

Part I – Provisions Applicable to All Staff

Section 2 – Employment Law

2.01 Equal Opportunity

It is the policy of the District that no person may be discriminated against in employment on the basis of age, race, religion, sex or sexual orientation, gender identity or gender expression, disability/handicap, citizenship status, marital status, pregnancy, national origin, creed, color, political or religious affiliation, genetic information, ancestry, arrest or conviction record, military service, state defense force or any reserve component of the military forces of the United States or this state; use or nonuse of a lawful product off school premises during non-working hours, declining to attend a meeting or participate in any communication about religious or political matters, or any other reason prohibited by state and federal law, by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonbusiness hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

2.04 Family and Medical Leave Act

F. FMLA Procedure: An employee who requests FMLA must fill out the Employee Request Form, unless impracticable. Employee is also required to turn in a Medical Certification Form. All forms are available on [Employee Online](#), ~~the Human Resources-FMLA webpage~~. Employee will receive the Notice of Eligibility and Rights & Responsibility and if eligible, the Designation Notice. While using FMLA, employee leave balances will be deducted beginning with sick time, personal time, vacation time (if applicable), unless otherwise requested.

Section 3 – General Employment Practices and Expectations

3.14 Emergency School Closures

During an Emergency School Closure Day, specifically identified positions are critical to the operation of the District. The responsibilities and expectations of these positions make it necessary for the employees holding these positions to report to work as close to their start time as possible based upon safety considerations. The identified positions include:

- Assistant Principal/Athletic Director
- Buildings and Grounds (including School Year Custodians)
- Central Services Receptionist
- Directors

- Elementary Principals
- Executive Administrative Assistants
- Executive Directors
- Financial Systems Manager Systems Engineer responsible for finance and human resource systems
- First Cooks
- Head Secondary Principals
- Kitchen Managers
- Student Information Manager Specialist
- Technology Repair/Support Supervisor
- Superintendent of Schools

Employees in all remaining positions are to use professional judgment in determining if and when to report to work. In the event an employee does not report to work, no loss of pay shall be suffered if the employee was in attendance at work either the day prior to or the day after the Emergency School Closure Day. If an employee is absent the day before and the day after the Closure Day, the employee will be charged for the absence for the same reason as the other absences.

Employees who work school-year, hourly positions are not to report on any and all subsequent closure days, after the first five, as the subsequent days are required to be made up and, therefore, the hourly employees would be compensated for those days at the end of the school year when the days/hours are actually worked. This does not apply to School Year Custodial positions, as those positions report to work on all inclement weather days.

Employees who work school-year, contracted positions are not to report to work on any and all subsequent school closure days, after the first five, as these employees are required to work their designated number of days as determined by their individual contract. The subsequent closure days will be made up at the end of the regular school calendar.

Employees who work twelve month positions are expected to report to work or use a vacation or personal day for any closure days after the first five.

Late Start/Two-Hour Delay

In the event of a two-hour delay, staff should report to work as close to their regularly scheduled start times as it is safe to do so.

When a two-hour delay is announced, the following changes will be made to the school day:

- Buses will run two hours after their normal schedule
- Buildings will begin classes two hours after the normal start time
- Cold breakfast will be served at all schools
- School lunch will be at or around the normal time
- All morning and afternoon District Early Learning Programs (Head Start, Early Learning & EC4T) will be cancelled

Early Release

In the event of an early release, all school building staff are expected to remain 30 minutes past the building's student dismissal time. Staff located in non-school buildings are expected to remain 30 minutes past the latest student dismissal time. Departure time for positions identified as critical to the operations of the District will be determined on a case by case basis.

Section 6 – Pay Periods

6.01 Payroll Cycle

- A. School Year Employees: School year employees work on a ten (10) month or eleven (11) month basis will have a one-time option to select to be paid over ten (10) months or over twelve (12) months. The 10 month pay for school year employees will begin in September and end the following June; or twelve (12) month pay will begin in September and end the following August. Employees who retire or resign at the end of the school year will receive a payoff of any remaining money owed in June.
- B. Calendar Year Employees: All employees scheduled to work the full calendar year will be paid over twenty-six (26) pay periods. The pay periods for calendar year employees shall follow the fiscal year and begin in July and end the following June.
- C. Hourly Employees: Hourly employees hired after July 1, 2018, will complete time cards and be paid two weeks in arrears.

6.02 Payroll Dates

The school district will operate on a bi-weekly payroll basis (i.e., pay dates will occur every 2 weeks). Payroll dates will be on Friday unless the Federal Reserve is closed on a particular Friday. When the Federal Reserve is closed on a payroll date, the payroll date will be on the preceding day. ~~The first pay date of the school year will be in September for school year employees.~~

Section 13 – Personal Leave

13.01 Personal Leave

Eleven month administrators shall be granted five (5) days of personal leave per year, all remaining employees shall be granted three (3) days of personal leave per year, accumulative up to five (5) days ~~with the exception of food service who can accumulate up to three (3) days.~~ Once the maximum amount of personal days are accumulated, any additional days will be allocated as sick days, and credited to the sick leave balance. Allocation of personal days is dependent upon employee group. If an employee does not use any sick leave during the school year, the employee can earn an additional personal leave day the following year. This additional day will be earned as two separate .5 personal day increments. The first .5 personal day can be earned if no sick time is taken from July to December, and the second .5 personal day can be earned if no sick time is taken from January to June. The deposit of these days will be made into the individual employee's leave balance as soon as feasible after the time period measurement. If hired after the school year starts, personal leave time will be prorated. Accumulated personal leave may be taken consecutively. Personal leave is paid for all employees.

13.03 Personal Leave Day Restrictions

Personal leave will not be granted ~~during the first ten (10) and last ten (10) days of student contact days~~ ~~two weeks prior to the end of the school year~~ without prior approval from the supervisor and the Executive Director of Human Resources.

Personal leave will not be granted on a parent-teacher conference day or on a professional development day without prior approval from the supervisor and the Executive Director of Human Resources.

Up to forty (40) total staff that require a substitute may take personal leave the day before and/or the day after a school vacation provided approval has been granted by the building principal or supervisor.

Personal leave may be denied if a substitute is required but is not available.

Section 17 – Unpaid Leaves of Absence

17.02 Unpaid Leave of Absence – For Other than Medical Reasons

- A. Application Procedures: All requests for any other unpaid leave of absence, other than emergencies, must be submitted to the District at least forty-five (45) calendar days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Executive Director of Human Resources and may be granted or denied in his/her sole discretion and in accordance with applicable law and regulation. The unpaid leave of absence shall not exceed one (1) calendar year
- B. Benefits during Leave:
 - 1. Length of service and other benefits shall not accrue during such leave.
 - 2. If the Unpaid Leave of Absence is longer than 31 calendar days, the employee may continue health and dental insurance during the leave of absence under COBRA law, see Part I, Section 18.10.
 - 3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave. An employee may be required to use available applicable accrued leave prior to commencing unpaid leave.
- C. Placement upon Return from Leave: Any employee on leave with an expiration date after March 1, is required to notify the Executive Director of Human Resources in writing on or before March 1 of their intent to return the next school year. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position. If the former position is not available as determined by the District, the employee may be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or layoff, whichever is applicable.
- D. Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.

E. Leave for Government or Public Office

Employees may take an unpaid leave for elected or volunteer service to hold government office, state education organization office, or other organizations for public service. If approved, the leave of absence shall be approved for the term of office and the employee shall inform the Executive Director of Human Resources of the term when applying for the leave. All other provisions apply as stated in items A through D above.

Section 22 – Exit Survey/Interview

The District provides an opportunity for all employees ending their employment to respond to a survey in which they can provide their input and feedback regarding their experiences while employed within the District.

The survey is anonymous and is facilitated by a neutral third party not associated with the ECASD School Board, Administration or staff members. Survey results are provided to the District Administration to illustrate “themes” from all recipient answers. Individual responses are not shared with the District and recipient names are not released.

For employees who wish to speak to someone directly, an email invitation is sent offering an opportunity to meet individually with the District's Superintendent.

The information gathered through the exit survey/interview process is utilized to assist in making positive changes for the staff, students and parents of the ECASD.

Part II – Staff with Individual Contracts under §118.22, Wis. Stats. And Professional/Exempt Non-Supervisory Employees

Section 4—Teacher Assignments, Vacancies, and Transfers

4.02 Employee Resignations

- A. The teacher's agreement, shall be considered binding on both parties. If for any reason a teacher asks for release from the agreement, it is understood that the following conditions for release shall apply:
 1. The teacher must give the District advance notice (at least 14 30 days) that they intend on severing their agreement with the District.
 2. The teacher agrees that liquidated damages shall be paid to the District according to the dates specified below:
 - a. Five hundred dollars (\$500.00) if the teacher's resignation is effective on or after June 16, but before July 1.
 - b. Seven hundred and fifty dollars (\$750.00) if the teacher's resignation is effective on or after July 1, but before August 1.
 - c. One thousand dollars (\$1,000.00) if the teacher's resignation is effective on or after August 1 but before the start of the school year.
 - d. Two thousand dollars (\$2,000.00) if the teacher's resignation is effective on or after the start of the school year.
 - e. The cost for any Professional Development for newly hired teachers who resign prior to the completion of their first full year.
 3. Liquidated damages do not apply to teachers who do not return their agreements by June 15.
 4. The Board reserves the right to have liquidated damages and other moneys that are due and owing deducted from the employee's last paycheck(s).
 5. The Board in its discretion may waive liquidated damages or refuse to accept a resignation. In the event the Board chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.
 6. Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this provision.
 7. The Board may decline to seek liquidated damages under such Agreement and elect to recover the actual amount of damages that follow from a breach of such Agreement.

Section 7—Early Retirement

7.03 Early Retirement Insurance for Employees Hired Before July 1, 2008

- A. Premium Contribution. The Board will provide to all early retirement program participants hospital-surgical, prescription drug, and dental insurances until the employee reaches normal Medicare age. If the employee qualifies for Medicare prior to normal Medicare age, the Board premium contribution granted under this section will be applied to a Medicare supplemental plan until normal Medicare age is attained. Except as set out above, no retiree may remain in the District's health insurance group after becoming eligible for Medicare. The District's contribution will be capped at the dollar amount in effect for similarly situated active employees in the school year following retirement unless the contribution that school year is less than the District's contribution in the year of retirement. If the District's premium contribution in the school year following retirement is less than in the year of retirement, the District's premium contribution will be the dollar amount contributed for active employees in the year of retirement. Any additional amounts for the cost of coverage shall be paid by the teacher to the District on a monthly basis.

- I. Early retirees who retire in or after the 2009-2010 school year shall have the District's premium contribution capped at a dollar amount equal to the District's contribution to the applicable coverage in the school year following retirement;
- B. Health Insurance. For teachers retiring at age sixty-two (62) with fifteen (15) years of service to the Eau Claire Area School District, the Board will provide hospital and surgical insurance until they qualify for Medicare if the teacher notifies the Superintendent of their intent to retire no later than ~~April~~ **March** 1 of the last year of proposed regular employment. No retiree may remain in the District's health insurance group after becoming eligible for Medicare.
- C. Dental Insurance. For teachers retiring at age sixty-two (62) with fifteen (15) years of service to the Eau Claire Area School District, the Board will provide dental insurance until they qualify for Medicare if the teacher notifies the Superintendent of their intent to retire no later than ~~April~~ **March** 1 of the last year of proposed regular employment.
- D. Combined years of service for early retirement health and dental insurance benefit: Teachers retiring at age fifty-five (55) with a minimum of 25 years of service to the ECASD, of which fifteen (15) must have been teaching years of experience qualify for the premium contribution benefit listed in Section 7.03 (A) above.

Section 8—Discipline, Termination, and Nonrenewal

8.01 Standard for Nonrenewal for Teachers

§ 118.22, Wis. Stats., sets out the procedures the District must follow in order to not renew a teacher's contract. In order to demonstrate that its decision to not renew a teacher's contract is performance based, the District must give the teacher notice that their performance is perceived as deficient and advise the teacher as to why their performance is not deemed acceptable. Performance deficiencies in the classroom ordinarily break down into one of three categories: 1) pedagogic inadequacies; 2) deficient subject matter knowledge; or, 3) inability to maintain a classroom environment which is conducive to learning (lack of classroom control). Prior to being nonrenewed, a continuing teacher must be placed on "intense supervision" as defined in Part II, Section 3.032 (C). Thus, in addition to notice of the perceived deficiencies, the District shall give the teacher advice as to how to correct the performance concerns and time to correct them. If the teacher fails to improve sufficiently in meeting the identified performance concerns, the administration shall make a recommendation to the Board to nonrenew unless the nonrenewal is contrary to public policy or is motivated by the fact the teacher is a member of a protected group as identified in the Wisconsin Fair Employment Act or federal law. A majority vote of the full Board is required to nonrenew. Four (4) votes constitute a majority vote. The nonrenewal of a teacher, under this paragraph, shall not be deemed a "termination" under the grievance procedure in District Policy.

Part III – Non-Exempt Staff Without Individual Contract Under §§ 118.22 or 118.24, Wis. Stats.

Section 4—Assignments, Vacancies, and Transfers

4.06 Voluntary Transfers

- ~~A. When a Buildings/Grounds or Food/Nutrition employee voluntarily transfers, the employee's step moves with them when transferring to a new position; whether up OR down on the pay scale.~~
- ~~B. When a Classified employee voluntarily transfers to a position which is paid on a higher wage scale, the employee will be placed on the lowest step which assures a salary increase. An employee who transfers to a position which is paid on a lower wage scale shall be placed on the next letter step up in that category. In either case, the date of transfer shall become the new anniversary date. In no case, with one or more years of experience, will the individual move lower than Step B.~~

If an hourly employee transfers to a position that is paid at a higher salary grade, the employee will be placed on the first level that provides an increase. If an hourly employee transfers to a position paid at a lower salary grade, the employee will be placed on the level closest to their current hourly wage without exceeding it. If an hourly employee transfers to a Non-Affiliated position or to a Certified position, placement on the salary schedule follows the rules outlined in the Compensation System for each of these groups.

Section 7—Wage Compensation and Expenses

7.02 Bodily Fluid Increment

This section does not apply to Health Care Assistants.

As part of their job description, if a Special Education Assistant performs any of the specific tasks listed below on a ~~daily~~ regular basis, they will be recommended for the stated increment.

Employees who voluntarily perform the following tasks will be compensated four (4) percent above their base wage: diapering, catheterization, tube feeding, credeing, urostomy, cleaning trachea tube, adult hygiene to include assisting with menstruation, special dietary feeding (includes preparation) and any other situation that includes possible exposure to bodily fluids on a ~~daily~~ regular basis. Recommendation for the four (4) percent increment should be made from the building principal to the ~~Executive~~ Director of ~~Special Education~~ ~~Human Resources~~. The decision to award the increment is the sole responsibility of the ~~Executive~~ Director of ~~Special Education~~ ~~Human Resources~~.

Employees, other than Health Care Assistants, will neither be requested nor required to administer rectal Valium or any other non-oral medication.

Section 15 – Incremented Positions

Increment positions are paid a set amount for completing the required duties of the increment. The pay is not determined by the amount of time worked in any given period. Fair Labor Standards Act (FLSA) laws state that all hourly employees must be paid at least minimum wage for every hour worked and one and one half times their regular hourly rate for any hours exceeding 40 in a week. Hiring hourly employees to work an increment violates the FLSA laws. Therefore, District employees paid at an hourly rate are not eligible for hire in incremented positions.

Part IV – Staff With Individual Contracts Under §118.24, Wis. Stats., Executive, Administrative, and Academic Administrative Employees

Section 2—Work Schedules

2.01 Work Schedules for Administrative Staff

A. The periods of employment for the various administrative positions shall be as follows:

Position	Schedule
Director of Special Education & Student Services	12 Months/ 52 Weeks 260 Days
Director of Secondary Education	
Director of Elementary Education	
Director of Early Learning Program	
Director of Assessment & Technology	

Directors of Teaching and Learning Secondary School Principal Principal High School Principal Middle School Principal McKinley Principal Elementary Principals Assistant Principal/Athletic Director – 12 month	
Assistant Principal – 11 month	11 Month/237 Days
Secondary School Assistant Principal	10 Months/199 Days
Assistant Principal – 10 month	10 Months/209 Days
Elementary Principals	207 Work Days which includes three (3) float days*
<i>*Float days are defined as days that principals use to complete tasks pertaining to the specific operation of their buildings. Float days are not meant to be used to fulfill time spent performing district professional development responsibilities. Principals will record days used as float days with their immediate supervisor.</i>	

- B. The period of employment for elementary, middle and high school principals shall be twelve months. Under normal circumstances, it is expected that the principal will be on duty during the time school is in session and for two-week periods before and after the regular school year. Exceptions to this expectation shall be approved by the superintendent. The remaining periods of time shall be for the completion of tasks that the principal finds it necessary to complete, for "on call" meetings, for summer school attendance and for vacation. It is recognized that certain evenings, weekends and non-school year periods of work are necessary in order to accomplish the tasks that are an essential part of these positions. The decision as to the amount of such time required to carry out the responsibilities for the administration of the individual school is one best left to the discretion of the individual principal.

Section 7—Post-Employment Benefits

7.01 Post-Employment Benefits by Hire Date

- A. Early Retirement Stipend for Employees Hired Before July 1, 2008. The Board of Education shall provide an early retirement stipend to administrators who elect to retire and are at least 55 years of age and who have a minimum of twenty-five (25) years of teaching/administrative experience of which ten (10) were in the Eau Claire system. Administrators who meet the above requirements would receive an annual stipend of 20% of that Administrator's base step for their current position. The base step is the 1st step of the Master's Degree Lane for that administrator's current position. The base is Level A of that Administrator's current salary grade. For each additional year of local experience beyond ten, an administrator would receive an additional 1% up to a total of 35%. Administrators who elect early retirement will receive the benefits of the next year's settlement. The stipend will be paid monthly over a five (5) year term.

Part V – Non-Affiliated Employees

Section I—Employee Groups and Status

I.01 Employee Group and Status*

The following employee job titles are in the following groups:

Group 1-Non-Exempt:

- Administrative Assistant to Superintendent
- Executive Assistant to Administration Services
- Executive Assistant to Business Services
- Executive Assistant to Human Resources
- Executive Assistant to Teaching and Learning

Group 2-Exempt*:

- Director of Buildings & Grounds
- Director of Food & Nutrition
- Head of Instruction

Group 3- Exempt*:

- Building Services Manager
- Facilities Planning Manager
- Finance Manager
- HR Coordinator Manager
- HR System & Project Specialist
- Kitchen Manager
- Payroll Manager
- Purchasing Manager
- Safety Coordinator
- Senior Accountant
- Student Information System Specialist

Group 4-Exempt*:

- Financial Systems Manager
- High School Technology Coordinator
- Information Analyst
- Middle School Technology Coordinator
- Network Engineer
- Technology Repair/Support Supervisor

Group 5-Exempt*:

- ELI Family & Community Partnership Coordinator
- Special Education Parent Facilitator
- Title VII Coordinator American Indian Education Coordinator

Group 6-Non-Exempt:

- Early Learning-Family Services Facilitator+
- Headstart Secretary+
- Headstart Classroom Assistant+
- Title 1 Reading Partnership Coordinator

Group 7-Non-Exempt:

- Crossing Guards

Section 3—Groups 2, 3, 4, 5 Exempt Employees

3.03 Vacation

Twelve-month employees will start accumulating vacation time the first month of employment in which they are employed more than one-half the month. Up to five (5) days not used during any given year may be carried over to the next year.

Employees may schedule their vacation any time from July 1 to June 30, subject to approval by each immediate supervisor.

- A. Group 2 (~~with exception of Head of Instruction~~) and Group 4 employees (*with exception of Technology Repair/Support Supervisor*) will be granted vacation based on the following schedule:

Years of Service	Vacation Days
Up to ten (10) years	20 days
After ten (10) years	25 days

- B. Group 3 (*with exception of Kitchen Managers*) and Technology Repair/Support Supervisor will earn vacation based on the following schedule:

Years of Service	Vacation Days
Date or hire through 5 years	10 days
6 ^{1st} month through 9 years	15 days
1 st month of 10 th year through 19 th year	20 days
1 st month of 20 th year and thereafter	25 days

- C. Kitchen Managers are employed for 207 days (which includes 3 float days) and are eligible for five (5) vacation days. Unused vacation days do not carry over to the following year.

3.04 Holidays

- A. Group 2 (~~with exception of Head of Instruction~~), Group 3 (*with exception of Kitchen Managers*), and Group 4 employees will be paid for the following ten (10) holidays:

January 1st
Good Friday
Memorial Day
July 4th
Labor Day
Thanksgiving Day
Friday after Thanksgiving
December 24th
December 25th
December 31st

The above are paid holidays only on those days when school is not in session.

- B. Kitchen Managers will receive the following five (5) paid holidays:

Good Friday
Memorial Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving

- C. Group 5 (~~including Head of Instruction~~) employees will receive the following three (3) paid holidays:

Memorial Day
Labor Day
Thanksgiving Day

Section 6—Post-Employment Benefits (**This has been renumbered in the Employee Handbook to Section 5, 5.01 to correct formatting.)

6.01 Post-Employment Benefits

	Early Retirement Stipend	Early Retirement Insurance	Defined Contributions
<p>Group 2</p> <p>Director of Buildings & Grounds Director of Food & Nutrition Head of Instruction</p>	<p>Hired prior to 7/1/2008</p>	<p>Hired prior 7/1/2008</p>	<p>Hired on/after 7/1/2008</p>
	<p>An early retirement stipend will be paid to employees who elect to retire at or after the age of 55 who have a minimum of 15 years’ experience in district and 25 years of total experience either in education or a job related field. Up to an additional ten years may be granted for job related experience by the Executive Director of Human Resources at the time of employment. Employees retiring after 15 years of in-district and a total of 25 years of education and/or approved related experience will receive an annual stipend of 25 percent (25%) of the base salary for their position. For each additional year of experience beyond 15, up to a maximum of 25 years, an employee retiring between the ages of 55 and 62 would receive an additional 1 percent (1%), up to a total of 35 percent (35%) based on years of experience granted. Employees who elect early retirement will receive the benefits of the next year’s settlement. The stipend will be paid monthly over a five (5) year term.</p>	<p>The Board of Education will provide hospital, surgical, dental, and prescription drug insurance to retired employees who elect to retire at or after the age of 55 who have a minimum of 15 years’ experience in district and 25 years of total experience either in education or a job related field. The amount paid shall not exceed the contractual limit in effect the year following the year of retirement. Thereafter, the amount paid will be the same rate until the employee reaches normal Medicare age. If the director qualifies for Medicare prior to normal Medicare age, the Board premium contribution granted under this section will be applied to a Medicare supplemental plan until normal Medicare age is attained. At Medicare age, employees may purchase and participate in the district supplemental insurance plan.</p> <p>In the event of a death of an early retiree, the Board of Education will offer continuation of insurance under COBRA Law, see Part 1, Section 18.10.</p>	<p>Employees who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$5,000 for each of the first five years of employment at a maximum of \$25,000 (plus interest at the applicable federal rate (AFR) each June 30).</p> <p>Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee’s full-time equivalency on the date the contribution is made to the HRA account.</p> <p>Employees working under LTE contracts who are rehired the following school year on a regular contract will have their defined contribution created at such time as they become a regular employee. Such employees will be given credit for that LTE service toward the defined contribution, including interest.</p>
<p>Group 3</p> <p>Building Services Managers Facilities Planning Manager Finance Manager Kitchen Managers Purchasing Manager Payroll Manager HR Coordinator Manager HR System & Project Specialist Safety Coordinator Senior Accountant</p>		<p>Hired prior 7/1/2008</p>	<p>Hired on or after 7/1/2008</p>
	<p>N/A</p>	<p>For employees retiring at age 55 or older, with 15 years of service to the Eau Claire Area School District, the Board will provide hospital, surgical, prescription drug, and dental insurance until they reach normal Medicare age. If the employee qualifies for Medicare</p>	<p>Employees who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$3,000 for each of the first five years of employment at a maximum of \$15,000 (plus interest at the</p>

		<p>prior to normal Medicare age, the Board premium contribution granted under this section will be applied to a Medicare supplemental plan until normal Medicare age is attained. The amount paid for this insurance shall not exceed the contractual limit in effect one year after retirement. At Medicare age, employees may purchase and participate in the district supplemental insurance plan.</p>	<p>applicable federal rate (AFR) each June 30).</p> <p>Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee's full-time equivalency on the date the contribution is made to the HRA account.</p> <p>Employees working under LTE contracts who are rehired the following school year on a regular contract will have their defined contribution created at such time as they become a regular employee. Such employees will be given credit for that LTE service toward the defined contribution, including interest.</p>
<p>Group 4A</p> <p>Financial System Manager Student Information System Manager Specialist</p>		Hired prior to 7/1/2008	Hired on or after 7/1/08
	N/A	Same as Group 3.	Same as Group 3.
<p>Group 4B</p> <p>Network Engineer High School Technology Coordinator Middle School Technology Coordinator Network Manager</p>		Hired prior to 7/1/2008	Hired on or after 7/1/08
	<p>An early retirement stipend will be paid to employees who elect to retire at or after the age of 55 who have a minimum of 15 years' experience in district and 25 years of total experience either in education or a job related field. Up to an additional ten years may be granted for job related experience by the Executive Director for Human Resources at the time of employment. The employee retiring after fifteen (15) years of local experience will receive an annual stipend of twenty-five (25%) percent of the benchmark salary. For each additional year of experience beyond fifteen (15) years up to a maximum of twenty-five (25) years, the employee retiring between the ages of 55 and 62, will receive an additional one percent (1%) up to a total of thirty-five percent (35%). The benchmark salary is 100% of Step one (1) of the employees' salary schedule for the following year. The stipend will be paid monthly over a five (5) year term.</p>	<p>The Board of Education will provide hospital, surgical, dental, and prescription drug insurance to retired employees who elect to retire at or after the age of 55 who have a minimum of 15 years' experience in district and 25 years of total experience either in education or a job related field. The amount paid shall not exceed the contractual limit in effect the year following the year of retirement. Thereafter, the amount paid would be the same rate until the employee reaches Medicare age. If the employee qualifies for Medicare prior to normal Medicare age, the Board premium contribution granted under this section will be applied to a Medicare supplemental plan until normal Medicare age is attained. At Medicare age, employees may purchase and participate in the district supplemental insurance plan.</p>	Same as Group 2.
<p>Group 4C</p> <p>Technology Repair/Support Supervisor</p>		Hired prior to 7/1/2008	Hired on or after 7/1/2008
	N/A	Same as Group 3.	Same as Group 3.

Group 5 Special Education Parent Facilitator Title VII Coordinator American Indian Education Coordinator		Hired prior to 7/1/2008	Hired on or after 7/1/2008
	N/A	Same as Group 3.	Same as Group 3.

Part VI – Athletic Coaching Staff

Section I – Introduction

I.01 Athletic Mission Statement

Interscholastic athletics shall provide opportunities to students for personal growth, skill development, physical fitness, socialization, development of moral qualities, growth in emotional maturity, development of a strong character, creativity, and competition. Our community, staff, and students will work together to utilize these opportunities in order to help students achieve success by building character, work ethic, citizenship, and academic achievement, thus supporting the Eau Claire Area School District Mission to inspire and prepare our students to live creative, fulfilling and responsible lives.

I.02 Code of Ethics

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coaches' families, and their welfare should be of primary concern at all times. In recognition of this, the following guidelines for coaches have been adopted by the National Federation of Interscholastic Coaches Association Board of Directors.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character. The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall set an example of the highest ethical and moral conduct. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should condone their use. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of the rules should be regarded as absolute values. The coach shall not try to seek an advantage by circumventing the spirit or letter of the rules. Coaches shall actively enhance sportsmanship among spectators and work closely with cheerleaders, the pep club sponsor, booster clubs, and administrators. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against opponents or officials. Public criticism of officials or players is unethical. Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event. A coach shall not exert pressure on faculty members to give student athletes special consideration. It is unethical for coaches to scout opponents by any means other than those adopted by the leagues and/or state high school athletic association.

I.03 Sportsmanship

Coaches are expected to understand and demonstrate sportsmanship in the following ways:

1. Gain an understanding of and appreciation for the rules of the contest. Being well-informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on decisions made by officials, coaches and administrators.
2. Exercise representative behavior at all times. The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. Your behavior influences others whether you are aware of it or not.
3. Exhibit respect for the officials. The officials of any contest are trained, impartial arbitrators who perform to the best of their ability. Mistakes by all those involved are a part of every contest. You should not rationalize your or your team's poor or unsuccessful behavior by placing responsibility on an official. A rule of good sportsmanship is to accept and abide by the decision made.
4. Openly display respect for the opponent at all times. Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative of your school, team or family.
5. Display pride in your actions at every opportunity. Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, player, coach or official this value is paramount since it suggests that you care about yourself and how others perceive you.

Sportsmanship Reveals Character – regardless of the final outcome.

1.04 Domains, Standards and Benchmarks

Below is an overview of the eight domains represented in the National Standards for Sports Coaches. Coaches are encouraged to know the domains and follow the standards. More information can be found [HERE](#).

- **Domain 1 – Philosophy and Ethics**

- It is imperative that the coach establish a coaching philosophy that focuses on the safety, development, and well-being of the athlete. As a key leadership figure, the coach must model and teach appropriate behavior in all aspects of coaching and maintain ethical conduct during practices and competitions. This domain features four standards (1-4) and 23 subsequent benchmarks that represent what coaches should know and be able to do in regard to philosophy and ethics in sport.

- **Domain 2 – Safety and Injury Prevention**

- The coach is often the first responder in the event of an accident or injury and should be properly trained in injury prevention and first responder emergency care. The coach must recognize high-risk situations, as well as unsafe equipment, facilities, and environmental conditions in order to ensure the safety of the athletes and make necessary modifications to the playing environment should unsafe conditions exist. This domain features seven standards (5-11) and 29 subsequent benchmarks that represent what coaches should know and be able to do in regard to sport safety and injury prevention.

- **Domain 3 – Physical Conditioning**

- Sport requires proper physical preparation in order to perform safely and effectively. The coach is responsible for implementing research-based, developmentally appropriate drills and teaching techniques that support athlete development while maintaining safety. The coach should encourage healthful decisions by the athlete to promote healthy lifestyles and low-risk training practices. This domain features four standards (12-15) and 22 subsequent benchmarks that represent what coaches should know and be able to do as it relates to the physical conditioning of their athletes.

- **Domain 4 – Growth and Development**

- The coach should be knowledgeable about the age and skills levels of their athletes. By recognizing the patterns of cognitive, motor, emotional and social development, the coach can create effective learning environments that allow athletes to progress and improve at different rates. The coach should be properly trained to recognize the need to modify practice and competitive strategies to accommodate the athlete's readiness for competition. This domain features three standards (16-18) and 18 subsequent benchmarks that represent what coaches should know and be able to do in regard to their athletes' growth and development.

- **Domain 5 – Teaching and Communication**

- The coach must plan and implement organized practices so that athletes have a positive learning experience. In addition to understanding the fundamentals of the sport, the coach should use a variety of systematic instructional techniques to provide a positive learning environment and maximize the potential of each athlete. Furthermore, the coach needs to be aware of his or her own expectations of an athlete's potential and how it impacts athlete performance. This domain features eight standards (19-26) and 47 subsequent benchmarks that represent what coaches should know and be able to do in terms of teaching and communicating with their athletes.
- **Domain 6 – Sport Skills and Tactics**
 - The art and science of coaching includes developing skills of all team members into an efficient and successful group. Knowing how to utilize athletes' abilities to maximize meaningful participation and team success relies on up-to-date understanding of specific sport skills and game tactics. This domain features three standards (27-29) and 13 subsequent benchmarks that represent what coaches should know and be able to do in regard to teaching sport skills and tactics.
- **Domain 7 – Organization and Administration**
 - The coach is an integral resource in the overall administration of the sport program. The coach provides information regarding the needs of the athlete, serves as a key communicator of program goals and policies, and facilitates compliance with established program policies. Program accountability and public trust depend a great deal on the coach's administrative skills. This domain features seven standards (30-36) and 38 subsequent benchmarks that represent what coaches should know and be able to do as it relates to the organization and administration of the sport program.
- **Domain 8 – Evaluation**
 - The coach needs to be able to make accurate and timely decisions regarding aspects of the sport program. Planning program goals start with a careful analysis of player ability and program needs. Evaluation becomes a critical part of player and staff recruitment and retention as well as of maintaining program accountability. Systematic evaluation ensures that the sport program runs smoothly and efficiently and that the goals and objectives of the program are the focus for the coach, athlete and team. This domain features four standards (37-40) and 20 subsequent benchmarks that represent what coaches should know and be able to do as it relates to the comprehensive evaluation of the sport program.

I.05 Coach's Checklist

The following checklist is provided by WADA to assist coaches in carrying out the responsibilities associated with their coaching assignments. The checklist is not all-inclusive but is a general listing that provides a starting point in assuring the completion of assigned tasks.

PRE-SEASON

Head coaches should establish a meeting with coaching staff to discuss the following topics

- _____ Responsibilities and expectations
- _____ Program Philosophy
- _____ Program rules
- _____ Skill development expectations for all levels
- _____ Safety Protocol
- _____ Clinic, workshop opportunities
- _____ Booster Club support
- _____ Inter-program support at all levels
- _____ Co-Curricular program support of all activities and sports
- _____ Academic expectations of students and promoting scholarship
- _____ Athlete eligibility
- _____ Transportation schedules
- _____ WIAA and MVC rule changes
- _____ 14 Duties defined by law – Liability Issues – view [HERE](#)
- _____ Every student-athlete is eligible
- _____ Check WIAA policies and procedures for your sport [HERE](#)
- _____ Hiring process for assistants
- _____ Equipment/supply check and inventory update

- Physical inspections of facilities and equipment clearance
- Check schedules for possible errors or conflicts
- Copies of student health information and permission for emergency care form
- Issue and track necessary uniforms and equipment
- Assist in organizing home events
- First Aid and CPR training requirements
- Travel schedule for season
- Practice times and location(s) to Athletic Director
- Preliminary and final roster (name, grade, position, uniform number) prior to first contest

Pre-Season Parent/Athlete Meeting

- Handouts
- Program Philosophy
- Rules
- Expectations of student-athletes
- Coach contact information
- Practice/game schedules
- Lettering Policy
- Individual/Team Goal Setting
- Parent/Athlete Program Expectations
- Feedback opportunity through end of season survey
- HS COACHES ATTEND PRE-SEASON MEETING AT MS TO SUPPORT MS COACHES & PROGRAM PHILOSOPHY

DURING THE SEASON

Head coaches should meet with coaching staff

- Issues and/or concerns
- Visible attendance at middle and high school games
- Review skill development and practice format
- Review game strategy
- Organize all practices and make game preparations
- Check field or facility and equipment for safety each day
- Supervision of locker room and other facilities
- Secure facilities (lights, doors, etc.)
- Ride bus to and from games
- Carry a copy of student health information and permission for emergency care forms at all times
- Call in scores (win or lose) to Press
- Ensure wins and any program changes are in building daily announcements

Athlete Contact

- Individual review of skill development
- Review of individual goals and team goals
- Instruct athletes regarding potential risks and consequences
- Maintain active contact with student/athletes and parents
- Ensure student athletes maintain eligibility (Academic Weekly Progress Report)

Parent Contact

- Newsletter
- Reminders of important information (parent's night, senior night, award program)
- Concerns and/or issues

Meet with Athletic Director

- Issues and concerns
- Schedule for next season
- Media contact (program and individual student-athlete)
- Record keeping of all information necessary to administer an effective and efficient program (statistics, forms, etc.)
- File injury report on any student who is injured in practice or competition

Update rosters as needed, always keep the Athletic Director informed
Inform the Athletic Director and/or Principal of any problems that may come up

POST SEASON

Head coaches should meet with coaching staff

Issues and/or concerns
Post season summary
Awards planning and staff participation
Evaluate program year
Clinic and workshop opportunities
Prepare for sports banquet
Medicine kit cleaned and returned to the trainer's office
Water bottles and coolers cleaned and returned
Team locker room is cleaned, players have removed locks and cleaned out lockers
Evaluate program and make recommendations for improvement

Parent and Student-Athlete

Program evaluation by parent
Program evaluation by student-athlete
Be proactive in helping college-bound athletes
Uniform and equipment collection; uniforms and equipment cleaned and stored neatly
Plan off season activities (camps, clinics, weight-training, conditioning, etc.)

Meet with Athletic Director

Program evaluation
Program support evaluation
Coach self-evaluation
Report lost or stolen uniforms and/or equipment owed by athletes
Inventory of equipment/uniform
List of letter/certificate winners
List of award winners
End of season report with all scores and final record along with individual and team accomplishments
Requisition items needed for next season
Turn in keys

I.06 Certification Requirements

All coaches who are paid by the District, regardless of the level they coach at, must meet certification requirements.

All coaches paid by the District must have CPR/AED/First Aid certification which is valid for 2 years, as well as Blood Borne Pathogen certification which is valid for 1 year.

All swimming coaches, both paid by the District and Volunteer, must also be Lifeguard certified which is valid for 2 years.

The District offers trainings for certifications throughout the school year. Training opportunities can be found [HERE](#). Questions about District-offered trainings may be directed to the ECASD Business office at 715-852-3010.

Per the WIAA, high school coaches who are not licensed to teach (regardless of whether they are paid or unpaid) are required to take a coaching fundamentals course as well as a sports first aid course before they may coach their second year at a WIAA member senior high school. More information about this requirement may be found [HERE](#). The Athletic Director is responsible for ensuring this WIAA requirement is met.

I.07 Building Access and Security

Coaches may be issued an identification badge that provides building access by the Human Resources Department. All badges are subject to the Badge Use Guidelines which must be read and signed by the coach in the Human Resources office prior to badge issuance. If a badge is lost, damaged, or stolen, the coach should immediately notify the Human Resources office at 715-852-3050 so the missing badge may be deactivated and replaced.

Coaches may be issued keys by the Athletic Director or his/her designee to access internal doors at their designated building. If building keys are lost or stolen, the Head Coach should be notified immediately. It is then the responsibility of the Head Coach to notify the Athletic Director and Building Maintenance Director.

I.08 Facility Use and Reservations

The Athletic Director or his/her designee will be responsible for reserving facilities for both practice and competition for each sport for the regular season. Head Coaches are responsible for reserving practice space for activities outside of the season including contact days. ECASD facility reservations are made through SchoolDude. Head Coaches may work with the Athletic Director or his/her designee for assistance in following ECASD facility reservation procedures.

I.09 Supervision of Athletes

A High School Coach's responsibility to athletes begins when the athlete enters the locker room and ends when the athlete leaves the building after the completion of the contest or practice.

A Middle School Coach's responsibility to athletes begins when the athlete is dismissed from school to attend a practice or contest (including any period of time between the school day and a late contest or practice) and ends when the athlete is picked up by a parent/guardian after the practice or contest. If a coach is unable to supervise the student athletes during the entire period, the coach must work with the Athletic Director in advance to secure adequate supervision.

I.10 Team Rules

It has long been accepted that the establishment of rules for a team is critical for a successful season. Very few coaches dare to enter a season without establishing regulations for team membership. Samples of team rules/team handbooks can be obtained from the Athletic Director.

Coaches are well advised to discuss the rules they wish to declare as guidelines for their team with the Athletic Director. This will serve to establish a common ground with the coach and his/her administrator prior to any conflict that may take place.

Coaches are also well served to distribute printed copies of their rules and to request that student athletes and parents sign a form indicating that they have been made aware of the rules and that they accept them, regardless of whether or not they agree with the rules.

Team rules are to parallel the school code of conduct. There is no place in educational athletics for inconsistencies in behavioral expectations.

It is generally accepted that it is impossible to foresee all issues for which a coach would like to be prepared; therefore an all-encompassing statement is recommended. Such statements could state that all team members should represent their school and team in a manner that will reflect positively on all involved.

There are many theories employed in the establishing of team rules. Some coaches have a set of guidelines and consequences that have been effective for them. There are coaches who collaborate with team members/captains in order to establish guidelines, and there are schools where all team rules are the same. All of these variables can be and have been successful.

Rules should be concise. Order can be established with a few rules that govern the behavioral expectations. Consequences should be consistent and not geared to players of different abilities. Consequences should be administered by the coaches and in some occasions, captains can be consulted.

One method of establishing guidelines is to establish team priorities. In educational athletics, academics, the family of the team member, and perhaps other considerations would be more important than winning and losing a contest.

I.11 Chain of Command for Athletes

Athletes, parents, and coaches should all work together to resolve concerns or conflicts. Occasionally there may arise a need for additional parties to be involved in the resolution of a conflict. Therefore, when a conflict cannot be resolved between coach and athlete, the following chain of command should be used. Athletes and Coaches should always attempt to resolve conflict at the lowest step in the chain of command before moving to the next step on the chain.

Athletic Chain of Command		
Step 1	Athlete	Coach
Step 2	Athlete, Parent	Coach
Step 3	Athlete, Parent	Coach, Athletic Director
Step 4	Athlete, Parent	Coach, Athletic Director, Principal
Step 5	Athlete, Parent	Coach, Athletic Director, Principal, Executive Director of Administration

Any athlete, parent, or coach, who attempts to resolve conflict using a higher step on the chain of command without having attempted resolution at all lower steps may be asked to attempt resolution at a lower step in the chain of command.

I.12 Professional Development for Coaches

A Head Coach requesting professional development must complete the Staff Development Request Checklist Form and submit to the Athletic Director. Click [HERE](#) for form.

I.13 Scrimmages

Head Coaches are responsible for making initial contacts to find a team(s) to scrimmage. Scrimmages are to be scheduled with no loss of school time, and all coaches must follow WIAA regulations concerning scrimmages. Non-conference scrimmages, tournaments, or games/meets/matches not scheduled by the WIAA must be held within one and one-half (1 ½)-hours traveling distance from Eau Claire. Any exceptions to this travel limitation must be pre-approved by the Athletic Director.

I.14 Athlete Eligibility Requirements

The following are areas of student eligibility to participate in school sports. Any required forms may be obtained in their most current version on each school’s website on the “Athletics” webpage.

- Academic Eligibility – Found in the Eau Claire High School Athletic Code [HERE](#)
- Physical Eligibility – Per the WIAA, a preparticipation physical fitness form attesting to current physical fitness to participate in sports as determined by a licensed physician, Physician’s Assistant (PA) or Advanced Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply. Physical examination taken April 1 and thereafter is valid for the following two school years; physical examination taken before April 1 is valid only for remainder of that school year and following school year
- Concussion Acknowledgement Form
- Permission and Travel Form
- Code Acknowledgment Form

Coaches are required to know and uphold Eau Claire High School Athletic Code and under any circumstances, when learning of a violation, must report it.

I.15 Supervision

Athletic Directors supervise Head Coaches. Head Coaches should establish program goals and follow the District, Conference, and WIAA Expectations. Head Coaches supervise Assistant Coaches. Assistant Coaches should support the Head Coach, the program goals, and follow the District, Conference, and WIAA expectations. Coaches should attempt to resolve any conflict together before involving the Athletic Director.

I.16 Evaluation

Athletic Directors will evaluate Head Coaches once a year. The evaluation form can be found [HERE](#). Head Coaches are not required to but may wish to evaluate Assistant Coaches.

I.17 Budget and Procurement

Coaches should work with the Athletic Director to establish budgets for the upcoming year. Coaches can obtain reports of the current budget status from the school's Financial Secretary as well as instructions on how to make any purchases needed. Athletic purchases, including athletic uniforms and equipment, are subject to the procedures set forth in the Procurement Manual found [HERE](#).

I.18 Fundraising

A fundraiser is any activity which is used to seek gifts and/or materials (gifts-in-kind) in support of an organization or for a charitable purpose. All fundraising must abide by Board Policies [374](#) and [674](#). Coaches interested in fundraising should work with the Athletic Director or Building Principal to ensure District procedure is followed.

I.19 Gifts and Donations

All gifts must be reported using the ECASD Gift Report form found in the ECASD Sharepoint Resource Center under Business Services Documents [HERE](#). All gifts must follow the Eau Claire Area School District Gifting Guidelines which are as follows:

Gifting Guidelines

The Eau Claire Area Public School District appreciates the generosity of booster clubs, parent-teacher organizations, service groups, community organizations, and individuals who donate gifts that will enhance and extend the work of the schools.

The following guidelines have been created to assure that gifting relationships are based on sound educational values, serve clear educational purposes, and promote the welfare of students. Some gift situations can be complex, and decisions will be made only after careful consideration of interrelated factors.

1. Anyone wishing to make a gift to the District should first contact the administrator having responsibility for the program to which the gift will apply. The administrator will give a copy of Board Policy Rule 840-R to the prospective donor. The administrator will contact the Director of Buildings and Grounds if the gift will be attached to or will alter a building or site. The administrator will contact the Director of Technology if the gift pertains to telecommunications or technology.
2. The Board reserves the right to accept or reject any gift from any organization or individual.
3. All gifts shall become the sole property of the District to be used at the discretion of the Board, unless otherwise specified in the gift.
4. The gift must be consistent with the values, goals, and objectives of the District.
5. The gift must not be in conflict with, or supersede, any provision of Board policy, philosophy, or public law. Any gift that will limit the Board in respect to carrying out its policies must be approved by the Board before any fund-raising or other solicitations take place.
6. Any gift that will obligate the District to any contractual relationship must be approved by the Board before any fund-raising or other solicitations take place.

7. Any gift that will obligate the District to an expenditure of funds must be approved by the Board before any fund-raising or other solicitations take place.
8. The gift will place no restrictions on the school program.
9. Any gift that will require, or imply, endorsement of any business or product must be approved by the Board before any fund-raising or other solicitations take place.
10. Unless approved by the Board, no gifts will be accepted with any contingencies; nor will the giving of the gift bring special privileges or considerations to the donor.
11. The ECASD and individual schools reserve the right to restrict the dissemination of free materials of promotional nature from commercial interests for distribution to students in schools.
12. Class gifts to schools are commendable.
13. Telecommunications or technology related gifts must fit into the District technology plan and be approved by the Director of Technology.
14. Any gift which will be attached to, or alter, a building or site must be brought to the attention of the Director of Buildings and Grounds at the beginning of the planning process before any fundraising begins.
15. Donors wishing to give a gift which will be attached to, or alter, a building or site must submit a plan for approval to the Board prior to the start of the project. The plan will include the following details:
 - a. A preliminary drawing showing the location in or on the building or school grounds.
 - b. Plans for funding the project.
 - c. The long-range timeline for completion of the project if it is to be spread over a period of time such as one or two years.
 - d. The type and specifications of structures, materials, and/or equipment to be purchased or constructed for installation. These must meet District established standards.
 - e. Costs to the District.
16. The District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships, and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, sexual orientation or disability. Discrimination complaints shall be processed in accordance with established procedures.

I.20 Booster Club

The Booster Club serves to enhance the interscholastic athletic experience for all students by encouraging student and family involvement through financial and volunteer support for all activities. The Booster Club will invite each Head Coach to attend at least one Booster Club meeting during their season to provide the Booster Club with an update of the season. Head Coaches are encouraged to accept this invitation and to work cooperatively with their school's Booster Club.

I.21 Activity Workers

Any individual working at a sporting event or other function who is not a current Eau Claire Area School District employee must report to the Human Resources Office. The individual will be required to complete a background check (unless a current ECASD student), as well as provide identification to complete an I-9 form which is a requirement of the United States Federal Government. Acceptable forms of identification are a valid passport, OR a driver's license and social security card, OR a driver's license and birth certificate. The background check and I-9 form should be completed prior to working the event but can be completed within three business days following the event. Timecards for work completed cannot be paid until the background check and I-9 form are complete.

I.22 Awards and Banquets

Awards and banquets may occur at the Head Coach's discretion using budgeted, donated, or personal funds. Letters are issued by each high school based on different criteria depending on the sport. Head Coaches can direct questions about letters to the Athletic Director.

I.23 Dress Guidelines

All coaches should dress for practice in attire that is appropriate for the sport. All coaches should dress for competition in professional attire unless a uniform is required by the sport.

1.24 Hazardous Weather

The WIAA has weather guidelines that the ECASD expects all coaches to follow.

Heat

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity, take temperature and humidity readings at the site of the activity. Each school is to designate whose duties these are: generally the athletic director, head coach or certified athletic trainer.
2. Factor the temperature and humidity into the Heat Index Calculator and Chart to determine the Heat Index.
3. If the Heat Index is below 95 degrees:
 - a. All Sports
 - i. Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire.
 - ii. Optional water breaks every 30 minutes for 10 minutes in duration.
 - iii. Have ice-down towels available for cooling.
 - iv. Watch/monitor athletes carefully for necessary action.
4. If the Heat Index is 95 degrees to 99 degrees:
 - a. All Sports
 - i. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - ii. Optional water breaks every 30 minutes for 10 minutes in duration.
 - iii. Have ice-down towels available for cooling.
 - iv. Watch/monitor athletes carefully for necessary action.
 - b. Contact sports and activities with additional equipment:
 - i. Helmets and other possible equipment removed while not involved in contact.
 - c. Reduce time of outside activity. Consider postponing practice to later in the day.
 - d. Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.
5. If the Heat Index is above 99 degrees to 104 degrees:
 - a. All Sports
 - i. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - ii. Mandatory water breaks every 30 minutes for 10 minutes in duration.
 - iii. Have ice-down towels available for cooling.
 - iv. Watch/monitor athletes carefully for necessary action.
 - v. Alter uniform by removing items if possible.
 - vi. Allow for changes to dry t-shirts and shorts.
 - vii. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
 - viii. Postpone practice to later in the day.
 - b. Contact sports and activities with additional equipment
 - i. Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.
 - c. Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.
6. If the Heat Index is above 104 degrees:
 - a. All sports
 - i. Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

When the temperature is below 80 degrees there is no combination of heat and humidity that will result in need to curtail activity.

Lightning Guidelines

The following guidelines should be followed when making decisions as to whether to suspend or restart a contest/practice based on the presence of lightning.

1. Assign staff to monitor local weather conditions before and during events.

2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Criteria for suspension and resumption of play:
 - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30-minute count reset the clock and another 30-minute count should begin.

Tornadoes

1. Tornado Watch: this advisory means that prevailing conditions are such that tornadoes could form in the watch area.
 - a. When word is received that a tornado watch has been issued, the Principal/Site Administrator will assign someone to monitor the weather station.
 - b. Notify employees of the Tornado Watch Advisory.
 - c. Continue all normal operations of the School/Facility
2. Tornado Warning: this advisory means that a tornado has formed and has been sighted. The Tornado Warning area will be geographically defined in the advisory.
 - a. When a sighting is near your location the tornado signal will be sounded. The signal must be different from the Fire Alarm or Evacuation recall.
 - b. All employees and students should immediately proceed to shelters.

I.25 Inventory of Equipment and Uniforms

All coaches must maintain a complete inventory of equipment and uniforms. Equipment must be identifiable (numbered, labeled, etc.). At the conclusion of the season or when a student-athlete quits or becomes ineligible the coach will:

1. Collect his/her uniform and equipment immediately.
2. If the student-athlete fails to turn in any uniform or equipment:
 - a. Contact the student and give him/her a deadline for the equipment to be returned.
 - b. Contact a parent/guardian immediately if the student fails to make the deadline.
 - c. See the Athletic Director for proper procedures to follow and current bid prices for replacement.
 - d. Contact the Athletic Director for further action if the equipment still has not been returned.
 - e. Place the student-athlete on a debt list with the schools' Financial Secretary; the Accounting Department will send an invoice

I.26 Safety/Injury

All injuries of student athletes or coaches must be reported. Student injuries should be reported through the Eau Claire Area School District Accident Report by clicking [HERE](#). Any injuries to members of the general public that occur on District property should also be reported through the Eau Claire Area School District Accident Report. Coach and staff injuries should be reported following the Employee Injury/Illness Checklist by clicking [HERE](#).

I.27 Concussions

The WIAA provides detailed information regarding concussions which can be found [HERE](#). All coaches should know the signs and symptoms of concussions. If an athletic trainer is present, the trainer should attend to the injured athlete to monitor for signs and symptoms of a concussion. If an athletic trainer is not present, or is already occupied, the coach is responsible for halting play or practice to attend to the injured athlete to monitor for signs and symptoms of a concussion until another responsible adult can assist with monitoring. Remember: When in doubt sit them out.

Signs of a Concussion

- Dazed or stunned appearance
- Change in the level of consciousness or awareness

- Confused about assignment
- Forgets plays
- Unsure of score, game, opponent
- Clumsy
- Answers more slowly than usual
- Shows behavior changes
- Loss of consciousness
- Asks repetitive questions or memory concerns

Symptoms of a Concussion

- Headache
- Nausea
- Dizzy or unsteady
- Sensitive to light or noise
- Feeling mentally foggy
- Problems with concentration and memory
- Confused
- Slow

Signs/Symptoms that may represent a medical emergency (Call 911)

- Loss of consciousness (this may indicate more serious head injury)
- Decreasing level of alertness
- Unusually drowsy
- Severe or worsening headache
- Seizure
- Persistent vomiting
- Difficulty breathing

1.28 Transportation

Coaches and volunteers who drive District vehicles for school-sponsored events must meet requirements established by the ECASD Business Office. Coaches and volunteers must review the Driver Validation information and meet all requirements prior to driving a District vehicle. Click [HERE](#) to complete a Driver Records Search to determine if all requirements are currently met. Click [HERE](#) for the Driver Validation Request form and instructions.

1.29 Volunteer Process

Any individual volunteering to coach or otherwise assist an Eau Claire Area School District sponsored sport or activity must complete a background check with the ECASD Human Resources department as well as complete a Volunteer Agreement which must be kept on file at the school for which the volunteer serves. This paperwork must be completed PRIOR to volunteering. Necessary forms can be found at the ECASD Human Resources Office, by calling 715-852-3052, or by clicking [HERE](#).

WIAA requires coaches who are not licensed to teach to take a coaching fundamentals course as well as a sports first aid course before they may coach their second year at a WIAA member senior high school. Detailed information can be found on the WIAA website [HERE](#).

Section 2 – High School Coaches

2.01 Timeline for Seasons

Fall	Winter	Spring
Football	Basketball – Boys	Baseball
Cheer & Stunt	Basketball – Girls	Golf - Boys

Cross Country – Boys	Cheer & Stunt	Soccer - Girls
Cross Country - Girls	Dance	Softball
Dance	Gymnastics	Tennis - Boys
Golf - Girls	Hockey - Boys	Track & Field
Soccer – Boys	Hockey - Girls	
Swim & Dive – Girls	Swim & Dive - Boys	
Tennis – Girls	Wrestling	
Volleyball		

2.02 Club Athletic Programs

If a student is on a varsity high school team, the Head Coach will determine whether or not students will be allowed to practice or participate in a club athletic program during their varsity high school season. If a coach's position is "no club athletic participation" during the varsity high school season it is based on the WIAA's philosophy that a student's loyalty and allegiance should be to the high school team.

2.03 Shared Athletes

Coaches are encouraged to work cooperatively when shared athletes are involved. Off-season and in-season coaches are encouraged to make arrangements to permit athletes to participate in off-season open gym and other off-season activities that do not negatively impact athlete performance and eligibility for in-season sports. Cooperation among coaches will allow athletes to participate in multiple sports, thus furthering the Athletic Mission of the Eau Claire Area School District. Athletic Directors may intervene if disagreements arise regarding shared athletes.

2.04 Off Season Activities

Coaches must abide by the rules of the WIAA regarding off season activities. Therefore, coaches may not require athletes to participate in non-school competition and may not require involvement in out-of-season activities as a requirement of team membership. Coaches should refer to the WIAA Senior High School Handbook for specific details regarding contact days and other off-season activity.

[Senior High School Handbook](#)

2.05 Camps and Clinics

All District-sponsored camps and clinics must be approved by the Teaching and Learning Department. A written request to hold a camp or clinic must be approved by the Athletic Director first, then submitted to the Director of Academic Services for approval. Contact the Director of Academic Services if are interested in holding a camp or clinic. 715-852-3034

2.06 Hiring of Assistant Coaches

Head Coaches should work with the Athletic Director to hire Assistant Coaches. Assistant Coaches who are ECASD certified staff and are returning from the previous season do not need to re-apply to coach. Assistant Coaches who are ECASD hourly staff who are grandfathered in must re-apply to coach each season. ECASD hourly staff who are not grandfathered in are not eligible to coach. Assistant Coaches who are not ECASD employees must re-apply to coach each season.

If a need to hire an Assistant Coach is identified, the Athletic Director will request a vacancy be posted in WECAN through the Human Resources department. The Athletic Director and Head Coach will review applicants and select a candidate for hire. The Athletic Director completes a "Request for Employment Action" to notify Human Resources.

The Human Resources staff then contact the candidate to complete any necessary items including a background check, employment packet, TB test, etc. Once the recommended candidate has completed the necessary items as instructed by HR, the candidate's name will be placed on an Employment Report to the School Board for approval of hire. After School Board approval, the candidate is mailed a letter of hire and employment checklist

to complete and return to HR, as well as a schedule of their pay dates. Only upon School Board approval is a candidate considered to be hired.

If an Assistant Coach is needed to begin coaching prior to having completed all of the steps up to and including School Board approval, the candidate MUST successfully clear a background check through HR and complete a [Volunteer Agreement Form](#) at the school prior to working with students.

2.07 Cooperative Teams

Cooperative (Co-Op) Teams may be established between schools and/or Districts following WIAA rules. Any coach who has questions or concerns regarding a current Co-Op, or is interested in forming a new Co-Op should work with the Athletic Director.

2.08 Media and Publicity

All media requests should be directed to the Head Coach. Any requests made to the Athletic Director will be redirected to the Head Coach.

The key to getting your athletic program's message to the public is building and maintaining a good relationship with all of the local media servicing your school area. Here are some steps to follow:

- Begin with the premise that the media has a job to do with specific timetables and guidelines to follow. Their job requires filling the pages of the newspaper or specific time slots on the radio/TV.
- Coaches are encouraged to think of the media not as an adversary but as a voice for your entire athletic program. Once you establish this working relationship, you can depend on the media when you need their support.
- Prepare for each season the same way teachers prepare to teach their classes. Good teachers, which includes good coaches, create lesson plans to make sure everything will be covered effectively and efficiently. Begin by setting a timetable for your complete season, beginning with the pre-season report. Special events such as inter squad scrimmages, fundraisers, homecoming game, and banquets are some, but not all, of the items that may be in your lesson plan. Remember that your school is not the only school the media has to cover. Your school is more likely to receive adequate coverage, if the media has adequate time to plan for your specific events.
- Be timely in your responses to the media to help keep information accurate and in time for related deadlines.
- Create a format to follow when making these reports. A simple sheet with items to follow such as the score, statistics, highlights, and specific people to recognize is helpful. It is helpful to write these items down before making the phone call. Doing this will help coaches anticipate any difficult or controversial questions from the media. Don't forget to include the non-starters who may have made a special contribution to the success of the contest. Get names in whenever possible.
- Speak positively regarding their inquiry of a game and/or the summary of a game. Nobody wants to hear a "complainer" on why they lost or blame others for the outcome. A slip of the tongue at this point may cause a major misunderstanding when seen in print. Too many times you hear of coaches saying "I was misquoted" and in some cases they are. But the damage has been done.
- Fill out any special nomination forms in a timely fashion. Some of the forms that need prompt attention are: Athlete of the Week, All League, All Area, All District, All Regional and All Academic. Remember how important this award may be to one or more of your players. Do not miss selection meetings.
- Print clearly when filling out the above forms, and if possible type them out. Nothing is more frustrating to a reporter being pushed by a deadline than to try to figure out the spelling of someone's name. This is important to the athlete.
- A general rule of thumb would be to "say only what you want the people to read or hear." Be courteous but be sure you do not give out "personal" information regarding players, coaches, and officials. This is where the pre-made form can help you.
- Do not allow yourself to be drawn into a conversation regarding a controversial topic. When there is a possibility of a sensitive issue being brought up, refer the media to the specific board personnel who are charged with dealing with these issues.

- Do not make statements about players who have been disciplined or cut from the squad. It is usually not good practice. Remember, as a coach you are hired as much to develop character as you are teaching the “X’s” and “O’s” of your sport. Putting out negative responses to the media only makes matters worse in the eyes of your athletes and their parents. They deserve your trust.
- Be honest and truthful. Don’t ever lie to or mislead reporters. If the topic is sensitive or you don’t have knowledge of a particular issue, it is appropriate to say, “I don’t know” or “At this time, I’m not able to answer without additional information...” or “I don’t know, but I can get back to you or get someone who may know more about that.”
- Don’t ever assume anything is “off the record” even if you or the reporter indicates that’s the case.
- Think of the audience - those are the people you’re talking to.
- Be succinct and brief in answers. First, less chance of being misquoted. Second, the average TV sound bite is eight seconds, and there are only a couple of quotes in a story. Choose the two or three points you want to get across.

Section 3 – Middle School Coaches

3.01 Timeline for Seasons

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cross Country	Basketball – Boys	Basketball - Girls	Soccer - Girls
Diving	Dance	Swimming - Boys	Softball - Girls
Football	Swimming - Girls	Wrestling	Tennis - Boys
Soccer - Boys			Track
Tennis - Girls			
Volleyball			

3.02 Off Season Activities

Coaches must abide by the rules of the WIAA regarding off season activities. Therefore, coaches may not require athletes to participate in non-school competition and may not require involvement in out-of-season activities as a requirement of team membership. Coaches should refer to the WIAA Middle Level Handbook for specific details regarding contact days and other off-season activity.

[Middle Level Handbook](#)

Part VIII – Crossing Guards

Section I—Crossing Guards

I.01 Holidays

Crossing Guards will be paid for the following holidays:

Memorial Day

Labor Day

Thanksgiving Day

I.02 Mileage

Crossing Guards will be paid the current IRS mileage rate for travel from home to the school location and the return trip home for days worked. A daily log record of mileage must be presented for payment twice a year (December 31 and after the last day of school). Spouses must each drive a separate vehicle for them to each receive mileage payments.

I.03 Protective Clothing and Tools

A. Protective Clothing and Footwear.

- a. The District will supply a reflective vest for the Crossing Guard to wear over their other clothing while on duty.
- b. The District will supply ice gripper shoe attachments to Crossing Guards upon request.
- c. Tools: The District will furnish, without cost to the employees, tools considered necessary by the District for the employee to perform their normal duties. Any replacement of hand tools deemed necessary by the District will be furnished by the District without cost to the employee, except where loss due to negligence or willful destruction is apparent in which case the employee will be billed for the School District's replacement cost.
- d. Any employee who receives protective gear or tools shall be responsible for such items. All items of protective clothing and all tools shall remain the property of the District and shall be used while working on an assigned school job. All issued items of protective clothing shall be inspected by the employee prior to each use. Any damaged items must not be used and should be reported to the immediate supervisor and/or his/her designee.