

INSTRUCTIONAL STAFF

1. Liability: It is a rule of law that a teacher is held personally liable for injury to pupils caused by the teacher's negligence. Also, it is a fact of law that no school district or municipality is liable for the negligent acts of its teachers or other employees unless made so by statute. Therefore, it is expected that each employee shall exercise reasonable care and judgment in performing his/her assigned and understood duties as an employee. It is also understood that a teacher shall not be absent from an instructional area where hazards exist, especially shops, laboratories and gymnasiums when students under his/her supervision are present.
2. Complaints and Grievances: The employee handbook shall contain a clause, or clauses, setting forth the proper procedure for filing and handling of staff complaints and grievances.
3. Positions: It shall be the policy of the Board of Education to employ on the instructional staff, only those persons who hold a valid and acceptable license to teach in the State of Wisconsin.
4. Contracts: All contracts with certified personnel employed by the Board, except substitutes, shall be in writing and signed by the board officers as provided by law.
5. Compensation: Salary and extracurricular pay fringe benefits, leaves, and absences shall be described in each employee's individual contract or in the Employee Handbook.
6. Worker's Compensation: Any employee who is injured in the line of duty shall receive such compensation and expenses as prescribed by the worker's compensation law of the State of Wisconsin. Reports of any such accident shall be made to the administrative office within twenty-four hours of its occurrence.
7. Substitute Teachers:
 - A. Qualifications

Shall possess, or have possessed, a valid and legal teacher or substitute teacher certification.
 - B. Compensation
 1. The substitute shall be paid by the Board of Education (never the teacher) at a rate set by the Board.
 2. Substitutes will be paid only for days actually taught.
 3. See Section I.
8. Arrangements for Professional Staff Substitutes: Teachers who feel that they are going to be unable to discharge their regularly assigned duties (because of illness, emergency or other acceptable reasons), must notify the Principal or designee of this fact at the earliest possible time, so that arrangements can be made for a substitute. If the Principal or designee is not available, the District Administrator should be called. Lesson plans must be made out in advance of each class and be available for use by the substitute teacher and the Principal. Unless special permission is given by the Principal or Administrator, the substitute teacher will not

be secured by the teacher.

9. Orientation: It is the duty and responsibility of each teacher to keep informed of the rules, policies and regulations of the Board of Education and the Administration.
10. Assignment and Transfer: Teachers may apply for a reasonable transfer within the system providing all qualifications and certification requirements are fulfilled.
11. Extra Duty: The total responsibility of the operation of a school is dependent upon the actions of all school personnel when asked to help in management situations during regular duty. Any extra duty assignments which result shall be compensated according to the extra duty schedule.
12. District Meetings: Teachers are required to be at all teachers meetings called by the Principal or District Administrator, unless special permission for absence is granted by them. Teachers will also be asked to serve on professional committees for study and improvement of some phase of the school program.
13. In-Service: In-service for teachers is an important part of the total educational program of the Granton Area Schools. To assist the Administration in developing an appropriate as well as long range plan for in-service, teachers may be asked to serve on committees whose purpose is to fulfill such a mission.
14. Professional Conferences and Meetings: Eligibility for attendance at professional conferences and meetings will be determined by the District Administrator.
15. Resignation: As the School Board's first concern and obligation is to the children of the district, teacher resignations, once a contract has been signed, will be given consideration and approval only if:
 - A. A suitable replacement can be found.
 - B. The education program will not be impaired.

And only when:

 - C. Thirty days written notice prior to the effective date of a resignation has been given and mutually accepted by both parties.
 - D. Any penalty or cost has been paid.
16. Retirement: The policy of the Granton Area School District will be in accordance with Chapter 111.33 of Wisconsin Statutes.
17. Suspension and Dismissal: See the Employee Handbook.
18. Evaluation of Professional Staff: In order to assure a high quality of professional performances and to advance the instructional programs of the Granton Area School District, the Board shall require evaluations of all professional staff members. The evaluation shall provide a sound basis for teacher improvement and an objective measure of teacher effectiveness. All professional staff evaluations shall be based on their written job. The schedule for professional staff evaluations shall be as follows:
 - A. Probationary teachers shall be evaluated at least annually
 - B. Non-probationary teachers shall be evaluated at least once every two years.

Adopted: December 7, 1993

Revised: December 9, 2013

Legal

References: