

LITTLE WOLF JR/SR HIGH SCHOOL
STAFF HANDBOOK



2013-2014

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Little Wolf Jr/Sr High School Staff
Staff Assignments 2013-2014

<u>NAME</u>	<u>POSITION</u>
Mr. Karl Morrin	Principal
Mr. Jeff Bortle	7/8 Social Studies and Math/Athletic Director
Mr. Carey Celske	Science
	Spanish
Mr. Patrick Collins	Math
Mrs. Mary Eck	Alternative Education/Math
Mrs. Tracy Eklund	Band
Mrs. Jacquelyn Gast	7/8 English
Mr. Nicholas Hericks	Social Studies
Mrs. Shannon Huettner	Social Studies
Mr. William Johnson	Special Education
Ms. Cindy Kelm	Counselor
Mr. Daniel Koehler	Technology Education
Mrs. Tracy Konkol	English
Mrs. Jill Krause	Physical Education
Mrs. Jennifer Krueger	Computers/Math
Mrs. Lori Miller	Special Education
Mr. Kevin Murphy	Physical Education/Health
Mrs. Marie Murphy	Nurse
Mrs. Carmen O'Brien	Science
Mr. Kim Poli	Math/Physics

Mrs. Vicki Santacroce	Librarian
Mr. Carl (Jim) Roenz	English
Mrs. Linda Trepasso	Vocal Music
Mrs. Nancy Zabler	Art
Mr. Nate Ziemer	7/8 Science/Social Studies

Support Staff Assignments 2013-2014

<u>NAME</u>	<u>POSITION</u>
Mrs. Sharon Baldwin	Food Service
Mr. Tony Bauer	Custodian
Mrs. Mary Besaw	Lunch Clerk/Health Aide/Attendance Aide
Mrs. Mary Bonikowske Facilitator	Guidance Admin. Assistant/Distance Learning
Mrs. Cindy Buttles	Custodian
Mrs. Deb Draeger	Library Aide
Mrs. Judy Douglas	Special Education Aide
Mrs. Shelley Keller	Special Education Aide/Sub Caller
Mrs. Tammy Kempf	Special Education Aide
Mrs. Carrie Koehn	Administrative Assistant - Office
Mrs. Colleen Paters	Alternative Education Aide
Mrs. Cathy Shockley	Food Service
Mrs. Lana Simonis	Special Education Aide
Mr. Jeff Stevens	Maintenance
Mrs. Lucy Trantow	Baker
Mrs. Carmen Wesener	Food Service

ADMINISTRATIVE OFFICE EMPLOYEES

<u>NAME</u>	<u>POSITION</u>
Mr. Ed Dombrowski	District Administrator

Mrs. Jeanne Frazier

District Administrative Assistant

Mr. Dan Storch

District Financial Director

Mrs. Dawn Bauer

District Office Assistant/Payroll

Mrs. Tammy Sjoberg

Elementary Principal

Carmen O'Brien

District Curriculum Advisor

Jenny Larson

Special Education 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 920-986-4010 after 5:30AM.
- Contact the school secretary after 7:30AM with notice of absence and to provide substitute information
- If you are to be ill or absent for other reasons on subsequent days, please notify the school office or sub caller by 3PM.

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, please 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

- A 100-94**
- A- 92-93**
- B+ 90-91**
- B 86-89**
- B- 84-85**
- C+ 82-83**
- C 78-81**
- C- 76-77**
- D+ 74-75**
- D 70-73**
- D- 68-69**
- F 0-67**

Classroom teachers should 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

Please 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 should be turned in to the Director of Finance in the District Office. For students, a staff member should 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. 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 in the morning at approximately 7:55AM. Additional announcements may occur later in the day but will be limited based on the nature and necessity of the announcement.

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. Tips will follow. 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.

Disruptive students may take some or all of the value away from any assembly.

Cooperation from students and staff can make the assembly manageable. If everyone will focus in on the following points this can be accomplished:

1. Take a minute prior to each assembly and explain that proper behavior is expected of them.
2. If behavior becomes an issue, as discreetly as possible remove disruptive students at the first hint of deviant behavior.

3. During the assembly, a subtle “watchful eye” scanning front and back, left and right will quickly alert you to trouble spots.
4. If it is not possible to remove a student from deviant behavior, make sure you look directly at him/her. This signals that you are aware of their behavior. Then turn names into the Office.
5. Do not ignore unruly behavior.

Attendance- Students

Classes begin at 7:50AM and conclude at 3:07PM.

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. It is the policy of Little Wolf Jr/Sr High School for a student who is 10 minutes or more late to be considered absent.

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.

If you notice that a student is absent often, please contact the building principal or guidance counselor to get them involved.

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 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 30 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.

Budget Requisitions

Requisition forms are available in the office and teacher workroom. When purchasing from various vendors, please 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 administration will be at the discretion of the administration. **ALL** purchases must be submitted on proper paperwork and be approved by administration.

The bulk of purchasing should 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
3. Use a separate requisition for each supplier

Every year, from late fall until early spring, please 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. Please 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.

Once approval has been given for you to purchase supplies yourself, please make sure you provide the store with the tax exempt form and information. You will not be reimbursed for the tax.

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. Please 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

Please 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, please let them know your group is done and you are leaving.

Calendar- School

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

Chain of Command

Issues (both student and staff related) should be brought to the principal's attention as soon as possible. Based on the issue, a meeting may be scheduled to discuss and resolve the issue. In the principal's absence, please check with the secretary for the names of the lead teachers or personnel who can offer immediate assistance.

Child Abuse or Neglect- Mandatory Reporting

In the event that you should ever 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. As "mandated reporters" we are left with little choice in these matters. A general rule of thumb is to always be safe rather than sorry.

Please refer to Appendix A for information regarding reporting child abuse and/or neglect. This information is also available at the following link:

<http://ssp.wi.gov/files/ssp/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.

We will continue with the implementation of PBIS to ensure consistency with desired behavior expectations. This includes utilizing the behavior matrix as a guide. Students will be taught the expectations and desired behaviors, and staff will continue to evaluate/reteach expectations as needed.

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 documentation that gives a clear and concise explanation of the situation. Data collection is another key component of PBIS. It facilitates identifying significant factors in student behavior and allows for choosing appropriate interventions and following their effectiveness. Using the discipline referral form on the computer and emailing it to appropriate individuals helps to ease the data collection burden. Copies of the referral form will be sent to parents from the Office. The teacher involved is expected to contact the parent/guardian. The administrator may also contact the parent or guardian. Discipline data from the referral form will be recorded in Skyward in the office.

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.

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

Please be aware of your surroundings and understand that there may be listening ears around. In that vein, please refrain from discussing personal or private information concerning yourself, colleagues, students, or families in any area of the building (or in the community) in which your conversation could be overheard and possibly misconstrued. Issues and concerns should be discussed in a private area with a closed door and should only be discussed with directly affected personnel. Please refrain from discussing these matters in common shared areas such as the Teacher Workroom as it tends to make others feel uncomfortable and may contribute to a less than positive school climate. Discussing student issues with individuals that do not have a direct interest in the child may violate federal laws and thus expose the District to sanctions from the Federal or State government.

At times, staff members may be asked to participate on a committee or be a part of a team in which sensitive information or ideas may be shared and discussed. In these situations, confidentiality is required to maintain the integrity and forward progress of the group. Personnel who volunteer to participate on interview committees for potential staff candidates must keep confidential all information regarding the interview process confidential. This includes but is not limited to candidate names, backgrounds, and recommendation discussions.

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, please let the secretary know.

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

School-wide copying will be completed for a set time in the morning and in the afternoon. Please submit your copy requests two days in advance so that we can efficiently organize the use of the copy machine.

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, 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/Class/Schedule Changes

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

Custodian/Maintenance Requests

To respect the schedule and time of the custodians, all requests that require custodial assistance should be referred to the office. Custodial/maintenance requests that may require more time involvement need to be emailed to the principal.

Custodians are not responsible for the cleaning of the staff workrooms other than general upkeep that includes vacuuming and trash removal.

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. Please notify the principal of the detention and any issues regarding an uncooperative parent and/or student.

If a student has not completed an assignment, consider having the student stay in with you during lunch or before/after school. Do not send the student to the office detention room for not completing classroom homework.

Dress- Student

Clothing should be appropriate and have no reference to drugs, alcohol, and/or improper behavior (refer to the Student Handbook for student dress expectations). Students with offensive references should be asked to turn the clothing inside out if possible or call home for more appropriate clothing. Hats should not be worn inside the building except on special designated days. Seasonally appropriate clothing is expected, and parents should be contacted if there is a major concern. Please involve the principal and guidance counselor if you have a specific student concern.

Dress- Staff

All staff members are expected 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.

Emergency Procedures

Please refer to the Emergency Handbook for procedures regarding all drills and alerts for fire, tornado, intruder, and school evacuation.

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 parent 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. Please 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. 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.

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.

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. Technology is a powerful too in providing access to worldwide current events and many other resource skills.

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 may 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.

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 Appendix B 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 elementary building. 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.

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: Bert Lehman

Articles are picked up at the District Office.

1-715-258-1326

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 the parents.

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, and 11 (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.

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

Staff Meetings

Staff meetings will be scheduled on a regular basis by the principal. Meeting dates and times will be announced by the building Principal. 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 30 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, please be discreet when discussing that with the student.

Student privacy is of importance and should be respected at all times. A teacher should keep student information private in all regards. Staff is asked not to share information with any private agencies without first speaking to an administrator.

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.

Please be cautious about discussing student situations with other teachers and staff at school. Students do hear these conversations, or parts of them, and may carry these conversations home (see “Confidentiality” section).

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 13.

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

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.