Cedar Grove-Belgium
School Distrist

CERTIFIED STAFF HANDBOOK

2026-2027



Approved July 06, 2026



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ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form.

CGBSD will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the District community who violates this policy will be subject to disciplinary action up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against District employees.

For purposes of anti-harassment, the "school district community" means individuals subject to the control and supervision of the Board of Education including but not limited to students, teachers, staff, volunteers and Board members, agents, contractors, or other persons. "Third party" means any individual who comes in contact with members of the School District community at school-related event/activities (whether on or off School District property) including, but not limited to visiting speakers, participants on opposing co-curricular teams, and vendors doing business with or seeking to do business with the District.

Harassment consists of any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stat.), national origin, ancestry, arrest record, conviction record, use or nonuse of lawful products off the District premises during non working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as " unlawful harassment"), and encourages those within the School District community as well as third parties, who feel

aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

The District Administrator has prepared written administrative guidelines for professional staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines. District complaint officers are Tamara O'Keefe and Josh Ketterhagen.

For more information employees should refer to Board Policies: *3362 Employee Anti-Harassment*, *3362.01 Threatening Behavior Toward Staff Members*, and Administrative Guideline *3362A Reporting Threatening Behaviors.*

EQUAL OPPORTUNITY

The Cedar Grove-Belgium Board of Education does not discriminate in the employment of professional staff on the basis of the protected classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the Cedar Grove-Belgium School District's (CGBSD) premises during non working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

If the professional staff has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment s/he should refer to Board Policy 3122 and Administrative Guideline 3122 – Nondiscrimination and Equal Employment Opportunity.

IMMIGRATION REFORM ACT NOTICE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees. For more information, please refer to Board Policy *3111 Creating a Position*.

DEFINITIONS

A. Administrative Employees: Administrative employees are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the CGBSD.

B. Discipline: Discipline is defined as a verbal warning, paid or unpaid suspension, a written letter of reprimand, non-renewal, or any other adverse employment action.

C. Seasonal/Summer School Employees: Seasonal employees are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A summer school employee is defined as an employee who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for CGBSD students pursuant to Department of Public Instruction rules and regulations.

1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.

2. The terms and conditions of employment for seasonal/summer school sessions shall be established by the District at the time of hire.

D. Substitute Employees: Substitute employees are defined as persons hired to replace a regular employee during the regular employee's leave of absence.

E. Teacher: Teachers are defined as persons employed by contract pursuant to § 118.22, Wis. Stats.

F Termination: Termination is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this handbook, "termination" shall not include voluntary retirement, voluntary resignation, or nonrenewal of contract under § 118.22, Wis. Stats. for non-performance-related issues, or a non-reappointment of an extracurricular assignment.

GENERAL PERSONNEL POLICIES

The teacher handbook is subservient to and does not supersede the provisions set forth in district policies.

BOARD FUNCTIONS

A. The Board of Education's right to operate and manage the school system is recognized, including the governance of school policies, procedures, and operations associated with the school organization in addition to the observance of reasonable rules and regulations set forth.

B. The Board of Education will operate and conduct the District in accordance with state and federal statutes and administrative rules which the Board is required to follow and that the specific laws and rules are thus incorporated here by reference.

C. The foregoing enumeration of the functions of the Board of Education shall not be deemed to exclude any other functions of the Board not specifically set forth.

D. This handbook may be reviewed annually and revised by the Board of Education as needed.

RESIGNATION OF EMPLOYMENT

Teachers under individual contracts who terminate their services with the Cedar Grove-Belgium School District after June 15th shall make payments as scheduled below as liquidated damages for Board incurred costs in securing a replacement teacher. Termination caused by circumstances arguable beyond the individual's control may be cause to waive all or part of the liquidated damages as determined by the Board upon request of the teacher. Payment for the appropriate amount must accompany the resignation letter.

Schedule of maximum payments: June 16 - July 15- $1,000.00
July 16 - August 15 - $1,500.00
August 16 to First Day with students - $2,500.00
After the first day with students - $3,500.00

RETIREMENT

All requests for retirement should be filed with Human Resources by February 1 of the employee's desired last year of active employment. The Superintendent shall bring retirement requests to the School Board for approval.

WORK DAY and WORK YEAR

A. Work Day. Length of the contracted work day is eight (8) hours. Building administrators shall determine the standard eight (8) hour day for their respective buildings. Teachers need not report on days the school is closed. If early dismissal is requested by a teacher, permission may be granted by the building administrator.

B. Calendar. The Board of Education will publish the school year calendar by the last day of March for the following school year. The Calendar is attached as Appendix A.

C. Make-Up Days. Teachers will be paid when a school or schools are closed by order of the Board of Health or by order of the District Administrator because of adverse weather conditions, failure of mechanical equipment, bomb threats, or any other situation beyond the control of the District. If days that schools are closed because of the above listed conditions they are to be made up by students and teachers, there will be no additional pay.

LUNCH and RECESS SUPERVISION

The Board of Education shall grant daily a duty-free lunch period to each of the teachers. The duty-free lunch period shall not be less than thirty minutes and shall be provided at or near the time of the regular school lunch period as per Wisconsin Statutes Section 118.235. Variances from the foregoing may be negotiated with the individual teacher. The building administrator has the authority to re-assign staff to cover indoor/outdoor recess when necessary.

Teachers who agree to fill in to supervise lunch by foregoing a preparation period when determined supervision is needed will be compensated $25 for lunch supervision time.

PAY DAYS

Teachers will be paid on 24 pay dates per year. The dates will commence on the 15th of September and continue through August 31st. If a pay date falls on a weekend, the direct deposit will be provided on the working day prior to the weekend.

PROFESSIONAL DRESS CODE

In order to facilitate a professional learning environment for both staff and students, District employees are judged not only by their service, but also by their appearance. District expects every employee's appearance to be consistent with the high standards that are set for all employees of the District. Employees are expected to present a well-groomed, professional appearance that is representative of good personal hygiene and a professional appearance.

The District expects all employees to be neat, clean, dressed in good taste (clothing that is not too short, not too tight, and that covers areas expected to be covered), and in attire and footwear that are suitable for the job at hand.

Thus, the dress code standard for professional employees shall be business casual. Jeans, flip flops, t-shirts, hoodies, and the like are not considered business casual. Exceptions to the professional dress code shall be as follows:

A. Approved for medical or religious reasons with documented reasons submitted to the respective building administrator.

B. During the last student contact day of the week or other school sanctioned days, jeans may be worn.
C. During school spirit days or special school events, the building administrator may make exceptions to the professional dress code.
D. Other exceptions to the dress code may also be made at the discretion of the building administrator.
E. On days that teachers do not have contact with students, the professional dress code shall not apply. Examples of such days include in-service, workdays, professional development days, and committee meetings beyond the normal workday.
F. During summer school session, the dress code shall be casual but professional (i.e. flip flops, hoodies and jeans are allowed, but should be appropriate to the school setting).
G. Teachers may wear professional attire appropriate to their activity level.

PROFESSIONAL MEETINGS

All staff are expected to attend and actively participate in staff, department level, and family meetings. Staff meetings include weekly PLCs; SST or progress monitoring meetings; site, department, and/or district committee meetings; and/or other student-specific meetings when deemed appropriate and necessary by administration and staff. Staff are expected to effectively communicate with families and participate in parent-teacher conferences as well at students meetings (i.e. IEP/504, BIP/FBA). Staff members are expected to adjust their schedules accordingly to accommodate the scheduled meeting dates and times throughout the year. It is understood that emergencies and/or conflicts do arise. When such situations occur, it is the staff member's responsibility to communicate with the principal/administrator in a timely manner. An individual administrator reserves the right to schedule student-specific meetings outside of the school day. Administration will collaborate with staff to find a consensus on times and dates to appropriately meet the needs of individual students. Staff will conduct themselves in a professional manner at all times.

REDUCTION IN STAFF

At times it may be necessary to reduce the number of professional staff employed by the District. In the event that the District, in its sole discretion, determines that it is necessary to reduce the number of professional staff, such reductions will be made in compliance with Board Policy *3131 Reduction in Staff*.

GRIEVANCE PROCEDURE

Please refer to Board Policy *3340 Grievance Procedure*.

COMPENSATION and BENEFITS

The Board of Education provides competitive and comprehensive benefits to its teachers. The Board retains the final authority to establish, modify, rescind, add, or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

The District will negotiate total base wages with certified bargaining units in accordance with the provisions of § 111.70 of the Wisconsin Statutes. The District will otherwise set compensation for teachers on an annual basis and will provide teachers notice of their salary or wages upon completion of negotiations and in accordance with contract dates. The District exclusively reserves the right to provide other compensation, such as merit pay, performance pay, supplemental compensation, or other related forms of compensation.

MILEAGE REIMBURSEMENT

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District ~~T~~to drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage are available in building offices and the District office. Employees are encouraged to use the District provided van for school-related travel for workshops, conferences, and related off-site professional development programs.

PERFORMANCE and CONDUCT

A. Employee Evaluation: The Board recognizes the importance and value of evaluating the progress and success of both newly employed and experienced personnel. The primary goal of supervision and evaluation is to ensure the best possible educational experiences for all students in the district. Supervision and evaluation is a collaborative process for the teacher and the administrator to identify where the professional growth of the teacher and the effectiveness of the instruction can be enhanced. New teachers to the district will be formally evaluated the hiring year with all teachers being formally evaluated at least once every three years.

B. Disciplinary Action: When the discipline of a staff member becomes necessary, such action will be consistent with the requirements of any applicable Board policy and State and Federal Law. The school or district administration may administer discipline.

Teachers may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations associated with their positions. No teacher may be subject to discipline without just cause. Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of the teacher. Progressive discipline will generally include the following steps:

1. Verbal reprimand
2. Written reprimand

3. Suspension, the length of which is determined by the administration to effect the corrective goal of discipline; and/or being placed on probation and having salary frozen, each being effective for one year
4. Non-renewal
5. Termination

The teacher will be provided a letter explaining the reason(s) for the written reprimand, suspension, or termination. The letter will be filed in the teacher's personnel file.

The school or district administration may skip one or all steps in the progressive discipline model when he/she determines that the severity of the offense requires more substantial discipline, or in the case of termination, where the district administrator determines the conduct was severe and detrimental enough to require a teacher's immediate termination of employment.

C. Withholding of Increments.

1. The Board of Education reserves the right to withhold any increase to an employee whose performance is deficient (subject to the disciplinary standards of this agreement) provided notice is given before March 1 of the school year preceding the effective day of withholding.

2. If the employee corrects the deficiencies to the satisfaction of the Board of Education by March 1 of the year the increment is withheld, the increment shall be paid to the teacher at the end of the school year and the teacher shall experience no overall loss of wages. If the deficiencies are not corrected by March 1 of the year the increment is withheld, the teacher will not have his/her contract renewed effective the ensuing school year.

EXTRA DUTY and EXTRACURRICULAR ASSIGNMENTS

A. The Athletic Director/Athletic Coordinator will submit a list of qualified scorers and timers to the Human Resources office. These persons will be employed at the specified rate.

B. Notification of the positions listed in Appendix B that are vacant will be made to District employees as well as advertised to the public. The vacant positions notification will be posted and sent throughout the year, via email, and including the summer months of June, July, and August.

C. The Board of Education gives the administration the right to interview any or all qualified applicants. The administration will recommend the most qualified applicant to the Board for employment based upon the criteria for each position set by the administration. The administration shall consider an applicant's status as a teacher in the District as part of his/her qualifications. Once the contracted employee quits or is terminated, the administration and Board will determine if there exists an ongoing need for the position. If the position is needed, the posting and application procedures will be initiated by the administration.

LEAVES

A. Sick Leave. Sickness is defined as personal illness, injury, emotional state, or a dependent's illness which renders the teacher incapable of carrying out assigned duties. The district administrator or building administrator may question a teacher about the use of sick leave time. After three consecutive days of sick leave, an administrator may require the teacher to present a written statement from a qualified physician certifying the illness, injury, emotional state, or dependent's illness. The district administrator or building principal may also require a return to work statement indicating the teacher has fully recovered from his/her illness or injury before permission is granted to resume teaching duties. Teachers are granted eight (8) sick days per year which may be accumulated up to a maximum of 90 days. Sick days are granted in ½ day or full day increments and may only be used on scheduled work days. Certified staff who are less than 1.0 FTE will be given a prorated number of sick days annually that can be accumulated up to a maximum of 90 days.

Effective July 1, 2016, CGBSD will pay out $40/per unused sick days upon an employee retiring from CGBSD up to a maximum of the unused sick days in the employee's sick bank as of June 30, 2016.

The building administrator or Superintendent will direct a teacher who is ill or disabled and off work either: three consecutive days, or five work days in a ten consecutive work day period, or ten or more workdays in a semester to provide a doctor's statement indicating the teacher is presently unable to perform his/her duties and identifying the teacher's anticipated date of return.

B. Bereavement Leave. Up to three (3) days, non-accumulative, of bereavement leave will be granted for each death of spouse, domestic partner, son, daughter, mother, father, mother-in-law and father-in-law. One (1) day will be granted for each brother, sister, brother-in-law, sister-in-law, and grandparents. Up to one day per year will be allowed for bereavement of persons not specified above. If more days are granted, they will be deducted from personal leave upon approval of the building administrator and the District Administrator.

C. Personal Day. Teachers are granted two (2) days of personal business each school year with no carry over. Personal days are granted in full day increments only. Teachers are required to provide their respective building administrator a minimum of forty-eight (48) hours advance notice via Employee Access in order for approval to be granted.

Personal day requests are subject to the following restrictions:

1. Personal days are granted in full day increments.
2. Personal days may not be taken on a) teacher in-service days; (b) or during the last ten (10) days scheduled for student contact.
3. No more than two personal day requests per building on a given day shall be granted, unless a qualified substitute can be secured. (Buildings: elementary pK-4, middle school 5-8; high school 9-12).

The restrictions listed above may be waived by the building administrator when there are extenuating circumstances. A personal day request to be taken during a restricted time period must be submitted in writing and submitted to the appropriate building administrator for review and determination at least 10 days prior to the requested date for use of a personal day.

In the event that Personal Days are not used, they will be paid out at the rate of $100 per unused day.

D. Military Leave. It is the District's policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon notification of the need for military leave, the employee should contact the CGBSD Office as soon as possible to arrange for the leave. Benefits due employees while on voluntary or involuntary military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided. If State and Federal laws are not applicable to a specific benefit no such benefit will be provided. Any Employee who enters service in any of the armed forces of the United States shall, upon termination of such service by honorable discharge or other evidence of good standing, be entitled to re-employment in accordance with the provisions of USERRA and other applicable federal and state laws.

E. Jury Duty. Teachers that are called to perform their civic responsibility as a potential juror shall be excused for any days or portions of days on which the teacher is required to report. If the jury duty is of a duration of four hours or less in a given day, the teachers are expected to return to work. Any teacher that receives a notice of jury duty shall provide such notice to the building administrator, and shall call each morning to report whether he or she is required to report to jury duty that day. Teachers that miss work due to jury duty must provide verification from the court that they attended on that date. Teachers who miss work due to jury duty will be provided their full compensation for any time lost provided that any jury fees received by the teacher are signed over to the District.

F. Family and Medical Leave. The Family and Medical Leave Act requires written documentation from a licensed health care provider indicating that the employee is unable to be at work. In accordance with Federal and State law, the Board will provide family and medical leaves of absence. The provisions of both the Federal and State Family and Medical Leave require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave, refer to Board Policy 3430.01 – Family and Medical Leave of Absence (FMLA).

G. Extended Leave. Teachers may be granted an extended leave of absence without pay subject to Board approval provided the following criteria are met:

1. The period of unpaid leave shall be subject to mutual consent between the teacher and the Board. The leave of absence period will be one (1) or two (2) semesters, one (1) or two (2) trimesters, or two (2) consecutive quarters.

2. A qualified replacement can be obtained.

3. A teacher who wishes to take an extended leave shall submit a written request to the Board at least 45 calendar days, or a lesser time in the event of an emergency, prior to the commencement of said leave.

4. Teachers on leave may have their membership and privileges of all group insurance plans continued during the leave of absence period by making the monthly payment in advance to the District covering the full cost of such insurances subject to the insurance carrier's rules.

5. In the event an unforeseen circumstance occurs, the teacher may give the District seven (7) calendar day notice that the teacher is canceling the leave and returning to work.

H. Unpaid Leave Requests. Must be submitted in writing to the District Superintendent with adequate notice. The following criteria apply to the request:

1. The request represents an extenuating circumstance;
2. Adequate coverage is available for the person requesting the leave;
3. The requested leave does not fall on a) teacher in-service days; or (b) during the last 2 weeks scheduled for student contact;
4. The requested leave does not occur on final exam dates, or other days deemed unsuitable by the administration to be covered by a substitute;
5. There are no more than 2 personal days per each building that have already been granted for the requested date.
6. Only after all personal days have been exhausted.

The person requesting Unpaid Leave will receive, in writing, a response from the Superintendent stating approval or denial. Unpaid leave is to be used only as a necessity as the District, for the sake of student learning, expects that teachers be in their classrooms as much as possible during the course of the school year.

INSURANCE BENEFITS

Please refer to Appendix C for a description of insurance benefits.

PERSONNEL FILES

It is critical to effective human resources management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. The access granted for review and inspection of a personnel file must be completed in accordance with state law. The CGBSD shall maintain personnel records of professional staff members and grant access to inspect or review those records in accordance with Board Policy and Administrative Guideline 8320 *Personnel Records*.

ASSIGNMENTS

It is the district's interest to have teaching assignments remain flexible as possible. The school district reserves the right to make teaching assignments on an annual basis. Teachers may be assigned duty in the hallways, lunchroom, playground, gym (indoor recess), and parking lots during the time regular classes are in session, in order to maintain adequate supervision and management of students and facilities.

VOLUNTARY TRANSFER REQUESTS

Teachers who wish to transfer to another position, grade level, building, or assignment within the District may apply for posted vacancies for which they hold the appropriate licensure and qualifications.

1. All vacancies identified by the District for internal application will be posted in accordance with District procedures.
2. Submission of a transfer request does not guarantee reassignment. The teacher requesting the transfer will be guaranteed a first round interview.
3. The District retains sole discretion in filling vacancies based on the educational needs of the District and the qualifications, experience, and skills of applicants.
4. Teachers selected for transfer will be notified as soon as practicable.
5. A voluntary transfer becomes effective only upon approval by the District.

INVOLUNTARY TRANSFERS

The District reserves the right to transfer or reassign teachers to other positions, grade levels, programs, or buildings for legitimate educational, operational, staffing, enrollment, licensure, or programmatic reasons. Involuntary transfers may happen as enrollment changes within the district.

Prior to an involuntary transfer:

1. The teacher will be provided an opportunity to meet with the Superintendent or designee to discuss the proposed transfer.
2. The teacher will receive written notice of the transfer and the reason(s) for the transfer.
3. The District will consider the teacher's certification, qualifications, experience, and the educational needs of students when making transfer decisions.
4. An involuntary transfer is not considered disciplinary action and shall not adversely affect the teacher's compensation or employment status unless otherwise required by law or District policy.
5. The District will provide reasonable notice of the reassignment whenever practicable.

The District will attempt to fill vacancies through voluntary transfer when practicable; however, the District retains the right to make administrative assignments and involuntary transfers when necessary to meet operational and educational needs.

PART-TIME EMPLOYEES

Part-time Contracts: Contracts for part-time employees shall be determined by the administration. All part time teachers will be required to attend, at their percentage of employment, parent-teacher conferences, open houses, and in-service meetings as

requested by building administrators and perform any committee work outside his/her contract at the curriculum rate.

USE OF PERSONAL PROPERTY AT THE DISTRICT

The practice of employees bringing personal property to school for reasons associated with job responsibilities is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property. Any use of personal property must be approved by the building principal. Employees are responsible for using personal communication devices (PCD) in a safe and appropriate manner. Please refer to Board Policies *7530.02 Staff Use of Personal Communication Devices, 7540.01 Technology Privacy*, *7540.04 Staff Education Technology Acceptable Use and Safety*, *7540.06 Electronic Email*, and *7542 Access to District Technology Resources From Personally-Owned Communication Devices.*

The District does not assume any responsibility for loss, theft or damage to personal property, nor is it liable for vandalism, theft or any damage to cars parked on school district property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the school district does not have legal responsibility.

DRUG AND ALCOHOL USE

The Board of Education prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the school district's administrative and/or professional staff at any time while on District property or while involved in any district-related activity or event. Any staff member who violates Board Policy *3122.01 Drug Free Workplace* shall be subject to disciplinary action in accordance with Board Policy *3139 Staff Discipline*.

TOBACCO, SMOKE AND VAPING

The District is committed to providing students, staff, and visitors with a tobacco, and smoke and vape free environment. Accordingly, the Board of Education prohibits teachers from using tobacco in any form while on CGBSD premises, in CGBSD vehicles within any indoor facility owned, leased, or contracted by the district, or when used to provide education or library services to children; and at all District sponsored events. Refer to Board Policy *3215 Use of Tobacco by Professional Staff.*

EMPLOYEE COMMUNICATION and TECHNOLOGY

Staff use of the District's network, technological devices, email, and the internet will be governed by Board Policy *7540.04 Staff Education Technology Acceptable Use and Safety* and Board Policy *7540.06 Electronic Mail*.

MULTI-FACTOR (MFA) SECURITY PROCESS

Many organizations are adopting multi-factor authentication (MFA) as a fundamental security protocol for employees when accessing computer systems and work-related applications. MFA serves as a pivotal security measure, introducing an additional layer of protection by necessitating employees to furnish multiple forms of identification before gaining access to our computer systems and technology resources.

Employees will need to use their personal cell phones or email account for the multi-factor authentication process, and this will not incur any extra costs for them. This procedure is a necessary aspect of conducting business and ensuring system safety.

TITLE IX POLICY

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX Coordinator: Tera Rogers, 321 N. 2nd St., Cedar Grove, WI 53013; Phone: 1-920-668-8686; Fax: 920-668-8605; trogers@cgbrockets.com

REPORTING SUSPECTED CHILD ABUSE and NEGLECT

Wisconsin law requires CGBSD personnel to report all suspected incidents of child abuse and/or neglect to the Sheboygan County or Ozaukee County Department of Human Services, law enforcement or other legal authorities. Because the Board is concerned with the welfare of all children, it recognizes the legal and ethical obligations to report suspected abuse or neglect and expects District staff to act in accordance with all appropriate Wisconsin statutes.

All District employees are required to report suspected abuse or neglect when there is "reasonable cause" to suspect abuse or neglect has or will occur. Anyone who, in good faith, participates in the making of a report pursuant to the legal mandate shall in so doing be immune from any liability, civil or criminal, that might otherwise be imposed. State law also protects employees from being discharged from employment as a direct result of such a report.

The Board supports a preventative approach to child abuse and neglect. If you have questions regarding the reporting of suspected child abuse and neglect, please contact respective building administrators and also refer to Board Policy *8462 Student Abuse and Neglect*.

REPORTING of SCHOOL VIOLENCE THREATS

Under Wisconsin Act 143, all CGBSD employees are mandatory reporters and are required to report directly to Administration and the Sheboygan County Sheriff's Department if they believe in good faith, based on a threat made by an individual seen in the course of professional duty that there exists a serious and imminent threat to the health and safety of a student, a school employee, or the public. Anyone who, in good faith, participates in the making of a report pursuant to the legal mandate shall in so doing be immune from any liability, civil or criminal, that might otherwise be imposed. State law also protects employees from being discharged from employment as a direct result of such a report.

WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. Pursuant to State Law, the Board expects professional staff members to report to their immediate supervisors any violation or suspected violation of any Federal, State, or local law, policy, or guideline committed by any employee, or agent of any agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, professional staff members are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual medicaid fraud or abuse, or gross neglect of duty committed by any employee or agenda of any agency or independent contractor which is doing business with the Board.
Please refer to Board Policy 3211 *Whistleblower Protection.*

CONFIDENTIALITY

As a result of an employee's responsibilities with the District, an employee may have access to confidential student or personnel records or other sensitive information. This may include, without limitation, information concerning the educational and medical status or condition of a student, the medical status or condition of an employee, employee records as well as the District's business practices including purchasing and negotiating strategies (collectively "confidential information"). Pupil information obtained as a result of employment with the District is confidential information and protected by law unless such information has been designated as pupil directory data in school board policy, and parents or guardians have not otherwise exercised their right to opt out of the release of designated directory data information.

Confidential information cannot be disclosed to any District personnel who are not authorized to receive such information or to persons outside of the District without the express authorization of the administration. Likewise, no information concerning the internal operations of the District, including but not limited to the release of records of the District, may occur except through, and with the permission of the administration.

Unless directed by administration, employees shall not act as the District's custodian of records or disseminate confidential information. State and federal laws govern the collection, maintenance and dissemination of confidential information. As a result, the improper and unauthorized disclosure of confidential information may constitute a violation of law. All inquiries or requests for pupil or personnel records should be directed to the District Administrator, building administrator, or supervisor.

SECLUSION AND RESTRAINT

All CGBSD certified staff will comply with all applicable state and federal laws relative to the administration of and implementation of required IEP services and the use of seclusion and restraint. All CGBSD certified employees are required to comply with the state law requirements related to use of physical restraint/seclusion based upon the requirements of Wisconsin Statutes § 48.981, mandated reporting requirements and Wisconsin Statutes § 115.787(2)(i) and § 118.305, use of Seclusion and Restraint.

MENTORING

The Board of Education recognizes the value of assigning a teacher new to the Cedar Grove-Belgium School District a mentor teacher as part of orientation to the school District and community. Successful teaching depends on shared developmental experiences and collegial nurturing under the guidance of an experienced and effective professional. The District is committed to providing ongoing orientation, support and teaching seminars that reflect the Wisconsin Teaching Standards, by a qualified and trained teacher mentor. The teacher mentor program consists of the following guiding principles:

1. New teachers to the CGBSD will be assigned a mentor for at least one year.

2. Whenever possible the mentor should:
    a. Be a volunteer
    b. Be approved by the Administration
    c. Be accepted by the new teacher

3. Teachers interested in the mentor position must be in good standing and hold a Lifetime license.

4. If it is not possible to provide a teacher mentor volunteer, the building principal may assign a teacher to be a mentor or hire a mentor.

5. The mentor will observe the new teacher and provide feedback four times during the school year as determined by the mentor, the new teacher and the building principal. Additional observations may be done with the approval of the building principal.

6. The minimum length of these observations will be one class period, one hour or the length of the complete lesson.

7. If substitutes are needed to cover the classes of the mentor, the normal substitute teacher request process will be followed.

8. Compensation for the mentor teacher will be a stipend in the amount of $650 for mentoring teachers. Compensation for the mentor teacher will be a stipend in the amount of $325 for mentoring teachers who have less than three years of teaching experience.

9. The mentor shall not be required or empowered to evaluate newly hired teachers or any other employee of the District. The mentor teacher shall not be required, subpoenaed or called to testify as a witness, directly related to his/her role as a mentor, in any grievance, disciplinary, discharge or non-renewal hearing and/or arbitration on behalf of the school district. Furthermore, the mentor shall not be required to attend any administrative or board meeting to discuss or provide information regarding the mentoring of another teacher.

10. The mentor's observations cannot be used by the administration in determining the renewal or nonrenewal of the mentee. Information gained by the mentor that involves incidents that are subjects of mandatory reporting will be forwarded to the proper authorities via the mentor.

11. The mentor will follow the chronology of information and events outlined in the Mentor/New Teacher Meeting Calendar. The mentor and mentee will sign-off after reviewing and discussing the calendar items.

12. The mentor may make a formal request to the District Administrator to be released from his/her mentoring assignment. The request shall be granted without any discussion of the reason(s) for the request.

13. The mentee may make a formal request to the District Administrator to provide a different mentor. The request shall be granted without any discussion of the reason(s) for the request.

APPENDIX A
2026 - 2027 SCHOOL CALENDAR

2026-2027

Cedar Grove-Belgium School District

321 N. 2nd Street
Cedar Grove, WI 53013
920-668-8686

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 1-21	2 Staff Floating Days
Aug 3-6	Summer School
Aug 10-13	Summer School
Aug 24-27	All Staff In-Service
Sep 1	1st Day of School
Sep 7	Labor Day
Sep 28	Prof Devel Day-No School
Oct 13 & 15	Parent/Teacher Conf
Oct 16	No School
Oct 30	End of Quarter
Nov 2	Prof Devel Day-No School
Nov 20	End of Trimester
Nov 25-27	Thanksgiving Break
Dec 24-Jan 1	Holiday Break
Jan 4	Classes Resume
Jan 15	End of Quarter
Jan 18	Prof Devel Day-No School
Feb 11	Parent/Teacher Conf
Feb 22	Prof Devel Day-No School
Mar 5	End of Trimester
Mar 19	End of Quarter
March 22-26	Spring Break
March 29	Classes Resume
April 26	Prof Devel Day-No School
May 31	Memorial Day
June 4	Last 1/2 Day of School
June 9-10	Summer School
June 14-17	Summer School
June 21-24	Summer School
June 28-Jul 1	Summer School

- No School
- Summer School
- Professional Day
- Observed Holiday
- Important Dates
- Parent /Teacher Conferences
- Quarter Ends
- Trimester Ends

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1		

APPENDIX B
EXTRACURRICULAR ACTIVITIES

Varsity Coaches A: Football Volleyball Girls' Basketball Boys' Basketball Wrestling Baseball Track Boys Soccer Girls Soccer Cross Country Softball $4,467	Co-Curricular Group D: Student Council Advisor MS Yearbook Advisor MS Forensics MS Forensics MS eSports Middle School Jazz Band Director (per semester) Drama Club $782
B: Golf Co-Curricular Group B HS Drama - 2 Co-Directors (each/ per play) HS eSports Coach- 2 Co-Coaches (each/ per season) $2,454	Co-Curricular Group E: Freshmen and Sophomore Class Advisor National Honor Society Coordinator $369
Co-Curricular Group C: Dance Advisors (per season: summer/fall & winter/spring) Cheerleader Advisor (per sport per season: football, wrestling, basketball) Pep Band Yearbook Forensics DECA Junior Class Advisor Senior Class Advisor $1,227	A-1: JV/Assistant Varsity Coaches 70% of Head Coach Pay - $3,127 A-2: JV2 Coaches 50% of Head Coach Pay $2,391 MS Coaches 25% of Head Coach Pay $1,117 MS Asst Coaches $713 MS Cheerleading - $782

*Beginning the 2018-2019 school year, extra curricular compensation increases will be tied to the negotiated percentage increase on the teacher base pay.

Substitute Teachers	$130.00 per day
Summer School Teachers	$30.00 per hour
Summer School Aides	$15.00 per hour
Seasonal Ticket Takers	$20 - 30.00 per event depending on sport & position

Scorers, Game Filmers	$20 - 30.00 per event depending on sport & position	
Summer Curriculum Writing required).	$25.00 per hour (Building Principal prior approval	
Certified Teachers as Substitutes:	1.5 hours or 85 minutes	$40
	45-50 minutes	$20
	Half day (approx. 4 hours)	$60

APPENDIX C

INSURANCE BENEFITS

A. Health Insurance. The Cedar Grove-Belgium School District will pay a percentage of the cost of the health insurance premium for family plan coverage and single plan coverage as determined by the Board of Education.

Qualifying employees - defined as those working 30 hours or more - who have family plan coverage will be provided with a $2,500 deposit into the Health Savings Account (HSA) on an annual basis. Qualifying employees who have single plan coverage will be provided with a $1,000 deposit into the HSA on an annual basis. The $2,500 family plan HSA deposit and the $1,000 single plan HSA deposit will take place at the time of the last payroll in September (the September 30th pay date). An additional $500 will be deposited into the employee's HSA upon completion of a physical with your primary care physician. The district form must be signed by the physician and handed in to the District Office.HSA payments will be made quarterly and only upon completion of a physical for the employee and spouse.

HSA contributions shall be prorated based on the employee's FTE.

If an employee elects health insurance outside of the open enrollment period due to a qualifying event, the employee is not eligible for the HSA contribution. If an employee elects to go off the district's health insurance plan due to a qualifying event, the employee will not be eligible for the cash in lieu payment until the following school year.

Employees who are at least 55 years of age, who have completed a minimum of one year of service to the district as of June, 2013, and who were eligible subscribers (CGBSD employees who carry the district's insurance) as of June, 2013 will be able to continue dental and/or health insurance coverage, along with that of any dependents enrolled, as of the date of early retirement. The retiree health insurance plan is subject to the district's established conditions and limitations.

If a staff member chooses to not take district offered insurance, they are eligible to receive Cash In Lieu in the amount of $3,500 for a family plan and $2,500 for a single plan. This will be split evenly between paychecks.

B. Dental Insurance. The District agrees to provide family and single dental insurance coverage for all employees employed at 75% FTE or greater. Coverage will be for a twelve (12) month period for those who complete the term of their individual contract. Employees employed at least 75%, but less than 100% FTE shall pay a prorated amount toward their dental insurance coverage.

C. Long Term Disability (LTD). Long Term Disability Insurance will be provided by the District covering 66 2/3% of the employee's contract income and is currently taxable. The elimination period is the later of 90 calendar days or the date the short term disability ends.

D. Unused Sick Day Payout. Upon retirement, for those employees with accumulated sick days (a maximum of 90 days that were in one's sick bank as of 6/30/2016) the accumulated sick days will be paid out on the last payroll at $40/day and will be subject to applicable state and federal income taxes.

E. Life Insurance. The District will provide to those employees who are employed a minimum of 24 hours per week, life insurance at 1.5 times the employee's salary rounded to the next highest thousand dollars through the group life insurance program in place at the time. The District will pay the full premium.

Long Term Disability (LTD) and Life Insurance coverage will be for a twelve (12) month period for those who complete the term of their individual contract.

F. Ancillary Products. At the discretion of the Board of Education, there may be voluntary ancillary health benefits such as vision care, accident insurance, short term disability and additional life insurance coverage that are offered to teachers working more than 24 hours per week. The ancillary health options can be purchased via payroll deduction from September 15th to June 30th of a given year.

G. WRS Employee Contribution. For employees eligible to participate in the WRS benefit the employee and the District will each contribute their required WRS contribution pursuant to state law.

H. Open Enrollment Period. The Open Enrollment Period for insurance will be held in May with paperwork due at the end of May. At this time employees can switch from family to single plans or vice versa, or add or remove their insurance elections during this period. If an employee has a "qualifying event" he/she would be allowed to make changes to his/her insurance options as required by law. Qualifying events include: marriage, divorce, death, birth of a child, or loss of an employee's insurance coverage outside of their control. The District will allow employees to be taken off of its insurance at any time, however the employee would not be able to add insurance without a qualifying event and only during the insurance open enrollment period.

DISTRICT PROFESSIONAL COMPENSATION PLAN

Introduction: The Cedar Grove - Belgium School District recognizes quality teaching as the primary variable in our efforts to ensure all students learn at high levels. That recognition contributes to the desire by district stakeholders to develop a compensation model that, above all else, contributes to teacher learning and growth which directly influences student learning and growth. Along similar lines, our district desires a compensation system that attracts, develops, retains, and rewards high quality professional educators.

We also recognize that collaboration and continuous improvement is central in our efforts to

grow teachers and students. Therefore, our model will be aligned with an evaluation system that promotes the ideals present in a professional learning community.

As required by the State of Wisconsin's Educator Effectiveness Initiative, professional staff will be expected to develop and implement their own professional development plan grounded in individual, grade level, building level, and district goals. Student Learning Objectives will be a primary piece of the goal-setting process. Goals will be reviewed by administrative staff members trained in evaluating the qualities necessary to develop high level Student Learning Objectives (SLO's).

Salary Plan

Staff members who are on improvement plans are not eligible for the increase.

2026-27 Wages

Base - -**$48,853**
Bachelors Max - **$76,162**
National Board Certification Max **$78,162** (Must maintain Certification)
Masters Max - **81,162**

Master's Degree, Doctorate Degree, and National Board Certification Increase:

The Cedar Grove - Belgium School District recognizes that graduate degrees may bring value to district stakeholders. Certified staff members planning to pursue a Master's Degree, Doctorate Degree, and/or National Board Certification must obtain approval for their program from the District Administrator. Documentation which reflects completion of the degree shall be presented, along with a copy of the initial District Administrator approval, to the building level supervisor during the end of year meeting.

Compensation for the completion of an advanced degree or a National Board Certification be provided after the teacher has submitted a transcript and/or supporting documents to the Director of Business Services in the district office verifying the teacher has successfully completed all associated degree/certification requirements. Documentation of program completion must be submitted by September 1st to be eligible for a salary increase. All documentation received after September 1st will be considered for the following school year.

Staff members will receive a $2,800 salary increase upon the completion of the following:

- Master's Degree (in approved program)
- Doctorate Degree (in approved program)
- National Board Certification

Plan of Improvement

A teacher who is placed on a plan of improvement will not have an increase in pay. Performance must improve by the end of the plan of improvement year. If progress is not

adequately achieved, a plan of improvement may continue with no salary increase or the teacher may be referred to the Board of Education for non-renewal if the teacher is unable to demonstrate evidence of improvement.

Base Wage Negotiations

Base wage and Supplemental compensation: Teacher contracts will include the base wage plus supplemental salary compensation. Teacher base wage is defined as the "starting" salary in the teacher compensation plan. Supplemental salary compensation is defined as the difference between a teacher's total salary minus base wage.

A base wage increase amount will be negotiated between the Board of Education and the Cedar Grove - Belgium Education Association. (CGBEA)

Sustainability of the Compensation Plan

The Board of Education reserves the right to annually review and adjust as necessary the annual salary increase based on the financial status of the school district.