

**Thumbs Up to YOU!**  
**Sugar Creek's Staff is the Best!**

# Staff Handbook

*Important message for the 2020-21 school year:*

*Staff, please be aware that do the constantly-evolving COVID-19 pandemic and resulting national emergency, at any given time some information in this handbook may no longer be accurate, but this can serve as a helpful resource. Please contact your friendly principal for any clarifications. Thank you!*



Summer 2020  
One box at a time...one mask at a time...

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## **ABOVE/BELOW THE LINE**

The entire Sugar Creek community uses "Above the line/Below the line" as a guideline for student behaviors.

Students building-wide learn about "Above the line" behaviors (those that are appropriate), "Below the line" behaviors (those that are inappropriate), and "Bottom-line" behaviors (fighting, threatening, racial slurs, and sexual harassment.) See also "Love and Logic" and "Citizenship." All staff should use these terms when discussing behaviors with students.

## **ABSENCE/TARDINESS (Students)**

### Attendance Slips

Teachers are required to submit daily attendance using Power School. Attendance must be taken once in the a.m. and once after lunch recess. Children arriving after **7:50 a.m.** are considered tardy Tuesday-Friday and **9:30 a.m.** Mondays.

### Excuses

Parents/guardians should be reminded that it is very important they call the school between 7:15 and 8:30 a.m. each morning that their child is absent or tardy. In this way, we know that the child is safe and not having a problem in route.

Though the office attempts to phone the parents/guardians of absent students who have not called in an excuse, we are sometimes unable to make this contact. If you have reason to believe additional measures should be taken to get in touch with a parent/guardian, this opinion should be forwarded to the office.

## **ABSENCES (STAFF)**

### Arrangements

All staff are required to document absences in Skyward. Except as noted below, absences will be charged to General Leave, if available, or else will be unpaid. If a substitute is required, it is the staff member's responsibility to secure a substitute through the appropriate procedures.

Absences not charged to general leave:

Absences generated for District-sponsored events and activities (e.g. professional development, meetings, etc.) will not be charged to General Leave.

In addition, the District permits our teaching (salaried) staff an occasional personal absence of an hour or less and not have it charged to general leave. There are three expectations that go with this professional courtesy:

- 1.) The absent teacher must arrange for a fellow teacher to provide any needed classroom instruction and/or supervision, including assigned before/after school duties.
- 2.) The covering teacher is not eligible to receive the extra compensation provided for in the handbook when teachers sub for teachers during their prep time.
- 3.) Building sign in/sign out procedures must be followed.

In the event a teacher is absent and uses general leave, a sub from our sub list may be requested/assigned and any internal classroom coverage by teacher colleagues will be eligible for additional compensation if coverage is provided during their prep time.

Unpaid Leave:

Employees may be granted personal leave without pay to attend or participate in such activities as travel, family visitation or other personal matters. Unpaid leave requests must be made in writing and are considered by the Superintendent on a case-by-case basis. Approvals are typically only granted for "once in a lifetime" opportunities, so only one request may be made by the employee during their employment.

## **ACCIDENTS/INJURIES**

### First Aid

Bandages, vinyl gloves, ice, etc. are available in the office health room. Vinyl gloves should be used at all times when dealing with injuries or situations in which you may come in contact with body fluids. Gloves should be kept in your upper right-hand desk drawer and their location noted in your sub folder.

### Emergency Medical Services (EMS)

The supervising teacher or assistant in charge at the time of an observed accident, fire or other emergency situation that requires immediate response should decide whether first responders should be contacted. This decision should immediately be communicated to the office, who will place the call. The principal should be promptly informed of any emergency situation.

### Accident Reports

Accident reports must be completed by the end of the day on which an accident occurs involving a student for whom a supervisor or teacher is responsible. All head and other serious injuries should be reported to the office followed by contact with the parents/guardians relating the nature and severity of the injury.

In the event a staff member is injured at school, an accident report must be completed and faxed to the Payroll Department at the district office (4320) within 24 hours of the injury.

### **ADMINISTRATIVELY-CALLED MEETINGS**

Teachers may be required to attend administratively called meetings not to exceed three hours per month beyond the work day defined in the handbook. If the administratively called meetings include IEP meetings, then affected teachers may be required to attend up to four hours per month beyond the work day. Any time beyond the three hours (or four hours if IEP meetings are included) will be compensated pursuant to the teacher's scheduled salary (not to include additive assignments and other types of added pay) calculated in whole hour increments. Administratively called meetings shall include staff meetings, department meetings, team meetings, grade-level meetings, IEP meetings, and any other meetings beyond the regular work day called by an administrator.

### **ALCOHOL, TOBACCO, OR OTHER DRUG ABUSE (POLICY 522.1)**

In accordance with School Board policy, no school employee shall possess, consume, or be under the influence of alcohol and/or other drugs in the school setting, on school grounds, in motor vehicles used in conjunction with school activities (including school buses, passenger cars, trucks, vans, and motorcycles) or at school sponsored events or activities wherever they are scheduled.

### **ARRIVAL/DISMISSAL**

#### Students

#### Tuesdays-Fridays:

First Bell        7:35 a.m.  
Second Bell     7:45 a.m.

#### Mondays:

First Bell        9:15 a.m.  
Second Bell     9:25 a.m.

K-5 teachers are required to walk their students outside at the end of the day. Students should not exit the building prior to 2:35 p.m. Students crossing the parking lot and street should be directed to cross with the crossing guard and/or safety patrol students. All walkers and bikers should be advised of appropriate routes, which will keep them away from buses and cars. Students should not stop to play on school property on their way home. Once students have returned home, they may return to school to use the playground as they would any public facility.

#### Staff

The work-day for full-time staff is 7:15 a.m. – 3:15 p.m. (Mondays), 7:20 a.m. – 3:20 p.m. (Tuesdays – Thursdays) and 7:20 a.m. – 2:45 p.m. = once buses have left school grounds (Fridays or the last work day of the week). These hours are in effect unless a meeting or other work obligation is scheduled.

### **BEHAVIOR**

**Sugar Creek is a Positive Behavioral Interventions and Supports (P.B.I.S.) School. As such we seek out ways to teach the behaviors we expect, acknowledge students for making great choices, and use data to help all students find behavioral success. We expect all staff to teach and enforce our four expectations:**

- \*Be Kind**
- \*Be a Problem Solver**
- \*Be Responsible**
- \*Be Safe**

**Teachers are expected to have a daily class meeting (e.g., "Morning Meeting.") Periodically the PBIS leaders will ask teachers to teach a "Cool Tool" about behavior in the classroom. Our goal is to have all students in every class reach the same high expectations.**

### **BOOKS FOR KIDS**

**Two times a year Sugar Creek's PTO works with resource staff to provide free books to all students (one time in the fall, one time in the spring, and a time near each child's birthday).**

### **BREAKFAST**

**All students at Sugar Creek receive FREE breakfast, should they so choose. Our school has seen a marked decrease in health room referrals and behavioral issues and an increase in students on task in the mornings since this began. Teachers are encouraged to find ways to have students be productive during breakfast, such as having students get ready for the day, listen to oral reading, work on quiet work, etc.**

### **BUILDING LEADERSHIP TEAM (BLT)**

**The Building Leadership Team is comprised of the following staff members; principal, psychologist, social worker, guidance counselors, an elementary special education supervisor and Curriculum and Learning Specialist. The team meets weekly to discuss building-wide issues with the goal of problem-solving. Concerns or questions staff members may have can be brought to any member of the leadership team.**

### **CHILD ABUSE/NEGLECT**

If child abuse or neglect is suspected, it is mandatory by law that the teacher reports the suspected abuse directly to the Social Worker, Guidance Counselor, Principal, Associate Principal or County Social Service Department at 261-5437, Service Intake. The principal and social worker must be immediately informed of any such situation.

### **CLASSROOM/OFFICE FURNITURE**

School furnishings must meet various codes and regulations. If you are interested in purchasing furniture/furnishings for use at school or bringing in items from home, you must first check with the building principal to ensure that it meets applicable codes and regulations.

### **COMMUNICATION EXPECTATIONS**

To promote a healthy community, all staff will follow these Communication Expectations:

1. Talk directly and promptly to the person/s, with whom there are concerns, avoid assumptions, and do not seek to involve others in gossip and/or alliance building.

#### *Guidelines*

- Give yourself time to think about how you want to address the issue, yet address the issue in a timely manner
- Go directly to the person instead of asking others for their opinion
- Set up a time to meet, (note, call, or in person)
- Avoid assumptions
- Keep an open mind
- Know the difference between a public and personal relationship
- Respect confidentiality
- Invite someone to help 'mediate' the communication process or to come for support
- "Venting" to one person you know you can trust is important
- When you listen to a person venting, help them focus and consider whom they can go to for help in solving the problem
- Respect the confidentiality of the people involved
- Don't go to others to solve the problem for the person venting

#### *Things you may see and hear when following this expectation:*

- Go directly to the person/s with whom you have an issue

- Before elaborating, be ready to ask or give confirmation that the appropriate staff members are discussing a specific concern, if not, ask that those missing join the meeting or redirect someone to talk directly with the person/s involved
- Set up a direct contact with the folks involved as soon as possible
- One person is talking at a time; the other person is engaged in active listening
- Use "I" messages and speak from your vantage point
- Restate what you think the other person is saying
- Actively listen without judgment
- People supporting their discussion with data, not using generalizations, such as 'a lot of people....'
- Being able to identify the feelings that are created to the person when conversations are alliance building, a breach of confidentiality, or ignoring of our ground rules
- A discussion that is focused on the issue – get their perspective, in order to clear the air

2. Show respect in the tone of our voice, the words we use and our actions

*Guidelines*

- Listen actively – one person speaks at a time, ask for clarification, restate when necessary and make eye contact
- Support dissent in a respectful manner
- Think about how and what you are going to say to someone before you do the talking
- Maintain a good sense of humor
- Avoid interrupting the other party
- Use objective vocabulary
- Individuals should speak from their own viewpoint using "I" message (s)
- Respect the other person's viewpoint
- Avoid using labels and generalizations such as 'always and never'
- Monitor the tone of your voice
- Encourage group to take a break when emotions are running high
- Take mutual responsibility to keep conversations professional

*Things you may see and hear when following this expectation:*

- Use active listening
- No interruptions
- Use positive and open body language
- No rolling eyes
- No pinched face looks
- Hear authentic and assertive discussions
- Paraphrase what the person is saying
- Pause between comments so that the other person may respond
- It's alright to calm down, pause, and collect yourself
- Feel safe enough to disagree

3. Be actively involved in the decision-making process and support the decision for the good of the community

*Guidelines*

- Support the decision once it has been made
- Do your job to implement
- Review communication expectations and the decision with someone if they seem to be undermining it
- Actively support your team/school
- When parents/guardians/community members ask you about it, listen actively, thank them for sharing their feelings and let them know you will give their feedback to the person/s who can do something about it. In some cases, it may be most appropriate for you to encourage the parent/community member to contact that person directly.
- If you 'lose,' let it go

## **COMMUNICATION/PUBLIC RELATIONS - Guidelines for Difficult Interactions**

The vast majority of staff/parent (guardian) interactions are positive, proactive and professional. Periodically topics or issues become emotional, intense and/or confrontational. VASD staff members are encouraged to be proactive when dealing with an emotional issue with parents/guardians. Use active listening techniques to understand the parent /guardian's perspective. Ask for the support of others when it can be anticipated that a meeting may be emotional or contentious.

Parents/guardians certainly have the right to disagree and express their frustrations or concerns. Equally, staff members have the right to feel safe in the work setting and in the community. In the event that a parent communication becomes inappropriate (yelling, swearing, personal attacks, cynicism, put downs or threats either directly or through the use of humor followed by a comment that they were just joking staff members are encouraged to use following guidelines:

1. Courteously ask the parent to stop the inappropriate behavior. Calmly state that the meeting will not continue unless the parent stops swearing, yelling, etc. If at all possible move the conversation away from a location where students are present or where students may be at risk in some way.
2. If the parent refuses to stop the inappropriate behavior, immediately end the meeting and calmly inform the parent that the meeting will be rescheduled.
3. Leave the room if the confrontation continues. Seek support from the office and/or call the police.
4. If the staff member is threatened or physically assaulted, the police will be contacted immediately.

## **COMMUNITY GATHERINGS**

**Community Gatherings are held once a month in the school gym to promote school community. The entire school community (students, staff, and parents) gathers at the beginning of the day for a presentation. Teachers will have their grade level unit present at a gathering on an assigned date during the year.**

## **CONFIDENTIALITY**

All information, written and oral, about student behavior or achievement is considered confidential and should not be shared with any person not directly involved in the student's education. Care should be taken when discussing student behavior or achievement in the hall, lounge and in public places to assure confidentiality is not breached.

Desks and lockers are school property and are accessible to administrators and teachers at any time. Personal property such as clothing and backpacks may be searched if there is probable cause to suspect they might contain illegal or dangerous items. It is advised that in such cases the Principal or Associate Principal assist in the search and follow-up.

## **CURRICULUM, INSTRUCTION & ASSESSMENTS**

Please refer to the VASD K-5 Curriculum Canvas for information about curriculum, instruction, and assessments including the Common Core Standards. Teachers should ensure they are using the most up-to-date assessments as found on the Assessment Calendar in Canvas.

## **E-MAIL**

**The Verona Area School District provides staff members with an email account. The primary purpose of school email is to conduct school business and facilitate communication among staff members. Your school email account should not be used to post personal requests, announcements, solicitations or anecdotes to a mail group. For example, buying or selling tickets, giving away items, seeking to purchase items, personal services and inspirational messages should not be sent to an entire mail group. Messages sent out to an entire mail group (such as VASD-staff) should be reserved for pertinent, school-related information. *Staff is expected to check e-mail daily.***

## **FIELD TRIPS**

Field trips are an important extension of an educational program. Teachers are encouraged to use field trips throughout the year to enhance units of study. **Field trip plans should be noted on the school calendar.**

To fund field trips, grade levels may use money from their school budget, money available through PTO, and/or money available from charging students for the trip. It is suggested that costs accrued to students be limited to \$5.00 per trip with exceptions to this recommendation being discussed with the principal. It is further recommended that total costs accrued to students through the course of one school year for field trips come to no more than \$20.00 per student. Plans

should be discussed with the principal if there is a need to go beyond this amount. Sensitivity and responsiveness to a family's inability to pay is encouraged. Financial support may be requested through the social worker.

**The bus request form and field trip cost form should be submitted at least 3 weeks prior to the trip.** Note that the earliest pick-up time is 8:45 a.m. All funds collected should be turned in to the office daily. Excess funds will be used to defray costs of financially needy students. Any over run on field trip costs will come from the grade level's budget

In planning for a trip, the classroom teacher must inform parents/guardians and the principal, through a letter, as to the destination, educational objectives, date and time of the trip, as well as the mode of transportation. The letter should contain information about special clothing needs, lunch arrangements, money needs, and suggested snacks. Formal written permission from parents/guardians is to be obtained through using the standard district permission form.

First aid/safety waist packs are to be taken on all field trips. Waist packs may be picked up in the health room on the morning of the trip and returned at the end of the same day. The office has a school cell phone which may be checked out for field trips.

Adults serving as chaperones on a field trip may not bring other children with them. Chaperones must have a completed VASD Criminal Background Check Form on file with the district in order to chaperone a trip.

### **FIELD TRIP PLANNING GUIDELINES** (TO SERVE AS A GUIDE FOR SUGAR CREEK STAFF)

#### **One Month Prior to Trip:**

- Check for conflicts and then schedule on SC shared (Google) calendar
- Submit transportation request form (if needed)
- Complete criminal background check form process for chaperones
- Notify lunchroom (sack lunches or modified lunch schedule)
- Notify related arts teachers (if classes will be missed)
- Notify principal
- Prepare and send home permission slips to parents/guardians

#### **One Week Prior to Trip:**

- Confirm transportation
- Finalize chaperone list
- Review emergency health concerns

#### **Day of the Trip:**

- Attendance
- Retrieve first-aid kits from office
- Retrieve required medications

*Approved by Sugar Creek Site Council 2011-12*

### **FINES**

#### **BOOK FINES**

Fines may be administered to students for book or other property damage beyond what is considered normal wear or conditions. Fines are to be paid to teachers. Money collected should be turned in to the office on the day collected. In accordance with laws regarding communicating student progress, schools may not withhold a child's report card due to lack of payment of fines.

#### **TECHNOLOGY FINES**

Fines for technology damages are assessed by a school's ETC and/or ETST in accordance with our insurance program. All damages should be reported to the ETC/ETST upon knowledge of the damage.

#### **FLEX DAY**

Flex Day is a "floating" staff development day. Teachers need to work on staff development that will be meaningful to them. The hours do not need to be completed in a single day. The flex day topic must be connected to building or district



goals and be a project that is done with a team of teachers (at least one other person.) At the beginning of each year, proposals will be solicited from staff, and staff will sign up for a group.

### **FOREIGN LANGUAGE**

**It has been reported that the University of Wisconsin-Madison and Policy Studies Associates, Inc. finds that regular participation in high-quality afterschool foreign language programs is linked to significant gains in standardized test scores and work habits as well as reductions in behavior problems among disadvantaged students.**

**Every year Sugar Creek works with a local educational agency to offer foreign language instruction before school on Mondays to students for a small charge. Details are available in the office.**

### **FUNDRAISING**

Our school supports staff and school-sponsored groups in fundraising efforts. All school fundraising activities and solicitations involving District staff, District-sponsored student groups/organizations, and school support organizations whose funds are accounted for and managed by the District must be approved and managed through Classmunity, LLC as the District's designated fundraising management system. The approval of the building administrator or designee through this management system is required before any such fundraising activities or solicitations are to be conducted. This includes online solicitation of funds or goods through websites (such as Donor's Choose or other crowdsourcing online fundraising websites) or social media outlets, as well as raffles.

Passive ongoing fundraisers such as spirit wear sales, concession stand sales, or other food sales must also be approved through Classmunity. Charitable donation events such as penny wars, hat days, food pantry collections and other such events require prior approval of the building administrator or designee, however, do not have to be recorded in Classmunity.

School support organizations that have their own 501c3 are not required to use the District's designated online fundraising management system to organize and manage their school-related fundraising activities but are encouraged to do so to enhance fundraising efforts and to ensure their activity aligns with school goals.

Students should not be asked to sponsor staff in any fundraising activities for external organizations.

### **HARASSMENT**

The District is committed to maintaining a learning and working environment for students and employees free from any form of harassment or intimidation. This means that the District will not tolerate harassment directed at an employee or student, whether sexual harassment or harassment because of the employee's or student's sex, sexual orientation, gender, gender identity, gender expression, race, color, national origin, ancestry, age, disability, religion or other legally protected characteristic.

All employees have a duty to report incidents of alleged harassment. Employee harassment complaints shall be filed in accordance with the District's employee complaint procedures (See Rule 511 above). All harassment complaints will be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against individuals who file complaints under this policy or who assist in the investigation of such complaints. Appropriate disciplinary action will be taken against anyone found to have violated this policy.

### **HEALTH ROOM/NURSING SERVICES**

Nursing Service is established in our school district as part of the health services for students and school employees. Emergencies are defined as "those conditions, which require prompt intervention to maintain physical, mental, and emotional health."

The health room in the office will be open to students and staff during the school day. After school hours, students should report to the advisor of the activity for emergency care. First aid supplies are located in the health room in the school office.

Many minor injuries/health issues may be handled within the classroom. Teachers are expected to keep a supply of vinyl gloves and bandages in their rooms to be used in situations such as paper cuts, lost tooth, replacing a bandage that has come off, etc. More serious injuries/accidents must be referred to the health room, including any head injuries.

Students who are suspected of having a communicable disease must be sent to the office to be assessed by the health office staff who will then decide about whether or not the child will be sent home. The teacher should communicate to the office any additional, relevant information or contributing factors to assist office staff in making the determination.

A specific health concerns list on current students will be developed at the beginning of each year and distributed to faculty on a "need to know" basis. Confidentiality standards will be maintained.

No medication, including over-the-counter medication, may be given without the appropriate permission forms.

### **LAMINATING**

**The office orders approximately twenty feet of laminating film for each teacher. Teachers who need more should order it using their classroom allocations. Teachers who wish to have laminating done can be trained on how to use the laminating machine or should place items with their name and any specific directions in the teacher assistants' laminating box in the staff room. Allow time for completion.**

### **LUNCH**

#### Lunch on Field Trip Days

Teachers should inform the lunchroom supervisor and the lunch/milk money coordinator one-week in advance of field trips that will result in classes being away from school for lunch. Bag lunches can be requested and provided. This is important for students on free or reduced lunch.

#### Staff Lunch Accounts

To establish a staff lunch account, send a check to Cindra Magli, Director of Food Service. The check should be made payable to Verona Area School District and should be for at least \$15.00. Attach a note identifying yourself. Send the payment and info through the school mail to Cindra Magli at Badger Ridge. Once the account is established, you will have a barcode in the lunch binder by the computer in the agora and you will scan yourself each time you eat.

### **MAINTENANCE**

Routine maintenance/custodial needs should be brought to the attention of the head custodian. Requests for non-routine maintenance issues should be brought to the building principal.

### **MOVIES/VIDEOS/DVDs/TV**

The use of movies/DVDs/Videos/TV is discouraged unless it is directly related to curriculum and instruction. Any movie/DVD/Video/TV show being shown must be rated G. If there is reason to show a PG or PG-13 movie, the teacher is required to obtain prior approval from the building administrator and the parent/guardian of every child who will be viewing the show.

### **MULTI-TIER SYSTEM of SUPPORTS: MTSS (formerly RTI)**

VASD adheres to a Multi-Tier System of Supports model for addressing concerns about students' academic progress and/or behavioral/social-emotional challenges. When a teacher has a concern about a student, the first point of contact should be the parent/guardian. If the concern is not resolved, the teacher should then initiate the MTSS process. The MTSS process also applies in situations where retention or grade level acceleration are being considered regardless of whether the request is initiated by a staff member or a parent/guardian.

### **NONDISCRIMINATION POLICY (VASD)**

#### **Equal Opportunity Employer**

The Verona Area School District is an equal opportunity employer. Personnel hiring and administration in the District shall be conducted so as not to discriminate against applicant or employee on the basis of age, race, religion, sex or sexual orientation, gender identity, marital status, national origin, disability or handicap, creed, color, political affiliation, pregnancy, citizenship, ancestry, arrest record, conviction record not substantially related to a person's job or activity in the school, membership in the national guard, state defense force or any other United States or Wisconsin reserve

component of the military forces, use or nonuse of lawful products off school premises during non-working hours, or any other reason prohibited by state or federal law.

The District carefully and systematically examines all of its employment policies and practices to be sure they do not either purposely or inadvertently operate to the detriment of any persons. Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District.

See Board Policy 511, Equal Employment Opportunities, for more information.

### **Employee Complaint Procedure**

Any employee or applicant for employment who believes that the District or any part of the school organization has in some way violated the District's equal employment opportunities policy may bring forward a complaint in accordance with this procedure. This procedure may also be used for filing and responding to other employee-related complaints.

### **Informal Procedure**

Any person who believes he/she has a valid basis for a complaint shall attempt to resolve the complaint promptly by discussion with the building principal or his/her immediate supervisor. The principal or supervisor shall keep a written record of the discussion, provide a copy to the complainant, and reply to the complaint in writing. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

### **Formal Complaint Procedure**

Step 1: A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the Director of Human Resources who shall immediately undertake an investigation of the suspected infraction. He/she shall review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination or other complaint. The Director of Human Resources shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.

Step 2: If the complainant is not satisfied with the decision of the Director of Human Resources, he/she may appeal the decision in writing to the Superintendent. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant.

Step 3: If the complainant is not satisfied with the Superintendent's decision, or in lieu of utilizing this complaint procedures, the complainant may pursue alternate actions available under state or federal laws (i.e. the State Superintendent of Public Instruction, the Equal Rights Division of the Department of Workforce Development, the U.S. Office for Civil Rights - Region V and/or courts having proper jurisdiction). Responses to discrimination complaints shall be made within applicable timelines established by law.

There shall be no retaliation against any employee who in good faith files a complaint under this policy.

### **Maintenance of Complaint Records**

Complaint records for the purpose of documenting compliance are kept for each complaint filed and, at a minimum, include:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.

See Board Rule 511, Employee Complaint Procedures, for more information.

### **PERSONAL PROPERTY**

Any property insurance claims filed by the Verona Area School District are subject to a \$25,000 deductible. As a result, the district will not cover the deductible for an employee's personal property that is lost or damaged at school. We ask that you not keep expensive, personal equipment at school.

### **PLEDGE OF ALLEGIANCE**

State Law 40.47 states "Each public school must offer the Pledge of Allegiance to the Flag at the beginning of school at

least one day per week. No student shall be compelled, against his/her objection or those of his parents, to recite the pledge."

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS**

**Sugar Creek staff has made a commitment to work towards creating a PBIS school.**

**One which focuses on frontloading the teaching of acceptable behaviors and acknowledging those behaviors of our students.**

### **POWERSCHOOL**

**All staff is expected to check PowerSchool once daily for announcements. Copies of the Daily Bulletin entries are posted in the staff lounge.**

### **PTO**

**PTO (Parent Teacher Organization) meetings are held monthly throughout the year.**

**At PTO meetings, all members in good standing may vote. All parents and staff are welcome to attend, and their input is valued. Staff are encouraged to attend at least one meeting a year.**

### **QUIET ZONE**

**The SC/NCS community respects the hallways as a quiet zone during the school day. Out of respect for students and teachers, all people in the hallway should be quiet and considerate of learning occurring in our school**

### **RECESS PARTICIPATION**

Teachers should ensure that students are appropriately clothed for recess with hats, coats, etc. If a student consistently dresses inappropriately for the weather, parents/guardians should be contacted for support in changing the dress habits of their child. Clothing in a limited supply is available in the health room for students in need or can be requested through the social worker.

#### Inside Recess for Health Reasons

Parents/guardians should be discouraged from requesting that students stay in from recess due to health reasons. Generally, our position with regard to students staying in from recess is that, if they are properly dressed and well enough to attend school, they should be able to go out to recess. There are cases when exceptions are reasonable and necessary, so use your best judgment as you deal with each situation. Students may not be left unsupervised in your room.

### **RECORDS – STUDENTS**

#### Working Portfolio (different from the Assessment Folder)

Classroom teachers are expected to maintain a Portfolio of work for each student. This may be in the form of hard copies and/or electronic formats. At a minimum, the portfolio will be shared with families at the Spring Portfolio Conference.

#### Permanent Record Folders (Cumulative File)

The permanent record folder for each student is kept in the office. This folder contains progress reports, student profile cards, general health information, official records and other information gathered from previous years. You are encouraged to refer to these files to better understand your students.

These folders may not be removed from the office. Staff members are required to sign the "Student Records Access Log" each time the file is reviewed. Parents/guardians have the right to view their child's records and be given a copy upon request. Requests to view or obtain records must be directed to the principal. Information regarding students with exceptional education needs is available from the respective special education teacher as well as from the director of Student Services.

Throughout the school year, it is the responsibility of the classroom teacher to update the permanent folders by:

- Filing the current progress report (End-of-year only).
- Adding other official records as considered appropriate by the teacher and the principal such as letters to and from parents/guardians, and notations about building consultation and special education referrals.

## **SCHOOL ATTIRE**

All staff is expected to dress in an appropriate and professional manner. As a general rule, adults should adhere to the same expectations as students as defined by VABOE Policy 443.1 Student Dress and Grooming.

## **SCHOOL FACILITIES USAGE**

Any event after 3:00 p.m. requires a School District Employee Facility Use Form. District Office maintains the calendar for all district buildings. Please contact 4306 for availability.

## **SCHOOL-WIDE CALENDAR**

**Sugar Creek's Master Calendar is provided electronically to all staff months in advance of the school year. Info from this is they transferred and updated on Google Calendar. Staff members should make every attempt to avoid scheduling conferences or personal business at a time when there is a required meeting.**

## **SECURITY**

Outside door and classroom keys are issued to all teachers. Doors and windows must be locked when your room is not in use, i.e., lunchtime, field trips, and end of day. Do not prop open any exterior doors. Money must be kept in the office. Teachers and students should not leave valuables where others have the opportunity to take them. It is critical that all doors and windows be locked before leaving the building at night and/or on weekends. Windows and door windows should not be covered. Machines and lights used during these times must also be turned off and rooms secured.

Visitors are required to sign-in at the office and wear a Visitor/Name Badge. Each staff member is expected to greet visitors and check for the Visitor/Name Badge. Anyone not wearing the Visitor/Name Badge should be escorted to the office.

## **STAFF MEMBERS' CHILDREN AS VISITORS**

**Staff members should be aware that the detailed Board Policy 860 and the 860 Rule as it pertains to visitors in school applies to visits by children of staff members. In particular, "Whenever possible, visitors should obtain authorization from the principal in advance."**

## **STAFF SAFETY**

The safety of all Verona Area School District (VASD) staff members is of paramount importance to the Board of Education and the administrative team. Staff members are urged to report all situations they deem to be unsafe to their immediate supervisor. If a staff member feels that the supervisor has not responded appropriately to his/her concern, the employee may pursue the concern pursuant to Board Policy 525 (General Employee Concerns).

## **STAFF USE OF PHYSICAL FORCE, PHYSICAL RESTRAINT AND SECLUSION**

It is the responsibility of school personnel to help provide an appropriate learning environment for students. When a student's behavior becomes disruptive to the learning environment or endangers the health and safety of the student or others, physical intervention may be necessary. School personnel shall use the least restrictive intervention appropriate to the situation and in accordance with Board Policy 447.1. It is required that staff review this policy annually.

## **SUBSTITUTE TEACHER**

Each teacher should create a substitute folder which provides substitute teachers with information essential for effectively teaching in each classroom. Teachers are asked to keep this folder in the top center desk drawer so that substitutes have easy and consistent access to the information provided.

Substitute teachers can be expected to arrive in the classroom by 7:20 a.m. and remain in school until 3:20 p.m., checking in and out of the office. They should be directed to check the substitute teacher folder to get a general feel for the classroom, follow lesson plans as closely as possible and provide feedback to the classroom teacher as to materials covered and other relevant information.

## **SUPERVISION**

The following general guidelines should be kept in mind to ensure the safety and welfare of our students and to protect you from legal action stemming from supervisory responsibilities.

- Never leave students unsupervised
- Lock the door of your room when leaving

- Stay in your room when students are in it
- Post and discuss safety rules
- Do not leave money in the classroom or valuables in an unlocked room during the day or night

Staff is required to supervise bathrooms if/when their class takes a bathroom break.

Staff is also expected to escort their students to and from Related Arts, Lunch, Recesses, and end-of-day dismissal.

### **VOLUNTEERS**

The use of parent and community volunteers in the classroom is encouraged. Volunteers may provide a variety of services to include:

- Tutoring
- Listening to students read and/or give book reports
- Sharing special interests
- Working with small groups on individual skills
- Typing
- Putting together bulletin boards
- Practicing spelling words with students
- Proofreading stories with students
- Working with students to help them find out about their special interests
- Serving as guest speakers
- Other, as appropriate

Any volunteer, who will be working with students outside of the regular classroom, must have a current Criminal Background Check form on file with the district. All volunteers/visitors must sign-in at the office and wear a school-approved Visitor/Name Badge.

Teachers are encouraged to secure volunteers from the VASD Literacy Volunteers Program.

**Volunteers should not be asked to correct student work, administer assessments, or record assessment data, as this is a breach of confidentiality.**

### **WISCONSIN DAYS OF OBSERVANCE**

Wisconsin's special observance days are part of state statutes governing general school operations (Wis. Stat. sec. 118.02). For a complete listing of observance days and descriptions, refer to the DPI website at <http://dpi.wi.gov/eis/observe.html>.