Manawa Elementary School

Staff Handbook

2013-2014

Manawa Elementary School Wolves:

Work Responsibly!
Own our Education!
Lead with Respect and Purpose!
Find our Potential!

Home of The Wolves

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School Staff

District Staff:

Ed Dombrowski	District Administrator	Jeanne Frazier	Administrative Assistant
Dan Storch	Financial Director	Dawn Bauer	Office Clerk
Jenny Larson	Special Education Director	Connie Sell	Special Education Administrative Assistant
Mike Breen	Psychologist	Carmen O'Brien	Curriculum Advisor
Marie Murphy	School Nurse	Ruth Lord	STEP Coordinator
Cindy Kelm	Counselor	Vicki Santacroce	Librarian/ Technology
Tammy Sjoberg	Elementary Principal	Karl Morrin	Jr/Sr High Principal
Kris Wegener	Elementary Administrative Assistant	Carrie Koehn	Jr/Sr High Adminstrative Assistant

Elementary School Teachers

Megan Anderson	Special Education	Marissa Jashinsky	Special Education
Cindy Jaeckle	Special Education	Ann Romberg	Speech
Jeni Mursau	Reading Specialist	Deborah Martin	Speech
Judy Connelly	Curriculum Interventionist/ Literacy Coach	Susan Rucks	Early Childhood
Tracy Eklund	Band	Linda Trepasso	Chorus
Molly Suehs	Music	Lori Wilson	Art
Corrie Ziemer	Physical Education	Emily Guentner	4K
Michelle Poppy	Kindergarten	Lona Sexton	Kindergarten
Sheri Barber	1st grade	Kathy Field	1st grade
Carrie Hutchison	2nd grade	Lisa Lee	2nd grade
Roseanne Sanderfoot	2nd grade	Becky Stormoen	2nd grade
Christine Hansen	3rd grade	Brad Johnson	3rd grade
Jeanne Meier	3rd grade	Kris Kleuver	4th grade
Melissa Tassone	4th grade	Scott Hahn	5th grade

Janet Huebner	5th grade	Cathy McCoy	5th grade
Kevin Keller	6th grade	Dawn Millard	6th grade

Aides

Terri Braun	4K	Marla Gerl	Special Education
Marie Gorman	Library	Kris Lettau	Teacher Aide
DeeDee Lowney	Special Education	Jill Seka	Special Education
Pat Spiegelberg	Special Education	Diane Teuscher	Special Education
Kris Thompson	Health/Office/Transportation	Tori Wepner	Teacher Aide

Custodial Staff

Dave Gunderson	Custodial	Genie Patri	Custodial

Food Service

Sharon Baldwin	Denise Buschke	Brenda Suehs

Bus Drivers

Bernice Beck	Ruth Boerst	Judy Douglas	Dave Marcy	Barb Quinn
Jim Quinn	Vernon Shover	Lana Simonis	Randy Steingraber	Susan Suehs

Substitute Bus Drivers

Dave Gunderson	Valerie Johnson	Mitch Patri

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 sent 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.

Announcements

Please submit announcement requests to the office prior to 7:40AM. To respect instructional time, announcements will be made each day in the morning at approximately 8:05AM. Additional announcements may occur later in the day but will be limited based on the nature and necessity of the announcement.

Attendance- Students

Classes begin at 8:00AM and conclude at 2:50PM.

For administrative organization and consistency, report attendance and hot lunch counts on Skyward by 8:10AM. Teachers are to maintain a record of students' attendance in their class record book. If a student is tardy, please mark the student absent and refer the student to the office for an Admit Slip. Students need to have an admit slip from the office if they are tardy or absent in the morning. An unexcused tardy of 15 minutes or more will count as an unexcused absence for one hour. If you are experiencing difficulties with the Skyward system when attempting to take attendance, please contact the school office.

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 venders, 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.

Cafeteria

Escort students to the cafeteria and check your class of students through the lunch line prior to leaving to enjoy your own personal lunch time. One teacher per grade level will stay with the students for the first 15 minutes of lunch. This still allows for a 30 minute duty free lunch period. When supervising students in the cafeteria, please circulate around the entire area to help maintain control and encourage a respectful environment. At the end of the lunch period, meet your students and escort them back to the classroom.

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 alternate 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://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.

MES 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. 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.

Counseling

Particular situations might require the intervention of the school counselor. Please confer with the principal or school counselor regarding your concerns. The counselor will arrange to meet with the student or students and notify the parents if necessary. In accordance with HIPPA Laws, maintain confidentiality and privacy of the student or students when making a referral.

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.

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. Although students come from all different socio-economic backgrounds, students should not be wearing torn or offensively dirty clothes to school. Please involve the principal and guidance counselor if you have specific student concerns. 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.

Emergency- School Student/ OWL Squad

OWL Squad- Emergency staff assistance needed.

1. When a teacher feels they need extra assistance with a verbally or physically aggressive student, they should call the office to request the OWL Squad. The classroom teacher will clear out all others from the classroom. NOTE: Please find another teacher to take your students.
2. The front office will request the OWL Squad across the intercom. Teachers should shut their doors and continue teaching. Students should not be out in the halls.
3. Parents will be notified at the discretion of the team.
4. The OWL Squad will report the situation. The first two people will enter the room. All other team members will direct traffic and wait outside of the room in case backup is needed.
5. The classroom teacher should start documenting (durations and number of holds, actions, and words spoken) and refrain from the situation to eliminate a power struggle.
6. The OWL Squad will handle the situations
7. After the student has de-escalated, all team members need to debrief and fill out an incident report form. Follow up will be determined by the administration.

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."

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.

Laminating

The school's laminating service is provided through personnel assigned in the office. Only in an emergency or timeliness situation should you be laminating and then through office approval.

Only those items that will be used for games or to be displayed several times as bulletin board/wall hangings should be laminated.

Our laminating process is for school/class environments, not for your personal use. Also, do not laminate items students take home. This is the parents' responsibility.

Please see the principal if you have any concerns.

Lesson Plans

Teachers need to plan and document their class instruction daily. Complete lesson plans contain the following: **standards emphasized, goals, objectives, assessments, technology that is integrated and homework/assignments**.

Lesson Plans should be turned into the principal by 7:30 a.m. on the first day of each week. **They must be turned in electronically as an attachment.** Also forward a copy to Kris Wegener so she may have a copy in the event you are absent (for substitute teacher purposes).

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 with Kris Wegener. 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.

Lunch Count

Lunch money will be collected in your rooms in the morning. Please make sure the names of the student and parent are on the envelope. Parents have been instructed to also include the amount of money

contained in the envelope to check correctness. The lunch envelopes should be placed in a large envelope and turned in to the school secretary by 8:10AM.

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

Milk Break

Please mark on the milk break roster who is taking milk and turn in daily by noon to the office.

In order to teach student responsibility, please assign two students (or three) to pick up the milk from the cafeteria. Milk crates will be provided for this purpose.

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.

Newsletters

Keeping parents informed is of prime importance. Notifying them of class projects, accomplishments, future directions, special achievements of goals, class news, etc. should become a regular teacher's communication tool. Having students help organize and write all or sections of a newsletter is an effective form of authentic assessment. A school newsletter will go home periodically that highlights school information and events.

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. Sign up slips will be sent home with the students, but reminders will also go home in newsletters. You should also incorporate this information in your classroom newsletters.

These conferences are not a requirement for parents to attend, but 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

Please park on the north half of the parking lot. If you have special requests, please contact the principal for proper authorization. If you park on Beech Street, please use the west side of the street to allow for safe passage of busses and other vehicles during the day. Under no circumstance should you send a student to your vehicle to retrieve something or place something in your vehicle.

Parties/Celebrations

Parties and celebrations should tie in with important days, events, and holidays. To integrate them into your curriculum is very suitable. **Be aware (if known) of those student's whose religious beliefs may not allow them to celebrate certain holidays or events.**
Consider the amount of time and the number of celebrations you have in your classroom. Also, be considerate of the other classrooms around yours. Please check your students' files so birthdays are not forgotten. Please incorporate a plan to recognize those with summer birthdays.

In accordance with our Wellness Policy, staff is encouraged to promote healthy snacking whenever possible. In addition, please review any dietary requirements (food allergies) of your students with parents as they plan for snacks and celebrations. If you have questions on the appropriate protocol please contact the District Nurse.

Passes

Please devise a system that will work for you to document when students leave your room. Using the student agenda is a great practice. 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.

Recess

Plan your recess time appropriately. Before or after lunch, before or after physical education classes, early morning, and late afternoon may not be good times. You may schedule your recess either in the morning or the afternoon. In times of inclement weather, you may want to hold only one short recess. Please adhere to the time limit schedule and not use class time to “get ready” for recess time.

It is our responsibility that students are fully supervised at all times, including recess. Teachers must be outside during their scheduled recess time.

Recess Equipment

Students are responsible for all recess equipment they take outside. Metal carts by the back doors will house any equipment they may need. Any or all broken items should be turned into the office. Students should not put equipment in their lockers.

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 sent 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. Words such as *good*, *should do better*, and *daydreams* are not helpful to parents or future teachers. 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. Pay attention to handwriting and check the report card for proper symbol usage and correct spelling.

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.

Sunshine Club

In place of separate collection of funds every time there is a birth, wedding, shower, or other event, a general collection fund will be established. The Sunshine Club will begin the year by asking for a $15.00 donation from each staff member. Individual collections are made for retirements. Your name will go on the Sunshine list, and that money will be kept in the school office to be dispersed for special occasions.

Please keep the office informed should you hear of an engagement, wedding, illness, death, or any other cause that should come to the attention of our staff. We can then appropriately acknowledge the occasion. You are not obligated to belong.

Supervision of Students

Never leave students unsupervised. In the case of an emergency, call the office to ask for assistance or ask the teacher next to you for help. Always lock your classroom door when the class is out of the room for lunch, specials instruction, and so forth. Please walk your students to their destination.

Student supervision before school, during lunch and after school will be on a rotating basis. When a teacher needs to make a switch due to a conflict, the teacher should work out a trade with another teacher and notify the main office.

Teachers are also asked to be visible in the hallways/open student areas whenever necessary.

When there is an emergency or when the administration has asked a teacher to be in another meeting, staffing, etc. on short notice, the teacher should inform the principal of the conflict and attempt to find coverage for that supervision.

When the teacher is ill or absent, the substitute assumes the responsibility of covering the supervision duties. If this situation applies to you, please let the substitute know what the supervision duty is.

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.

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