

Staff Guidebook

2014-2015



Manawa Wolves

Little Wolf Junior/Senior High School
School District of Manawa
515 E. Fourth Street
Manawa, WI 54949

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www.manawa.k12.wi.us

Table of Contents

Little Wolf Jr/Sr High School Staff 4-6

Introduction/ Philosophy 7

Little Wolf Jr/Sr High School Philosophy and Goals 7

Absences 8

Academics and Grading 9

Accidents..... 10

Activity Accounts..... 10

Announcements..... 10

Assemblies 10

Attendance- Students 12

Attendance- Staff 12

Bell Schedules 12-13

Budget Requisitions 134

Calendar- Activities 15

Calendar- School 16

Communication Protocol 15

Child Abuse or Neglect- Mandatory Reporting..... 16

Classroom Behavior Expectations/PBIS/Wolves Know How 16

Communication..... 17

Confidentiality..... 17

Copy Machines..... 177

Counseling..... 18

Course/Class/Schedule Changes..... 18

Custodian/Maintenance Requests..... 18

Detaining a Student 18

Detention Protocol 17

Dress- Staff..... 19

Field Trips..... 18

Harassment..... 18

Sexual Harassment..... 19

Health/Nurse Services	19
Homeroom	19
Homework.....	19
IEP Defined and 504 Plans	20
Independent Study Courses	20
Internet- Acceptable Use	21
Keys/Key Fobs	21
Lesson Plans	21
Library/IMC Services	21
Medication	22
Money	22
Notice of Non-Discrimination	22
Para-Professionals.....	22
Parent-Teacher Conferences	22
Passes.....	23
Parking	23
Professional Development.....	23
Public Relations Part I- Informing Our Community.....	23
Public Relations Part II- Public Figures.....	23
Referrals/Rtl.....	23
Report Cards	24
School Closing	24
Staff Evaluation	24
Staff Meetings.....	24
Staff Workroom	25
Student Records/Student Privacy	25
Substitute Teachers	25
Supervision	25
Telephone	25
Test Results	26

Visitors 26

Staff Assignments 2014-2015

<u>NAME</u>	<u>POSITION</u>
Mr. Dan Wolfgram	Principal
Mr. Shawn Allen	Spanish
Mr. David Bessette	Special Education
Mr. Jeff Bortle	7/8 Social Studies/Math
Ms. Breaker	7/8 Social Studies/Math
Mr. Carey Celske	Science
Mr. Patrick Collins	Math
Mrs. Sandy Cordes	Agriculture
Miss Megan Driebel	Guidance Counselor
Mr. Duane Dubey	IT
Mrs. Mary Eck	Alternative Education/Math
Ms. Jacquelyn Gast	7/8 English
Mr. Nicholas Hericks	Social Studies
Mrs. Shannon Huettner	Social Studies
Mr. Mike Kelleher	Science
Mr. Daniel Koehler	Technology Education
Mrs. Tracy Konkol	English
Mrs. Jill Krause	Physical Education
Mrs. Jennifer Krueger	Computers/Math
Ms. Tamara Kuske	Special Education
Mrs. Lori Miller	Special Education
Mr. Kevin Murphy	Physical Education/Health
Ms. Emily Neuberger	Vocal Music

Mrs. Carmen O'Brien	Curriculum Director
Mrs. Valerie Pari	7/8/ Social Studies/English
Ms. Andrea Peterson	Math
Mr. Carl (Jim) Roenz	English
Mrs. Molly Suehs	Instrumental Music
Mrs. Jamie Trzebiatowski	Nurse
Ms. Julie Vander Grinten	Librarian
Ms. Mindi Wagner	Business Education
Mrs. Nancy Zabler	Art
Mr. Nate Ziemer	7/8 Science/Athletic Director

Support Staff Assignments 2014-2015 (Need to update with teacher aide hires- Jesse Ort?)

<u>NAME</u>	<u>POSITION</u>
Ms. Tina Auman	Special Education Aide
Mrs. Sharon Baldwin	Food Service
Mr. Tony Bauer	Custodian
Mrs. Jenny Bessette	Guidance Admin Assistant/Distance Learning Facilitator
Mr. Henry Byrd	Custodian
Mrs. Denise Buschke	Food Service
Mrs. Cindy Buttles	Custodian
Mrs. Shelley Keller	Office Aide/Attendance Aide/Sub Caller
Mrs. Tammy Kempf	Special Education Aide
Mrs. Carrie Koehn	Administrative Assistant – Office
Mrs. Jessica Nelson	Special Education Aide
Ms. Jesse Ort	Special Education Aide

Mrs. Colleen Paters	Alternative Education Aide
Ms. Janna Schabow	Special Education Aide
Mrs. Cathy Shockley	Food Service
Mrs. Kerri Steingraber	Health Aide
Mr. Jeff Stevens	Maintenance
Mrs. Lucy Trantow	Baker
Mrs. Carmen Wesener	Food Service

ADMINISTRATIVE OFFICE EMPLOYEES (Need to update and Finance Director Hires)

<u>NAME</u>	<u>POSITION</u>
Dr. Melanie Oppor	District Administrator
Mrs. Dawn Bauer	District Office Assistant/Payroll
Ms. Amy Borash	Special Education Director
Mrs. Jeanne Frazier	District Administrative Assistant
Mrs. Tammy Sjoberg	Elementary Principal
_____	District Financial Director

Introduction/ Philosophy

The primary reason an employee of the School District of Manawa is in his or her chosen profession is to serve the needs of students. The administration is to provide the leadership in working with students, staff, and community, and to translate the goals of the District into a managed, cohesive, well-conceived plan of academic achievement and responsible social development for students. Teachers implement the curricula and, to the best of their abilities, guide the learning process for all students assigned to them, whether this is in or outside of the traditional classroom.

Administrators, teachers, and all school staff can reasonably expect in return the respect of students and their cooperation in effecting the teaching-learning-developing process. Little Wolf JR/SR High School attempts to maintain a varied program, with emphases on academic rigor, excellence, and responsible student development. It is felt that by maintaining extremely high expectations for administrators, teachers, staff, and student, the individual will be able to achieve his or her fullest potential, and reach his or her highest personal goals—whether that person is an administrator, staff member, or student.

Little Wolf Jr/Sr High School Philosophy and Goals

In order to stress that learning is a life-long process, Little Wolf JR/SR High School in cooperation with Manawa Elementary School and all of us in the School District of Manawa, will meet the individual needs of our students who are in transition between childhood and adolescence. In keeping with this philosophy, the school will help each student to grow as an individual, as a person possessing specific skills and training, and as a member of society. Through a varied curriculum, the school seeks to educate each student with a sense of fulfillment and worth. The school proposes to develop in each student a sense of values and attitudes, which will serve as sound basis for continual development. In keeping with this belief, each division of the school community has a basic obligation to reinforce these goals.

The responsibilities of the administration are to maintain the climate of the school and to facilitate the learning process. To the end that students are to be considered as individuals who will become functioning members of society, the administration will try to promote an atmosphere that fosters good mental and physical health for staff members, to direct curricular programs, to create a positive learning climate, to allocate the funds appropriately, to maintain discipline, to strive for and maintain productive public relations, to assess building needs, to evaluate and direct the support staff, to design an appropriate schedule, and to assist teachers in their professional growth and implementation of their programs.

The responsibilities of the staff are to provide an atmosphere of student involvement and meaningful learning situations which may include, but are not limited to, student-oriented programs, use of multi-media materials, specialized departmental courses, updated programs, and individualized instruction. Keeping in mind that learning is a life-long goal, the staff will establish course objectives, employ variable and flexible methods of instruction, meet special needs of students, maintain a caring, learning climate within the classroom and refine professional expertise through continued education, workshop

attendance, visitation, professional memberships, seminar attendance, in-service programs and self-instruction.

The responsibility of the counseling staff is to provide for the individual needs of the student within the school, family, and community. The counseling staff will provide guidance, test administration and evaluation, record maintenance, schedule design, social counseling, informational meeting, and orientation.

The function of the curriculum is to provide for the needs of students within the frame of community interests. The curriculum will be sequentially organized, flexibly tracked, cooperatively diversified, and comprehensively evaluated by a variety of methods, including standardized tests, community suggestions, departmental critiques, scheduling needs, and inter-district communications. This curriculum will be related to the overall district goals for each grade level, and subject area.

The goals of the co-curricular program are to grant opportunities for all students to identify with the school and to provide for social and physical development, cultural growth, and aesthetic appreciation. To this end, the co-curricular program will include service clubs, social activities, cultural programs, and athletics. These activities will be provided to foster the development of beneficial personality traits, economic understanding, and instructional cohesion.

The responsibility of the community is to provide the appropriate facility and the financial and philosophical support for the continuation and expansion of the curriculum and the school's goals. Concurrently, the school will meet the needs of the community through the education and training of the citizens of the District.

The combined aim of the administration, staff, counselors, curriculum, co-curricular activities, and community is to promote the ideal of learning as a life-long process and to foster the development of the individual.

Absences

Should it be necessary for you to be absent from school, please do the following:

- Call Shelley Keller at 920-986-4001 between 5:30 – 6:30 a.m.
- Contact the school secretary after 7:30AM with notice of absence and to provide substitute information
- If you are going to be gone for more than 3 days due to illness or injury, notify the building principal with your anticipated return date.

A reminder that no faculty member is to coach, direct, etc. if you are absent from school due to an illness.

Leaving School

For safety and emergency purposes, please sign out in the office if you are leaving the building at any time, including lunch, during your scheduled work day. Please sign back in when you return. If you are leaving for a reason other than lunch, you must consult with the Principal before leaving.

Academics and Grading

A teacher's philosophy of grading requires you to make a number of decisions based on your value system, and there are great variations in procedures for issuing grades. Consider the meaning assigned to each grade symbol, what elements of performance that you incorporate in a grade, and the method you use to assign grades. Please review the intent of formative and summative assessments as lessons and units are planned.

Report cards will be mailed home each quarter and mid-term grades will be available through Family Access on Skyward.

Please be fair and consistent on your grading policy. Use a variety of assessments when evaluating a student on their growth and possibilities. Establish a written policy for grading that you present to both students and parents and keep accurate records. Staff members' evaluations of students should be considered private and care should be taken to protect a student's grade from other classmates. Grade comments are printed on the report cards through the Skyward system.

School District of Manawa Grading Scale- Grades 3-12

Grade Mark	High	Low
A+	110.00%	100.01%
A	100.00%	94.50%
A-	94.49%	91.50%
B+	91.49%	88.50%
B	88.49%	85.50%
B-	85.49%	82.50%
C+	82.49%	79.50%
C	79.49%	76.50%
C-	76.49%	73.50%
D+	73.49%	70.50%
D	70.49%	67.50%
D-	67.49%	64.50%
F	64.49%	0.00%

Classroom teachers are required to enter grades at least once per week. Specials teachers should enter grades at least once bi-weekly.

Textbooks/Educational Materials

You are responsible for the textbooks/materials that you use. Be sure to keep a good inventory of items and be sure students return those items. Damaged texts or other school property should be reported to the school office when discovered.

Accidents

Employees must report any and all accidents that occur during the school day to the office immediately whether for a student or a staff member. For staff, an accident report needs to be completed and Medcor (1-800-775-5866) must be contacted. Completed forms must be turned in to the Director of Finance in the District Office. For students, a staff member is required to fill out the accident report form and submit it to the office.

In an emergency situation, please call 911 immediately and directly notify the building principal.

Activity Accounts

Activity Accounts are maintained in the high school office and with the Financial Director. All funds are to be handled through the office and by the advisor/coach. All proper forms need to be filled out and signed by the advisor/coach and a student representative. All fund-raising requests are to be made through the office and receive the Principal's approval. All funds collected are to be kept in the high school safe until deposited. **NO MONEY SHOULD BE KEPT IN CLASSROOMS. NO PRIVATE CHECKING OR SAVINGS ACCOUNTS ARE PERMITTED, per District Auditors.** All fundraisers are to be approved by Administration. All funds are to be deposited through the high school office and all payments are to be made through the high school office. Please make sure you have receipts for every payment and be sure that the district is not charged tax. Tax – exempt forms are available in the office. All activity purchases need approval from the Principal and/or Athletic Director.

Announcements

Please submit announcement requests to the office prior to 7:30AM. To respect instructional time, announcements will be made each day at 7:45 AM, 12:55 PM, and at the end of the day.

Assemblies

School assemblies provide students and staff members with opportunities not available in the classroom. In addition, they also serve as important training grounds for teaching students how to behave properly in large groups. Keeping this in mind, we will follow these procedures for future assemblies:

1. Unless the presentation indicates otherwise, students will sit on the north side of the gym.
2. If the assembly is scheduled for mid-morning or mid-afternoon, classes will be released to go to assemblies via the intercom.

3. Students will leave their books in class. Doors will be locked. Students may not take their books with them.
4. Faculty members are to sit in the bleachers with the class they bring to the assembly. If you do not have a class, sit with the class you feel you know the best.
5. In the event of an assembly at the start of the day, faculty and staff are to sit in the bleachers with the students. If you have predominantly seniors, then sit with seniors, etc. If there is doubt where to sit, sit with the class you feel you know the best. Staff should not sit together.
6. If you observe misbehavior, address it immediately. Turn names into the office. Students who are referred may be banned from future assemblies for a period of time and placed in a supervised area.
7. Disruptive students may take some or all of the value away from any assembly.

Attendance- Students

Classes begin at 7:45 AM and conclude at 3:05 PM.

Attendance must be recorded in Skyward each class period. If a student is tardy for an unacceptable reason, please indicate this on the attendance record. For consistency, please establish clear class rules for a student being tardy and please also be consistent with your policy. Students who arrive to your class more than 10 minutes late to class are to be considered unexcused.

Please refer to the Student Handbook for the Attendance Policy.

Teachers are to maintain an accurate record of student attendance on a daily/hourly basis. If a student is marked absent but later shows up to class, please refer the student to the office for an Admit Slip. The office personnel will change the record to reflect the student was tardy rather than absent. Students need to have an admit slip from the office if they are tardy or absent in the morning. Students will need to have a hall pass or admit slip from the previous teacher or office when arriving tardy to a class for the tardy to be excused.

The main office will be monitoring unexcused absences. Please communicate with the attendance secretary and the building Principal for questions about excessive absenteeism..

If you are experiencing difficulties with the Skyward system when attempting to take attendance, please contact the school office.

To perform in any activity (athletic or non-athletic), a student must be in attendance for his/her regularly scheduled classes that school day. If you are a coach or an advisor of an activity, please honor this regulation. For more information, refer to the Student Handbook and Co-curricular Handbook.

Attendance- Staff

The Board will publish a calendar which reflects hours totaling 188 work days. All full time teachers shall be required to be in their building and available to students from 7:30AM until 3:30PM (less 40 minutes for lunch). When school is closed early due to inclement weather, teachers shall be excused to leave as soon as all of the students have departed. In the event it is necessary to make up days, the District will do so. Teachers are required to attend all staff meetings designated as mandatory by the District's

administration. Teachers are required to attend all meetings pertaining to individual education plans, parent-teacher conferences, and department meetings/activities, regardless of the date, time, or duration of such. Teachers are required to attend all school events designated as mandatory by the District’s Administration (e.g. open houses, music programs, art shows, etc.). Teachers with a conflict must seek approval from their building principal to miss a school event.

If you will be arriving late in the morning, call to notify office personnel. Requests to leave during the day for a necessary meeting, appointment, or errand must be submitted to the principal. For safety and emergency purposes, when leaving the school for any reason during your scheduled work day, you must sign out in the book in the office both before you leave and upon your return.

Bell Schedule

LITTLE WOLF JR/SR HIGH SCHOOL BELL SCHEDULE

Warning Bell: 7:40 Junior/High School

High School	Junior High
<u>Block 1</u> 7:45 – 9:10	<u>Block 1</u> 7:45 – 8:50
<u>Block 2</u> 9:15 – 10:40	<u>Block 2</u> 8:55 – 10:00
<u>Block 3</u> 10:45 – 12:10	<u>Block 3</u> 10:05 – 11:10
HS Lunch 12:10 – 12:50	JH Lunch 11:10 – 11:40
<u>Block 4</u> 12:55 – 2:20	<u>Block 4</u> 11:45 – 12:50
	JH Specials 12:55 – 1:35
	JH Specials 1:40 – 2:20
RTI 2:25 – 3:05	JH Specials 2:25 – 3:05

Early Release Bell Schedule Junior/High School

Warning Bell: 7:40 Junior/High School

<u>Block 1</u>	7:45 – 8:42
<u>Block 2</u>	8:47 – 9:44
<u>Block 3</u>	9:49 – 10:47
<u>Block 4</u>	10:52 – 11:45
<u>Lunch</u>	11:45 – 12:15

HOMEROOM SCHEDULE
1st and 3rd WEDNESDAYS OF THE MONTH

Warning Bell: 7:40 Junior/High School

High School

Homeroom 7:45 – 8:05
Block 1 8:10 – 9:30
Block 2 9:35 – 10:55
Block 3 11:00 – 12:20
HS Lunch 12:20 – 12:55
Block 4 1:00 – 2:20
RTI 2:25 – 3:05

Junior High

Homeroom 7:45 – 8:05
Block 1 8:10 – 9:10
Block 2 9:15 – 10:15
Block 3 10:20 – 11:20
JH Lunch 11:20 – 11:45
Block 4 11:50 – 12:50
JH Specials 12:55 – 1:35
JH Specials 1:40 – 2:20
JH Specials 2:25 – 3:05

Budget Requisitions

Requisition forms are available in the office and teacher workroom. When purchasing from various vendors, check to see with the principal if there is sufficient money in the account. If prepayment is needed, fill out a pink sheet or if you purchase something with your own money and need reimbursement, fill out a green sheet. Both sheets are available in the office. Please remember, reimbursement for an item(s) purchased without approval of the Principal will be at the discretion of the Business Manager and Superintendent. **ALL** purchases must be submitted n proper paperwork and be approved by administration.

The bulk of purchasing needs to be accomplished in the spring of the year using the following procedures:

1. Identify the items. Include catalog number, vendor, and vendor address, estimated price, number of items
2. Retain a copy of your requisition and turn in a copy to the office for the school secretary to process
3. Use a separate requisition for each supplier
4. Staff are responsible for processing their own School Specialty orders

Every year, from late fall until early spring, think about your needs for the coming year and discuss them with the building principal.

All approved expenses (advanced approval by building principal or superintendent) incurred while on school business or travel will be repaid at the approved per diem rate established by the district. Review the appropriate form that designates limits and amounts provided. Again, complete the necessary form and submit within two weeks of the completion of the event.

When your order is approved and processed, you will receive notification. When the order arrives, you will need to verify the correctness and return the package slip to the office so the order can be paid. Damaged or missing items need to be reported at once. All credit receipts are to be itemized.

For preapproved purchases that you make on your own, a current tax exempt certificate from the main office must be presented to the vendor. Placing orders without following this procedure will result in no reimbursement.

Placing orders without following the correct procedures will impact you since you will not be reimbursed from the school district. Please keep necessary receipts.

Calendar- Activities

The principal is responsible for the school calendar and the scheduling of school activities. Should you or a school related group wish a classroom, an event, or a date reserved, contact the principal or secretary. Allow for several weeks of preplanning and have alternated dates to work with if necessary.

WIAA in-season athletics and school sanctioned before or after-school programming will have preference for school use. There are various community groups using our school. Therefore, if you are using the cafeteria or gym area during or after the school day, please sign up in the office to avoid conflicts.

Staff Responsibilities in regard to School Activities

Make sure the building is cleared and see that all entries your group or team may have used are locked. If the custodians are still available, let them know your group is done and you are leaving.

Calendar- School

Refer to the calendar when making appointments or scheduling leave time and if possible avoid scheduling time off during pre-planned school event dates.

Communication Protocol

Issues (both student and staff related) should be brought to the principal's attention as soon as possible. In the principal's absence, please check with the secretary for the names of the lead teachers or personnel who can offer immediate assistance. For a complete listing of the District Approved Communication Protocol, refer to the district webpage.

Child Abuse or Neglect- Mandatory Reporting

In the event that you suspect that a student is being abused or neglected, you are obligated by state law to report this information to the guidance counselor and/or building principal. Please refer to Appendix A for information regarding reporting child abuse and/or neglect. This information is also available at the following link: <http://sspw.dpi.wi.gov/files/sspw/pdf/sswchildabuse.pdf>

Classroom Behavior Expectations/PBIS/Wolves Know How

It is the teacher's responsibility to manage classroom behavior. A student does not ever have a right to interfere with the education of other students whether it is in the classroom, hallway, lunchroom, or anywhere else on school premises.

We will be using the PBIS Wolf Pack Pact to guide our students to proper behavior expectations. To help with classroom management, construct clear classroom guidelines and teach and review expectations with students as an ongoing process.

While the school district has not officially adopted a full implementation of PBIS, we will continue with the educational process throughout the year. Refer to the following webpage for a comprehensive explanation of PBIS: <http://www.wisconsinpbisnetwork.org/>

The majority of behavior issues will be managed by the classroom teacher. If a student is removed from class or administration is involved, a formal disciplinary form must be completed. When completing a

discipline referral to the office, please use the Skyward referral process. Your documentation must provide a clear and concise explanation of the situation. If an incident regarding discipline happens in your classroom, you are expected to make contact with the parent/guardian the same day. The administrator may also contact the parent or guardian.

Communication

Keep the principal informed of matters that require special attention, such as repeated student discipline issues, concerned parental contact, school-related important situations, etc.

Communicate with colleagues on special classroom events that may affect other teachers and/or classrooms.

Frequent parent communication is encouraged to benefit all students and to help form positive relationships with parents. Forms of communication include but are not limited to positive notes home, phone calls, emails, weekly newsletters, classroom web pages, and face to face interaction with parents.

While it is not required, it is to your benefit to keep a record (date, time, and nature) of both oral and written communication you have had with parents.

Student privacy is paramount when discussing situations with parents.

Access to student/parent contact information can be accessed through Skyward.

Confidentiality

Educational and health information of all students is confidential. Discussing student issues, with individuals that do not have a direct educational interest in the child may violate federal laws and thus expose the District to sanctions from the Federal or State government. The Family Educational Rights and Privacy Act of 1974, The Health Insurance Portability and Accountability Act of 1996.

Confidentiality is an expectation of all school staff.

Copy Machines

Please be considerate of other users. Check and refill the paper tray if you are running off multiple copies. Please, for a large amount of copying, break it up into segments so all get to use the copy machine equally on our tight time schedules. Keep the area around the printer clean. If there are problems with the copier, let the secretary know.

Consider the cost of printing and be conscientious about the number you are printing.

Students are not permitted access to the copy machine in the staff workroom.

Counseling

The School Counselor will:

1. Assist teachers/administrators by providing those guidance services that will help them to understand and be aware of their students' goals and abilities and thus be more effective, i.e. special interest in Science or English, family problems, learning problems, student activities, etc.
2. Help identify students with special needs or abilities and assist in establishing a schedule or program that will meet the student's needs.
3. Liaison between parent, teachers, and student. Initial parent inquiries concerning grades, class progress, etc. will usually be channeled through the Guidance Office, preventing interruption during class or preparation periods. There will be occasions when the teacher will be the only one who can answer a parent question. Conferences will be arranged at the mutual convenience of parent and teacher.
4. Counselors will be available to review a student's records upon the request of any teacher. Many times there are circumstances where a counselor will have information about a student which is not indicated on a report card or test result; therefore, they will be able to share this as the records are reviewed.
5. The counselor is here to assist teachers in whatever way possible in making the student a more productive part of the classroom.

Course/Schedule Changes

Students may change classes/schedule only through the Guidance Office and with administrative approval.

Custodian/Maintenance Requests

All Custodial requests should be made using the new on-line protocol.

Detaining a Student

Teachers may detain students after school for make-up work, for providing additional instruction, or as a consequence for classroom behavior or tardiness. Notify the parent at least 24 hours in advance and provide them with an explanation as well as ample time to arrange transportation for the student. An approximate length should be in the 20 minute range. Notify the principal of the detention and any issues regarding an uncooperative parent and/or student.

Detentions

Detentions can be issued by the office or the classroom teacher. If you assign a detention to a particular student, you are expected to make contact with the parent/guardian and be available for that student to fulfill that obligation. If a student fails to make up a detention within five (5) school days, refer that student to the principal.

Dress- Staff

All staff members are to arrive at work each day dressed in a professional manner. Unsafe footwear is discouraged as it increases the probability of an injury. The last day of each week will be designated as a casual day. Please refrain from wearing sweatpants, items with tears or holes, and other items not appropriate for the school setting.

Field Trips

All field trips require the approval of the principal. Please plan two or more weeks ahead for trips. Consider the busing situation at the end of the school year (i.e. sports).

Forms necessary for a field trip include an application for the field trip, parent permission form for student participation, and request for school bus transportation. All forms are in the office, near the faculty mailboxes. If a student does not have the necessary parental consent form prior to the scheduled field trips, he/she will not be going.

All money collected for a field trip must be kept in the main office; do not keep money in your classroom or with your personal belongings. Collect money well in advance of the trip so that the secretary will have adequate time to write out a check for the total cost of the trip.

For the end-of-the-year field trips, you must plan at least three weeks in advance, and field trips cannot be scheduled for the last day of school.

Fire Codes

No desks, chairs, or any other obstructions are allowed in front of any exit door. There is to be no obstruction on a windowsill or in front of a window or area marked "Fire Escape." Windows by classroom doors should not be covered. All staff are required to keep an 18 inch clearance from the ceiling with any and all flammable materials. Please be careful when using hazardous materials in your room and store flammables properly. Also, note where fire extinguishers are located near your room and read instructions on their operation. At all times, we will follow the recommendations of the fire department.

Harassment

(School District of Manawa Policy 411.1)

Students need to feel safe and secure in all areas of the school premises and at school-sanctioned activities. You need to help all students develop their responsibility of courtesy and kindness towards each other.

Dealing with harassment situations needs to be part of your class rules and expectations. Initial occurrences need to be remedied by you. For severe and repeated cases of harassment (bullying) and student antagonism, please work with parents, guidance, and the principal to quickly correct.

The Manawa School District believes that students and employees have a right to an environment free of harassment. Any person found in violation of the school district policy is subject to discipline procedures. Please see the principal or counselor if you have concerns about a harassment issue in your work environment.

Sexual Harassment

The Manawa School District is committed to the belief that employees and students have a right to an environment that is free of sexual harassment. Sexual harassment in any form by Board of Education members, employees, students, vendors, and any other persons having business or other contact with the school district is prohibited whether it occurs in the work place or at events over which the school district has jurisdiction. Any person found in violation of this policy will be subject to discipline, including, but not limited to reprimand, probation, demotion, suspension, or termination, or other Sanction as determined appropriate by the Board of Education. Sexual harassment shall include, but not be limited to, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; Submission to or rejection of such conduct by an individual used on the basis for employment decisions affecting such individuals; or such conduct has the purpose of effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Any person, while in the jurisdiction of the Manawa Community School District, who witnesses sexual harassment, should contact the Multi-Cultural Non-Sexist Coordinator or the District Administrator to file a complaint. Claims of sexual harassment may also be filed with the building principal or supervisor.

Health/Nurse Services

The school nurse or health room aide is available at all times in the nurse's office. When sending students to the nurse's office, it is prudent to have another student accompany them to make sure they arrive safely and on a timely basis.

If you believe a student is under the influence of drugs or alcohol, notify the nurse's office or administration or guidance. If you hear a student speak about harming themselves, notify the nurse's office or administration or guidance. Remember, you are a mandatory reporter.

Homeroom

The two main purposes or objectives of the home-room program may be given as

1. To develop desirable pupil-teacher relationships
2. To expedite the handling of administrative routine. An alternative bell schedule has been developed that decreases each block by 5 minutes. Homerooms will run twice a month on the 1st and 3rd Wednesday and as needed. Agendas for each Homeroom will be announced in advance.

Homework

The Manawa School District believes homework should be structured so that it is meaningful to the student, clear in purpose, and has a high probability of success. All homework should provide a feedback to the student by being reviewed in class or corrected and returned by the instructor.

Feedback should be timely in nature. The ultimate goal of homework should be positive in nature through increased academic achievement and enhanced self-concept.

“The [National Education Association](#) endorses a maximum of 10 minutes of homework per grade level. So for example, a first grader should receive no more than a total of 10 minutes of homework and an eighth grader should receive no more than 80 minutes of homework. Teachers should keep in mind that this is a total amount of time and they should not assign a third grader 30 minutes of math homework in addition to thirty minutes of reading homework.”

Incomplete Work

Unless extenuating circumstances prevail, all incomplete work is to be finalized within ten school days of the end of the quarter. Failure to complete make-up work results in the grade of “F” being assigned. Teachers should contact all students with incomplete work at grade time to notify student of the incomplete work and fill out the incomplete grade report form available in the Office. Incomplete work carrying into summer may be taken care of by making arrangements with the Principal for testing, receiving papers, etc. The grade is to be finalized by the teacher over the summer, or first thing in the fall. Responsibility for finalizing the grade rests with the teacher.

IEP Defined and 504 Plans

The Individualized Educational Plan (IEP) is a plan or program developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives specialized instruction and related services

The 504 Plan is a plan developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment.

Subtle but Important Differences Not all students who have disabilities require specialized instruction. For students with disabilities who do require specialized instruction, the Individuals with Disabilities Education Act (IDEA) controls the procedural requirements, and an IEP is developed. The IDEA process is more involved than that of Section 504 of the Rehabilitation Act and requires documentation of measurable growth. For students with disabilities who do not require specialized instruction but need the assurance that they will receive equal access to public education and services, a document is created to outline their specific accessibility requirements. For more information see:

<http://www2.ed.gov/about/offices/list/ocr/504faq.html#interrelationship>

Independent Study Courses

Independent study is intended to allow a student to pursue a special interest to greater depth than is possible within the regular curriculum. Independent study is open only to students who have successfully completed all of the available course work in the subject area. Any student wishing to take an independent study course must have the approval of the Principal, Curriculum Director, Counseling Department and the instructor. Independent study may be taken in approved fields for 1 - .5 credits per semester. (Determined by the School Counselor, Curriculum Director, and Principal). Independent study is to be taken in addition to a regular class load—not as a part of the minimum requirements. Students wishing to take an independent study course must have earned credits in line with meeting the graduation requirements.

Internet- Acceptable Use

To engage students and staff in 21st Century learning, we are committed to the teaching of the most current skills to access information. We will be instructing our students on the internet so that they will be able to access information using online research. It is your responsibility to instruct students in developing their technology skills and to make careful education use of the technology available through the School District of Manawa.

To address concerns about user access to inappropriate materials, please take the following precautions:

1. Student Internet use must be supervised.
2. All students and parents are required to sign an Internet User Agreement before students are allowed to use the Internet.
3. Users breaking the rules of the contract may have their privileges revoked.
4. Violation of the agreement will also result in disciplinary and/or appropriate legal action.

All faculty need to keep current with technology applications and devices and model appropriate use of technology. Please use the technology wisely; it is not for personal messages and business, nor should you use class instructional time to send emails, do research, enter grades, or other non-student instructional activities.

Keys/Key Fobs

You are responsible for your keys/key fobs at all times. Do not lend your keys/key fobs to any unauthorized personnel: this includes students and people not employed by the school district. Also, do not leave your keys/key fobs or other valuables in unlocked areas: keep them on your person or in a safe place at all times. Since the school needs to be kept secure, and one missing key allows access to the building, please report any stolen or misplaced key to the principal immediately.

Lesson Plans

Each teacher will be required to create a syllabus for each course they teach and submit it to the principal. In addition, please submit an emergency lesson plan in the event that you must leave unexpectedly.

Library/IMC Services

In addition to checking out books to students, faculty can use the library in the following ways:

1. The librarian may be used as a resource to explain the library and use research techniques.
2. With proper notice, the library can be used as a classroom meeting sight. Please reserve the library in advance. Students should not be sent to the library without notifying library staff.
3. Research
4. Book title and other media searches

Please see the librarian for these services: videotaping, audiotapes, AV equipment.

Medication

Please refer to the revised Medication Administration Policy and Procedures shared in the google drive (No. 13 MedicationAdmin Policy and Procedures 6.19.14) for information regarding the storage and distribution of medication to students. Information can be found in the School District of Manawa Policy 451.4 and at the following link: <http://sspw.dpi.wi.gov/files/sspw/pdf/sndrugscomplete.pdf>

Money

Please do not keep any money in your classroom. The main office has a safe for this purpose. Deposits will be made on a weekly basis at a minimum.

Notice of Non-Discrimination

It is the policy of the School District of Manawa not to discriminate on the basis of sex, age, religion, race, color, disabilities, or national origin in the educational program of activities, which it operates. The District is required to adhere to existing federal and state nondiscrimination statutes and the implementing regulations not to discriminate on basis of sex, age, religion, race, color, disabilities, or national origin. This requirement not to discriminate extends to employment by the district.

Inquiries concerning the application of federal and state nondiscrimination statutes and the implementing of regulations should be addressed to the Director of the Office for Civil Rights, Department of HEW, Washington, D.C. and the District Office at the Manawa Elementary School, Manawa, Wisconsin 54949, telephone (920) 596-2525.

Para-Professionals

Several types of para-professionals are in our school. Each has assigned tasks and is a valuable asset to our school. *Please make sound educational use of any para-pro time you have.* They are in the school to help students improve academically, whether it is providing one-on-one tutoring/assistance, or working with students in small groups, or supervising students in our school. Part of your classroom procedures should cover student appropriate behavior and courtesy with para-pros.

Parent-Teacher Conferences

Parent Conferences will be held in the fall and spring. Conferences are not a requirement for parents to attend, but you should strongly encourage students to have their parents come. Should you feel a need to schedule a conference for student(s) who need closer supervision, more regular conferences with these parents is expected.

Parking

All staff will be required to register their vehicle with the front office. You will be given a parking tag that will need to be displayed at all times. Please be aware of our new parking restrictions designated in yellow on the curb and please do not park in the visitor parking slots.

Passes

Students must have their planners with them as that is their pass to leave ALL STAFF members classes. If a student does not have their planner, they may not leave your room, unless they have a specific pass from you for a specific reason. Do not forget a time limit when releasing students to use the restroom. Also, limit the number of students leaving to use the restroom and the amount of times they request this privilege.

Certain health conditions may warrant a student using the restroom facilities more frequently. If a student becomes ill or an emergency situation occurs in the use of the restroom, do not let the student go alone, but ask another teacher or aide to watch your class for a few minutes and accompany the student to the restroom or health room.

Professional Development

The District encourages you to take an active role in growing as an employee and educator. If there are relevant workshops, symposiums, or other opportunities that would be beneficial to your development, please discuss these with your building principal. Prior approval from the principal is needed before registering for professional development opportunities that occur within your contracted time with the District.

Public Relations Part I- Informing Our Community

One way to keep our citizens informed of school happenings is to submit articles to the newspaper for publication. Try to submit at least one class article for the year. Please make sure it is an interesting story. Also, it can be accompanied by a photo. This is a community involvement project we should not forget to use.

County Post East Contact: Jane Myhra jmyhra@mmclocal.com 715-256-4436

600 Industrial Drive, P.O. Box 609

Waupaca, WI 54981

Wolf Pack Express

Please contribute to this periodical. It is an opportunity to showcase who we are as Wolves! Deadlines communicated throughout the year.

Public Relations Part II- Public Figures

School employees are public figures. Your conduct as well as your opinions about education in general and the school system in particular, may have an effect (both positive and negative) on parents, students, other staff, and community members. Please always keep this in mind when out and about in the community or surrounding area.

Referrals/RTI

A procedure has been developed in regard to referrals and RTI that is aligned with the new SLD rules going in to effect December 1st, 2013. This procedure includes Tier I, Tier II, and Tier III intervention processes as well as appoints a BCT (Building Consultation Team) to review interventions and make further recommendations to guide student learning. The procedure also outlines who is responsible for the intervention at each level and what type of progress monitoring will be conducted at each tier.

Report Cards

Each student will be assigned a grade at the end of each quarter. If there is missing or outstanding work, please grade accordingly but then make appropriate comments on the report card about missing work. Report cards will be mailed to parents/guardians.

Please provide suitable comments on each child's progress. When writing comments, as some of you do, please be specific in what you are saying. If there are more serious concerns with a child's grade or performance, the teacher should contact the parent to give specific information. The comments on the report card are meant to be a guide to help explain a grade and should never be a surprise to a parent.

Midterm grades will be available through Family Access on Skyward. If requested, a hard copy can be sent home for parents. At the end of the year, a report card will be placed in the child's cumulative file.

School Closing

In case of inclement weather, please listen to the radio/TV stations for school cancellations. Severe weather situations will be announced on radio stations WDUX (92.7) Waupaca; WFCL (92.3) Clintonville; and WROE (94.3) Appleton. Also, TV channels 2, 5, 11 and 26 (Green Bay) and channel 7 (Wausau) will be notified. Notification will also be made via SkyAlert.

Please do not call the district or school office and tie up the phone lines.

Staff Evaluation

The School District of Manawa is participating through CESA 6 in the Effectiveness Project. It is based on the work of Dr. James Strong and offers a framework for educators to provide evidence of their effective teaching practices and improve in areas of need. All teachers will be evaluated using this method. Evaluations will be on a 3-year cycle. All teachers new to the district will automatically be in their summative year.

Non-teaching staff will be evaluated based on criteria that are relevant to their responsibilities.

Staff Meetings

Staff meetings will be on the 2nd and 4th Wednesday of each month from 3:15 – 4:00 PM, or by announcement if needed. Please consult with the principal if you are unable to attend prior to the meeting. If you are unable to attend please consult with your peers for all information.

Please schedule your personal appointments so that they do not conflict with staff meetings.

Emergency/unplanned faculty meetings may be called at 7:30 A.M. or after school if necessary. Such meetings are necessary to provide uniform information and plan a course of action needed in emergency situations or situations that require timely attention.

Unless specified, all staff members are required to attend all staff meetings.

Staff Workroom

Staff has a 40 minute duty free lunch.

Please keep the staff workroom clean. Custodial staff is responsible for the general clean-up/tidiness of the building, so microwave cleaning, dishwashing, wiping counters, sinks, and the table is the responsibility of the staff that uses the workroom. Please pick up your garbage and scrap paper and deposit into the proper receptacles. Be conscientious of storing perishable food items in the refrigerator (or elsewhere) and remove/discard items before the spoil date.

Student Records/Student Privacy

Information about students with health-related concerns will be forwarded to you early in the school year. The school nurse or nurse's aide will inform you of any serious student condition and proper approach in handling it. **If you know a student is on medication, you must be confidential.**

Student records are housed in the office and may be checked out by staff through the secretary. They must be returned prior to the end of the day. They should never be taken out of the school building.

When publishing pictures of students in a newsletter or such, please consult with the office prior to publication to confirm the parents have signed a release form. If no release form is on file, either request the parents complete a release form and file it in the office or do not publish the picture of the student.

Substitute Teachers

Please plan for and provide substantial and appropriate work for the substitute to accomplish with your students. Sub folders should include a class list, seating chart, Skyward instructions, emergency information, general class instruction information, daily schedule, and supervision duties. The sub folder should be kept in the office and updated as necessary. Sub folders are due in the office by Friday, September 12.

Please cover expected class behavior on how to treat substitute teachers with your students.

Supervision

The legal term in loco parentis, Latin for "in the place of a parent" refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent. This includes supervision of students outside of the classroom. Therefore, a rotation of hall supervision has been designed to minimize student misbehavior, as well as provide an opportunity to interact with students in a setting outside of the classroom. If you cannot be at one of your assigned days/times, it is your responsibility to find a replacement. The schedule has been shared with you in the google drive. (2014-2015 Before and After School Hall Duty)

Telephone

Telephones may be used by teachers to conduct school business. We encourage you to take time to contact parents by phone. For your privacy and long-distance calls, the telephones in the office and in the staff workroom are available. Please do not make use of your private cell phone during periods you are assigned to

students. The ringer should be turned off to avoid interruptions in class. Emergency or important calls should be directed to the office, and you will be notified immediately of important calls.

Test Results

Test scores are a valuable source of student information for the teacher. Teachers are encouraged to discuss test results with a counselor and other appropriate school personnel so they can help in locating and recommending resource material for an individual student. If a parent makes a request to review a child's standardized test results, please direct the parent to the office for an appointment.

Visitors

All parents, interested citizens, and professional personnel from outside the school are welcome to visit classes in all of the schools. Please notify the office in advance if you are scheduling a visitor.

All visitors are required to sign in at the office when they arrive and secure a visitor badge. If you notice a visitor does not have a visitor badge, please ask them to go to the office.