

Wonewoc-Center Support Staff Handbook



2024-2025



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Dear Wonevot-Center Support Staff Member,

Welcome to the 2024-2025 school year here at the Wonevot-Center School District. We are eagerly looking forward to the upcoming year, and an opportunity for new learning for staff and students.

The ultimate purpose of education is to help each student become an effective individual to the best of his/her potential. Developing good work habits and accepting the responsibilities and obligations of the classroom will help students be successful in the future. Parents/guardians and staff members must work together to provide a caring environment for our students to help them continue to make social and academic progress.

We are excited to begin the 2024-2025 school year and are so glad you will be part of it.

Sincerely,

Mike Beranek, District Administrator

Jackie Miller, 6-12 Principal

Greg LaBansky, 4K-5 Principal

Morgan Preuss, Business Manager

Ashley Baker, Pupil Services

Wonewoc-Center Non-Discrimination Statement

The Wonewoc-Center School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact:

Equity Compliance Officer

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Wonewoc-Center School District General Information

School Board Members

<p><u>Melanie Benson</u> – Board President Committees: Strategic Planning, Finance, Personnel, and Curriculum WASB Delegate</p>  <p>email: bensmel@wc.k12.wi.us</p>	<p><u>Sheri Degner</u> – Vice President, Committees: Athletics and Extra-Curricular, Transportation/ Food Service, Building and Grounds</p>  <p>email: degnshe@wc.k12.wi.us</p>	<p><u>Nancy Dieck</u> – Clerk, Committees: Policy, Strategic Planning, and Personnel</p>  <p>email: diecnan@wc.k12.wi.us</p>
<p><u>Ryan Jackson</u> – Member, Committee: Athletics and Extra-Curricular, Buildings and Grounds, Transportation/ Food Service</p>  <p>email: jackrya@wc.k12.wi.us</p>	<p><u>Sabrina Benish</u> – Member Committees: Strategic Plan, Curriculum, Finance, Personnel,</p> <p>email: shormar@wc.k12.wi.us</p>	<p><u>Laura Brockman</u> – Member Committees: Athletics and Extra-Curricular, Policy, Curriculum</p> <p>email: broclau@wc.k12.wi.us</p>

Jonathon Woolever – Treasurer,



Committees:
Policy, Buildings
and Grounds,
Transportation/
Food Service,
Finance

CESA 4 Rep

email: wooljon@wc.k12.wi.us

Mission Statement

Wonewoc-Center provides our students with the tools and knowledge to be proud and productive today.

Vision Statement

Wonewoc-Center School District envisions a positive culture and inspires community pride by being a safe, financially sustainable and innovative district.

Motto

Lead, achieve and believe.

Value Statements

- The District is committed to its valued employees.
- The District is committed to developing and maintaining facilities that provide a safe and effective learning environment for our students and community.
- The District is committed to recruiting and retaining a highly qualified professional staff.
- The District is committed to meeting the specific needs of each child within our community by providing a comprehensive standards-based instructional program.
- The District is committed to providing quality resources and services that support the instructional goals of each site through sound business practices.
- The District is committed to integrating and coordinating services in partnership with the community so as to provide each child with opportunities for academic, physical, social and emotional success.

District Goals

- Raise standards and strengthen curriculum
- Professional development
- Increase accountability
- Educate a changing student population.

2024-2025 PRIORITY GOALS

- Increase academic achievement in reading and mathematics
- All students will be taught by highly qualified teachers
- All students will be educated in learning environments that are safe, drug-free, and conducive to learning
- Students with disabilities will increase academic development

District Website

www.wc.k12.wi.us

Introduction

This handbook has been prepared for the support staff members including para-professionals, cooks, and maintenance workers. The provisions described herein are the terms and conditions governing employment in the Wonewoc-Center School District.

This handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of Wonewoc-Center School District. It has been prepared to acquaint all staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each support staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

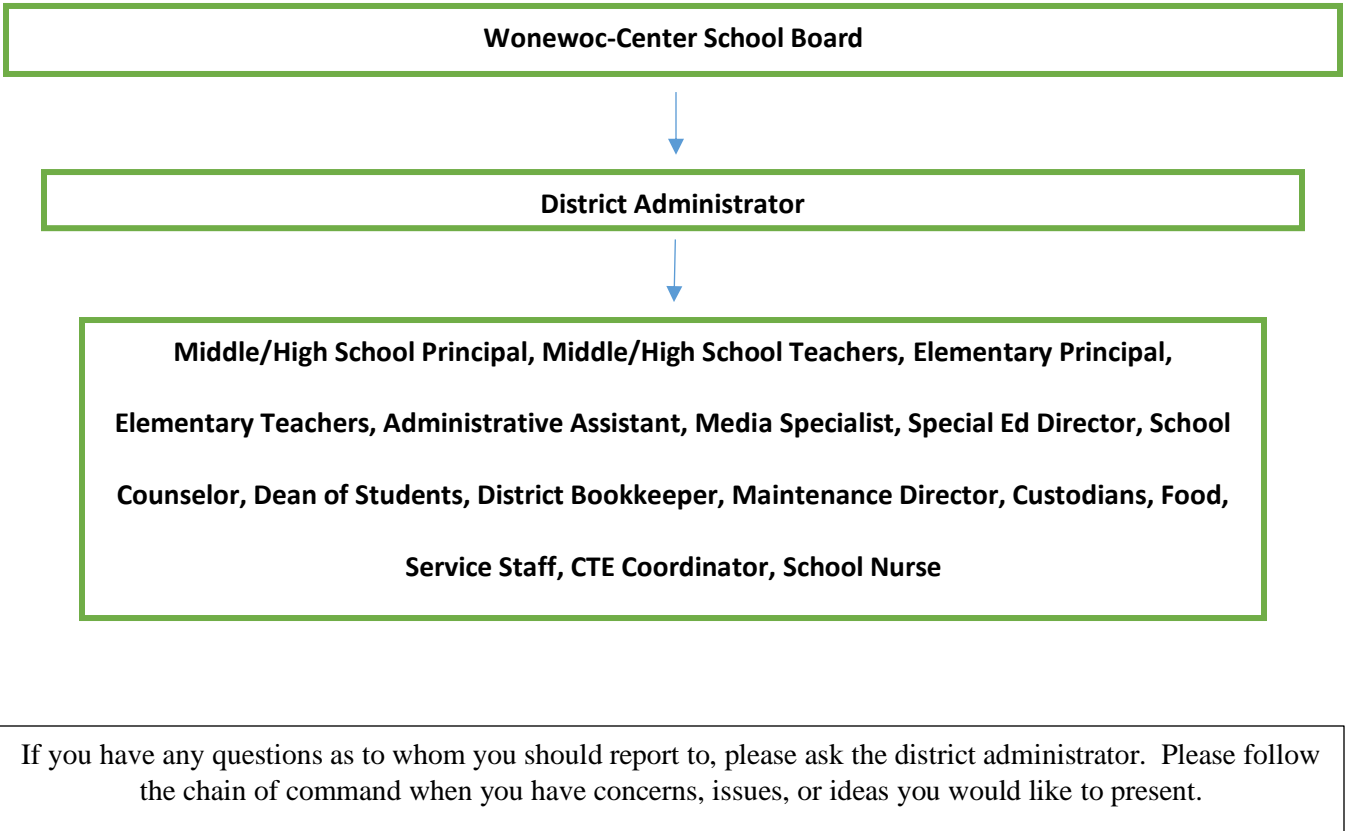
If you have questions regarding any of the Board policies and/or District Administrator's guidelines and/or the rules or regulations set forth in this Handbook, or about matters that are not covered, please direct them to your immediate supervisor.

Disclaimer Statement

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed, "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee. The District's staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policy.

Furthermore, any staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Policy 4139—Staff Discipline.

Chain of Command-Organizational Chart



About this Handbook

- A. This *Handbook* is provided as a reference document for the School District of Woneewoc-Center (hereinafter referred to as “District”) employees.
- B. Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with notice. The language, which appears in this Handbook, is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guaranty of continued employment. Notwithstanding any provisions of this *Handbook*, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this *Handbook* or individual contract.
- C. In case of a direct conflict between this *Handbook*, rules, regulations or policies of the Board and any specific provisions of an individual contract, the individual contract shall control.

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this *Handbook* should not be considered all-inclusive. Board Policies and Administrative Guidelines are available in each administrative office and on the district webpage. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Woneewoc-Center School Board.

Role of Management

Management retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent. Such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this Handbook/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

- A. To direct all operations of the school system;
- B. To establish and require observance of reasonable work rules and schedules of work;
- C. To hire, promote, transfer, schedule and assign employees in positions within the school system;
- D. To suspend, discharge and take other disciplinary action against employees;
- E. To relieve employees from their duties because of lack of work or any other legitimate reason;
- F. To maintain efficiency of school system operations;
- G. To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- H. To introduce new or improved methods or facilities;
- I. To select employees, establish quality standards and evaluate employee performance;
- J. To determine the methods, means and personnel by which school system operations are to be conducted;
- K. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- L. To determine the educational policies of the District; and
- M. To contract out for goods and services.

It is the responsibility of management to provide a quality education students and a quality work experience for employees involving teamwork among all employees in the District. Some important actions are:

1. Getting to know co-workers and their capabilities;
2. Helping to create a pleasant, caring and enjoyable work atmosphere;
3. Making use of District technology to effectively communicate with all employees in the District;
4. Making use of District technology in order to perform all job functions well;
5. Teamwork that is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective team member is a key component in accomplishing the District's mission.

Categories of Employees

- A. Administrative Employees: Administrative Employees are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.
- B. Casual Employees: Casual Employees are defined as persons who are not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.
- C. Discipline: Discipline is defined as a suspension [unpaid or paid], or a written reprimand. In addition, an employee who is involuntarily transferred or demoted due to poor performance and suffers a loss of wages, hours or other fringe benefit as a result of such transfer or demotion may also contest the transfer or demotion as discipline.
- D. Regular Employees: Regular Employees are defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.
Regular Full-time Employee: Regular full-time employees are defined as one who works 37 or more hours per week for a school year or more per year.
Regular Part-time Employee: Regular part-time employees are defined as one who works a school year or more, but less than 30 hours per week for a school year or more per year.
 1. Exclusions: A regular full-time or regular part-time employee does not include casual, substitute or temporary employees as defined in this Section.
Seasonal/Summer School Employees: Seasonal employees are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A summer school employee is defined as an employee who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.
- E. Substitute Employees: Substitute Employees are defined as non-exempt staff without individual contracts under section 118.21 or section 118.24, Wis. Stats., hired to replace a regular employee during the regular employee's leave of absence.
- F. Short Term Substitute: "Short term substitute" means a substitute employee employed pursuant to a contract under sections 118.21 or 118.24, Wis. Stats., for no more than 20 consecutive days in the same teaching assignment.
- G. Long Term Substitute: "Long term substitute" means a substitute employee employed pursuant to a contract under section 118.21 or 118.24, Wis. Stats., for more than 20 consecutive days in the same teaching assignment.
- H. Supervisor: The District will identify the individual employee's supervisor on the employee's job description.
- I. Teacher: Teachers are defined as persons hired under a contract under § 118.21 , Wis. Stats.
- J. Temporary: Temporary Employees are defined as persons hired for a specific project for a specific length of time. A temporary employee has no expectation of continued employment.
- K. Termination "Termination" is defined as an involuntary discharge involving the dismissal of an employee,

usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. "Termination" includes nonrenewal of a contract under section 118.22, Wis. Stats. or section 118.24, Wis. Stats., for failing to meet the District's performance expectations, but excludes separation from employment or nonrenewal as a result of a reduction in force, or a non-reappointment of an extracurricular assignment. Termination results in involuntary separation with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include, for instance, voluntary retirement or voluntary resignation.

L. Workplace Safety Definition for Grievance Procedure: In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines shall apply:

1. A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).
2. The issue must concern the safety of a person (e.g., not the "safety" of one's vehicle or other personal possessions).
3. The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).
4. The individual(s) filing the grievance must propose a specific remedy.
5. The issue and proposed remedy must be under the reasonable control of the District.

M. Instruction rules and regulations.

1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.
2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer.

Support Staff Ethics

An effective educational program requires the services of men and women of integrity, high morals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties to:

- Recognize basic dignities of all individuals with whom they interact in the performance of duties.
- Represent accurately their qualifications,
- Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates,
- Seek and apply the knowledge and skills appropriate to assigned responsibilities.
- Keep in confidence legal-confidential information as they may secure.
- Ensure their actions or those of another on their behalf are not made with specific intent of advancing private economic interests.

Paraprofessional Duties

In the lunchroom

- Encourage students to stand patiently in line and wait their turn to get a tray
- Walk around the table and help students open packages after student tries
- Encourage students to try at least one bite
- Have conversations about what they are eating to develop curiosity. Some of the school food will be their "first food" Color and texture can be an issue at times as they try their first bites. But nutrition at this age is vital for their developing brains.

- Redirect students to sit on their bottoms while at the table.
- Assist students with opening packages
- Assist student with putting silverware in the bucket.
- Assist students with putting away trays and to stack so they fit inside each other.
- Help refill the 4K bucket with napkins and silverware for the next meal.

End of the Day

- Help assist children with filling backpacks
- Help assist children with coats, hats, mittens, zippers etc.

Para-Professional Expectations:

- It is important that para-professionals are aware of all children in the classroom at all times. Some students are “runners” so they will be responsible for running after that child.
- Para-Professionals must be able to keep classroom control.
- Para-Professionals must be compassionate, patient, and nurturing as this may be the first time a child is away from parent for a long period of time.
- Students must feel safe and secure and then learning will begin.
- Monitor students during reading, math, science, social studies, and grammar by walk around the classroom as the teacher is teaching.
- Make sure students are following along, writing when the teacher writes, using capital letters, punctuation, neatness, spacing, make sure numbers and letters are formed correctly, help students understand the skill as needed.

Monitoring:

Walk around the classroom as teacher is teaching and make sure students are:

- Following along
- Writing when teacher writes
- Use capital letters, punctuation, neatness, spacing, numbers and letters are formed correctly
- Help students understand the skill as needed

Specials

- Walk students to and from specials as needed.
- Small group Reading
 - Read together
 - Stop and ask questions per page
 - Who are you reading about?
 - What are they doing?
 - What is the Problem?
 - How did they solve the problem?
 - How did the story end?
 - Reinforce Comprehension Strategy through the week
 - Sequencing
 - Main Idea and Detail
 - Cause & Effect
 - ETC.
 - When a student struggles with a word, help them sound it out.
 - Writing: make sure students
 - Use details from the passage
 - Stretch out simple sentences (8 words)
 - Spelling
 - Neatness and Spacing
 - Bathroom Breaks-Monitor the Hallway near bathrooms
 - Specials-Walk students to and from specials as needed
 - Reflex Check-Put up scoops as needed.

Teacher is:	Paraprofessional is:
Lecturing	<ul style="list-style-type: none"> Modeling note-taking on the board Drawing the ideas on the board Taking data Walk around the room to help students remain focused and on task. Pay attention to the strategies & methods the teacher is teaching to aid later in small groups. Take notes along with the teacher to photocopy and share with absent students/ special needs students. Circulating or providing support to students
Taking attendance	<ul style="list-style-type: none"> Collecting and reviewing homework Ensuring students are organized for the day/class Building positive relationships with students
Giving directions	<ul style="list-style-type: none"> Provide written directions for those who need it. Repeating or clarifying for students
Providing large group instruction	<ul style="list-style-type: none"> Collecting data on student behavior Circulating or providing support to students
Giving a test	<ul style="list-style-type: none"> Reading the test to students who need to have it read to them. Collect tests and make sure all of the questions have been answered and the students have placed their names on their papers
Facilitating stations or small groups	<ul style="list-style-type: none"> Facilitating stations or groups as directed by the teacher Answering student questions Ensuring students are using accommodations
Facilitating silent reading	<ul style="list-style-type: none"> Reading aloud quietly with a small group Helping students with assistive technology to listen to book read aloud
Teaching a new concept	<ul style="list-style-type: none"> Providing visuals, models, or examples to enhance the whole group's understanding.
Re-teaching or pre-teaching with a small group	<ul style="list-style-type: none"> Monitoring the large group as they work independently. Re-teaching concepts as directed by the teacher.
Teaching/reviewing expectations	<ul style="list-style-type: none"> Writing expectations on post-it for specific students. Checking with students for understanding Showing visuals to students.
Facilitating group work	<ul style="list-style-type: none"> Monitoring students for potential triggers. Assisting groups as needed. Answering questions.
Classroom Management	<ul style="list-style-type: none"> Follow the climate and culture that is set by the teacher. Bring any behavioral concerns to the teacher's attention.

Student Behavior Concerns: Unresolved behavioral issues with students outside of the classroom (recess, etc.) should be directed to the principal or dean of students.

Code of Conduct for Support Staff

Integrity is expected and required of every employee. Integrity is an essential element of every transaction with other employees, District representatives, suppliers, and customers. Integrity is equally important in the accuracy of our public relations, in the recording of our business transactions, and in the performance of our service.

The District is committed to conducting its business affairs in accordance with the law and the highest ethical standards at all times. The reputation employees enjoy is determined by the example set by administration, as well as the character and good judgment of each employee and District

representative. All employees and District representatives are expected to conduct themselves in the highest ethical manner.

- Employees and District representatives are to treat each other and others with respect without regard to race, gender, color, religion, national origin, age, disability, sexual orientation, or marital status.
- Employees and District representatives are to perform their duties with honesty and integrity.
- Employees and District representatives are to exercise independent judgment free from any outside influence.
- Employees and District representatives are to do their utmost to comply with all applicable laws and regulations of federal, state, and local governments.
- Employees and District representatives are encouraged to promptly report any discriminatory behavior, sexual harassment, illegal activities, or other violations of this code. Administration will take reasonable measures to protect the reporting employee from any retaliatory, harassing, or abusive behavior.
- Administration at all levels is responsible for adherence to these principles and will vigorously pursue all appropriate remedies where these principles are violated.
- If employees become aware of any violation of this code or are uncertain as to the appropriate action that should be taken, they are encouraged to promptly report the situation to their supervisor or the District Administrator.
- Employees should refrain from engaging in negative comments about the district or other employees of the district.

Anti-Harassment Policy

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all the necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, which may include termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For Purposes of anti-harassment, “School District community” mean individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members. “Third party” means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct based on race, color national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, race or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 11.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use of non-use of lawful products off the District premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as “Protected Characteristics”), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment.

Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The District Administrator has prepared written administrative guidelines for staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

For more information, employees shall refer to:

- Policy 4362 Employee Anti-Harassment
- Policy 4362.01 Threatening Behavior toward Staff Members

Job Descriptions

The Board of Education recognizes that is essential for staff member accountability that each staff member is fully aware of the duties and responsibilities of his/her position.

Job descriptions document and describe the essential functions for staff positions and thereby promote organizational effectiveness and efficiency.

Job Descriptions Handbook will be dispensed at the beginning of each school year. For more information regarding job descriptions, staff members shall refer to Policy 4120.01—Job Descriptions.

Immigration Reform Act Compliance

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

Outside Activities of Staff

It is imperative that employees avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If an employee is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the staff member's responsibilities.

1. Staff members should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
2. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
3. Staff members shall not engage in business transactions on behalf of private enterprises in which she/he may profit by virtue of his/her official position or authority or benefit financially from confidential information, which the employee has obtained or may obtain by reason of his/her position or authority.
4. Staff members shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, state, or national office.

The following are guidelines for staff that are addressed in Policy 4231

Communication and Suggestions

The basic lines of communication should follow the Chain of Command. Details are outlined in Policy 4112.

Staff Communication to the Board-All communications from members related to the performance of their job duties or responsibilities to the Board or its committees shall be submitted through the District Administrator. This procedure is not intended to deny any staff member the right to appeal to the Board

on important matters through established procedures.

Board Communication to Staff-All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the District Administrator, who shall also keep staff members fully informed of the Board's problems, concerns, and actions.

Social Interaction-Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District.

However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members related to the performance of job duties or responsibilities are inappropriate violations of the chain of command.

Political Activities

Political activities that do not contribute to a positive learning climate may be disruptive, divisive, and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all school buildings and at all school sponsored activities.

Personal Communication Devices

Use of personal communication devices has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets, I pads, and cell phones. Personal Communication Devices should not be used for a staff member's personal use during the workday, especially when working with students.

Personal Communication Devices may be used before school, after school, and at lunchtime. Set a good example for students. Cell phones should be kept out of sight. Employees should not be checking phone during assigned work times. Disciplinary actions may be taken if this procedure is violated.

Policy 7530.02

Personal Property at School

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property. All personal property must be taken home the last day of school in the spring.

Policy 4281

No personal property should be brought to school for student use (examples; Chairs, tables, stools, etc.) These items may not meet safety codes. If you are in need of those types of things request that they be purchased through the school district.

Paraprofessional Workday

All paraprofessionals are expected to be to work at 7:30 a.m. and specific duties may be assigned to them such as breakfast duty, or supervision of students.

Paraprofessionals should be in their assigned room when school starts unless they have been assigned to other duties.

All paraprofessionals and support staff are entitled to a fifteen-minute break; it is up to teacher when she would like you to take that break.

Throughout the day, you may be assigned to other tasks.

All paras and support staff will receive a schedule during in-service time in August.

Paras are to remain with their teacher until the end of the day. One adult should take students out to the bus, the remaining children should be brought to pick up area. The adult should remain outside to make sure all students are on a bus, or have been picked up by the parent.

All paraprofessionals or support staff may eat breakfast or lunch at school if they wish. Everyone is entitled to a ½-hour lunch break. Adults must keep a positive amount of money in their accounts. It is easiest if you have money deducted from your check and put in the food service account. No negative balances will be allowed. Cooks do not have to pay for their lunch.

Personnel Files

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of staff members and grant access to inspect or review those records in accordance with Policy 8320.

The Business Manager will be in charge of keeping the Personnel Files in a secure location. An individual may request to view his/her file twice a year. After reviewing the file, employee should sign and date when they did the actual review.

The employee shall not make any alterations or additions to the record nor remove any material from the record. A copy of the employee's request to review personnel records shall be filed in the employee's personnel file.

If an employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the District and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The District shall attach the employee's statement to the disputed portion of the personnel record. The employee's statement shall be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is a part of the file.

Employees will be informed when something is placed in their files through email, written notification, or face-to-face meeting. A signature is not required of the employee.

Performance Evaluation

The District Administrator has established and will implement a program of staff evaluation.

The program shall focus upon the early identification of specific areas in which the staff member needs improvement so that appropriate assistance may be provided in a systematic way.

Direct supervisors will be responsible for doing yearly evaluations.

All para professionals, secretaries and cooks are responsible to District Administrator. Maintenance are responsible to the Director of Maintenance.

Recess Duty

All elementary students will have approximately 45 minutes to eat lunch and enjoy recess. A Para-Professional will be responsible for the students during this recess. If teacher give students an afternoon recess, they are responsible for the supervision.

- 1) Spread-Out, Supervise Zones
 - a. Teachers/ Para-Professionals need to spread out and observe. Much like lifeguards at a busy beach or water park, adults on recess duty need to separate themselves from other adults and keep their heads on a swivel. We need to resist the temptation to sit or stand in a group socializing throughout recess.
- 2) Be Consistent with Recess Expectations
 - a. Every school should have a clear set of recess expectations and boundaries. Teachers or Para-Professionals on recess duty must not only know them but also consistently enforce them. It can be frustrating for teachers/ Para-Professionals and students when some teachers adhere to the recess rules while another group of teachers has loose interpretation, barely enforcing them. As teachers, we need to be consistent and fair.
- 3) Give students a Chance to Resolve Conflict on Their Own
 - a. There is no doubt conflict runs rampant during recess. Whether it's a heated football game or a group of students excluding someone from their tribe, conflict is inevitable. It's also necessary. It helps foster resilience and assists in developing problem-solving strategies. It is important for recess duty teacher/ Para-Professionals to allow students the opportunity to resolve conflict on their own.
 - b. On some occasions, an adult may need to step in to facilitate and give students the tools necessary to resolve present and future issues.
- 4) Know the "Hot Spots"
 - a. While on recess duty, there are always areas on the playground that need more of a watchful eye than others do.
 - b. Identify the "Hot Spots" are our playground.
- 5) Be present, alert, and responsive
 - a. Scan the playground from your post. Even if you're on fifth-grade recess duty, be prepared to assist student from other grade levels on different parts of the playground as needed. Just because students aren't under your direct supervision, doesn't mean you're not responsible for their well-being.
- 6) Provide tools for student success
 - a. Hypothetically speaking, let's imagine a group having difficulty playing football on a daily basis. They can't agree on teams, and games are out of control.
 - b. Teachers can become frustrated with students and ultimately ban them from playing. A better idea would be to monitor the game daily and give the students ample opportunity to resolve conflict.
 - c. When if necessary, provide them with the tools to make teams and strategies to resolve conflict during the games. It may not be easy, but it is teachable conflict that will take time and patience.
- 7) Observe Children Outside the Classroom
 - a. Take advantage of your recess duty to learn something new about each of the students. You may already know a certain student loves to read, but struggles in math. However, did you realize the

same child enjoys running and catching insects? Use this knowledge to build connects with your students.

8) First to Arrive Last to Leave

- a. Punctuality is a must. Never give the students an opportunity to be unsupervised. Whether picking up your students from a classroom or meeting them on the playground, students deserve the entire allotted time to run, play, and explore on the playground.
- b. When recess is over, make sure all your students have safely made their way back into the school.

9) Redirect Children to Appropriate Activities

- a. Kids are inquisitive. Many, if not all, have an innate desire to explore, even if it pushes beyond the recess expectations and boundaries. In many instances, children are so engaged and hyper-focused on what they are doing, they don't realize they may be doing something wrong. You might find a group of students organizing a soccer game in the middle of a preexisting football game. After giving the two groups ample opportunity to resolve the overlap, you may have to help the soccer players find another safe place to play.
- b. It can be easy to assume bad intentions when you notice a child or children breaking rules or overstepping boundaries. Take a deep breath, and calmly approach activities. Often, the original idea can be tweaked in order to make it acceptable for recess.

10) Emergency Readiness

- a. Student and teacher/ para-professional safety is of utmost importance during recess. All teachers need to be ready to react to any given situation.

Student Supervision and Welfare

The following standards are the expectations for all staff members:

- Each support staff member shall report immediately to their supervisor and the district bookkeeper any accident or safety hazard she/he detects.
- Each support staff member shall immediately report to the principal knowledge of threats of violence by students.
- A support staff member shall not send students on any personal errands.
- A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.
- Support staff working with special needs students should refer parent questions to a classroom teacher.
- **Support staff should not communicate with parents about students. This is considered inappropriate and may result in disciplinary action.**

Assignments and Transfers

The District Administrator is responsible for the proper assignment of all staff members. Staff will be assigned according to their skills and District needs. Staff members may be transferred to a different assignments as long as they are skilled in that area.

Staff Discipline

The District may be required to investigate potential wrong doings on the part of its employees. Such investigations may require that the employee answer questions relating to the activity. Employees may be required to answer such questions. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve

criminal activity, the District shall inform the employee that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. Employees must also be informed that refusal to answer questions may be considered in determining discipline.

Staff may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No staff may be subject to arbitrary or capricious disciplinary action.

The District Administrator may issue discipline to staff members when she/he deems appropriate. The level of discipline may range from oral reprimands to suspension or termination consistent with Policy 4139. The level of discipline shall be consistent with the seriousness of the offense as determined by the District Administrator.

Steps to Discipline

- 1) Verbal Reprimand
- 2) Written letter of Concern
- 3) Written Letter of Reprimand

Policy 4139

Termination and Resignation

Employees may be terminated or non-renewed by the District Administrator.

Employees may be terminated for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

Any decisions to terminate a staff member's employment shall be subject to review consistent with the grievance procedure. Policy 4140

An employee may resign at any time during their employment. The board requests that a two-week notice be enforced.

Reduction in Staff

The Board reserves the right to abolish positions in the District and to reduce the staff weather reasons of decreased enrollment of students, return to duty of regular staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

Where appropriate, attrition may be used to achieve the necessary number of position reductions.

Selection of staff for reduction once positions have been identified will be based on the following considerations:

- 1) Qualifications of the employees being considered for reduction
- 2) Performance of employees, based on performance evaluations
- 3) Input from direct supervisors.

The District Administrator shall determine the appropriate employees for reduction considering all factors that she/he deems important and in the best interests of the District. See Policy 4131 for more information.

Layoff and Recall

The District retains the right to lay off employees, in whole or in part, and to retain those employees

who are most qualified to perform the available work, regardless of their previous length of employment.

The needs of the District shall be the prime consideration used in the District's determination of which employees shall be laid off. The rehiring of employees that have been laid off, shall be determined by the District based on its need for the most qualified person to perform the available work.

Drugs and Alcohol

The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administration or staff at any time while on District property or while involved in any District related activity or event.

The District makes available resources to assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member medical insurance plan shall be borne by the individual.

No employee shall report to work or be under the influence of alcohol, illegal drugs, and unauthorized use of prescription or over-the-counter medication during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and working hours of conferences.

Drug and Alcohol Testing

The employer may conduct drug and alcohol testing based on reasonable suspicion that the employee under the influence of alcohol or illegal/unauthorized drugs and may conduct testing for employees in testing-designated positions. Any such testing will be done in accordance with established procedures.

Employee Pay

Pay Period

Payroll will be distributed by direct deposit.

Pay Periods: Support staff employees who hold management positions or are year round employees will be paid on the 15th and the last day of the month. If the 15th or last day of the month falls on a weekend, employees will be paid the previous Friday. Nine-month support staff employees or part-time support staff employees will use True Time to check-in in the morning, check-out at night, and for lunch break. Support staff will be paid on the 15th and the last day of the month for hours worked.

Over-time: With prior approval, all hours actually worked over forty (40) hours per week, shall be paid at time and one-half (1-1/2) of the employee's regular straight time hourly rate of pay. For purposes of determining the number of hours an employee has worked in any given week, paid time off (sick leave, personal leave, vacation, holiday, etc.) shall not be included nor counted against the 40-hour workweek for overtime purposes.

The Employer reserves the right to schedule overtime work as required in a manner most advantageous to the employer and consistent with the requirements of the school district in the public interest. All overtime shall be scheduled and distributed as equally as practicable among employees who, during the regular working hours, customarily perform the work required.

The district will not pay overtime for anyone who has not received pre-approval from the District Administrator.

Data Changes: Please notify the Business Manager if any changes occur to your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

Deductions: It is the District's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your pay or you believe that any deduction has been made for your pay that is inconsistent with your status, you should immediately raise the matter with the Business Manager who can assist you in understanding the information that is required in order to investigate the matter.

The District is committed to investigating and resolving all complaints as promptly, but also as accurately possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed; and the Employer will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

Wages

The Wonewoc-Center School Board will set the employee compensation.

Work Schedules

Support staff members are expected to adhere strictly to their established work schedules, unless their immediate supervisor approves a deviation from it. Support staff members are required to clock in using True Time and clock out for lunch and at the end of the day. The Business Manager will use True Time to determine your wages.

Breaks and Meal Periods

All employees who work seven (7) hours or more per day will be entitled to an unpaid half-hour lunch period, which shall be duty free. A lunch period may be allowed for employees working (6) or more hours per day. Employees under 18 years of age must receive at least one 30-minute duty free meal period when working a shift greater than 6 hours in duration.

Employees scheduled to work at least four (4) hours per workday may receive one (1), fifteen (15) minute paid break. Employees scheduled to work at least eight (8) hours per workday may receive two (2), fifteen (15) minute paid breaks. Breaks will be scheduled by the classroom teacher for who the para-professional works and will not occur at the beginning or end of the shift. Employees on paid breaks are to remain accessible to the employer as needed. Immediate supervisors will schedule working hours, break periods, and lunch periods.

All support staff members are expected to adhere strictly to the length of time designated for breaks and meal periods.

Breastfeeding

Upon request, the District shall provide a reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has the need to express the milk.

Furthermore, the District shall provide a place, other than a bathroom, that is shielded from view and free

from intrusion from coworkers and the public, which may be used by an employee to express breast milk. Preferably, the space should have an electrical outlet for use by the employee.

Non-exempt employees under the Fair Labor Standards Act shall not be compensated for any break taken for the purpose of expressing milk, unless such break would otherwise be compensable. As a general matter, “non-exempt” employees are those who receive overtime if they work more than 40 hours in any week. Non-exempt employees shall not engage in any work-related activities during breaks used to express milk.

Jokes or harassment based on breastfeeding will not be tolerated. If an employee is the subject of such jokes or harassment on that basis, she shall report the incident(s) up the chain of command.

Benefits

The specific design and development of employee benefit plans, including health insurance, dental and vision insurance and short-term and long-term disability, and life insurance shall be determined by the District Administrator and Business Manager with approval by the Board. These programs shall be reviewed no less than annually and where necessary or appropriate, the Business Manager shall solicit bids from potential vendors to provide employee benefits, or analyze alternative options. Staff members may be part of this process if they wish. For the 2024-25 school year, the district will provide 87.4% of the health and dental premium for health and dental insurance. The district also provides long-term disability and life insurance. Employees may purchase vision and short-term disability insurance through the school district at a minimal cost. Questions about benefits should be addressed to the Business Manager/District Bookkeeper.

The Board retains final authority to establish, modify, rescind, add, or in any way affect employee benefits.

Coverage: Levels of benefits provided and employee participation is determined by the Wonewoc-Center School Board and applicable state and federal regulations.

Employees who are employed more than 30 hours are eligible for coverage if an employee is regularly scheduled for less than 40 hours per week, the District’s contribution to the health insurance premium costs will be prorated, consistent with the employee’s percentage of employment. The District retains the right to determine insurance carriers, plan design, premium contributions and coverage levels and the right to make changes to all aspects of the insurance benefits it provides to its employees at any time.

Cash-Option: If the employee chooses not to participate in the district’s health and dental insurance (you must opt out of BOTH), there will be cash in lieu payment determined by the Board (\$3000.00)

Dental Insurance: Levels of benefits provided and employee participation is determined by the Wonewoc-Union Center School District and applicable state and federal regulations. Employees who are regularly scheduled to work more than 30 hours per week are eligible for coverage. If an employee is regularly scheduled to work less than 40 hours per week, the district’s health insurance premium contribution will be prorated, consistent with the employee’s percentage of employment. The District retains the right to change insurance carriers and to determine plan design and coverage levels.

Workers Compensation: The District will provide Workers' Compensation as required by law. Any employee who is injured on the job must complete the employee’s work injury report prior to seeking medical attention if at all possible. This completed report should be given to the Business Manager or Human Resource Department within 24 hours of your work-related injury.

Incidents, Accidents and Injuries: Any employee involved in an incident, accident or injury, including property-damage only accidents or incidents, irrespective of fault, during working hours or while using

any District-owned machinery, vehicle or other property, shall report the incident, accident or injury to the District Office within 24 hours (excluding weekends and holidays) of the occurrence of the incident, accident or injury.

Wisconsin Retirement System: The District will comply with the requirements established by state statute and the Department of Employee Trust Funds for contributions to the Wisconsin Retirement System (WRS). The Board shall contribute the employer's share. The employee shall pay the employee's required WRS contribution on a pre-tax basis.

Insurance Continuation-Under state law and Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (Cobra) and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce, or legal separation, and employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage or the employer's filing of bankruptcy proceeding.

The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employees and employer share of applicable premiums through Board action.

Policy 4425

Liability Insurance

The School Board shall carry liability insurance, which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.

Employees may inspect the District's liability insurance policy upon request.

Leave of Absence (extended leave)

All requests for unpaid leaves of absence by staff members shall be presented to the Board of Education for approval and shall state the reasons for the leave and the expected duration of the leave. Granted leave shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave. Employees requesting leave under FMLA shall be granted leave according to state and federal law. All requests for leave should be done at least 6 weeks prior to the leave request except in the case of emergency. Staff members requesting a leave should work with the District Administrator.

Any staff member granted a leave of absence by the Board shall be considered to have terminated all work with the District until the completion of the leave. The district Administrator in cases where the best interest of the District might be served may make exceptions.

Policy 4430

Employee Leave Days

Staff Members will receive 4 sick days at the beginning of the year. On the first of each month, staff shall receive an additional leave day. This will continue through the first of March for 9-month employees giving them a total of 10 days. Yearly full-time employees will have 12 leave days. Leave days may not be used prior to the time they are earned. Unused leave days will be credited to the employee at the end of each year.

Employees may accumulate 90 days. Leave days may be used for

- Illness of the employee
- Illness of immediate family or member of the household
- Death of immediate family or member of household
- Personal Reasons (No more than 2 consecutive days may be used for personal reasons, unless approved-by the District Administrator.

Para-professionals who request three or more personal days consecutively may not use more than two paydays with pay, the remainder will be unpaid.

Leave Days:

Full Year Support Staff Employees: 12 leave days per year School Year

Support Staff Employees: 10 leave days per year

School Year-Part-Time Support Staff Employees: 1 day of leave on a prorated basis (equal to percent of FTE)

Staff members who use three or more consecutive days due to illness may be required to submit certification from a health care provider. Absences of more than three consecutive work days may be counted as leave under FMLA. Employee must submit paperwork for FMLA.

Personal Leave days should not be used in the first two weeks of school or the last two weeks of school.

If an employee knows they need to take a day off of work for personal reasons or is sick the day before, a request should be made to the District Administrator. Only the District Administrator will okay leave days. If a person is sick on a day of work when they get up in the morning, they should call the District Office at 464-3165 ext. 110 at 6:00 a.m.

No paid leave days will be approved by any staff who want to extend a planned school break such as winter break and spring break or holiday.

To receive Holiday pay an employee must work the day before and the day after the holiday.

Military Leave-Staff members will be afforded protected leave for employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

Leave Accumulation

Leave for employees will accumulate for full-time and part-time employees to a maximum of 90 days.

- 1) Upon retirement, an employee will receive \$40.00 per unused sick day.

Leave for Jury Duty-Staff members that are called to perform their civic responsibility as a potential juror, shall be excused for any days or portions of days on which the staff member is required to report. Staff members required to serve on a jury will not be penalized for doing so. Staff members shall inform the District Administrator when they are called for jury duty or a court appearance and shall call in on each morning to report whether she/he is required to report to jury duty that day. Staff members that miss work due to jury duty must provide verification from the court that they attended on that date.

Those employees selected to serve on a jury may choose to accept the pay for being on the jury or they

may choose to accept their usual work pay. If an employee chooses jury pay, he/she will not receive school pay. If employee chooses their regular pay, they must endorse their jury check minus the travel reimbursement to the district. Staff members will submit pay to the Business Manager. Policy 4431 and 4432

Holidays

12 Month Employees:

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving Day
- December 24
- Christmas Day

9 month Employees:

- Memorial Day
- Labor Day
- Thanksgiving Day
- New Year's Day

Whenever a holiday falls on a Saturday or Sunday, the District Administrator will designate another day as a non-working day. In order to be eligible for holiday pay, an employee must be on the active payroll of the District and must have worked his/her full regularly scheduled workday before and after the holiday, unless excused by the Board for a paid leave. Employees will be compensated for paid holidays at their normal daily rate.

An employee who is called in to work on a holiday shall receive on and one-half times his/her regular straight-time hourly rate of pay for all hours worked.

Vacation

Only 12-month employees are eligible for vacation. If a holiday(s) falls internally within a vacation period of the employee, the employee will be paid for the holiday(s), but the holiday(s) will not be counted as used vacation time.

Support staff personnel employed twelve (12) months and working more than four hours per day receive the vacation benefits as follows: (A Day is defined as the individual's regular work hours.)

After 1 year of employment = 5 days of vacation

After 2 - 6 consecutive years of employment = 10 days of vacation.

After 7 - 12 consecutive years of employment = 15 days of vacation

After 20 consecutive years of employment = 20 days of vacation

Vacation days are determined by years of employment based on the employee's date of hire.

Employees shall be granted their vacation days for the year effective on the day immediately

following the end of the initial probationary period and on July 1st thereafter.

Vacation days are to be used within 12 months or be forfeited. For example, vacation days are granted on July 1 and shall be used by June 30.

Vacation days may be used for leave if the employee's leave has been exhausted.

Dates for use of vacation days are subject to approval by the employee's supervisor or the District Administrator. Vacation days may be used up to eight (8) hours of vacation time per day off in one-hour increments.

Employees should fill out a form indicating tentative dates of vacations. Those requesting more than 5 consecutive days in a row should meet with the district administrator.

Maintenance staff should vary vacations so there are enough employees here in June to begin cleaning. No more than 1 maintenance personnel may be on vacation each day during the month of June.

Post-Employment Benefit

Post-employment benefits shall be available to support staff who qualifies for a monthly WRS benefit according to WRS rules and who resigns from their regular full-time duties.

Eligibility: Support staff must have worked 20 years in the Wonewoc-Union Center School District. The employee must be a minimum 55 years old.

Notice: Any support staff who plan to retire shall notify the District of their intent to do so on or before May 1 prior to their expected date of retirement.

Limitations: Support staff shall only be permitted to retire under this policy if they qualify and apply for a monthly benefit prior to the commencement of the next regular school year.

Additional plan information is located in the Human Resources – Business Manager/ District Bookkeeper's office. The board retains the right to change or eliminate these benefits at any time.

Physical Examinations

Anyone who is hired at the Wonewoc-Center school district is required to submit to a tuberculosis test and a physical exam before the first pay period.

Employee Assistance Program

Staff members with personal drug or controlled substance abuse problems should request assistance from the district business manager, as she is the coordinator of the assistance program. Assistance will be provided on a confidential basis, and each staff member will be referred to appropriate treatment and counseling services. Policy 4170

Family and Medical Leave

In accordance with Federal and State law, the Board of Education will provide family and medical leave for staff members. The provisions of both the Federal and State family and medical leave

provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to Policy 3430.01.

To be eligible for leave under the FMLA, you must have been employed by the Board for at least twelve months in the past seven years and must have worked at least 1250 hours during the twelve-month period immediately preceding the commencement of the requested leave. All full-time instructional staff members are deemed to meet the 1250 hours requirement.

To be eligible for leave under the WFMLA, you must have been employed for more than 52 consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two weeks. The kind and amount of leave available to employees under this policy, as well as your rights during leave, depend upon whether you satisfy the above requirements.

Qualifying reasons for FMLA are:

1. Birth of the eligible staff member's child and to care for a newborn.
2. Place with the eligible staff member of a child for adoption or foster care.
3. To care for an eligible staff member's spouse, child or parent with a "serious health condition."
4. Other health conditions.

Privacy Protections of Fully Insured Group Health Plans

Eligible staff members are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State laws. Policy 3409.02

Dress Code

In order to promote an atmosphere of respect and professionalism, the School District of Woneewoc-Center employees will dress in a manner that reflects their position as role models and representatives of the District and the community. The District believes that professional and support staff members set an example in dress and grooming for their students to follow. Staff members who understand this precept and adheres to it enlarges the importance of their role, present an image of dignity and encourage respect for authority. Good professional judgment is expected at all times. Blue jeans should not be worn Monday through Thursday unless activity of that day requires a more casual dress such as a trip to the OLA, field trip, etc.

Emergency Closings

School closing are inevitable during Wisconsin winter weather. School closings are made by Brown's Bus Service along with administration. If the district chooses to close school they will have it announced on the Mauston and Reedsburg radio stations, as well as on Channel 3 TV stations. In addition, staff will receive a Skylert letting them know school is closed.

School year employees (non-contracted), such as an para-professionals or cook, will not be paid for the days school is closed due to inclement weather or other emergencies as determined by the District Administrator. They may use leave if available; otherwise, it is unpaid.

Twelve-month employees are expected to come to work when school is called off for students. If a twelve-month employee elects to not report to work, he/she may be subject to a wage deduction, or loss of vacation or leave time as selected by the employee. If the employee elects to come in late or leave early, that portion of the day will be deducted from his/her wages, vacation or leave time.

If the District Administrator sends a school year employee or twelve-month employee home,

because of inclement weather or other emergency, or school is delayed, that portion of the work day will be covered by the directive and will not be deducted from his/her wages or unused vacation time or leave time.

The school cancellation and use of leave, vacation or wages shall be at the discretion of the District Administrator.

Emergency Preparedness

It is important that staff and students be prepared for emergencies that may occur during the school day. To be adequately prepared the following drills will be conducted throughout the school year:

- Fire drills,
- Tornado drills,
- Active Shooter Drill

It is necessary to conduct drills for the health and safety of students and staff. When conducting drills the district uses only the time necessary to conduct the drill and does not take from the instructional purposes of the school day. Drills are planned to keep disruption of educational programs at the bare minimum. During drills, students learn self-reliance and are trained to respond sensibly to emergencies.

Travel/Conferences and Lodging Expenses

The board of education will provide for the payment of the actual and necessary expenses, including travel expenses, of any staff member that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board in accordance with the District Administrator Guidelines.

- Employees must get permission to travel to various locations and state the reasons why.
- Employees should put in for a school van, using the google sheet. If no van is available then the district will reimburse travel expenses (at state rate). If a van is available and staff member decides to take their own vehicle there will be no reimbursement. Mileage reimbursements must be pre- approved by the District Administrator.
- Conferences that are approved through the District Administrator will be paid for by the district.
- Lodging: if a one day conference is 2 hours or less from the school the district will not pay for lodging. Two-day conferences that are less than 1 hour away, must have lodging approved by the District Administrator.

Policy 3440

Attendance at all workshops, conferences, or classes must be approved by the district administrator. Forms are available in the Administrative Guidelines and Forms.

Staff Gifts

Staff members may accept gifts of nominal value from students or parents/guardians. Individual gifts from the staff member to each student are strongly discouraged. It is suggested that if a staff member wishes to give a gift, she/he may do so as a gift the classroom. For example, library books or other educational resources for the class.

Boundary Invasions

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or para-professionals assisting a kindergartner after a toileting accident or a coach touch a student during wrestling or football can be appropriate. However, other behaviors might be going

too far, and inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

- Hugging, kissing, or other physical contact with a student. (Use your judgment with elementary students.
- Telling sexual jokes to students
- Engaging in talk containing sexual innuendo or banter with students.
- Talking about sexual topics that are not related to curriculum
- Showing pornography to a student
- Taking an undue interest in a student (i.e. having a “special friend” or a “special relationship”)
- Initiating or extending contact with students beyond the school day for personal purposes.
- Using e-mail, text messaging or websites to discuss personal topics or interests with students.
- Giving students rides in staff member’s personal vehicle or taking students on personal outings without administrative approval.
- Invading a student’s privacy (e.g. walking in on a student while in the bathroom, locker-room, asking about bra size or previous sexual experience.
- Going to a student’s home for non-educational purposes
- Inviting students to the staff member’s home without proper chaperones.
- Giving gifts or money to a student for no legitimate educational purpose.
- Accepting gifts of money from a student for no legitimate education purpose.
- Being overly “touchy” with students.
- Favoring certain students by inviting them to come to the classroom at non-class times.
- Getting a student out of class to visit with staff member.
- Providing advice or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships) unless properly licensed and authorized to do so.
- Talking to a student about problems that normally be discussed with adults (i.e. martial issues, your dating concerns, finding the love of your life.).
- Being alone with a student behind closed doors with a legitimate-educational purpose.
- Telling a student “secrets” and having “secrets” with a student.
- Other similar activities

Inappropriate-Boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designed in this policy, the building principal or the District Administrator.

Whistle Blower

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law. The Board expects staff members to report to their immediate supervisors any violations or suspected violation of any Federal, State or local law, policy, or guideline committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public’s health, safety, or welfare. Additionally, pursuant to State law, staff members are expected to repeat any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by any employee or agent of any agency or independent contractor which is doing business with the Board.

Policy 3211

Smoking

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Policy 3215

Training

Staff members, for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

1. The use of automated external defibrillators (Policy 8452)
2. The control of blood borne pathogens (Policy 8453.01)
3. The control of casual-contact communicable diseases. (Policy 8450)
4. Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases. (Policy 8453)

Reporting Work Related Injury

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the Business Manager in compliance with Policy 8442.

The injured employee shall complete a form that include the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances. These forms may be retrieved from the Business Manager.

Acceptable Use of District Technology, the Internet and the District's Network

Technology has fundamentally altered the ways in which information is accessed, communicated and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides staff with access to the Internet for educational purposes only and utilizes online educational services to enhance the instruction delivered to its students to facilitate the staff's work. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

Staff members who use their own technology devices to communicate school business understand all communications are public records and may have to be turned over to the district. Staff members are advised not to communicate with students.

The Acceptable Use Policy is attached to this handbook. By signing the handbook, you agree to follow the Acceptable Use Policy.

Support Staff will use Technology to clock in and out of work by using True Time. If a mistake should occur while clocking in or out see the Business Manager for assistance.

Staff use of the District's Network will be governed by Policy 7540.04.

Acceptable Use Policy can be found in the Appendix of this handbook.

Anti-Harassment Policy

The Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all the necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, which may include termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, “School District Community” mean individuals subject to the control and supervision of the Board including, but not limited to, students teachers, staff, volunteers, and Board members. “Third party” means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, Marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, use of non-use of lawful products off the District premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as “Protected Characteristics”, and encourages those within the School District Community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonable with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment.

Harassment may occur employee-to-employee, student-to-employee, male-to-female, male-to-male, or female-to-female.

The District Administrator has prepared written administrative guidelines for staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

For More information, employees shall refer to:

Policy 4362

Employee Anti-Harassment

Policy 4362.01 Threatening Behavior toward Staff Members.

Grievance Procedure

Each staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment.

The District will treat all employees equitably and fairly in matters affecting their employment. Each employee of the District shall be provided an opportunity to understand and resolve certain matters affecting employment that the employee believes to be unjust.

Any employee(s) who feel she/he is being treated unfairly or is dissatisfied with working conditions should first seek to resolve the problem, through informal discussion with his/her immediate supervisor. In the event that informal discussions fail to resolve the problem, the employee(s) may seek formal review and resolution by filing a written grievance.

A grievance shall mean a dispute concerning the interpretation of application of a portion of written District policies or written or expressed procedures and objectives of the District.

Steps to filing a grievance:

1. The aggrieved employees must file all employee grievances.
2. The grievance must be filed within five working days after the employee knew or should have known of the cause of such a grievance.
3. Any employee that believes she/he has a matter subject to the grievance procedure shall present the grievance to his/her immediate supervisor. If applicable, the employee perform the assigned task and grieve later. The principal or supervisor shall, within five workdays, inform the employee in writing of his/her decisions.
4. In the event the principal's/supervisor's decision does not resolve the problem the employee may within five working days of the date the principal's/supervisors written decision is issued, present his/her grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, with five working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten working days. This step does not apply to any grievance related to action by the Board that directly affects the grievance.
5. If the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may within five working days of the date of the written decision by the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The hearing officer will hear both sides. The hearing officer will make a decision.
6. In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten working days, present the grievance in writing to the School board. Policy 3340

Weapons

The Board prohibits staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

Exceptions are:

- Weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement.
- Items approved by the District Administrator as part of a class or individual presentation under adult supervision, including but not limited to hunter's education courses.
- Theatrical props used in appropriate settings.
- Starter pistols used in appropriate sporting events.
- A lock back knife having a blade not longer than three inches in length, a knife lawfully used for food consumption or preparation, or a knife used for lawful purpose within the scope of the person's employment.

The District Administrator may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

Staff members are to report any violations of this policy to their supervisor immediately. Failure to report information may subject the staff member to disciplinary action. Policy 3217

Title IX

On August 14, 2020, the Federal Government issued new updates on Title IX to go into effect. To comply with the requirements of Title IX, the Wonewoc-Center School District has developed policy and procedures to meet the criteria of Title IX.

The new definition of Title IX is “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance”.

New Title IX regulations, issued by the Secretary of Education and took effect on August 14, 2020, amends the regulations implementing Title IX of the Education Amendments of 1972 (Title IX). The final regulations specify how recipients of Federal financial assistance covered by harassment consistent with Title IX’s prohibition against sex discrimination. The revised regulations are intended to effectuate Title IX’s prohibition against sex discrimination by requiring recipients to address sexual harassment as a form of sex discrimination in education programs or activities. The Wonewoc-Center School Board adopted the Wonewoc-Center Title IX Handbook at the December 2020, Board Meeting.

Plan Outline

To comply with the changes in Title IX the Wonewoc-Center School District has developed a plan which includes:

- A School Wide Title IX Committee
- Summary of School Plan
- Definitions
- Complaint and Reporting Process
- Initiation and Investigation of Formal Complaint
- Guidelines for Investigation
- Inspection of Evidence and Report
- Written Questions
- Standard Review; Determination of Responsibility
- Disciplinary Action, Corrective Action, and Remedial Measures
- Appeal Process

Title IX Committee

- Title IX Coordinator - Greg LaBansky
- Investigator - Kelli Savage
- Decision Maker - Jackie Miller
- Appeal Decision Maker - Mike Beranek

To see the Title IX policy and procedure please check in the Title IX Handbook.

Abuse or Neglect

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means. All staff are mandated reporters. Failure to report may lead to disciplinary action.

If unsure about how to go about reporting, contact your mentor, principal or district administrator for assistance.

Policy 8462

Appendix

Staff Acceptable Use Policy (AUP)

The Wonewoc-Center School District provides staff with access to computers, network systems, and other technology equipment so that staff may use these tools as part of the instructional process.

Teachers are responsible for providing educationally relevant lessons, supervision, and instruction to help students get the most benefit from available technology resources. All employees are responsible for using the systems in a manner consistent with the goals of the school system and to be respectful of other Users. This AUP and Internet Safety Policy adheres to the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

TECHNOLOGY RESOURCES Technology equipment and other resources (i.e. email accounts) provided by the schools are the property of the Wonewoc-Center School District and is intended to be used by teachers, staff and students for educational purposes consistent with the goals of the school district.

To maintain efficient functionality of the equipment and to ensure its appropriate use, the district reserves the right to monitor all network traffic, search all files and accounts stored on district-owned systems and to take such action as necessary to assure that system resources are available for their intended purposes. Therefore, employees should have no expectation of privacy when using school networks or technology equipment and resources. Staff will protect the security and privacy of the network by not sharing passwords or other information with unauthorized personnel.

NETWORK SYSTEMS School computer systems exist in a networked environment that is designed with safeguards to ensure its dependability but which also relies on the goodwill of its users. Employees who disrupt or compromise system resources by altering the network infrastructure or settings, attempting to acquire or use the login credentials of other users, introducing resource training applications, monitoring the network traffic of other Users, bypassing existing security restrictions, or otherwise compromise the integrity of the network will be subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

INTERNET ACCESS The Wonewoc-Center School District provides Internet and Email access to every school and should only be used for instructional and administrative purposes. In providing this access, the district attempts to limit the availability of web content that is inappropriate for students in the school environment. While these restrictions are typically sufficient to protect the innocent, it is impossible to completely prevent students from accessing inappropriate material. Therefore, all employees are responsible for using the Internet and school email accounts in an appropriate manner and are permitted access only through the school's filtered Internet service.

Employees are permitted to access the Internet and email only with a signed technology use agreement form. Employees who attempt to circumvent the filter system by either software or use of websites, access inappropriate Internet services or publish inappropriate content, or assist others in accessing or publishing such content or services, are subject to disciplinary and when applicable the involvement of appropriate law enforcement.

Inappropriate uses include, but are not limited to:

- Pornography
- Gambling
- Use of network for commercial purposes (Buying and selling for personal gain)
- Harassment, insulting, defaming or attacking others (Cyberbullying)
- Violating Copyright Laws
- Illegal Activities
- Hacking or obtaining access to unauthorized systems

- Obscene Language
 - Trespassing in other's files or folders
 - Using another person's identity or password to access the network
 - Damaging computer systems or modifying computer systems without permission from the Tech Department
- Even though the District blocks certain sites, the faculty and staff are expected to diligently monitor students' computer and Internet usage. The District runs filtering software.

The staff is always responsible for the supervision of students whenever they use technology resources. The District Technology Department has the right to restrict the use/listening/watching of streaming media to preserve District bandwidth and the district will restrict the use of games for staff and students with the exception of educational software that have been approved.

DOCUMENTS, FILES and SOFTWARE The District technology staff has the right to remove any unauthorized or unlicensed software. Software should not be installed on any system without first getting approval from the District Technology Department to ensure compatibility with current systems and that there are no conflicts with any other systems.

Staff should not alter copy, move or delete any files that belong to other staff members. Game, media or other files should not be downloaded and installed on any computer system without the permission of District Technology staff.

Student Personal Data – Staff should NEVER have student or staff records that contain date of birth and or social security numbers contained on any device that leaves the property. This data should never be entered into any online database or posted on any online or networked source where unauthorized people have access. Permission must be given and appropriate measures need to be taken in order to encrypt/protect the data.

WEB SITES Student photographs or personal information should not be posted online without written permission from guardian.

SOCIAL MEDIA All staff will abide by the District's "Social Media Management". Behavior in the digital world will be treated the same as behavior in the physical world – for example, threats made on social media receive the same attention as threats made face-to-face.

Professional Use – Any work-related social media activity that is either school-based, or representative of the District and its programs (sports team page, teacher blog, class group, etc.) is considered professional use and should follow the guidelines below:

- Treat social media space like the classroom – if a type of behavior is inappropriate in the classroom or workplace, then it is also inappropriate on social media.
- Use privacy settings to control access, but understand that there are limitations to privacy. Operate as though anything you post on social media is fully public.
- All communication must comply with related District policies and procedures and applicable laws, including, but not limited to, confidential information, bullying, discrimination, harassment, defamatory or threatening language.
- Check the Permission to Publish (opt-out forms) before posting student photos or work. Maintain confidentiality and never share details such as student addresses, phone numbers or other private information.
- Do not "friend" or "follow" students' personal pages through social media sites. They can be invited to "groups" via email instead, or can "like" or "follow" business or organization pages without any direct connection with staff. Maintain professional boundaries.

Personal Use – Any non-work-related social media activity, such as a Facebook page for personal use, should consider the guidelines below:

- Maintain professional boundaries – do not “friend” or “follow” students on social media, except in the case of previously established relationships outside of school, such as familial relationships. Use only District devices and pathways to communication with students about school, and do not use these modes of communication to discuss private/personal matters. It is advisable to send messages to multiple recipients (such as practice time, event reminders, etc.) instead of individually to protect the student and employee.
- Follow the law – instances of harassment, discrimination or other violations of law and policy could result in legal action, and related disciplinary action as applicable.
- Do not post defamatory or derogatory statements about the District, its employees, its students, or their families. While employees have the freedom to share their viewpoints on issues, defamation or derogatory statements will be taken seriously, as any other employer would take it seriously, potentially resulting in disciplinary action.
- Only post photos of students at school sanctioned events or classrooms on your personal social media if:
 - You have checked the Permission to Publish list.
 - You have inspected the photo for any other inappropriate content.
 - Only post and “tag” photos of fellow employees with their permission.
 - Do not disclose any confidential or private information about the District or its students, families, or employees.
 - Don’t use District logos in a post, so that it is not misinterpreted as a statement made by the District. Be careful to separate personal opinions from the official statements of the District.

Any circumvention or violation of this policy may result in disciplinary action and when applicable the involvement of appropriate law enforcement. Disciplinary action will not be taken against an employee as a result of a post made by sources other than that employee (such as accusations of misconduct). Any disciplinary action will be subject to due process and just cause. If an employee is defamed or impersonated online, the District may assist in an investigation. If it has been posted by a student, appropriate disciplinary action will be taken. Any hosts of the site where such material has been posted will be alerted and asked to remove the material. The District may initiate a complaint with law enforcement officials at the request of the impacted employee, and will provide support for the investigation and prosecution of any potential or actual charges.

SCHOOL and PERSONAL DEVICES Any staff member that checks out equipment (department laptops, etc.) shall be responsible for it and are to make sure that the equipment is operating properly prior to it being checked out. It is the responsibility of the user to return the equipment in the same condition as when it was checked out (i.e. in proper working condition).

While personal computers, electronic devices and digital storage media can be beneficial to the educational process, such items also have the capacity to become distractions and to convey material that is unsuitable for the school environment. Therefore, employees may use personal computers, electronic devices and digital storage media only in a manner consistent with the goals of the school system. When brought onto school property, these devices are subject to search and may be confiscated pending review of appropriate disciplinary

INTERNET SAFETY it is the policy of Wonevot-Center School System to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) comply with the Children’s Internet Protection Act.

Internet Training to Students Education about safe and appropriate online behavior will be integrated into the K-12 curriculum and instruction. Students need to learn how to avoid inappropriate content and unwanted contacts from strangers while online as well as appropriate behavior on social networking and chatroom web sites and the dangers of cyber bullying and to learn about protecting personal information. Supervision and Monitoring It shall be the responsibility of all members of the Wonewoc-Center School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Evaluation and Review The district will annually review its Internet safety program to make such adjustments as necessary. The Technology Committee will review and evaluate all aspects of the Internet Safety Policy and program annually and will recommend revisions as needed.

Parental Involvement: Student learning is maximized through familial or parental involvement in their schooling. However, family members may have very different levels of knowledge about instructional technology, and therefore varying capacity to become involved in a technology integrated learning process. Some parents do not understand the impact technology will have on their child's education as well as their child's post-high school employment prospects. In fact, many parents have a greater fear and misunderstanding of technology than do their daughters and sons. It is imperative to involve family members in the development of a school's technology plan and establish partnerships and include them in discussions and decisions. If parents are not involved, they may well oppose the plan based on fear rather than informed opinion. The following are strategies that will be used in gaining parental involvement: • Provide programs and/or speakers who can help parents, grandparents, caregivers, and community stakeholders understand how important it will be in the future for their children to be competent in safe technology use.

- Focus efforts to diminish parent's misconceptions, strengthen their technological awareness, and at the same time allow them to discover the potential of safe technology resources for their own uses.
- E-mail addresses of staff will be made available to parents and internet school sites will encourage communication between parents and teachers as well.
- Parents, grandparents, caregivers, and community stakeholders will be invited to attend the same meetings and training on safe technology usage that are held for the staff.

As all participants are empowered with knowledge, they become more committed. As parents, grandparents, caregivers, and community stakeholders become better acquainted with teachers, they become more supportive.

Staff Acceptable Use Policy (AUP)

Acknowledge Form By signing below, I acknowledge that I have read and understand the Wonewoc-Center School District's Staff Acceptable Use Policy and agree to follow this policy governing the use of Wonewoc-Center's network and computer systems. I understand that violation of the policy could result in disciplinary/legal action in accord with the AUP, Wonewoc-Center School District Board Policies. I agree to abide by all District policies and procedures as well as all relevant laws and regulations.

Name (printed)_____

Signature_____

Date _____

Student Discipline

1. Classroom teachers will handle problems that occur in the classroom and hallways. If student refuses to comply with the rules they will be referred to the appropriate administrator

2. The Administrator will hand out appropriate punishment and notify the parent/guardian. If inappropriate behavior continues, a student will be referred to the District Administrator.
3. The administration may suspend, hold family meetings or create a behavior contract for the student.

In cases of drugs, weapons, tobacco, fighting, causing bodily harm and property damage police will always be notified.

CLASSROOM DISCIPLINE

Minor infractions will be considered minor incidents and will be taken care of by the classroom teacher, unless the behaviors continue to be repeated and become more disruptive.

1. A good learning atmosphere in the classroom is the joint responsibility of the teacher and the students. This atmosphere will be promoted through clearly established and understood rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.
2. The teacher has the responsibility to act on infractions of classroom rules. In cases where corrective actions prove ineffective, the teacher may remove the student from the classroom.

Discipline Policies and Procedures:

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the student spends the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for getting the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency.

DEFINITIONS

In-School Suspension: The act of prohibiting a student from attending class for a period of no more than three (3) school days. The student serves the suspension time in the school building in an area specified by the principal.

Out-of-School Suspension: A suspension that must be served away from the school building and ground for a period of no more than five (5) school days.

Expulsion: An action taken by the school board to prohibit an enrolled pupil from further attendance for a period of time determined by the board of education.

Discipline Steps

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, the incident shall be referred to the principal for investigation and action. The severity of the consequences applied by the principal depends on two (2) factors:

1. The seriousness of the offense, and
2. The previous disciplinary record of the student.

In an effort to consider both factors, a progression of consequences (The Step System) has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry-level step for that offense. With each successive referral the student will be advanced up the step system at least one

Step depending upon the seriousness of the infraction. The disciplinary consequences for each step are as follows:

Step 1:

- Referral to principal for conference
- Incident recorded in disciplinary log

- Written or Phone Call notification to parent/guardian

Possible Consequences

1. 1 hour detention

Step 2:

- Referral to principal for conference
- Incident recorded in disciplinary log
- Written or Phone Call notification to parent/guardian

Possible Consequences

- Issued a 2 hour detention

Step 3:

- Referral to principal for conference
- Incident recorded in disciplinary log
- Written or phone call notification to parent/guardian
- Referral to the guidance counselor

Possible Consequences:

- One (1) day in school suspension

Step 4:

- Referral to principal for conference
- Incident recorded in disciplinary log
- Schedule meeting with parent/guardian
- Referral to the guidance counselor

Consequences:

- Two (2) day in-school suspension

Step 5:

- Referral to principal for conference
- Incident recorded in disciplinary log
- Parent meeting with principal and guidance counselor is required before student may be returned to class.

Possible consequences

- Three (3) day suspension (in or up to 3 days out-of-school, depending on the nature of the offense)

Step 6:

- Referral to principal for conference
- Incident recorded in disciplinary log
- Parent Meeting
- Development of a behavior contract between principal, guidance counselor, parent/guardian and child.

Possible Consequences

- Appear before the School Board
- Up to Five (5) days out of school suspension

Step 7:

- Referral to District Administrator
- Incident recorded in disciplinary log
- Parent meeting

Possible Consequences

- Up to Five (5) days out-of-school suspension
- Incident recorded in disciplinary log
- Parent/guardian conference with the district administrator

Step 8:

- Second referral to district administrator

- Incident recorded in disciplinary log
- Discussion with parent about possible suspension.

Possible consequences

- District Administrator suspends student
- Possible expulsion hearing before the Board of Education.

Wonewoc-Union Center School District School Code of Conduct

Students learn better in a secure, orderly and non-disruptive environment. This Code of Conduct is to help students, teachers, and support staff create an environment that is conducive to teaching and learning. At Wonewoc-Center School District, clear and reasonable rules are fairly and consistently implemented. In addition, respect for the uniqueness of individuals and for individual and school property is taught and encouraged. Wonewoc-Center School District is committed to teaching rules and social- emotional skills; reinforcing appropriate student behavior; and using effective classroom management and positive support strategies by providing early intervention for misconduct and appropriate use of consequences.

The Wonewoc-Center Code of Conduct has been developed in accordance with Chapter 118: General School Operations of the Wisconsin State Statutes.

We believe education is the shared responsibility of the student, parents/guardians, school district, and community.

Basic Code of Conduct: All Wonewoc-Center School District students are expected to assume responsibility for their own actions and follow these basic rules:

I. General School Rules (These apply all the time.)

1. Listen politely and follow directions.
2. Keep hands, feet, and objects to yourself.
3. Be courteous and polite:
 - a. Respect the rights of others.
 - b. Respect property.
 - c. Use appropriate language.
4. Walk quietly on the right side of the hallways and stairs.
5. Children should use the restroom before school, during lunch and recess, and not during instructional time unless it is a case of emergency.

II. Toys and Valuables from Home

If students bring toys, electronic devices, or anything else of any value from home to school, it is not the school's responsibility if the item(s) is/are lost, stolen, or broken. Bicycles and scooters should be left in the provided bicycle racks in front of the building.

III. Expectations for Student Behavior in the Cafeteria or in Outside Eating Areas

1. Students are expected to behave in a polite manner and to use quiet inside voices.
2. Students keep their areas clean and place all trash in the trash containers.
3. Students stay in their seats unless they have permission to leave or it is time to leave.
4. Students are to sit at their respective tables.
5. Students listen carefully to the adults in charge when announcements are made and follow the directions of the adults in charge of the eating areas.
6. Breakfast is served from 7:30 to 7:55 A.M. for elementary students.

IV. Expectations for Student Behavior on the Playground and in Public Areas

1. Students share equipment and play fairly with their classmates.

2. Students remain in their assigned play area.
3. Students ask for assistance from the adults in charge when they have trouble with another student.
4. Students stay outdoors during recess, unless they have permission from the adults in charge to enter the building.
5. Students use the drinking fountain and restroom at appropriate times.
6. Students walk into school quietly and safely when it is, time to go into the building.

V. Expectations for Student Behavior in the Library

1. Students are expected to behave in a polite manner while in the library.
2. Returned books should be put in the appropriate area.
3. Books may be checked out for ten (10) days and renewed.
4. Parents will be charged for lost or damaged library books and textbooks.

VI. Expectations of Student Behavior at Arrival and Dismissal Times

1. Students will not be let in the building until 7:30 a.m.
2. Students will walk in a quiet and orderly manner when entering and leaving school. Students should enter through the main doors only.
3. Students will wait in an orderly and quiet manner in front of the school for their parents/guardians to pick them up.
4. Parents/guardians who drive their children to school will drop their children off at the drop off point by the main doors and pick their children up at the same place. Please do not loiter at the drop off point, as a number of parents are there to pick up their children also. If you wish to talk with a teacher, please park your vehicle and come into the school.
5. At dismissal time, students will go directly home or to the bus if taking the bus, unless they are staying with their teacher or are in any after school

VII. Expectations for Student Behavior at Assemblies

1. Students sit quietly with their class and should only leave during the performance to drink water or to use the restroom in cases of emergency.
2. Students are attentive to the presenter and respectful towards their classmates and others in the audience.
3. Students clap to show appreciation of the performance when appropriate.
4. Use good audience manners at a performance.

VIII. Expectations for Student Behavior on Field Trips

1. Students talk quietly in the bus or the van.
2. Remain seated in school vehicles, including buses and vans.
3. Keep buses and vans clean and remember to take belongings.
4. Stay with the chaperone or assigned adult at all times.
5. Students are responsible for their own personal electronic devices and will follow all rules of the teacher/support staff/chaperone in charge.

IX. Dress Code

School attire and grooming should be age appropriate, neat and clean, and conform to safety standards. Students should dress appropriately and neatly. Tank tops, tube tops, or blouses with spaghetti straps; undershirts worn as outer garments; short-shorts; extremely baggy pants/shorts; and extremely tight pants are not allowed. For safety and to be able to participate in physical education, students must have tennis shoes to wear to physical education classes. T-shirts or other clothes with inappropriate slogans or advertising alcohol and/or drugs and/or associated with gangs are not allowed.

While fashions change, the reasons for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Would I interview for a job in this outfit?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Students who are inappropriately dressed will be asked to call home and get appropriate clothing for school.

Students who are representing our school at an official function or public even may be required to follow specific dress requirements.

Consequences for Inappropriate Behavior in the Wonewoc-Center School District
All students have the right to learn in a safe and secure environment. The goal of the administrators, teachers, and staff members is that all students follow the rules and that consequences rarely need to occur.

Before consequences are given, students must first be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. The Wonewoc-Center School District is committed to teaching rules and social-emotional skills; reinforcing appropriate student behavior; using effective classroom management and positive support strategies by providing early intervention for misconduct and appropriate use of consequences.

Consequences

I Classroom Consequences:

Every teacher in the Wonewoc-Center School District has a classroom management plan so that the learning process can positively take place for every student in a safe and secure environment. The teacher will review the Code of Conduct and will discuss classroom consequences for failure to follow any of the behavior expectations listed in this Code of Conduct with both parents and students. Classroom consequences have been developed in accordance with the Wonewoc-Center School District's Board of Education Policies. In addition, if a student has had difficulty following the Code of Conduct at the school district, participation in any field trips/fun activities may be eliminated due to the safety of the student and others.

II. Severe Disruption:

The following constitutes a severe disruption: A student inflicts physical harm on or attempts to inflict pain or injury on another student; vandalism; stealing; willful disobedience and defiance of authority.

Additional serious disruptions are outlined in the Wonewoc-Center School District's Parent Handbook, which is distributed at the beginning of the year and is located on the district's website. Although the school makes every effort to contact parents/guardians through progressive discipline procedures, severe disruption may be addressed through suspension

per district policy.

Staff Acceptable Use Policy (AUP)

Acknowledge Form By signing below, I acknowledge that I have read and understand the Wonewoc-Center School District's Staff Acceptable Use Policy and agree to follow this policy governing the use of Wonewoc-Center's network and computer systems. I understand that violation of the policy could result in disciplinary/legal action in accord with the AUP, Wonewoc-Center School District Board Policies. I agree to abide by all District policies and procedures as well as all relevant laws and regulations.

Name (printed)_____

Signature_____

Date _____

Employee Receipt and Acknowledgment

I have received the 2024-2025 Support Staff Handbook, and understand and agree with it. I understand it is my responsibility to read it, and be aware of its contents. I understand I am to follow this handbook. I understand that the terms described in the employee handbook for support staff may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the employee handbook for support staff and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my

employment is “at-will” and that my employment may be terminated at any time for any reason, with or without cause, and with or without notice, unless otherwise provided by individual contract and consistent with Board policy.

Print Employee Signature

Written Signature

Date

(Please turn into the District Office by the first pay period)