal, state and local regulations.

Drone Requirement Checklist at Events:

- FAA approval with Certificate of Authorization or necessary 333 Exemption
- District Staff approval
- Venue host administration approval
- Proof of insurance as required by this policy
- Statement that the operators are trained in the use of the UAV

**CROSS REFERENCE: District Safety Response Plan, EB, EBC, EBCE, KG**

**LEGAL REFERENCE: Wis. Stat. §114.04, §175.55, §175.55(1)(a), §175.55(2) §942.10,**

# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

September 6, 2023

## Review/Consideration

Policy Code	Policy Title
	Professional Staff Handbook – 5.9 Mentor Pay
	Professional Staff Handbook – 5.11 Education Credit Reimbursement

## 5.7 Homebound Teaching

When homebound instruction exceeds one (1) week and the professional staff member must visit the student after regular school hours, the professional staff member shall meet with the principal and determine the educational program needed. Once the need is determined, the professional staff member shall indicate to the principal whether their wishes to act as the homebound professional staff member. If the professional staff member accepts the position, the professional staff member shall be paid mileage at the district rate and paid the preparation period substitute rate per hour of actual instruction time. The district may contract with other schools or individuals to accommodate the homebound student.

## 5.8 Summer School Pay

The board shall pay \$23.00 per hour for summer school pay except for those professional staff grandfathered at a higher rate of pay.

## 5.9 Mentor Pay

Teachers who are assigned to serve as a mentor will be compensated at a rate of \$1,000 per year.

~~First (1<sup>st</sup>) year mentor will be paid \$820.00 per year and after the first (1<sup>st</sup>) year will be paid \$515.00 per year.~~

## 5.10 Evaluation of Professional Staff – Policy AFC

The Medford Area Public School District Board of Education directs the district administrator or his/her designee and the administrative staff to develop evaluation procedures and techniques. Evaluations shall be conducted in accordance with state law and district procedures.

All professional staff will be evaluated annually during the first three years of employment and at least once every three years thereafter.

Administrators may request that a professional staff member not complete summary year requirements annually for the second and/or third years of employment. This request must be approved by the district administrator and the board must be informed prior to the start of the school year.

All teachers who are considered “proficient” on the TeachScape evaluation will receive the district percentage increase. Any teacher on a plan of improvement will be frozen until they are off the plan.

## 5.11 Educational Credit Reimbursement and Advancement Plan

The District shall reimburse a maximum of three credits per school year at a rate up to \$125.00 per credit for graduate course work which applies to a program that is relevant to an educational certification as recognized by DPI licensing. In addition, each National Board component completed is equal to three credits and will be reimbursed at the same rate per school year. All course work must be previously approved by the District. Any duplicate or nearly-identical credentials and/or degrees which have already been completed or earned by the professional staff member will be denied.

A teacher who finishes their master's degree will move over three cells on the salary schedule, one time, per master's earned. Official transcript showing degree and date earned must be submitted to the district office by September 1 for a pay adjustment that will begin with the first pay installment of the school year or February 1 for a pay adjustment that will begin the first pay installment in March.

A teacher who earns their National Boards for Professional Teaching Standards (NBPTS), Wisconsin Master Educator Assessment Process (WMEAP) or a Doctorate degree, will move two cells each year per the salary schedule guidelines and examples until they reach the end of the salary schedule.

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