Cedar Grove-Belgium
School Distrist

SUPPORT STAFF HANDBOOK

2026-2027



Approved July 06, 2026



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EQUAL OPPORTUNITY

The Cedar Grove-Belgium Board of Education does not discriminate in the employment of support 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 District's 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 support staff employee has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment s/he should refer to: Board Policy 4122 and Administrative Guideline 4122 – Nondiscrimination and Equal Employment Opportunity.

ANTI-HARASSMENT POLICY

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

The District will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the school 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 events/activities(whether on or off School District property) including but not limited to visiting speakers, participants on opposing co-curricular teams, parents, 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 non-use of lawful products off the District's 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 support 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 *4362 Employee Anti-Harassment*, *4362.01 Threatening Behavior Toward Staff Members*, and Administrative Guideline *4362a Reporting Threatening Behavior.*

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 regarding this compliance, please refer to Board Policy *4111 Creating a Position*.

DEFINITIONS

A. Casual Employees: Casual employees are defined as persons who are not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.

B. Discipline: Discipline is defined as a suspension [unpaid or paid], or a written reprimand or any other adverse employment action.

C. Regular Employees: Regular employees are defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.

1. Regular Full-time Employee: Regular full-time employees are defined as those who work ***30*** or more hours per week for the school year or fiscal year.

2. Regular Part-time Employee: Regular part-time employees are defined as those who work a school year or more, but less than ***30*** hours per week for the school year or fiscal year.

D. 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 District 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.

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

F. Support Staff: Support staff employees of the District consists of, but not limited to, people employed as a classroom, library, and special education aides: accounting coordinator; custodial/maintenance; food service workers; and secretaries.

G. 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

This support staff 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 determination and direction of the teaching force, the right to plan, direct and control school activities; to schedule classes and assign workload; to determine teaching methods and subjects to be taught; to maintain the effectiveness of the school system; to determine teacher complement; to create, revise and eliminate positions; to establish and require observance of reasonable rules and regulations; to select and terminate teachers.

B. The Board 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 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 as needed.

RESIGNATION OF EMPLOYMENT

When a support staff employee intends to terminate his/her employment with the District, he/she shall give the District at least two (2) weeks written notice.

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. 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.

B. Make-Up Days. With supervisor approval, support staff employees may substitute an unpaid day, vacation days, personal days, or PTO days for a day that school is closed for inclement weather. When school is closed due to inclement weather, only full time maintenance/custodial employees who feel it is safe to commute are asked to report to work. After the snow removal and related tasks are completed, the full time maintenance/custodial staff who reported to work may take the rest of the snow day off.

LUNCH and RECESS SUPERVISION

The District may utilize support staff employees to provide and/or assist with the supervision of lunch periods. The building administrator has the authority to re-assign support staff to cover indoor or outdoor recess when necessary.

PAY DAYS

Support staff employees will be paid on the 15th and last day each month. If a pay date falls on a weekend, the direct deposit will be provided on the working day prior to the weekend.

SUPPORT STAFF DRESS CODE

District employees are judged not only by their service, but also by their appearance.The District expects every employee's appearance to be consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance that is representative of good personal hygiene. The District expects all employees to be neat, clean, dressed in good taste (not too short, not too tight, and clothing that covers areas expected to be covered), and in attire and footwear that is suitable for the job at hand.

The dress code standard for professional employees shall be business casual and appropriately modest for a school setting. Jeans, flip flops, t-shirts, hoodies, and the like are not considered business casual. Other exceptions to the dress code may also be made at the discretion of the supervisor.

REDUCTION IN STAFF

At times it may be necessary to reduce the number of support 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 support staff, reductions will be made in compliance with Board Policy *4131 Reduction in Staff.*

GRIEVANCE PROCEDURE

Please refer to Board Policy *4340 Grievance Procedure.*

COMPENSATION AND BENEFITS

The Board provides competitive and comprehensive benefits to eligible support staff employees. 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 by the Board of Education.

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 to drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage shall be available in the District Office. Employees are encouraged to use the CGBSD provided vans for school-related travel.

PERFORMANCE AND CONDUCT

A. Support Staff 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 employee and the supervisor/administrator to identify where the professional growth of the employee can be enhanced. Support staff employees new to the district will be formally evaluated the hiring year with all support staff employees being formally evaluated at least once every three years.

B. Disciplinary Action: When the discipline of a support staff employee becomes necessary, such action will be consistent with the requirements of any applicable Board policy and State and Federal Law. The direct supervisor, building administrator, or district administrator may administer discipline.

Support staff employees may be disciplined for violations of Board policy or for failure to meet the expectations and obligations of their position. Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of the support staff employee. Progressive discipline will generally follow include the following steps:

1. Verbal reprimand
2. Written reprimand
3. Suspension, the length of which is determined by the supervisor, building principal, or district administrator to effect the corrective goal of discipline.
4. Termination

The support staff employee will be provided a letter explaining the reason(s) for the written reprimand, suspension, or termination. The letter will be filed in the support staff employee'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 support staff employee's immediate termination of employment.

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 support staff at any time while on District property or while involved in any district-related activity or event. Any support staff member who violates Policy *4122.01 Drug Free Workplace* shall be subject to disciplinary action in accordance with Policy *4139 Staff Discipline*.

EXTRA DUTY AND EXTRACURRICULAR ASSIGNMENTS

A. The High School Athletic Director/Middle School Athletic Coordinator may submit a list of qualified scorers and timers to the Human Resources office. Upon approval, these persons will be employed at the specified-rate. (Appendix B)

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 task will be posted and/or employees will be notified through email. During the summer months of June, July, and August, job opening notification will be sent via email.

C. The Board 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 supervisor/ administration. Once a support staff employee quits or is terminated, the supervisor/

administration and board will determine the ongoing need for the position. Posting and application procedures will be initiated if the position is needed.

LEAVES

A. Leave. The supervisor, building principal, or district administrator may question a support staff employee about the use of leave time and may require the support staff employee to present a written statement from a qualified physician certifying the illness, injury, or emotional state. The supervisor, building principal, or district administrator may also require a return to work statement indicating the support staff employee has fully recovered from his/her illness or injury before permission is granted to resume teaching duties. School year support staff members are granted six (6) leave days per year which may be accumulated up to a maximum of 90 days. Leave days are granted in ½ day or full day increments. A "day" is considered to be 1/5 of an employee's work week. Leave days may only be used on scheduled work days.

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

B. Bereavement Leave. Up to three (3) days bereavement leave will be granted for each death of spouse, 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 on either side. 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 PTO upon approval of the supervisor, building principal, and District Administrator.

C. Paid Time Off (PTO). Full-time year-round support staff employees are eligible for PTO benefits. Fiscal year support staff are expected to work all Mondays through Fridays with the exception of those holidays defined in this handbook, and PTO benefits are determined by the length of service with the Cedar Grove-Belgium School District. Requests for PTO off must be submitted via Employee Access with ample time to allow the supervisor/building principal to prepare for the absence.

D. The basic PTO plan provides for one week (five days) of PTO when full time employment begins; two weeks (ten days) for years 2-5 of service; three weeks (fifteen days) for years 6-10 of service. After ten years of employment, one additional day of PTO per year of service will be granted up to four weeks (twenty days). PTO days may be used in half days or full days only.

E. Anyone hired after July 1st, will receive their first week's PTO on a pro rata basis determined by the days remaining in the year. For example, an employee who started in October would be eligible for 3.25 days of PTO (instead of five days), calculated as follows: (October to June) 9 months/ 12 months in a year x 5 days of PTO allowed the

first year. In the second year of employment, the employee would be eligible for all of the ten days available.

F. After the first year, the employee's anniversary date for receiving PTO shall be July 1st. If employment terminates during the year (after one full year of employment), PTO pay is prorated to the last working day.
Up to five days of PTO can be carried over from one year to the next. Unused PTO will be unpaid. These same guidelines apply to support staff employees who have vacation days.

G. Holidays. Support staff employees who work a minimum of 24 hours a week are granted three (3) paid holidays including Thanksgiving Day, Christmas Day, and New Year's Day. Each holiday is equal to "one day" which is the equivalent of 1/5 of the work week hours.

   a. Support staff employees who work full time (10 months of the year) are granted seven (7) paid holidays including Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve Day, New Year's Day, and Memorial Day.
   b. Full time support staff employees and those currently with paid time off (PTO) who work year round (fiscal year) are granted ten (10) paid holidays including July 4th, Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, and Memorial Day.
   c. When a paid holiday day falls on a weekend, the holiday will be in accordance with the school calendar. When a paid holiday day falls on a Saturday, Friday will be the designated paid holiday day. When the paid holiday day falls on a Sunday, Monday will be the designated paid holiday day.

H. Extended Leave - Support staff employees in the District may be granted an extended leave of absence without pay subject to Board approval provided the following criteria are met:
   a. The period of unpaid leave shall be subject to mutual consent between the support staff employee and the Board. Normally the leave of absence period will be one (1) or two (2) semesters, one (1) or two (2) trimesters, or two (2) consecutive quarters.
   b. The District can obtain a qualified replacement.
   c. A support staff employee who wishes to take an extended leave under this policy shall make a written application 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.
   d. Support staff employees 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.

e. In the event an unforeseen circumstance occurs the support staff employee may give the District seven (7) calendar days' notice that the support staff employee is canceling the leave and returning to work.

I. Medical Verification. The District may direct a support staff employee 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 support staff member is presently unable to perform his/her duties and identifying the employee's anticipated date of return.

J. 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 District 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 reemployment in accordance with the provisions of USERRA and other applicable federal and state laws.

K. Jury Duty. Support staff employees who are called to perform their civic responsibility as a potential juror shall be excused for any days or portions of days on which the employee is required to report. Any employee who receives a notice of jury duty shall provide such notice to his/her supervisor, and shall call in on each morning to report whether he or she is required to report to jury duty that day. Support staff employees who miss work due to jury duty must provide verification from the court that they attended on that date. Support staff employees who miss work due to jury duty will be provided his/her full compensation for any time lost provided that any jury fees received by the employee are signed over to the District.

L. 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. Family and Medical Leave will begin after the third consecutive day 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 *4430.01 Family and Medical Leave of Absence (FMLA).*

M. Unpaid Leave Requests. Must be submitted in writing to the District Superintendent with adequate notice. The following criteria apply to the request:
   a. The request represents an extenuating circumstance;
   b. Adequate coverage is available for the person requesting the leave;
   c. The requested leave does not fall on the last 2 weeks scheduled for student contact;
   d. The requested leave does not occur on final exam dates, or other days deemed unsuitable by the administration to be covered by a substitute;
   e. There are no more than 2 personal days per each building that have already been granted for the requested date.
   f. Only after all PTO days have been exhausted.

N. 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 District shall maintain personnel records of support staff members and grant access to inspect or review those records in accordance with Board Policy and Administrative Guideline *8320 Personnel Records*.

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.

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 prohibits support staff employees to use tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. Refer to Board Policy *4215 Use of Tobacco by Support Staff.*

EMPLOYEE COMMUNICATION AND TECHNOLOGY

Support staff employee 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 Email.*

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 District 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 the supervisor or building administration 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 the Administration and 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 support staff employees 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, support staff employees 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 *4211 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 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 or building principal.

SECLUSION AND RESTRAINT

All support staff employees will comply with all applicable state and federal laws relative to the administration of and implementation of required IEP services. All support staff employees are required to successfully complete a background check and comply with the state law requirements related to mandatory reporting and 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.

APPENDIX A

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
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26	27	28	29	30	31	

August 2026

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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

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

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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
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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

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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

APPENDIX C

INSURANCE BENEFITS

Casual employees, seasonal employees, and substitute employees are not eligible for health 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. Full time Instructional Aides (full-time school year) are eligible for Single Insurance or Cash In Lieu at the single rate.

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 towards 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. In order to be eligible for the LTD benefit, an employee must be employed a minimum of 24 hours per week with the exception of support staff employees who were grandfathered into the plan July 1, 2015.

D. Upon retirement, for those employees with accumulated sick days (a maximum of 90 days that were in one's sick bank as of 6/30/16) 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 end on the last day of employment.

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 support staff employees working more than 24 hours per week. The ancillary health options can be purchased via payroll deduction from September 15th to June 30th in 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.

I. 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 his/her control. The District will allow employees to be taken off its insurance at any time, however, employees would not be able to add insurance without a qualifying event and only during the insurance open enrollment period.