



**THE SCHOOL DISTRICT OF
NORTH FOND DU LAC**

ASSOCIATE GUIDE
HOURLY WAGED SUPPORT STAFF

DISTRICT PURPOSE

We will...dedicate our work to serve, inspire, and Champion ALL NFDL students through love, laughter, and empathy, in a culture that creates intentional experiences for others (students, staff, families, community) SO that... together we will grow through meaningful relationships and reach high levels of achievement as WE passionately learn to become the best versions of ourselves. LET'S FLY!

“Working Together for the Success of All”

1115 Thurke Avenue
North Fond du Lac, WI 54937
Phone: (920) 929-3750 – Fax: (920) 929-3696
www.nfdlschools.org

THE SCHOOL DISTRICT OF NORTH FOND DU LAC
ACKNOWLEDGMENT OF RECEIPT OF
ASSOCIATE 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 Associate Guide for Support Staff (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 in the policies contained in the Guide or individual written employment agreement approved by the School Board, my employment is at will.

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.

*In addition to the Guide, I acknowledge that I have reviewed and completed the following trainings located on the Pitch (Staff Resource) Website:

Blood Borne Pathogens
Student Confidentiality
Mandatory Reporting

Employee Signature: _____

Print Employee Name: _____

Date: _____

Policies On-Line

Make sure to review all policies, specifically Section 4000

All Policies that govern employment in the School District of North Fond du Lac are available online at <https://go.boarddocs.com/wi/nfdl/Board.nsf/Public?open&id=policies>. Section 4000 contains the majority of policies that relate to Support Staff Associates. An Associate is responsible for being familiar with all policies that pertain to employment and expectations of an Associate in the District.

Please make sure to review new policy **1421 – Criminal History Record Check and Employee Self-Reporting Requirements**. This is a new policy that is a response to new legislation requiring all employees to report if they have had any arrests, indictments, convictions, no contest or guilty pleas, or any other adjudication for any criminal or municipal offense (THIS DOES NOT APPLY TO MINOR TRAFFIC/PARKING INCIDENTS). Also make sure to review policy **4310 – Employee Expression in Non Instructional Settings**, it was updated in April 2022.

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Associate Guide for Support Staff Introduction

Overview - Summary

The School District of North Fond du Lac (District) Associate Guide (Guide) – for Support Staff 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 support staff.

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 by creating an environment that promotes professionalism, allowing the District to recruit, attract, hire, develop and maintain a world-class education and support staff.

For the purpose of this guide, an associate is defined as any person that supports the education of students by supporting students, educators, facilities, community and each other. 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 Associates 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 associate. 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 Superintendent. None of the statements, policies, procedures, rules or regulations contained within the Guide guarantees employment or can be construed as an employment contract. Associates are considered “at will.” 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 superintendent.

Associate 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 *Associates 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 has for each Associate to perform to fulfill the tasks of supporting the education of students, communicating with the community and supporting the facilities. Any violation of the Associate Code of Ethics can result in disciplinary action, up to and including termination.*

OVERVIEW

- The associate strives to create an environment that supports all stakeholders (people) in the District.
- The associate acts with conscious effort to uphold high ethical standards.
- The associate accepts that every child has a right to an uninterrupted education free from strikes or any other work stoppage tactics and will perform his or her assigned role to best serve in his or her role to support the mission of the District.

PRINCIPLE I: Ethical Conduct toward Students

The associate accepts personal responsibility supporting his or her role character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. We believe all Associates are obligated to be role models of integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect for the law, for human life, for others, and for self. The associate, in accepting his or her position of public trust, measures success by the ability to perform his or her role to best meet the needs of students.

1. The associate follows state and federal laws as well as District policies to best serve and protect students.
2. The associate does not intentionally expose the student to criticism.
3. The associate does not reveal confidential information concerning students, unless required by law.
4. The associate makes a deliberate effort to protect the student from conditions detrimental to learning, health, or safety.

PRINCIPLE II: Ethical Conduct toward Practices and Performance

The associate assumes responsibility and is accountable for his or her performance and continually strives to demonstrate competence in the tasks necessary to perform his or her specific duty. Specific work expectations are found in the Job Description section of the Guide (included in the appendix). The associate works to maintain the dignity of the District and educational system by respecting and obeying the law, and by demonstrating personal integrity.

1. The associate applies for, accepts, or is assigned a position or a responsibility on the basis of professional qualifications and will adhere to the terms of his or her job descriptions.

2. The associate maintains sound mental health, physical stamina, and social abilities necessary to perform the duties of any assignment, this includes not being under the influence of alcohol or drugs (not including appropriately taken prescription medication) while at school.
3. The associate continues professional growth to make him or herself more valuable to the role he or she performs.
4. The associate complies with written local school policies and applicable laws and regulations that are not in conflict with this code of ethics.
5. The associate does not intentionally misrepresent official policies of the School District and clearly distinguishes those views from his or her own personal opinions.
6. The associate honestly accounts for all funds committed to his or her charge.
7. The associate does not use school or privileges for personal or partisan advantage.

PRINCIPLE III: Ethical Conduct toward Colleagues

The associate, in exemplifying ethical relations with colleagues, accords just and equitable treatment to all members of the District.

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

PRINCIPLE IV: Ethical Conduct toward Parents and Community

The associate recognizes that quality education is the common goal of the District and supports the goals of the District as he or she interacts with parents and community members.

1. The associate communicates to parents in a positive way that is in the interest of the District and students.
2. The associate seeks to understand and respect the values and traditions of the diverse cultures represented in the District and greater community.
3. The associate takes on a positive and active role in school/community relations.

Related Policies: Available online at - <https://go.boarddocs.com/wi/nfdl/Board.nsf/Public?open&id=policies>

Related Information: District Policy for Child Abuse and Neglect Reporting

Definitions of Employment

Associates (support staff) are hired as hourly employees. All state and federal statutes that apply to hourly employment apply to the employment of each associate. The benefits in the Guide will be allocated based on the average hours of weekly employment and the number of days in a year that each associate is employed. The breakdown of hourly waged categories is as follows:

Full-Time Associate (FTA)

Any associate that works an average of 37.5 or more hours and at least the length of the school year is considered a Full-Time Associate (example - Instructional Aide, Secretary, Custodian, Maintenance, etc.)

School Year Benefit Eligible Associate Category I (SYBEA-I)

Any associate that works an average of at least 35 hours a week and at least the length of the school calendar year is considered a School Year Benefit Eligible Associate Category I.

School Year Benefit Eligible Associate Category II (SYBEA-II)

Any associate that works an average of at least 30 hours, but less than 35 hours a week and at least the length of the school calendar year is considered a School Year Benefit Eligible Associate Category II.

Part-Time Associate (PTA)

Any associate that works less than 30 hours a week or is seasonally employed is considered a Part-Time Associate (School Lunch Aides, Other School Aides, Summer Help, etc.)

Benefits

Health and Dental

The Board of Education, through Insurance Committee input, reserves the right to change insurance plan structures, the amount of associate responsible deductible, amount of premium responsibility, carrier, and other elements of the insurance benefits. Insurance for eligible employees will end on the last day of the month in which the employee worked an insurance eligible job. See Wage and Summary Benefits for more information. FTA and SYBEA I pay the same percentage of premium that the Educators do. Taking unpaid leave will have an impact on the associate's cost of insurance.

SYBEA II are eligible for dental and medical benefits (but at 100% premium cost to the associate – this group is NOT eligible for the Cash-in-lieu) and Part-Time Associates are not eligible for health or dental insurance.

Cafeteria Plans

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

Life Insurance

The District will offer life insurance as an option at associate's expense.

Long-term Disability

The District will provide long-term disability insurance to all Associates at the District's expense (for FTAs and SYBEAs). The Board has the right to change the long-term disability plan and benefit structure.

Post-Employment Benefit

FTA or SYBEA-I are eligible for a post-employment benefit. Eligible Associates that retire with 15 years of service or more (as a FTA or SYBEA-I) to the District will be able to turn unpaid sick leave (up to 100 days) in for a Cash Payment. This benefit will be paid at \$100 per sick leave day accrued up to 100 for a maximum benefit of \$10,000. All IRS regulations and accounting laws will apply. In order to be eligible for this benefit the associate must submit, in writing to the superintendent, a 60 day notice of retirement.

Short-term Disability

The District will offer short-term disability as an option at the associate's expense.

Tax Sheltered Annuity Contributions

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

Wisconsin Retirement System

The eligible Associates shall be required to pay the employee share of the Wisconsin Retirement System contribution.

Calendar

Development

The calendar will be developed on a yearly basis by the District's Calendar Committee (led by appointed administrator). The 2023-2024 calendars are located on-line and in the Appendix.

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. ***Virtual Day Language** All schools in Wisconsin have instructional minutes that are set by the Department of Public Instruction (DPI). The total of the yearly instructional minutes at Secondary Schools includes the allocation of two "snow" days as a buffer to account for school closings related to inclement weather. Once these "snow" days are used, additional weather-related school closings can lead to a loss of instructional minutes that need to be made up by adding extra days or minutes to the current school calendar or daily bell schedule. As such, the School District of North Fond du Lac is going to establish Virtual Learning Days during weather-related school closings in the future. Virtual Learning Days will prevent adding additional days or minutes to the current school calendar or daily bell schedule at BAMS.

Virtual Learning Days will be announced to students, staff, and families via a District message in the event of school cancellation. Students will be expected to log into each class via Google Classroom and access an assignment posted by their instructor. Once the student completes the assignment and submits their work, their teacher will mark them present for that hour of

learning. Students will be highly encouraged to submit questions during virtual learning days to their teachers via email. Teachers will have office hours posted in their Google Classroom. As a friendly reminder, please make sure that students bring their Chromebooks and charger home on a daily basis, especially when the forecast may look favorable for some bad weather.

Virtual Learning Days - Details

- Teachers will post the day's lesson plan to their Google Classroom by 8:30 am. Students can find the plans in the module as well as in the announcement.
- Teachers will be available via email during their listed open office hours on Google Classroom. Students are encouraged to reach out to their teachers to ask questions and get support.
- Attendance will be taken based on the completion of assigned tasks. If a student is unable to complete assigned work due to extenuating circumstances, the student should inform their teacher upon returning to school or via email.

Compensation

Hourly Wages

FTA and SYBEA I benefits will remain the same as previous year for insurance eligibility and responsibilities. The WRS contribution will be determined based on WRS rates that are mandated to the District. If an associate's employment is terminated in a benefit eligible position, his or her benefits end at the end of the month last worked.

Extra Duty Pay

Associates can only work extra duty events if approved by the district administration (this hourly wage would be at \$10.00 per hour) and the athletic director. Overtime will not be paid for Associates that, in combination with regularly assigned hours, accumulate over 40 hours in a week. This is permissible by state and federal statute given the job responsibilities of extra duty work is significantly different from the associate's regular job responsibilities. Legal validation for this consideration is found in 29 USC SS203(a)(4); 29 CFR SS553.100 et seq. and 29 CFR 778.415 through 29 CFR 778.421.

Garnishments

Garnishments will be made according to State and Federal guidelines.

Holidays

All FTAs and SYBEA Is qualify for Holiday Pay (PTAs or SYBEA IIs are not eligible for Holiday Pay). The paid Holidays are only paid if the associate was scheduled to work on that day of the week as well as at least one week before the holiday and one week after the holiday (for instance instructional aides do not get paid for July 4th but get paid for all other Holidays).

Holidays: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Day, The Friday Before Easter, Memorial Day, The 4th of July

For FTAs if the Holiday is scheduled on a weekend then (including only secretarial, custodial and maintenance staff) the associate can work with his or her supervisor to schedule the Friday before or Monday after as a paid holiday.

Overtime

Any time worked over 40 hours a week will be compensated at 1.5 the hourly wage. All overtime must be approved by administration prior to working the overtime. Repeated unapproved overtime may result in disciplinary action up to and including termination. Use of sick leave, personal days or vacation will not result in overtime and may not be used to exceed the scheduled number of weekly hours.

Payroll

All Associates will be paid on the 15th of the month (or the last working day before the 15th if it occurs on a weekend or holiday) and the last working day of the month. All Associates that are hourly waged will be paid during the time he or she works (deferred payments over unworked months for hourly wage earners are not permitted).

Perfect Attendance

Any FTA or SYBEA I and II Associate that does not use any personal days, vacation days, sick leave, bereavement leave, unpaid leave or emergency leave will be paid a \$300 bonus on or before his or her July 15th payroll check (absences caused by Jury Duty will not count against perfect attendance). If the associate is hired after the 15th of September of the school year, he or she is not eligible for this benefit during that year.

Tracking Work Time

All Associates will be required to utilize the District provided computer time clock to clock in and out of work – including lunch hours (15 minute breaks, if allowed, are paid and will not be required to be clocked out). If an associate fails to clock in or out, they must immediately (within 24 hours) email his/her administrator and report the hours worked. Repeated failure to use the clocking program accurately may result in disciplinary action up to and including termination. Associates can only clock themselves in and out. **DO NOT CLOCK OTHER EMPLOYEES IN or OUT.**

Days of Employment – Data Sheet

All Associates will receive an annual work data sheet that will include:

- Expected Hours per Week
- Hourly Pay Rate and Level
- Job Assignment
- Insurance Eligibility
- Accrued Sick Leave
- Number of Personal Days Available
- Vacation Day Amount (if applicable)
- Any other Job Specific Information if Necessary

This Data Sheet is not a contract and should not be considered a legal document that binds the associate or District to employment of the Associate.

Emergency and Safety Procedures

District Communication System

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

Workplace Safety

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

Work Day Injury Reporting Process

Each associate must report all injuries to his/her immediate supervisor or designee and fill-out the appropriate paperwork. The associate must also follow the District procedure to seek medical advice and treatment for injuries that were incurred while working. For any injuries that occur at the School District of North Fond du Lac, the first step is to call Medcor from the school's main office. Medcor will advise the associate what to do regarding the injury. The advice should be taken seriously. Once the associate talks with Medcor, he or she must notify the building principal or the building office staff what Medcor has advised to do to treat the injury. The second step is to fill-out the School District's internal accident report (as soon as possible). This report goes to the school's office. Medcor contact info:

Medcor
On-Line Injury
Assessment Service
Call: 1-800-775-5866
www.medcor.com

Email

Email is a wonderful communication tool. However, please keep the following considerations in mind. First, don't engage in a back and forth dialogue through email. If any issue or question isn't cleared up or resolved through an initial response or interaction, pick up the phone or schedule a face to face conversation. Second, please also keep in mind that all email is subject to Open Records.

Finally, as we are all well aware, words can be misunderstood, read and interpreted differently by different people and may not reflect the tone that the writer is intending to convey.

For emails to internal staff, people in the @nfdlschools.org domain (you can always email people outside the @nfdlschools.org domain, including parents and family correspondence if necessary) please adhere to the following times **Monday - Friday 7am - 5:00 p.m., no email on Saturday or Sunday unless part of a weekly newsletter to staff, families or students.** If you are

working during the hours when email is not to be sent, please use the “Schedule send” option to send your email at the appropriate time the following day.

If there is important information to be shared – TEXT or CALL!

Employment Provisions

At Will Employment

All Associates are at-will employees. The District can terminate his/her employment at any time and an associate can leave employment at any time.

Discipline

All associates are responsible for following the Associate 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 to deal with issues of employee discipline, employee termination, and workplace safety. This procedure is attached in the Appendix to this Guide.

Job Postings - Assignments

In general, support staff and co-curricular vacancies (as determined by the District) will be posted and emailed to all associates for 5 working days (if there are internal moves within a school with current staff, these positions may not be posted). The administration retains full rights to fill all open positions and assignments of duty. An associate who 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 support staff positions.

Financial Controls

Crowdfunding and Fundraising

Before any educator (or school employee) utilizes a crowd funding application or does fundraising, this must be cleared by their supervising administrator.

Lay-off Provisions

In the event the District determines to reduce the number of positions or the number of hours in any position, the District may consider any of the following criteria:

- Needs of the District
- Qualifications Determined by the District
- Performance of the Associates

Leaves

All sick days and vacation days are prorated to the amount of time worked if the Associate leaves in the middle of his or her employment year (determined on hire, most employment years are July 1st – June 30th). If the Associate leaves and has used more than the prorated amount, the Associate will be charged for those days based on a full-day work rate.

Bereavement

Each associate may be granted up to two (2) for each incident of a death to someone close to them (regardless of relationship), at the discretion of the district administrator.

Emergency Leave

The District Administrator may grant emergency leave, at his or her discretion, for unforeseen occurrences which require a sudden and urgent occasion for action by the associate. If granted, the associate will be able to choose to use a sick day for the granted emergency day.

Jury Duty

Any associates called for jury duty shall be allowed to serve and the Board will pay the difference between the associate's regular rate of pay and any payments received from other sources for payment of such services. Associates are required to endorse and submit the jury check to the district office.

Personal Leave

FTA and SYBEA have a maximum of one (1) personal day per school year which shall be granted by the associate's immediate supervisor. A second personal day may be used by an associate if he or she pays the cost of the substitute. This cost will be deducted from the associate's salary. The two personal days may be used consecutively. The associate requesting personal leave must give twenty-four hour notice. A minimum of one hour must be taken.

Procedure for Securing Substitutes

The associate must call his or her administrator or designee when it is necessary to secure a substitute due to illness or other leaves. It is also the responsibility of the associate to have all necessary materials or instructions ready for the substitute. Instructional Aides will continue to use Frontline for securing substitutes when possible.

Sick Leave

Each associate will be eligible for 1 sick day per month worked if a FTA or SYBEA. For all new employees, sick leave will be accrued with each month worked (after the first year of employment sick leave will be granted in full at the beginning of the work year). This sick leave can be utilized for personal sickness or care of other family members who are ill. SICK LEAVE CARE OF OTHERS IS NOT TO BE USED IF THERE ARE DAY CARE NEEDS. The District recommends that sick leave not be used for medical appointments whenever possible. All sick days must be used in at least one hour increments. An associate may donate up to five (5) sick days per year to anyone (the associate who donates cannot donate if they have under ten (10) days accrued sick leave days). Any associate that receives donated days cannot have any accrued sick days and must have used all personal days before utilizing donated sick days. Each associate can accrue up to one hundred (120) sick days. In his or her last year of employment, the associate will be able to utilize additional sick days (above 120) but at the retirement date, he or she will not be able to accrue more than one hundred (120) days for post-employment benefit calculation. Any employee that is terminated or resigns (other than approved retirement) will forfeit all sick days accrued. If the employee is terminated or resigns prior to the completion of the fiscal or contract year, he/she will be credited only with those days earned at the time employment is served and a sum equal to the sick leave days used but not earned would be deducted from the remaining pay. Deductions will be based on days of paid sick leave earned per month of employment to a maximum of 12 days per fiscal year. Once an associate notifies the district that he/she is retiring or leaving the district, they can no longer donate sick days.

Military Leave

See the Military Leave Policy.

Unpaid Leave

Absenteeism for circumstances not listed in the Guide may be granted by the district administrator at his or her discretion and will be subject to a per diem loss of pay, an additional payment per diem for health and dental insurance (amount), and unpaid leave may impact benefit eligibility based on the availability of FMLA. Previous use of unpaid leave will be used in the consideration for approving this leave. All unpaid leave is to be approved or denied by the district administrator.

Family Medical Leave Policy

The District has adopted a Family and Medical Leave Policy that conforms to state and federal laws. A copy of that policy can be found at -

<https://go.boarddocs.com/wi/nfdl/Board.nsf/Public?open&id=policies/>.

Vacation Days

The District will grant vacation days (after one year of employment) only to Associates that are required to work 10 or more months a year. Vacation cannot be accrued and carried over to the next work year without prior Superintendent approval (July 1st is the beginning of each work

year). Vacation amounts are as follows (based on a 12 month work expectations – 10 and 11 month work expectations are at 85% of the listed vacation days):

- Associates will receive 5 vacation days for their 1st year of employment
- Associates will receive 10 vacation days for their 2nd – 7th year of employment
- Associates will receive 15 vacation days for their 8th – 13th year of employment
- Associates will receive 20 vacation days for their 14th – 19th year of employment
- Associates will receive 21 vacation days for their 20th – 24th year of employment
- Associates will receive 22 vacation days for any year employed 25 years and more

Though credited at the beginning of each fiscal year, vacation days are fully vested only upon completion of the work year. If the employee is terminated or resigns prior to the completion of the contract year, he/she will be credited only with those days earned at the time employment is served and a sum equal to the vacation days used but not earned would be deducted from the remaining pay.

Personnel Files

See policies online at - <https://go.boarddocs.com/wi/nfdl/Board.nsf/Public?open&id=policies>

Supervision and Evaluation

Each associate will be reviewed on an annual basis utilizing the Associate Evaluation form for the specific job title, included in the Appendix. The yearly evaluation will take place between the months of April and June. These written evaluations will have an impact on the amount of compensation each associate receives. If an associate receives an evaluation that includes an improvement plan the employee's compensation will be frozen until his or her performance improves to the level of expectation in the improvement plan. The Associate Evaluation will be placed in the associate's permanent file annually. There is no probationary period, due to the associate being an at will employee.

Work Day

Philosophy – Required Work Day

Committed to providing an outstanding educational program, the Associates of the School District North Fond du Lac support a work day schedule that meets the needs of our students, community, educators and staff. The specific work hours for each associate will be determined by the educator and/or administrator that is his or her supervisor.

Duty-Free Lunch

Each associate (that is required to work over 4 hours a day) will have a thirty (30) minute unpaid lunch. A staff member can waive their required 30 minute duty free lunch, but the result of time worked on that day will not exceed the allotted time for the specific position.

Hours for In-Service/Early Release

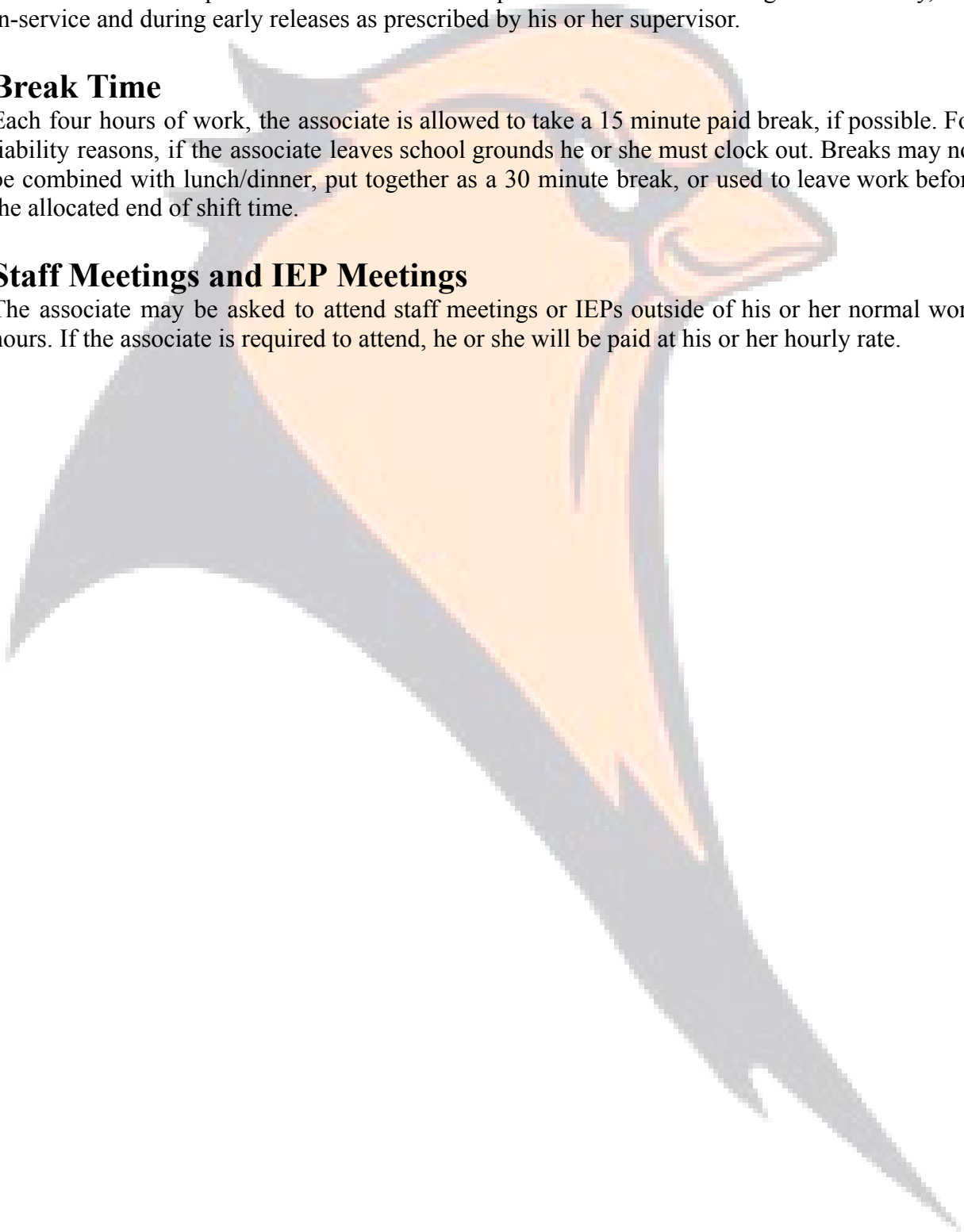
All Associates are expected to fulfill his or her required hours of work during the school day, in-service and during early releases as prescribed by his or her supervisor.

Break Time

Each four hours of work, the associate is allowed to take a 15 minute paid break, if possible. For liability reasons, if the associate leaves school grounds he or she must clock out. Breaks may not be combined with lunch/dinner, put together as a 30 minute break, or used to leave work before the allocated end of shift time.

Staff Meetings and IEP Meetings

The associate may be asked to attend staff meetings or IEPs outside of his or her normal work hours. If the associate is required to attend, he or she will be paid at his or her hourly rate.



Appendix

Policies On-Line

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THE SCHOOL DISTRICT OF
NORTH FOND DU LAC
FAMILY SCHOOL CALENDAR
2023-2024
Board Approved

2023-2024

August

28 29 30 31

August 30th - First Day of School

September

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 4th - No School - Labor Day

October

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

October 26-27 - No School

November

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

November 3rd - End of 1st Quarter HM-BA
November 9th - Parent Conferences (Evening)
November 10th - Day Conferences (No School)
November 22nd, 23rd & 24th - Thanksgiving Break

December

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 1st - No School
December 22nd - Early Release (Half Day)
December 22nd- January 1st Winter Break

School Times

4K
Morning - 8:30am - 11:30am
Afternoon - 12:30pm - 3:30pm

FLC (5K - 5th Grades)
8:45am - 3:45pm

The Treffert Way
8:15am - 3:15pm

BA/HM (6th - 12th Grades)
8:00am - 3:10pm

January

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 1st - No School
January 15th - No School - MLK, Jr. Day
January 19th - End 2nd Quarter HM-BA
January 19th - End of Semester 1: FLC-BA-HM
January 19th - No School

February

				1	2
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		

February 23rd - No School

March

					1
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

March 22nd - End 3rd Quarter HM-BA
March 22nd - No School
March 29th-April 5th - No School - Spring Break

April

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

April 1st - 5th - No School
April 26th - No School

May

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 23rd - HMHS Graduation (6:30 pm)
May 24th - No School
May 27th - No School - Memorial Day
May 31st - Last Day of School (Early Release Half Day)

*The Parent-Teacher Conference Format has undergone various changes upon review by the District Leadership Team. As a result, specific dates of conferences and other family engagement events will be shared directly by building principals. These dates are different for each building and thus are not reflected in this calendar.

Important Information

Phone Numbers & Addresses

- Early Learning Center/4K**
923 Minnesota Avenue
920-924-9975
- Friendship Learning Center**
1098 Prospect Avenue
920-929-3757
- Bessie Allen Middle School**
305 McKinley Street
920-929-3754
- Horace Mann High School**
325 McKinley Street
920-929-3740
- Phoenix Academy**
923 Minnesota Avenue
920-929-3740
- Treffert Way Academy**
705 Minnesota Avenue
920-266-8199
- District Office**
1115 Thurke Avenue
920-929-3750



Online Resources

School District of North Fond du Lac



Twitter
@nfdlschools



Facebook
Nfdl Schools



Instagram
Oriole_nation



Get the App
SD NFDL



Key
Orange - Special Days
Green - No School

"Working Together for the Success of All."

THE SCHOOL DISTRICT OF NORTH FOND DU LAC – TREFFERT WAY

2023 – 2024 FAMILY CALENDAR (Board Approved 2.27.23)

Month	Calendar Grid	Important Dates	Month	Calendar Grid	Important Dates																																																																	
August	<table border="1"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td>(2)</td></tr> </table>		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	(2)	<p>Important Dates</p> <p>August 16th-17th – New Staff Academy</p> <p>August 21st – 24th – District In-Service</p> <p>August 23rd – Welcome Back Nights</p> <p>August 30th – 1st Day</p>	January	<table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>(34)</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>(39)</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>(43)</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>(5)</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td>(8)</td></tr> </table>	1	2	3	4	5	(34)	8	9	10	11	12	(39)	15	16	17	18	19	(43)	22	23	24	25	26	(5)	29	30	31			(8)	<p>Important Dates</p> <p>January 1st – No School</p> <p>January 12th and 26th – Virtual Learning</p> <p>January 15th – No School – MLK Jr. Day</p> <p>January 19th – End of Semester / No School</p>										
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“Working Together for the Success of All.”

**State testing takes place for all 3rd-8th grade students (typically March-May). There will be an alternative testing schedule for these students on set days TBD once dates are released.

THE SCHOOL DISTRICT OF NORTH FOND DU LAC

2023 - 2024 STAFF CALENDAR

August

	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31	(2)	

September

				1	(3)
4	5	6	7	8	(7)
11	12	13	14	15	(12)
18	19	20	21	22	(17)
25	26	27	28	29	(22)

October

2	3	4	5	6	(27)
9	10	11	12	13	(32)
16	17	18	19	20	(37)
23	24	25	26	27	(40)
30	31				(42)

November

		1	2	3	(45)
6	7	8	9	10	(5)
13	14	15	16	17	(10)
20	21	22	23	24	(12)
27	28	29	30		(16)

December

				1	(16)
4	5	6	7	8	(21)
11	12	13	14	15	(26)
18	19	20	21	22	(31)
25	26	27	28	29	

Important Dates
 August 15- 17- New Staff Academy
 August 21-24- District In-Service
 August 23rd- Welcome Back Night
 August 30th- First Day
 No Morning Meetings on 8/31

September 4th - Labor Day - No School
 No Morning Meetings on 9/5

October - Conferences (TBD) *
 October 26th/27th- Non-Contract Days

November 3rd- End of 1st Qtr. HM-BA
 November 9th (PTC Night 4pm-7pm)
 November 10th (PTC Day - No School)
 November 22nd - Conference Offset
 November 22nd 23rd 24th
 No School - Thanksgiving
 No Morning Meetings on 11/21

December 1st - Non-Contract Day
 December 22 is a half-day
 December 23rd - January 1st
 No School - Winter Break
 No Morning Meetings on 12/21

*The Parent-Teacher Conference Format has undergone various changes upon review by the District Leadership Team. As a result, specific dates of conferences and other family engagement events will be shared directly by building principals. These dates are different for each building and thus are not reflected in this calendar.

January

1	2	3	4	5	(35)
8	9	10	11	12	(40)
15	16	17	18	19	(43)
22	23	24	25	26	(5)
29	30	31			(8)

February

				1	2	(10)
5	6	7	8	9	10	(15)
12	13	14	15	16	17	(20)
19	20	21	22	23	24	(24)
26	27	28	29			(28)

March

					1	(29)
4	5	6	7	8	9	(34)
11	12	13	14	15	16	(39)
18	19	20	21	22	23	(43)
25	26	27	28	29	30	(4)

April

1	2	3	4	5		
8	9	10	11	12	13	(9)
15	16	17	18	19	20	(14)
22	23	24	25	26	27	(18)
29	30					(20)

May

			1	2	3	(23)
6	7	8	9	10	11	(28)
13	14	15	16	17	18	(33)
20	21	22	23	24	25	(37)
27	28	29	30	31		(41)

Important Dates
 January 1st- No School
 No Morning Meeting on 1/2
 January 15th - No School - MLK Jr. Day
 January 19th - Non-Contract Day
 End of 2nd Qtr. HM-BA
 End of Semester 1: FLC-BA-HM

February 22nd - BAMS Student Showcase (4pm)
 February 23rd - Non-Contract Day

March - Conferences (TBD) *
 March 22nd - Non-Contract Day
 End of 3rd Qtr. HM-BA
 March 29th - April 5th - No School
 March 29th - Conference Offset
 No Morning Meetings on: 3/28

April 1st - 5th No School - Spring Break
 April 26th - Non-Contract Day

May 23rd - HMHS Graduation (6:30 pm)
 May 24th - Non-Contract Day
 May 27th - No School - Memorial Day
 No Morning Meetings on 5/23; 5/28; 5/30

May 31st - Last Day (Early Release Half Day)

- Educator Contract Days (191)**
- 172 Student Days
 - 4 Holidays
 - Labor Day/Thanksgiving/MLK Jr. Day/Memorial Day
 - 2 Conf. Off-set days *
 - 10 In-Service Days
 - 4 Before School Starts
 - 8 hours each month of PD**

**Tuesday and Thursday morning meetings (1 hour each) will be designated for collaborative work time to include Professional Development, PLC and Staff Meetings. Non-contract days (8) have been added to account for accumulated morning PD (8 hours = 1 non-contract day)

Morning Meeting times:
 6:50-7:50 BAMS & HMHS
 7:30-8:30 FLC

“Working Together for the Success of All.”

2023-2024 Salary and Benefit Summary – Associate

More information on Benefits Available at www.nfdlschools.org – under Staff Resources

- **Workplace Expectations** – See Guide available online – Staff Resources – Associate Guide
- **Hourly Wage** - \$XX (Pay Category)
- **Employment Length** – School Year
- **Sick Days** – 10 per year
- **Personal Days** – 1
- **Short Term Disability and Term Life Insurance** – Eligible
- **Long Term Disability Insurance** – Paid by the District
- **Health and Dental Insurance** – Eligible

*Family Saving Plan offered in lieu of health insurance
(\$150 per month stipend plus out of pocket expense reimbursements)*

	Single		Family	
	Monthly	Annually	Monthly	Annually
Humana	\$1,042.89	\$12,514.68	Humana	\$2,295.17 \$27,542.04

	Monthly	District	Employee
	Plan Cost	Portion	Responsibility
Single Health 12%	\$1,042.89	\$917.74	\$125.15
Family Health 12%	\$2,295.17	\$2,019.75	\$275.42
Deductible	\$300/\$600	\$0	\$300/\$600
Primary Office Visit Co-Pay			\$25
Emergency Room Co-Pay			\$350
Specialist Co-Pay			\$50
Urgent Care Co-Pay			\$100
Delta Dental Single Dental	\$42.42	\$38.05	\$4.37
Family Dental	\$111.20	\$99.65	\$11.55
	Annually	District	Employee
	Plan Cost	Portion	Responsibility
Single Health	\$12,514.68	\$11,012.88	\$1,501.80
Family Health	\$27,542.04	\$24,237.00	\$3,305.04
Single Dental	\$509.04	\$456.60	\$52.44
Family Dental	\$1,334.40	\$1,195.80	\$138.60



FAMILY SAVINGS PLAN™

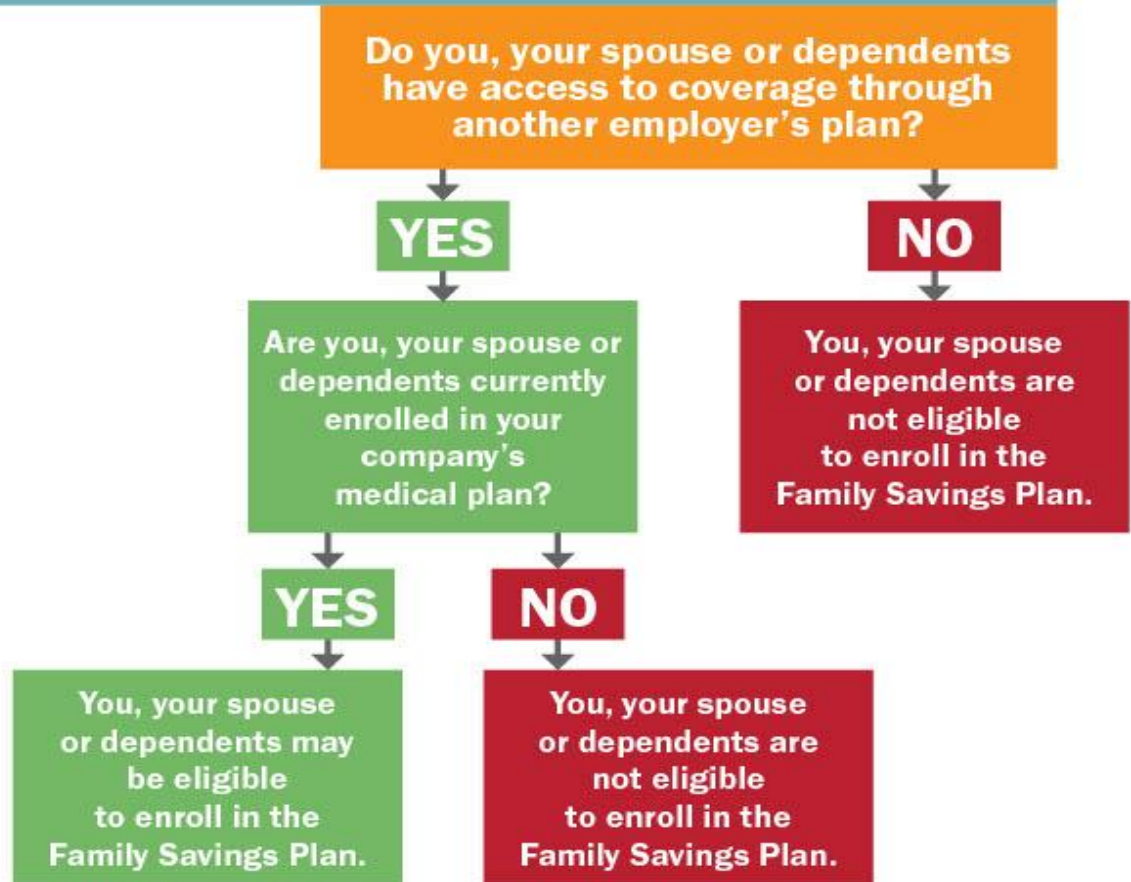
Network Health offers an innovative health plan option called the Family Savings Plan. The Family Savings Plan allows you and your family the opportunity to have up to 100 percent coverage for eligible out-of-pocket expenses when using Network Health participating providers.

FOR EMPLOYEES

Family Savings Plan™ Proprietary and Confidential Trade Secret
Property of Network Health Administrative Services, LLC.

If you and/or any member of your family is currently enrolled in your employer's medical plan, and you, your dependents (children) or spouse has access to another employer-sponsored plan (which may be your spouse's), you may take advantage of the Family Savings Plan by transitioning to the other employer-sponsored plan.

Answer these two simple questions to determine if you could be eligible for the Family Savings Plan



Frequently Asked Questions

What is the Family Savings Plan?

The Family Savings Plan is an enhanced benefit that may allow you and your family to be reimbursed up to 100 percent for eligible out-of-pocket health care expenses (including copayments, coinsurance and deductibles) received under another employer-sponsored plan (which may be your spouse's), if the following requirements are met.

- Coverage under your employer's plan is waived (when you enroll in the other plan)
- Services are covered under the other employer-sponsored medical plan
- Services are received from Network Health participating providers
 - Or, if you live outside the Network Health service area, medical services may be received from in-network providers for the other plan.

Who is not eligible for the Family Savings Plan?

If you are not currently enrolled in your employer's medical plan, you're not eligible to enroll in the Family Savings Plan. The plan is also not available if the other employer-sponsored plan is one of the following.

- High Deductible Health Plan (HDHP) with **active** contributions to a health savings account (HSA)*
- Medicare, Tricare or Medicaid
- Individual plan purchased on or off the Health Insurance Exchange (also known as the Marketplace)
- A stand-alone health reimbursement account (HRA), not paired with a medical plan
- Short-term individual coverage
- Limited Benefit Health Plan under IRS rules

* If HSA employer and employee contributions are **not active** or are discontinued, you, your spouse or dependents may be eligible for the Family Savings Plan.

What does the Family Savings Plan cover?

Covered services are determined by the other employer plan. Family Savings Plan enrollees are reimbursed for all eligible copayments, coinsurance and deductibles incurred **using Network Health providers** under the other employer-sponsored medical plan, up to the maximum out-of-pocket limits established by the Affordable Care Act. Reimbursed claims are not taxable income to Family Savings Plan enrollees.

The other employer-sponsored plan provides coverage for emergency services. The Family Savings Plan may provide reimbursement for emergency services when they are performed by a Network Health participating provider.

What if the premium of the other employer-sponsored plan costs more than the premium with my employer's plan?

You may be reimbursed any difference in plan premium, if the other plan premium is higher than the same coverage through your employer plan. This reimbursement is considered taxable income.

What if the other plan charges a fee for me to join?

If the other employer-sponsored plan charges a fee to add you to the plan, you may be reimbursed for that fee. This reimbursement is considered taxable income.

What if my provider is a Network Health participating provider, but is out-of-network on my spouse's plan?

To be eligible for Family Savings Plan benefits, providers and services must be covered by your spouse's plan. Additionally, **providers must be Network Health participating providers.**

When can I, my spouse or dependents enroll in the Family Savings Plan?

You, your spouse or dependents may enroll during the following times.

- Annual open enrollment period
- Following a qualifying life event, such as an employer implementing a spousal surcharge program
- During a spouse's or dependents' open enrollment period (if the Family Savings Plan is voluntary, enrollees may need to wait for this open enrollment period)
- As a new employee

The Family Savings Plan allows enrollees to be reimbursed up to

100 percent for eligible out-of-pocket costs.

This type of coverage is rare in today's health insurance market.

What if my spouse is self-employed and is currently covered as a dependent under my employer's plan? Would we be eligible for the Family Savings Plan?

No, you and your spouse would not be eligible, because your spouse does not have access to medical coverage through another employer-sponsored plan.

What if my spouse works but doesn't work enough hours to qualify for health coverage?

You and your spouse would not be eligible for the Family Savings Plan, because your spouse does not have access to coverage through another employer-sponsored plan.

What if my spouse is not covered under my employer's plan, but he/she is on a Medicare plan?

Medicare is not an employer-sponsored medical plan, therefore, you and your spouse would not be eligible for the Family Savings Plan.

Is there a maximum reimbursement amount?

The Family Savings Plan provides reimbursement up to 100 percent of the maximum out-of-pocket limits as set by the Affordable Care Act (ACA). Additionally, the other employer-sponsored plan will pay 100 percent of in-network medical costs once the ACA out-of-pocket maximum amounts have been reached. The 2022 maximum reimbursement according to the ACA is \$8,700 for one person and \$17,400 for employee plus one or more.



Continued on back ...

Which ID card do I show when I receive medical services or get prescriptions?

Show the ID card for the other employer-sponsored plan that covers you, your spouse or your dependents first. Upon enrollment in the Family Savings Plan, our administrator will send you a welcome letter with a Family Savings Plan ID card. Show your Family Savings Plan ID card second. Remember, the Family Savings Plan is an enhanced insurance benefit. It is not a secondary health insurance plan. Your welcome letter will explain this.

Under the Family Savings Plan, how do I get reimbursed for my claims?

To receive your FSP reimbursement for claims you pay out, you need to fill out and submit a Network Health **FSP Claims Reimbursement Form**. When you send the form in, make sure to **include the following documentation**.

- The Explanation of Benefits (EOB)
- A bill or receipt from your provider

Always submit your documentation for reimbursement with an FSP Claim Reimbursement Form.

Send your documents to Network Health by mail, fax or secure email.

Mail: Network Health
ATTN: Family Savings Plan
P.O. Box 1725
Brookfield, WI 53008-1725

Fax: 262-825-9690

Secure Email: familysavingsplan@networkhealth.com
Only email documents if you have access to secure email.

How long will it take to be reimbursed for claims?

Reimbursements are typically processed within 30 days.



This is not a complete benefit summary. HMO and POS plans underwritten by Network Health Plan. Self-insured plans administered by Network Health Administrative Services, LLC.
2273-04-0721

Associate Pay Scales 2023-2024

(SPED) Special Education - Paraprofessional

1.047	23-24	23-24	23-24	23-24	23-24	23-24
A	B	C	D	E		
1	\$15.00	\$16.50	\$18.00	\$19.50	\$21.00	
2	\$15.30	\$16.80	\$18.30	\$19.80	\$21.30	
3	\$15.60	\$17.10	\$18.60	\$20.10	\$21.60	
4	\$15.90	\$17.40	\$18.90	\$20.40	\$21.90	
5	\$16.20	\$17.70	\$19.20	\$20.70	\$22.20	

(SS) Supervisory Support - Paraprofessional

A	B	C	D	E	
1	\$13.00	\$14.25	\$15.50	\$16.75	\$18.00
2	\$13.25	\$14.50	\$15.75	\$17.00	\$18.25
3	\$13.50	\$14.75	\$16.00	\$17.25	\$18.50
4	\$13.75	\$15.00	\$16.25	\$17.50	\$18.75
5	\$14.00	\$15.25	\$16.50	\$17.75	\$19.00

(IA) Instruction Academic Support - EL - Paraprofessional

A	B	C	D	E	
1	\$15.00	\$17.00	\$20.00	\$22.00	\$24.00
2	\$15.40	\$17.40	\$20.40	\$22.40	\$24.40
3	\$15.80	\$17.80	\$20.80	\$22.80	\$24.80
4	\$16.20	\$18.20	\$21.20	\$23.20	\$25.20
5	\$16.60	\$19.60	\$21.60	\$23.60	\$25.60

(LPN - TS) LPN and Therapy Support - Paraprofessional

A	B	C	D	
1	\$19.50	\$21.99	\$24.60	\$27.22
2	\$19.89	\$22.51	\$25.13	
3	\$20.42	\$23.03	\$25.65	
4	\$20.94	\$23.56	\$26.18	
5	\$21.46	\$24.08	\$26.70	

(CM) Custodial-Maintenance

A	B	C	D	E	
1	\$15.00	\$17.50	\$20.00	\$22.50	\$25.00
2	\$15.50	\$18.00	\$20.50	\$23.00	\$25.50
3	\$16.00	\$18.50	\$21.00	\$23.50	\$26.00
4	\$16.50	\$19.00	\$21.50	\$24.00	\$26.50
5	\$17.00	\$19.50	\$22.00	\$24.50	\$27.00

(SAA) School Admin Assistants

A	B	C	D	
1	\$15.10	\$17.69	\$20.84	\$23.98
2	\$15.18	\$18.32	\$21.46	\$24.60
3	\$15.81	\$18.95	\$22.09	\$25.23
4	\$16.44	\$19.58	\$22.72	\$25.86
5	\$17.07	\$20.21	\$23.35	\$26.49

(DAA) District Admin Assistants

A	B	C	D	
1	\$16.60	\$19.26	\$22.41	\$25.55
2	\$16.75	\$19.89	\$23.03	\$26.18
3	\$17.38	\$20.52	\$23.66	\$26.80
4	\$18.01	\$21.15	\$24.29	\$27.43
5	\$18.64	\$21.78	\$24.92	\$28.06

(PFC) Payroll & Finance Controls

A	B	C	D	
1	\$20.20	\$23.03	\$26.50	\$29.32
2	\$20.52	\$23.66	\$26.80	\$29.94
3	\$21.15	\$24.29	\$27.43	\$30.57
4	\$21.78	\$24.92	\$28.06	\$31.20
5	\$22.41	\$25.55	\$28.69	\$31.83

Paraprofessionals

Custodial
Maintenance

Administrative Assistants



THE SCHOOL DISTRICT OF NORTH FOND DU LAC
2023-2024

Employment Data Sheet

Date Completed:

Associate Information

Associate:

Employment Start Date:

Job Assigned:

Compensation Information

Hourly Pay Rate: \$

Employment Category:

Number of days or months employed:

Insurance benefit eligibility based on this information

Insurance Benefit Eligibility:

Sick Leave Days per year:

Accrued Sick Leave:

Vacation Days per year:

Personal Days per year:

Other Considerations and Information:

__ hours per week

It would be appreciated if resignation or retirement notice shall be given in writing to the District Office (attention to the Superintendent) **two weeks prior to the last day of employment.**

Signing this Data Sheet is a statement of the District's responsibility to you for compensation and benefits as long as you are evaluated as effective and follow the Associate Guide for Hourly Employed Associates. Your signature also represents your understanding of your job description and responsibilities (as provided in writing from the District). Your signature also validates that you agree that the above stated information is accurate.

Associate's Signature: _____

Date _____

Extra Duty Compensation Schedule

The School District of North Fond du Lac

Base Wage for 2023-2024 Calculations: **\$43,000.00**

	0-4 Years Experience		5 - 9 Years Experience		10+ Years Experience	
	<u>% of Base</u>	<u>Amount</u>	<u>% of Base</u>	<u>Amount</u>	<u>% of Base</u>	<u>Amount</u>
Football						
Head Coach	9.0%	\$3,870.00	9.5%	\$4,085.00	10.0%	\$4,300.00
Defense Varsity	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
Offense Varsity	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
JV Offense	6.5%	\$2,795.00	7.0%	\$3,010.00	7.5%	\$3,225.00
JV Defense	6.5%	\$2,795.00	7.0%	\$3,010.00	7.5%	\$3,225.00
Special teams	6.5%	\$2,795.00	7.0%	\$3,010.00	7.5%	\$3,225.00
Middle School Football (May be Multiple)	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Soccer Boys and Girls						
Head Varsity	8.0%	\$3,440.00	8.5%	\$3,655.00	9.0%	\$3,870.00
Varsity Assistant	6.0%	\$2,580.00	6.5%	\$2,795.00	7.0%	\$3,010.00
Head JV	6.5%	\$2,795.00	7.0%	\$3,010.00	7.5%	\$3,225.00
Volleyball						
Head Varsity	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
Assistant Varsity	4.5%	\$1,935.00	5.0%	\$2,150.00	5.5%	\$2,365.00
Head JV	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Head JV2	4.5%	\$1,935.00	5.0%	\$2,150.00	5.5%	\$2,365.00
8th Grade Coach	3.0%	\$1,290.00	3.5%	\$1,505.00	4.0%	\$1,720.00
7th Grade Coach	3.0%	\$1,290.00	3.5%	\$1,505.00	4.0%	\$1,720.00
Cross Country						
Head Varsity	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
Assistant Varsity/JV	5.5%	\$2,365.00	6.0%	\$2,580.00	6.5%	\$2,795.00
Middle School Coach	2.5%	\$1,075.00	3.0%	\$1,290.00	3.5%	\$1,505.00
Basketball Boys and Girls						
Head Varsity	9.0%	\$3,870.00	9.5%	\$4,085.00	10.0%	\$4,300.00
Assistant Varsity	6.0%	\$2,580.00	6.5%	\$2,795.00	7.0%	\$3,010.00
Head JV	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
Head JV2	6.0%	\$2,580.00	6.5%	\$2,795.00	7.0%	\$3,010.00
8th Grade	4.0%	\$1,720.00	4.5%	\$1,935.00	5.0%	\$2,150.00
7th Grade	4.0%	\$1,720.00	4.5%	\$1,935.00	5.0%	\$2,150.00
Wrestling						
Head Varsity	9.0%	\$3,870.00	9.5%	\$4,085.00	10.0%	\$4,300.00
Assistant Varsity	6.0%	\$2,580.00	6.5%	\$2,795.00	7.0%	\$3,010.00
JV Head (if 8+ Athletes)	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Head Middle School						
Head Middle School	2.0%	\$860.00	2.5%	\$1,075.00	3.0%	\$1,290.00
Track						
Head Varsity	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
Assistant Varsity	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Assistant Varsity	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Assistant Varsity (Could be More)	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Middle School Coach (Could be More)	2.5%	\$1,075.00	3.0%	\$1,290.00	3.5%	\$1,505.00
Baseball and Softball						
Head Varsity	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
Assistant Varsity	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Program Specialty Coach (i.e. Pitching)	1.5%	\$645.00	2.0%	\$860.00	2.5%	\$1,075.00
Junior Varsity Coach	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Golf						
Head Varsity	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Ice Fishing Club						
Advisor	2.6%	\$1,118.00	3.0%	\$1,290.00	3.5%	\$1,505.00
Weightlifting						
**Summer Strength and Conditioning			Varies based on number of athletes			
Power Lifting Coach	2.6%	\$1,118.00	3.0%	\$1,290.00	3.5%	\$1,505.00
Coordinator	2.6%	\$1,118.00	3.0%	\$1,290.00	3.5%	\$1,505.00
Cheerleading/Dance Team						
HS/MS Coach	2.6%	\$1,118.00	3.0%	\$1,290.00	3.5%	\$1,505.00
Forensics						
High School Coach	2.6%	\$1,118.00				
Middle School Coach	1.4%	\$602.00				
Internal Oriole Way (PBIS) Coach						
District	4.5%	\$1,935.00				
Educator Mentors - Support						
Mentors (for 1st or 2nd year)	----	\$750.00				
PET (Professional Education Teammate)	----	\$300.00				
Engagement Machine Team Member						
6th - 12th Grade Member	4.5%	\$1,935.00				
5K - 5th Grade Member	0.75%	\$322.50				
Student Council						

Credit Successful Taught - Yearly Stipend Paid in June

\$250.00

Per Credit

Notes

*****Summer Strength and Conditioning***

There will be one person who is approved as the coordinator. The Person will then recruit and fill the positions needed to support summer strength and conditioning. The coordinator will be responsible for distributing the \$8,300 allocated amount to as many support coaches and in whatever amount he or she determines.

Attendance at State Tournaments

Head coach gets day to go to his or her respective State Meet – no personal day is used. Other coaches can take a personal day if they go without students. If other coaches take students – no personal day is used.

Head Coach Expectation

The Head coach is the leader of the respective sport (middle school through high school). They are expected to cooperate and help with the youth sports in the community as well as responsible for hiring (with athletic director and subsequently approved by the Board of Education) and evaluating all assistant coaches.

Department Heads

Expectations include 4 hour meeting before school begins, 4 hours of non-contract time spent on budget and other department work, and attendance at all meetings called by the principal.

Class Advisors

High School staff members whose contract percentage is 50% or greater shall be administratively assigned to class advisor duties on a rotational basis. The High School Principal shall oversee the advisor assignments. All classes at HM will be advised by 3 staff members.

Process for Adding a Compensated Advisor or Coach

See document called "Process for Adding a Compensated Advisor or Coach."

Extra Duty per Event Pay

School District of North Fond du Lac

2023 – 2024

Rate of Pay:

\$10.00 per hour – All Duties except Clock Operator, Bookkeeper, Scorekeepers and Event Supervisor

\$15.00 per hour – Clock Operator, Bookkeeper and Scorekeepers

\$17.00 per hour – Event Supervisor (Paid 1 more hour for each event – set up and clean up)

2.0 Event Hour Activities:

- Wrestling
- 9th Basketball
- 9th Volleyball
- Soccer
- 9th Football
- JV Football
- 7th/8th Volleyball
- 7th/8th Football
- Baseball or Softball

3.0 Event Hour Activities:

- 7th and 8th Basketball (both)

3.75 Event Hour Activities:

- JV/Varsity Basketball
- Varsity Football
- JV/Varsity Volleyball

4.0 Event Hour Activities:

- Track
- Track Timing Specialists
- \$100 per meet (maximum of two per meet)

Job Descriptions

To be reviewed on a yearly basis.

Clerical – Office

Custodial – Maintenance

General Aides

Instructional Aides – Special Education

Instructional Aides – SE – LPN

Instructional Aides – Bi-Lingual



School District of North Fond du Lac
Position Description
General Clerical - Secretary

QUALIFICATIONS:

- High School Diploma
- Secondary post high school education experience preferred

REPORTS TO: Assigned Administrator

GOAL: To serve as confidential Administrative Assistant to assigned Administrator(s) and be the facilitator assisting in the procedural needs of the school, department and/or District.

Compensation and Benefits (see Associate Guide)

Based on experience and training – initial placement on schedule to be determined on an individual basis

Essential Duties and Responsibilities (Other duties may be assigned):

1. Makes and receives telephone calls, takes messages, routes calls
2. Maintains school records and files as deemed necessary
3. Serves as confidential secretary to Principal or Director
4. Prepares appropriate documents, correspondence, reports, notices, programs, notations, etc.
5. Serves as school or departments public relations person while greeting all office visitors
6. Assists and orients substitute teachers and personnel as needed
7. Keeps accurate accounts of school attendance, records, grades and other permanent data (as assigned)
8. Maintains supply inventory and orders replacements as needed
9. Records staff absences and reports same to District Office
10. Shall have knowledge of, and be able to use, all office machines and shall assist staff in their use
11. Shall perform primary first-aid care for students and staff as needed
12. Distribute medicines to students per District policy and State Statute

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Language Skills and Reasoning Ability:

Ability to:

- read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- write routine reports and correspondence
- speak effectively and appropriately to parents, staff, and students
- apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- deal with problems involving several variables in different situations
- understands confidentiality laws and comply with them as needed

Technical and Other Skills

Ability to:

- operate a personal computer, mobile technology and related software
- develop effective working relationships with students, staff and the school community
- communicate clearly and concisely, both orally and in writing
- perform duties with awareness of all district requirements and Board of Education policies

Professionalism Responsibilities

- Maintains confidentiality in all matters
- Demonstrates a positive and respectful attitude
- Participates in professional and personal development opportunities
- Performs other duties as assigned by the principal of Horace Mann High School

Any questions about the application or position please contact The District Administrator at 920-929-3750



**School District of North Fond du Lac
Position Description – Application Process**

Custodian – Building and Grounds Support Specialist

QUALIFICATIONS

- A high school diploma
- Good interpersonal skills to work with a variety of young people and adults
- Commitment to high professional standards and ethics
- Can learn new tasks easily
- Works well independently
- Can physically perform the required functions (lift at least 50 lbs., spend long periods of time on feet, etc.)
- Is a team-orientated worker
- Multi-task a variety of responsibilities and demonstrate independent problem-solving skills
- Can safely operate machinery
- Is literate and can read and understand safety labels
- Can follow directives from administration
- Has basic computer skills (email, internet use, create documents, etc.)
- Can utilize time clock software and successfully monitor time worked to stay within 40 hours per week (unless approved by administration)
- Respond to requests for information
- Run errands
- Any other qualifications as deemed important

REPORTS TO

- Building and Grounds Director

POSITION GOAL

- To work with a team and maintain the district's buildings and grounds through general cleaning and maintenance tasks.

TERMS OF EMPLOYMENT AND COMPENSATION

- Hourly pay – 40 hours per week – starting wage based on experience and skill set

EVALUATION

- Performance of the Custodian – Building and Grounds Support Specialist will be evaluated in accordance with Board of Education Policies by the Building and Grounds Director.

RESPONSIBILITIES

- The Custodian – Building and Grounds Support Specialist (CGBSS) will assigned different duties and that are focused on maintaining the buildings, grounds and venues of the School District of North Fond du Lac. The CGBSS hours will vary during the school year and the summer. The Buildings and Grounds Director will determine hours and schedule. It is the responsibility of the CGBSS to follow directives and duties assigned to him or her by the Building and Grounds Director. These responsibilities may change on a daily basis.



Special Education Paraprofessional (SPED)

Associate Job Description – The School District of North Fond du Lac

Licensure Needed

Handicapped Children's Aide License

Supervisor – Evaluator

Student Services Director and Educators

Roles Included – *Special Education Paras that support learning and behavior needs of students under the guidance of educators*

Compensation and Benefits (see Associate Guide)

Based on experience and training – initial placement on schedule to be determined on an individual basis. Pay scale advancement located in Associates Guide.

Training (provided by District if not currently fulfilled)

- Read Strength Finder 2.0 and Completed the Strengths Inventory
- Orange Frog Happiness Training
- Induction and mentoring to job responsibilities
- Non-Violent Crisis Intervention

Working Conditions (Important please read thoroughly):

- The SPED Para is a partner with the regular and special education educators. The room and venues that the SED Para will vary with the need of students and specific grades and buildings. Safety is a very important to our District and the District is dedicated to working with all the educators and associates to address safety issues in the work place. It is the associate's obligation to honestly report all injuries and safety concerns to the educators and administrators as soon as any concern arises both for the student and themselves.
- Due to the specific role of the SPED Para, dealing with students with physical and emotional limitations and needs, as well as potentially heightened mental, emotional and physical demands exist with this specific job. It is imperative that the instructional aide can maintain emotional control under stress, can endure frequent standing, stooping, bending, kneeling, therapeutic and/or Non-violent Crisis Intervention holds (as required) and regular lifting of students. The instructional aide will be exposed to (depending on the needs of the students they serve) bodily fluids, bacteria if bathrooming is involved and chronic medical conditions.

Job Responsibilities (This not an exhaustive list and maybe modify as needs of the District evolve):

Responsibilities to Students

- Assist students with physical or behavioral disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning
- Assist students with physical care including feeding, bathroom needs, and personal hygiene
- Assist in managing the behavior of students and crisis intervention – this includes using NVCI strategies when necessary
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs
- Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher
- Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, and playground
- Work directly with students in reinforcing skills previously introduced by the teacher
- Monitor students who are working with individualized programmed material
- Supervise students individually and in small groups as learning activities are conducted in accordance with teacher directions
- Help supervise arrival and departure of students

Communication Responsibilities

- Maintain confidentiality – treat all information about children and their families in strictest confidence
- Keep the teacher informed of any special needs or problems of individual students
- Observe and use all channels of communication within the building as established by the educators, principal and director of pupil services
- Notify the principal and teachers of absence

Working with Educator Responsibilities

- Assist the teacher in preparing instructional materials and classroom displays
- Assist teacher in keeping administrative records and preparing required reports/data collection
- Be observant of students in relation to changes in learning pattern, general health, social needs and behavior – discuss these observations with the teacher when they persist or interfere with the student’s progress
- Provide assistance to the special education teacher as the instructional program is implemented
- Take over the instructional lesson plans previously developed by the teacher while he/she is in attendance at professional in-service or staff development meetings and carry through with the instructional lesson plans previously developed by the teacher for the associate to implement.

General Responsibilities

- Assist in maintaining a neat and orderly classroom
- Assist in inventory, care, and maintenance of equipment
- Provide orientation and assistance to substitute teachers
- Be familiar with all School District of North Fond du Lac’s policies
- Thoroughly read the Associate Guide for Instructional Aides
- Assume other duties as assigned by the principal, director of pupil services and/or special education teachers which have been specifically stated
- Prepare a weekly schedule with the assistance of the teacher(s)
- Assemble materials, programs, and equipment prior to the arrival of the students
- Assist with bulletin boards, duplication of materials and grading work
- Prepare and maintain student charts, work folders, and other clerical duties as assigned by the teacher

Professional Development

- Participate in staff development training programs, faculty meetings when assigned or on a voluntary basis and special events as needed
- Share training experiences, techniques and knowledge of programs and materials with fellow associates and educators
- Monitor students in the cafeteria, restroom, hallway, playground, during field trips, school assemblies, special events, at snack, sensory break time, and before and after school
- Assume bus duty responsibilities and supervise children prior to or on specific bus runs

The signature of the paraprofessional below represents an understanding of the job description, acknowledgement of the hourly wage/benefits they are earning/eligible.

Name (Please Print): _____

Signature: _____

Date: _____



Licensed Practicing Nurse Paraprofessional (LPN)

Associate Job Description – The School District of North Fond du Lac

Licensure Needed

LPN Degree and Licensure

Supervisor – Evaluator

Administrators and School Nurse

Roles Included – LPN

Compensation and Benefits (see Associate Guide)

Based on experience and training – initial placement on schedule to be determined on an individual basis. Pay scale advancement located in Associates Guide.

Training (provided by District if not currently fulfilled)

- Read Strength Finder 2.0 and Completed the Strengths Inventory
- Orange Frog Happiness Training
- Induction and mentoring to job responsibilities
- Non-Violent Crisis Intervention

Working Conditions (Important please read thoroughly):

The LPN is a partner with the regular/special education educators and school nurse. The room and venues that the LPN works in will vary with the need of students and specific grades and buildings. Safety is a very important to our District and the District is dedicated to working with all the educators and associates to address safety issues in the work place. It is the associate's obligation to honestly report all injuries and safety concerns to the educators and administrators as soon as any concern arises both for the student and themselves.

Due to the specific role of the LPN, dealing with students with physical and emotional limitations and needs, as well as potentially heightened mental, emotional and physical demands exist with this specific job. It is imperative that the LPN can maintain emotional control under stress, can endure frequent standing, stooping, bending, kneeling, therapeutic and/or Non-violent Crisis Intervention holds (as required) and regular lifting of students. The LPN will be exposed to (depending on the needs of the students they serve) bodily fluids, bacteria if bathrooming is involved and chronic medical conditions.

Job Responsibilities (This not an exhaustive list and maybe modify as needs of the District evolve):

Responsibilities to Students

- Help to create and monitor student health and attendance plans
- Assist students with physical or behavioral disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning
- Assist students with physical care including feeding, bathroom needs, and personal hygiene
- Assist in managing the behavior of students and crisis intervention – this includes using NVC strategies when necessary
- Supervise students individually and in small groups as learning activities are conducted in accordance with school nurse directions
- Help supervise arrival and departure of students

Communication Responsibilities

- Maintain confidentiality – treat all information about children and their families in strictest confidence
- Keep the teacher informed of any special needs or problems of individual students
- Observe and use all channels of communication within the building as established by the educators, principal, director of pupil services and school nurse
- Notify the school nurse of absence

General Responsibilities

- Assist in maintaining a neat and orderly work space
- Assist in inventory, care, and maintenance of equipment
- Provide orientation and assistance to substitute teachers
- Be familiar with all School District of North Fond du Lac's policies
- Thoroughly read the Associate Guide for Hourly Waged Employees
- Assume other duties as assigned by the principal, director of pupil services and/or school nurse which have been specifically stated
- Assemble materials, programs, and equipment necessary to do job
- Prepare and maintain student charts, work folders, and other clerical duties as assigned

Professional Development

- Participate in staff development training programs, faculty meetings when assigned or on a voluntary basis and special events as needed
- Share training experiences, techniques and knowledge of programs and materials with fellow associates and educators

Additional Job LPN Responsibilities

- Follows school nurse generated objectives and lesson plans
- Follows school nurse directed activities and specific procedures for individual students
- Follows through with PT, OT, or Speech protocols under direction of therapists
- Personal care management to include: assistance with ADL's (activities for daily living) such as toileting, feeding, positioning, transfers. Specific ADLs would include diapering, toilet training; Gastronomy Feeding and monitoring; Oral Feeding; External Catherization; assistance with medication delivery and documentation for students
- Assists students with use of assistive technology or adaptive equipment
- Working to support other health care procedures such as seizure protocol, range of motion activities, assistances with AFO's, Maintenance of Medicaid forms and assistance with maintenance of timely nurse notes, following health care plan interventions; assistance to the nurse in screenings for vision, hearing, scoliosis
- Classroom responsibilities including accompanying students to/from classrooms, on fieldtrips, to scheduled programs.
- Maintaining strict confidentiality regarding students, families, and staff

The signature of the paraprofessional below represents an understanding of the job description and an acknowledgement of the hourly wage/benefits they are earning/eligible.

Name (Please Print): _____

Signature: _____

Date: _____



Instructional Academic Support Paraprofessional (IA)

Associate Job Description – The School District of North Fond du Lac

Licensure Needed

Depends on Specific Role

Supervisor – Evaluator

Administrator

Roles Included – *EL Paraprofessionals, Academic Monitoring and Mentoring Para, Information Management and Student Support Para, Behavioral/Academic Response Paraprofessional, Reading Support Paraprofessional, and Speech and Language Support Paraprofessional*

Compensation and Benefits (see Associate Guide)

Based on experience and training – initial placement on schedule to be determined on an individual basis. Pay scale advancement located in Associates Guide.

Training (provided by District if not currently fulfilled)

- Read Strength Finder 2.0 and Completed the Strengths Inventory
- Orange Frog Happiness Training
- Induction and mentoring to job responsibilities

Working Conditions:

- The IA Paras partner with staff to best serve the needs of students in numerous venues as assigned

Job Responsibilities (This not an exhaustive list and maybe modify as needs of the District evolve):

Each IA Paraprofessional has a specific job description with qualifications and roles that he or she are responsible.

Role/Job Title: _____

Licensure/Education Required: _____

Responsibilities to Students

Communication Responsibilities

Working with Educator – Administration Responsibilities

General Responsibilities

Specific Responsibilities Require for Role

The signature of the paraprofessional below represents an understanding of the job description and an acknowledgement of the hourly wage/benefits they are earning/eligible.

Name (Please Print): _____

Signature: _____

Date: _____



Supervisory Support Paraprofessional (SPVS)

Associate Job Description – The School District of North Fond du Lac

Licensure Needed

None – High School Diploma or Equivalent Required

Supervisor – Evaluator

Building Principal and Educators

Roles Included – *Crossing Guards, Lunch/Recess Supervisors, Library Monitors and General Aides*

Compensation and Benefits (see Associate Guide)

Based on experience and training – initial placement on schedule to be determined on an individual basis. Pay scale advancement located in Associates Guide.

Training (provided by District if not currently fulfilled)

- Read Strength Finder 2.0 and Completed the Strengths Inventory
- Orange Frog Happiness Training
- Induction and mentoring to job responsibilities

Working Conditions:

- The SS Paras partner with staff to best serve the needs of students in numerous venues as assigned

Job Responsibilities (This not an exhaustive list and maybe modify as needs of the District evolve):

Responsibilities to Students

- Assist students as directed by supervisor. This maybe in the lunch room, on the playground, in the library, etc.

Communication Responsibilities

- Maintain confidentiality – treat all information about children and their families in strictest confidence
- Keep the Educators, Administration and other personnel informed of any special needs or problems of individual students
- Observe and use all channels of communication within the building as established by the Educators and Administration
- Notify the supervisor of absence

Working with Educator Responsibilities

- Assist the educators, support professionals and administrators as requested

General Responsibilities

- Assist in maintaining a neat and orderly school environment
- Assist in inventory, care, and maintenance of equipment
- Provide orientation and assistance to substitutes
- Be familiar with all School District of North Fond du Lac policies
- Thoroughly read the Associate Guide for Hourly Waged Employees
- Assume other duties as assigned by the Administration or direct supervisor
- Assemble materials, programs, and equipment as needed
- Assist with bulletin boards, duplication of materials and supervision
- Monitor students in the cafeteria, restroom, hallway, playground, during field trips, school assemblies, special events, at snack, sensory break time, and before and after school as needed
- Assume bus duty responsibilities and supervise children prior to or on specific bus runs if asked

Professional Development

- Participate in staff development training programs, faculty meetings when assigned or on a voluntary basis and special events as needed
- Share training experiences, techniques and knowledge of programs and materials with fellow associates and educators

The signature of the paraprofessional below represents an understanding of the job description and an acknowledgement of the hourly wage/benefits they are earning/eligible.

Name (Please Print): _____

Signature: _____

Date: _____



Therapy Support Paraprofessional (TS)

Associate Job Description – The School District of North Fond du Lac

Licensure Needed

Appropriate Degree and Licensure

Supervisor – Evaluator

Administrators and Specialists

Roles Included – *OT/PT Therapist Assistant*

Compensation and Benefits (see Associate Guide)

Based on experience and training – initial placement on schedule to be determined on an individual basis. Pay scale advancement located in Associates Guide.

Training (provided by District if not currently fulfilled)

- Read Strength Finder 2.0 and Completed the Strengths Inventory
- Orange Frog Happiness Training
- Induction and mentoring to job responsibilities
- Non-Violent Crisis Intervention

Working Conditions (Important please read thoroughly):

The TS is a partner with the regular/special education educators and school nurse. The room and venues that the TS works in will vary with the need of students and specific grades and buildings. Safety is a very important to our District and the District is dedicated to working with all the educators and associates to address safety issues in the work place. It is the associate's obligation to honestly report all injuries and safety concerns to the educators and administrators as soon as any concern arises both for the student and themselves.

Due to the specific role of the LPN, dealing with students with physical and emotional limitations and needs, as well as potentially heightened mental, emotional and physical demands exist with this specific job. It is imperative that the LPN can maintain emotional control under stress, can endure frequent standing, stooping, bending, kneeling, therapeutic and/or Non-violent Crisis Intervention holds (as required) and regular lifting of students. The LPN will be exposed to (depending on the needs of the students they serve) bodily fluids, bacteria if bathrooming is involved and chronic medical conditions.

Job Responsibilities *(This not an exhaustive list and maybe modify as needs of the District evolve):*

Responsibilities to Students

- Help to create and monitor student health and attendance plans
- Assist students with physical or behavioral disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning
- Assist students with physical care including feeding, bathroom needs, and personal hygiene
- Assist in managing the behavior of students and crisis intervention – this includes using NVC strategies when necessary
- Supervise students individually and in small groups as learning activities are conducted in accordance with school nurse directions
- Help supervise arrival and departure of students

Communication Responsibilities

- Maintain confidentiality – treat all information about children and their families in strictest confidence
- Keep the teacher informed of any special needs or problems of individual students
- Observe and use all channels of communication within the building as established by the educators, principal, director of pupil services and school nurse
- Notify the school nurse of absence

General Responsibilities

- Assist in maintaining a neat and orderly work space
- Assist in inventory, care, and maintenance of equipment
- Provide orientation and assistance to substitute teachers
- Be familiar with all School District of North Fond du Lac's policies
- Thoroughly read the Associate Guide for Hourly Waged Employees
- Assume other duties as assigned by the principal, director of pupil services and/or school nurse which have been specifically stated
- Assemble materials, programs, and equipment necessary to do job
- Prepare and maintain student charts, work folders, and other clerical duties as assigned

Professional Development

- Participate in staff development training programs, faculty meetings when assigned or on a voluntary basis and special events as needed
- Share training experiences, techniques and knowledge of programs and materials with fellow associates and educators

Additional Job LPN Responsibilities

- Follows school nurse generated objectives and lesson plans
- Follows school nurse directed activities and specific procedures for individual students
- Follows through with PT, OT, or Speech protocols under direction of therapists
- Personal care management to include: assistance with ADL's (activities for daily living) such as toileting, feeding, positioning, transfers. Specific ADLs would include diapering, toilet training; Gastronomy Feeding and monitoring; Oral Feeding; External Catherization; assistance with medication delivery and documentation for students
- Assists students with use of assistive technology or adaptive equipment
- Working to support other health care procedures such as seizure protocol, range of motion activities, assistances with AFO's, Maintenance of Medicaid forms and assistance with maintenance of timely nurse notes, following health care plan interventions; assistance to the nurse in screenings for vision, hearing, scoliosis
- Classroom responsibilities including accompanying students to/from classrooms, on fieldtrips, to scheduled programs.
- Maintaining strict confidentiality regarding students, families, and staff

The signature of the paraprofessional below represents an understanding of the job description and an acknowledgement of the hourly wage/benefits they are earning/eligible.

Name (Please Print): _____

Signature: _____

Date: _____

Purchasing Procedures

For Orders you need the District Office to place

- Enter a requisition in **Employee Access Skyward**> Financial Management>Purchasing>Requisition
- Order will then be approved or denied by your administrator ,then to Maria to approve or deny, if approved I will then process and place the order
- Any questions about process, access, vendors or available accounts please email me khoff@nfdlschools.org

eCommerce Requisitions

(Staples, Nasco, Lakeshore, Really Good Stuff, Kaplan, Abilitations, Childcraft, Classroom Direct, Frey, Sax, School Specialty AND Amazon)

- Any orders from the above vendors must be placed by eCommerce in Skyward
- Enter a requisition in **Employee Access Skyward**> Financial Management>Purchasing>Requisition
- You will then choose “Add From Online Catalog”> choose vendor
- Order will then be approved or denied by your administrator, then to Maria to approve or deny, if approved I will then process and place the order
- Any questions about process, access, vendors or available accounts please email me khoff@nfdlschools.org

School District Issued Credit Cards

- **All District issued credit cards are to be used only by a person whose name is on the card. Do not loan your card to others.**
- **Any charges that do not have a receipt submitted will be charged to the individual and will be deducted from their paycheck.**
- When you make a purchase using your school credit card you will be putting a requisition in Skyward following the purchase
- Enter a requisition in **Employee Access Skyward**> Financial Management>Purchasing>Requisition
- Any purchase made with a school credit card the **vendor** will always be **BMO**
- In the description line put the Specific store name and brief description of the purchase
- Attach the receipt as an attachment (if you are unable to attach a receipt you can email it to bmoreceipts@nfdlschools.org) Please keep your own original receipts
- Your purchase will then be approved by your administrator , then Maria
- Any questions about process, access, or available accounts please email me khoff@nfdlschools.org

***Amazon orders should only be placed using eCommerce. Please do not use your school issued credit card or a personal credit card**

DISTRICT POLICY FOR CHILD ABUSE AND NEGLECT REPORTING

The North Fond du Lac School Board recognizes the serious school, family and societal problems associated with child abuse and neglect.

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

REPORTING PROCEDURES FOR SUSPECTED CASES OF CHILD ABUSE AND/OR NEGLECT

A specific procedure to follow is outlined below to help teachers to provide an accurate and complete report to the Department of Social Services in the event of suspicion of abuse or neglect.

Who does the calling?

Any teacher, counselor, school psychologist, speech therapist, physical therapists, occupational therapists, school secretary, school nurse or administrator or child care worker who has reason to believe that a child may have been abused or neglected. Other employees are required to report suspected cases of child abuse or neglect to the teacher, nurse or administrator. **The person who is the first observer, or receives information from the child must call the Fond du Lac County Department of Social Services at 929-3400 immediately.** When the Social Services Department is closed, the North Fond du Lac Police Department or the Fond du Lac County Sheriff's Department shall be contacted. A teacher or staff member may choose to make the call from the principal's office, guidance counselor's office and may ask for assistance from either person.

What to say?

"I am calling to report a suspected child abuse/neglect case." You will be transferred to a Social Services Intake Worker who will take the information. The intake worker will give the referral to their Supervisor who will assign a worker to the case. **Your telephone report should contain the following information:**

- Name of child suspected of being abused or neglected.
- Name of school and grade of child.
- Name, address, and phone number of the child's caretaker.
- Facts and circumstances leading to your suspicion, including the child's statements.
- Present whereabouts of the child.
- Any factors that may make the situation a high risk.
- Other children in the family

Other things to remember:

After notifying the Department of Social Services, the reporter must notify the building principal of the referral if they were not present during the reporting procedures. If there is reason to believe that there is immediate danger to the child, you may request an immediate investigation.

DO NOT notify the parents that a referral for neglect or abuse has been made. The Department of Social Services will contact the family. Any questions regarding who should be notified should be discussed with the Department of Social Services. It is the responsibility of the Department of Social Services and Law Enforcement Personnel to investigate the allegations. School personnel do not need to further question the child on the background of the situation.

No employee shall be discharged from employment for making such a report. Failure to report suspected cases of child abuse or neglect is punishable by a fine of not more than \$1,000 or imprisonment of not more than 6 months or both.



TRANSPORTATION AGREEMENT (Using Personal Owned Vehicle)

This Transportation Agreement is made and entered into between the School District of North Fond du Lac (referred to as the "School District") and _____ (referred to as the "Driver"). The Driver agrees to provide student transportation in consideration of the following terms, conditions, and mutual benefits:

1. The Driver shall use a privately owned motor vehicle for the specific purpose of transporting students and other persons to and from activities as authorized by the School District.
2. The Driver shall not be compensated for the use of his/her motor vehicle outside the scope of transportation authorized by the School District. The Driver shall be responsible for contacting the School District administrator authorizing the use of the Driver's motor vehicle when clarification of the scope of the compensated transportation is necessary.
3. The Driver agrees that she/he shall be the sole driver of her/his motor vehicle used to transport students and other persons under this Transportation Agreement, and shall not permit other drivers to drive the motor vehicle under this Transportation Agreement unless such individual has also entered into a Transportation Agreement with the School District.
4. The Driver understands that upon the written request of a parent or guardian of a student for whom the School District provides transportation, the School District shall disclose the name of the Driver who transports the student.
5. Prior to the operation of the Driver's motor vehicle for the purpose of transporting students and other persons under this Transportation Agreement, and as a condition of this Transportation Agreement, the Driver shall:
 - a. Possess a valid Wisconsin operator's license and provide the School District with proof of such license, which shall also validate that the Driver is at least 21 years of age. In certain circumstances, the School District may accept a valid operator's license issued by another jurisdiction or a valid commercial driver's license issued by Mexico, consistent with state law; and
 - b. Have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The department of transportation may require substantiation of such use by a driving examination conducted by the department or by a medical opinion; and
 - c. request that the Driver confirm she/he has sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator.

6. The Driver agrees that the motor vehicle shall not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the Driver.

7. Prior to permitting the Driver to operate her/his motor vehicle under this Transportation Agreement, and every four (4) years thereafter, the Driver understands that the School District shall do all of the following:

a. Request from the records maintained by the department of justice a criminal history search of the Driver prior to the initial operation of the vehicle for the purpose of transportation under this Transportation Agreement; and

b. Request the Driver's operating record from the department of transportation, or other entity as permitted by applicable law; and

c. Obtain a background information form completed by the Driver, as prescribed by the department of public instruction; or

d. Proof by the Driver of a valid school bus endorsement issued under Wis. Stat. § 343.12 shall exempt the School District from its obligation to conduct the above (a)-(c) activities.

8. The Driver understands that the School District is prohibited by law from permitting a Driver to operate a vehicle pursuant to this Transportation Agreement if any of the following applies, unless the Driver holds a valid school bus endorsement issued under Wis. Stat. § 343.12:

a. The Driver has a record of conviction, operating privilege revocation, or adjudicated delinquency that would disqualify the person from issuance or renewal of a school bus driver endorsement under state law; or

b. The Driver is listed in the registry under Wis. Stat. § 146.40(4g)(a)2; or

c. The Driver has provided materially false or incomplete information on the background information form.

9. The Driver understands that the School District may require the Driver to be fingerprinted, unless the Driver holds a valid school bus endorsement issued under Wis. Stat. § 343.12, which, when required, shall be kept confidential.

10. The Driver agrees that she/he shall report to the School District in writing within 10 days of the occurrence of any of the following:

a. Any accident in which the Driver was involved as the operator of a motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or whether the Driver was operating a vehicle to transport students; and

b. Any conviction or operating privilege revocation that makes the individual ineligible to be an operator of a motor vehicle to transport students or, if the individual holds a valid school bus endorsement, that disqualifies the individual from issuance or renewal of a school bus endorsement; and

c. Any suspension or revocation of the Driver's operating privilege, or cancellation of a school bus endorsement, by the state of Wisconsin or another jurisdiction.

11. The Driver agrees to provide the School District with proof of annual inspection of the vehicle used for transportation under this Transportation Agreement in conformance with the rules of the department of transportation.

12. The Driver agrees to maintain an insurance policy for her/his motor vehicle and to file a certificate of insurance with the School District and the department of transportation, showing such policy is in effect, that provides the following:

a. Property damage liability coverage with a limit of not less than \$10,000; and

b. Bodily injury liability coverage with limits of not less than \$75,000 for each person and, subject to such limit for each person, total limits of \$150,000 for each accident for motor vehicles having a seating capacity of 7 passengers or less; and \$200,000 for each accident for motor vehicles having a seating capacity of 8-15 passengers.

13. All parties to this Transportation Agreement are subject at all times to rules adopted by the secretary of transportation under Wis. Stat. § 110.06(2) and by the department of public instruction.

14. Neither party's rights and obligations under this Agreement may be transferred, conveyed or assigned without the express prior written consent of the other party.

Dated this _____ day of _____.

Business Manager Name

Driver Name

Business Manager Signature

Driver Signature



TRANSPORTATION AGREEMENT **(Transporting Students using a District Vehicle)**

This Transportation Agreement is made and entered into between The School District of North Fond du Lac (referred to as the "School District") and _____ (referred to as the "Driver"). The Driver agrees to provide student transportation in consideration of the following terms, conditions, and mutual benefits:

1. The School District agrees to provide the Driver with a motor vehicle owned by the School District for the specific purpose of transporting students and other persons to and from activities as authorized by the School District.
2. The Driver understands that the Driver shall not use the motor vehicle provided by the School District for unauthorized purposes. The Driver shall bear the responsibility of contacting the School District Administrator authorizing the use of the motor vehicle for student and other persons' transportation to determine the authorized use of the motor vehicle when clarification of its use is required.
3. The Driver agrees that she/he shall be the sole driver of the motor vehicle owned by the School District used to transport students and other persons to school-authorized activities and shall not permit other drivers to drive the motor vehicle to transport students and other persons unless such individual has also entered into a Transportation Agreement with the School District.
4. The Driver understands that upon the written request of a parent or guardian of a student for whom the School District provides transportation, the School District shall disclose the name of the Driver who transports the student.
5. Prior to the operation of a motor vehicle provided by the School District for the purpose of transporting students and other persons to school-authorized activities, and as a condition of this Transportation Agreement, the Driver shall:
 - a. Possess a valid Wisconsin operator's license and provide the School District with proof of such license, which shall also validate that the Driver is at least 21 years of age. In certain circumstances, the School District may accept a valid operator's license issued by another jurisdiction or a valid commercial driver's license issued by Mexico, consistent with state law; and
 - b. Have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The department of transportation may require substantiation of such use by a driving examination conducted by the department or by a medical opinion.

6. The Driver agrees that the motor vehicle shall not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the Driver.
7. Prior to permitting the Driver to operate the vehicle under this Transportation Agreement, and every four (4) years thereafter, the Driver understands that the School District shall do all of the following:
 - a. Request from the records maintained by the department of justice a criminal history search of the Driver prior to the initial operation of the vehicle; and
 - b. Request the Driver's operating record from the department of transportation, or other entity as permitted by applicable law; and
 - c. Obtain a background information form completed by the Driver, as prescribed by the department of public instruction; or
 - d. Proof by the Driver of a valid school bus endorsement issued under Wis. Stat. § 343.12 shall exempt the School District from its obligation to conduct the above (a)-(c) activities.
8. The Driver understands that the School District is prohibited by law from permitting a Driver to operate a vehicle pursuant to this Transportation Agreement if any of the following applies, unless the Driver holds a valid school bus endorsement issued under Wis. Stat. § 343.12:
 - a. The Driver has a record of conviction, operating privilege revocation, or adjudicated delinquency that would disqualify the person from issuance or renewal of a school bus driver endorsement under state law; or
 - b. The Driver is listed in the registry under Wis. Stat. § 146.40(4g)(a)2; or
 - c. The Driver has provided materially false or incomplete information on the background information form.
9. The Driver understands that the School District may require the Driver to be fingerprinted, unless the Driver holds a valid school bus endorsement issued under Wis. Stat. § 343.12, which, when required, shall be kept confidential.
10. The Driver agrees that she/he shall report to the School District in writing within 10 days of the occurrence of any of the following:
 - a. Any accident in which the Driver was involved as the operator of a motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or whether the Driver was operating a vehicle to transport students; and
 - b. Any conviction or operating privilege revocation that makes the individual ineligible to be an operator of a motor vehicle to transport students or, if the individual holds a valid school bus endorsement, that disqualifies the individual from issuance or renewal of a school bus endorsement; and

c. Any suspension or revocation of the Driver's operating privilege, or cancellation of a school bus endorsement, by the state of Wisconsin or another jurisdiction.

11. All parties to this Transportation Agreement are subject at all times to rules adopted by the secretary of transportation under Wis. Stat. § 110.06(2) and by the department of public instruction.

12. Neither party's rights and obligations under this Agreement may be transferred, conveyed or assigned without the express prior written consent of the other party.

Dated this _____ day of _____.

Business Manager Name

Driver Name

Business Manager (signature)

Driver (signature)