

Wakefield Community School



2016-2017 Staff Handbook

MOTTO

“EDUCATE, EMPOWER, ASPIRE”

OUR MISSION

The mission of Wakefield Community School in partnership with parents and community is to develop all students into collaborative lifelong learners who demonstrate effective communication, critical thinking and problem solving skills in a changing global society.

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Introduction

Welcome to Wakefield Community Schools. This handbook provides general information to staff members of Wakefield Community School, and to serve as a guide to policies, rules, and regulations, benefits of employment, and performance expectations.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an “at will” basis.

References in this handbook to “Certificated Employees” are intended to apply to all staff who are required by their position to hold a teaching administrative certificate.

References in this handbook to “Classified Employees” are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate and are considered “at will” employees.

Each employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract/work agreement and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations will control.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interest of the District.

This handbook will be in effect for the 2016-2017 school year and subsequent school years unless replaced by a later edition.

Notice of Non-Discrimination

Wakefield Community Schools does not discriminate on the basis of race, color, national origin, sex, marital status, disability, or age, or in admission or access to, or treatment of employment or educational programs and activities. The following person has been designated to handle inquires regarding the school district's nondiscrimination policies: Mark Bejot, who may be contacted in writing at 802 Highland Street, PO Box 330, Wakefield, NE 68784; at mbejot@esu1.org by email; or by telephone at (402)287-2012. Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816)268-0550; or by fax at (816)268-0599, regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws.

Directory Information

Board of Education

Tim Bebee	President (2016)
Karen Borg	Vice-President (2018)
Bree Brown.....	Secretary (2018)Ben
Donner.....	Member (2018)
Julie Rose.....	Member (2016)
Mark Victor	Member (2016)

Administration

Mark Bejot	Superintendent
Jason Heitz.....	Secondary Principal
Jerad Wulf	Elementary Principal

Certified Staff

Angie Borg.....	School Nurse
Iris Borg	Math
Matt Brenn	4,5,6 Science/AD
Eric Burenheide	ITE
Shannon Carroll.....	Math
LaVonne Carson.....	Spanish
Michael Clay	Social Studies/Guidance
Jean Dorcey	Special Education
Austin Galles	4,5,6 English
Michelle Galles	Family Consumer Science
Emily Garrard	3rd Grade
Deb Garwood	4,5,6 Social Studies
Janie Gutzmann	3rd Grade
Lynette Haisch.....	4,5,6 Math
Timarie Hansen	Kindergarten
Lori Harding.....	Guidance
Mike Hassler.....	Art
Micaela Hight.....	PK
Cathy Hoffart	1st Grade
Leah Jech	ELL
Brian Johnson.....	2nd Grade
Donna M Johnson	Special Education
Jena Kaufman	PK
Jolene Klein.....	Media Center
Jaime Manz	Reading Specialist
Chad Metzler	Social Studies
Susan Metzler.....	4,5,6 Reading
Brenda Montoya	ELL
Deb Nicholson	Vocal Music
Pam Peters.....	PK
Mark Reimers	Science
Kevin Roberts.....	Social Studies/ESL
Sarah Rusk.....	Technology
Sara Schlickbernd	2nd Grade
Veronica Schmidt	4,5,6 Writing
Tina Sharpe	1st Grade
Jan Simmons.....	English/ESL

Linda Steinman.....	Kindergarten
Bill Trenhaile.....	Band/Math/Bus Driver
Zoe Vander Weil.....	English/Speech
Megan Virgil.....	Science
Marissa Wallace.....	Business
Joe Wendte.....	PE
Deb Youngmeyer.....	Special Ed

Classified Staff

LaVon Anderson.....	Elementary Secretary
Mike Benson.....	Transportation Director
Carlene Bodlak.....	Para
Mary Brudigam.....	Para
Ofelia Calleros.....	ELL Para
Rachel Duncan.....	Para
Kristi Foote.....	Lunchroom Manager
Becky Gothier.....	Business Manager
Rex Hansen.....	Maintenance
Tom Henderson.....	Bus Driver
Sylvia Hernandez.....	ESL Para
Bonnie Hoffman.....	Para
Donna R Johnson.....	Kitchen
Marian Keagle.....	Bus Driver
Sami Kenny.....	Para
Karen Kluthe.....	Para
Deb Litchfield.....	Activity Center Supervisor
Rhonda Lorenzen.....	ELL Para
Bob Lubberstedt.....	Groundskeeper
Dawn Lubberstedt.....	High School Secretary
Gary Nelson.....	Bus Driver
Pat Nicholson.....	Bus Driver
Harold Odens.....	Custodian
Josie Paulson.....	Custodian
LeAnn Schroeder.....	Custodian
Julie Siebrandt.....	Para
Darci Slama.....	Para
Teresa Soderberg.....	Para
Roxanne Thompson.....	Kitchen

ESU#1 Staff - Certified

Chelsea Spangler.....	Occupational Therapist
Kristine Kleve.....	Physical Therapist
Vernae Luhr.....	Audiologist
Stacey Richart.....	Vision Consultant
Anne Ronhovde.....	Speech Pathologist
Kimmy Mickelson.....	Psychologist

ESU#1 Classified Staff

Kara Starzl.....	PK Para
Daisy Armendariz-Ortiz.....	PK Para
Kim Barge.....	PK Para
Lauren Barge.....	PK Para
Angelina Fregoso.....	PK Para

CONTACT INFORMATION

Elementary	402-287-9892
Secondary	402-287-2012
Bus Barn.....	402-287-2943

Website

<http://www.wakefieldschools.org>

Address

802 Highland Street
PO Box 330
Wakefield, NE 68784

Calendar

The school calendar can be found in Appendix D of this handbook and is subject to change.

School Hours

Office 8:00 am to 4:00 pm
PK-AM 8:15a.m. to 11:30a.m. PK-PM 12:15p.m. to 3:35p.m.
Elementary 8:15 am to 3:35 pm
Secondary 8:10 am to 3:40 pm

Policies Regarding All Staff

Board Policies

The Wakefield Community School Board has adopted policies that govern the operation of the school district. A complete copy of the policy manual is placed in each workroom of the school district. These policies are also available online on the school website. Staff should consult with their building principal about the location of the manual in the workroom. The manuals will be updated as the board adopts new policies or modifies existing policies.

Drug Free Workplace

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

Outside Employment

1. An employee's responsibilities to the district take precedence over personal along with other prohibited activity during school hours. Employees may not engage in other employment business activity during assigned duty hours.
2. Tutoring
 - a. Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day.
 - b. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher.
 - c. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
3. Employees shall attend to personal matters outside their assigned duty hours with the district whenever possible.
4. Employees may conduct business on behalf of the district during assigned duty hours, but at times that do not disrupt or interfere with teaching responsibilities or student activities.
5. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by the district.
6. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by the district, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of the district or board.
7. Sale of goods or services by employees.
 - a. Employees shall not sell, solicit or promote the sale of goods or services to students.
 - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.

- c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
 - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.
8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
 9. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property. (Board Policy 4008)

Accidents and Injuries

Employees must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form, which is available from the office.

Purchase Orders and Supplies

All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization. Guidelines for purchasing have been established by the superintendent. (Board Policy 3004) If you are using a credit card to purchase items the receipt must have an **itemized listing** of all purchases plus the credit card transaction receipt. **A non-itemized credit card receipt alone is not sufficient** (Board Policy 3036). If at all possible please use purchase orders rather than a credit card for purchasing.

Official Reports and Records

All staff members shall furnish the administration promptly with any information relating to their professional training, experience, activities, or work required for reports to county, state, and federal officials or for official school records. Personal information will be treated confidentially by school officials.

Personnel Files

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official. (Board Policy 4007)

Expenses

The Board of Education will reimburse school employees for all **prior approved** expenses incurred in attending to school business. Reimbursement for mileage, supplies, and overnight travel are processed on a Reimbursement Expense form that is available from each office. Appropriate, itemized receipts must be attached. All claims for reimbursement must be approved by the administration.

Salary Payments

Regular employees will be paid by direct deposit on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. Employees wishing to make changes to their direct deposit must notify the business office by the end of the month prior to payment of wages. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of an employee's employment, or upon fulfillment of the contract, the employee may, at the option of the Board, be paid all wages due in one lump sum. Reimbursements for mileage or other expenses will be considered separate from compensation.

Benefits

Teachers are provided benefits in accordance with the negotiated agreement. Classified employees are provided benefits according to Board Policy 4040. Employees shall make annual fringe benefit elections no later than August 23rd of each school year. Should an employee fail to make an election, the employee election from the immediately preceding school and contract year shall be continued. Elections to the 125 benefit plan must be done annually and is not automatically extended.

Employees are to notify the business office **in writing** of any life changing events that could alter their health/dental coverage with the district **within 14 days of the event.**

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights will be provided to you through PayFlex Systems USA, Inc., 100 Blackstone Centre, Omaha, NE 68131, 1-800-284-4885, www.payflex.com.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Payroll and Payroll Deductions

Salary/wages and benefits are paid in accordance with the individual employment contracts/work agreements. Payroll deductions shall be made in accordance with law and the negotiated agreement. The following deductions are as follows:

Federal and State Withholding*	Additional Federal and/or State Withholding**
Social Security/Medicare Withholding*	Limited Computer Use Withholding**
State Retirement*	Vision**
125 Cafeteria Plan**	Other
Approved Tax Sheltered 403(b) Plans**	
Long Term Disability**	
Health/Dental Insurance**	

* Mandatory ** Optional

Any payroll changes, bank accounts, etc need to be in writing and given to the business office by the end of the month prior to the next payroll date.

The district will deduct or withhold from each and every period of pay and amounts necessary to offset any damages caused by a staff member or the value of property or money entrusted to the staff member or owed by the staff member to the school district during the course of the staff member's employment, if such property or money have not properly been returned to the district.

Copyright

It is the policy of this school to encourage teachers to be creative and innovative. Therefore, a school administrator may enter into a written agreement with a teacher allowing the teacher to own a copyright in a written work created by the teacher in his or her scope of employment. The administrator and teacher shall only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work. (Board Policy 4020)

Fair Use

The "fair use" doctrine allows for limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes of criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff members who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal.

Activity Tickets

All certified staff and their spouse are admitted to home and conference games free of charge and will receive a Lewis and Clark Conference Activity Pass.

All classified staff and their spouse will receive free admittance to the home games.

Tournaments and special games are not included on either pass and information will be posted at the gate if passes will not be allowed.

School Buildings and Equipment

Students, faculty and community members may borrow school equipment for non-school use only if they have received the prior permission of the superintendent (Board Policy 3014).

Employees or groups who wish to use school facilities should make the requests to the principal as early as possible so that they make be placed on the school calendar.

Employees must inform the building principal of any school property that needs repair. Matters regarding to custodial service in the building should be handled through the principal's office.

School Lunch Program

Staff may take advantage of meals offered through the district's food program. Staff may purchase lunches for the school cafeteria for \$3.45 per day and breakfast for \$2.10 per day. The lunch price includes one carton of milk. Extra cartons cost \$.30. **Staff members will not be allowed to charge lunches.**

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than during regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the superintendent immediately.

Staff will be required to reimburse the district any costs to the district if rekeying the building is necessary due to lost or missing keys.

Employee Contact Information

Employees are required to keep the district informed of any changes to their name, address, phone number, or other contact information. Employees who need to report a change will do so at the business office in writing.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Employees are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's email system. Each staff member must check his or her email account frequently throughout the school day. Staff is allowed to use their school email accounts for a moderate amount of personal email correspondence. However, the sending or receiving of personal email during the school day is prohibited, regardless of whether that personal email is received on the staff member's school email account or personal account.

Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use chat rooms or instant messaging.
4. Staff shall not use school computers to participate in on-line auctions, on-line gaming, mp3/mp4 sharing systems or other digital content sharing systems such as BitTorrent.
5. The only political advocacy allowed by staff on school computers or district internet access shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity, staff must obtain the consent of the superintendent or designee.
6. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image. Page 23 of 79 Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personally-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing. (Board Policy 4012)

Use of Cell Phones

Employees shall not use personal cell phones for any non-school purpose during instructional time.

Handling of Money

Funds collected by district employees and by student treasurers shall be handled with prudent business procedures. All funds collected shall be receipted and accounted for and directed without delay to the proper depository. Funds exceeding \$250.00 shall not be left overnight in school buildings, except in safes provided for the safekeeping of valuables. (Board Policy 3002)

Receipt of Money

- All receipts shall be counted on the date they are received.
- Two or more persons shall count the receipts, record the amount collected on a receipts form, initial it, and give it to the main office. Cash/check envelopes will be provided.
- The monies will then be sealed in an envelope or locked in a money bag and deposited directly at the district's depository institution. If the district's bank is not open or inaccessible, the envelope/money bag may be locked in the district's safe until it can be delivered to the bank. (Board Policy 3006)

Staff Dress and Appearance

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff may not wear the following types of clothing during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Yoga Pants (leggings, tights) must be discretely including covering the buttocks area.
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The superintendent may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days").

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Staff may not wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear. (Board Policy 4041)

Sexual Harassment

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of employees and students is

unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication to a supervisor, principal, the superintendent of schools, or a board of education member with whom he or she feels comfortable in reporting the issue.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of one student by another student or students is addressed in a separate policy. (Board Policy 4014)

Bullying Prohibited

The district endeavors to provide students with a learning environment free of harassment or bullying. All staff members should be attentive to the indications of potential bullying of students, staff, or anyone else within the school community and should act in response to them.

Professional Boundaries

School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Twitter and Facebook, etc. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Unless an employee has a legitimate

educational purpose, the following behavior is a violation of the professional boundaries that employees are expected to maintain with students. The following list is intended to illustrate inappropriate behavior involving students but not to describe every kind of prohibited behavior.

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a romantic nature.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Communicating electronically (e.g. by e-mail, text messaging, or instant messaging) on a matter that does not pertain to a school matter.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- School communication must portray the school and students in a positive manner.

A violation of the standards set out above will form the basis for discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education. (Board Policy 4043)

Communication Between Board and District Employees

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must follow the chain of command before communicating about employment-related issues. The chain of command chart is listed below:

Student Discipline:	1. Classroom Teacher 2. Principal/Assistant Principal 3. Superintendent
Instruction or Curriculum:	1. Teacher 2. Principal/Curriculum Director 3. Superintendent
Transportation:	1. Bus Driver 2. Principal/Assistant Principal 3. Superintendent
Facilities, Grounds, or Maintenance:	1. Custodial staff 2. Head Custodian 3. Principal 4. Superintendent

Policy or Handbook:	1. Principal 2. Superintendent
Athletics:	1. Coach 2. Athletic/Activities Director 3. Principal 4. Superintendent

If any matter that is not covered by this policy or if other questions arise, the matter should be referred to the Building Principal in the absence of the superintendent. The Building Principal will either address the matter or assign it to another individual for resolution as he or she deems appropriate.

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at www.wakefieldschools.org. (Policy 3035).

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns. (Board Policy 4005)

Safety Education

Maintaining a safe school environment is everyone's responsibility. All employees are expected to participate in district and school safety activities. All full time and part-time employees are expected to participate and complete all safety education activities no later than the date assigned by Administration.

Use of Tobacco Products

Smoking, including the possession or use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time. (Policy 3016)

Inclement Weather

Unless the superintendent directs otherwise, the following personnel shall report to work when school is canceled because of inclement weather: the superintendent, principals, secretaries, and custodians/maintenance staff.

If school is canceled during the day because of inclement weather, classified and certified personnel not listed above may be released after students have been excused. Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed unless a personal day is used. (Board Policy 4010)

Policies and Procedures Regarding Certified Staff

School Day

All certified staff must be at school or on duty between the hours of 8:00 am and 4:00 pm, Monday through Thursday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these hours. **Staff leaving the building during the duty day must notify the office prior to leaving and when you return.** In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or directing an event under the direct sponsorship of the school.

Outside doors will be locked at 8:20a.m. and will reopen at 3:30p.m. Entry will be allowed via camera/electronic key system at the office.

Each teacher will be in his or her classroom and ready to teach by 8:00 am each day. Classroom teachers are expected to stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classroom at all times during class periods and conference periods.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff members are required to be present at all faculty meetings unless excused by the administration.

Lesson Plans

Each teacher will prepare lesson plans for the following week electronically. These plans must be completed and submitted electronically to the building principal no later than 8:00 am, the first day of the week.

Other regulations relative to lesson plans will be made by individual building principals. The lesson plans are subject to review of the building principal or other members of the school district's administrative staff.

Attendance and Grades

Every teacher is required to keep a complete record of attendance and achievement of every student in a class on Power Teacher. This record shall be kept current and include the following minimum information:

1. Names of students enrolled in the class
2. Recording of students' absence/tardy in each class period
3. Report of all grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or assessments). Be sure that frequent assessments are sufficient to justify the term and final grades which are reported to parents. Procedures and grading expectations will be established by the Principal. Parents will be notified when a student's grades are failing and must be done prior to the end of a grading period.

Information relating to other students should not be allowed to be seen by other students or parents.

Teacher Absences

Leave requests must be entered electronically in Attendance Enterprise and **approved prior** to being absent unless you call in due to illness. Please put the reason, ex. Dr. appt, sick child, Aunt's funeral, Autism conference, etc. as this will be entered into your leave history. Also

depending on the relationship of a person's funeral, sick days may also be an option for certified staff if it fits the criteria as stated in the Negotiated Agreement.

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Wakefield School Board and the Wakefield Education Association. This handbook sets forth the process for using that leave.

Sick Leave - Certified Staff who are too ill to perform their teaching duties must contact their building principal or designee by 6:30 am.

Personal Leave - Certified Staff who wish to take personal leave must submit a leave request online to their building principal at least three days in advance whenever possible. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. No more than **three certified staff** will be allowed to use personal leave the same day, selected on a first-come-first served basis.

Professional Leave - The board and administration recognize the value of continuing education and encourage staff to participate in seminars, workshops, and other activities which will continue their professional growth. Certified staff who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event. Building principals may deny requests for professional leave if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district or if the services of a qualified substitute cannot be secured.

Substitute Folder – Each teacher shall prepare a substitute folder and keep the completed folder in a convenient location on or in his or her desk. The folder must contain the following:

1. Current seating charts
2. The daily routine followed by each class
3. All schedules (fire drill procedures, lunch schedule, etc.)
4. A copy of this handbook
5. Plans for the day if the teacher's absence was planned. These plans are in addition to the teacher's regular lesson plan book.
6. Provide several activities for subs to do should assignments be completed.

Certified staff member may not make arrangements for their own substitute without prior approval from the administration.

Substitute Pay

Teachers asked to cover for another teacher during their planning period will be paid \$20 for a full period or \$10 for Trojan period. Teachers covering during other duty day time are being paid their negotiated wage and are not subject to pay for planning coverage.

Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Bulletin Boards
Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom.
2. Textbook and Room Inventory

All school purchased materials must be inventoried with the business office/Principal. Textbooks are to be numbered and the name of the student whom the book is assigned should be recorded. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

3. Use of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the Para to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

4. Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building. Student aides are NOT to be used to assist the teacher by helping supervise another student, grade tests, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

5. Student Activities

Staff members who sponsor extra-curricular activities such as athletics, class plays, and class activities may only leave the school building after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to an individual student remains the property of the school. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over.

Classroom Management and Student Discipline

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well defined discipline plan that is known to the students. Rules should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Parent-Teacher Communication

Parents shall be kept informed of student progress, grades, and attendance through report cards, Power School, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card.

Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school. (Board Policy 5019)

Student Assemblies

Certified Staff members will be given prior notice of school assemblies, including pertinent and specific instructions. Classroom teachers must accompany their students to the assembly, sit with them, and supervise their behavior for the entire assembly program.

Use of Physical Force

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property. (Board Policy 4018)

Homework Policy

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to reinforce student learning of certain concepts and/or skills found in the district curriculum.

Teachers are encouraged to assign homework and must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered "family night" in the community. (Board Policy 6017)

District Grading Policy

The school will report student grades and/or academic progress to parents at least four times per year. The superintendent or his/her designee shall develop and implement student grading guidelines to be used by teachers. The objective of grading guidelines shall be to quantify and report the academic achievement of each student.

A student's academic grade shall not be reduced because of disciplinary reasons. This policy shall not apply when a student's grade is reduced because of work the student missed because of an unexcused absence, during a suspension or dismissal period. (Board Policy 6018) A maximum 2-day time frame upon return will be allowed for make-up work, unless administration approved.

Evaluation of Certificated Employees

The certified employee is the key element of successful instruction. Every certified employee should be capable of improving his or her performance, and the administration is responsible for evaluating certified employees in order to assist them in achieving a high quality of teaching.

A certified administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester and each tenured certified employee for a full instructional period once each school year. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and

improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period - For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation - Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position. (Board Policy 4030)

Teachers' Rights, Responsibilities, and Duties

All certificated employees shall assume the duties and responsibilities assigned by the superintendent or designee. Teachers' professional responsibilities involve considerably more than merely classroom instruction. They include, but are not limited to, study and research to keep abreast of new knowledge and instructional techniques; assessment of students' work; record-keeping; lesson planning and preparation; conferences with students, parents and administrators; in-service meetings; and supervision of pupils outside the classroom.

Teachers must be in their classrooms or assigned areas as instructed by the building principal. All duty time is necessary for educational planning, preparation, and conferences with students, parents and faculty members.

All teachers must maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community. (Board Policy 4024)

Professional Ethics

The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certified employees are responsible for reading, understanding and complying with these standards. (Board Policy 4040)

Professional Growth

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity. (Board Policy 4032)

Certification

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements. (Board Policy 4022)

Policies and Procedures Regarding Classified Staff

Hours

Hours will vary with the employee's department and position. Generally a full-time employee is expected to work eight hours per day. Some employees will occasionally be asked to attend meetings before or after normal working hours. Employees will be paid for these meetings.

Classified staff leaving the building during the duty day must notify the building office prior to leaving and upon returning.

It is vital that the district's employees arrive at work punctually and consistently. Employees who are chronically late or excessively absent will be disciplined, up to and including discharge.

Paid Vacations and Holidays

Each position listed below shall be hired by the superintendent on the terms stated.

12 Month Employees – Maintenance, Custodian, Business Manager, Head Cook/Custodial, Secondary Principal's Secretary, Transportation Director

- Employed on a 12-month basis
- Provided appropriate level of full coverage insurance
- Allowed two weeks paid vacation after 1 full school term of employment; one additional day is added for each year after 5 years of service up to 15 days maximum.
- Vacation is awarded when an average of 38 hours per week is reached annually.
- Allowed 7 days of sick leave per year, cumulative to 40 days
- Paid holidays to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day and the Fourth of July.
- Two Personal Days, Two Bereavement Days, One Professional Day
- While working for the lunch program the head cook's salary will be paid for out of the Lunch Fund

9 1/2 Month Employee – Elementary Principal’s Secretary, Full-time Paraeducators, Cooks, Dishwasher

- Employed on a 9 1/2 -month basis
- Provided appropriate level of full single coverage insurance
- Allowed 5 days of sick leave per year, cumulative to 40 days
- Paid holidays to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, and Good Friday.
- Memorial Day will also be considered a paid holiday if school is in session.
- Two Personal Days, Two Bereavement Days, One Professional Day
- While working for the lunch program the cooks and dishwasher salary will be paid for out of the Lunch Fund

Half-time Employees –Paraeducators and Custodian

- Provided appropriate level of full single coverage insurance
- Allowed 3 days of sick leave per year, cumulative to 40 days
- Paid holidays to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, and Good Friday
- Memorial Day will also be considered a paid holiday if school is in session.
- One Personal Day, One Bereavement Day, One Professional Day

Bus Drivers

- Allowed 4 routes of leave per year

Physical Exam

- Any non-certified school employees who are required to do so by law must have a yearly physical examination.
- Required physical exams will be paid for by the district and a written notice given to the superintendent previous to September 1 of the ensuing year.
- The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent.
- If the employee wishes to go to a doctor other than the one specified by the board, the expenses will not be borne by the district.

Summer Workshops for Food Handlers

- Those employed to handle and prepare food for the Hot Lunch Program are required to obtain required in-service hours provided by the State Department of Food Services.
- All costs of the school and registration fees will be paid by the board of education. Transportation will be provided.

Non-Certified Substitute Pay

- A substitute for a non-certified staff member will be paid on an hourly rate range set by the board.

Other Provisions Applicable to All Classified Staff Rate of Pay

- Effective December 1, 2016, all classified staff shall be paid an hourly rate.
- Classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked.

Other Provisions Applicable to all Classified Staff

In an effort to secure the best qualified applicants, the superintendent may be allowed to negotiate certain items. (Board Policy 4040)

Timecards

Please be sure to punch in and out on the computer. If the computer is down please complete a "Time Adjustment Sheet" with the date, times and log in number and have it approved by your building principal/supervisor and turn it in to your respective office.

Employees are expected to punch in or out within 5 minutes of their scheduled work hours. If you leave the building for anything other than school business you must punch out and punch in upon your return. (Example: Going home for lunch).

Overtime

All classified employees must keep an accurate record of all hours worked for the district. Employees should not work more than forty hours in a given week without the express permission of their immediate supervisor or superintendent. Employees who accrue more than forty hours in a given week will receive overtime pursuant to federal law.

Leave Requests

All classified employees must enter leave requests and have **prior approval** from their building principal or superintendent before taking leave except in the case of calling in the same day due to illness. Please state the reason you will be gone when entering your leave request as this will be entered into your leave history.

Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (ANAPHYLAXIS)

School employees will comply with the requirements of "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)". The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol"). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

School Nurse: Angie Borg - Ext. 154

Elementary: Lynette Haisch – Ext. 117
Cathy Hoffart – Ext. 105

High School: Iris Borg – Ext. 216
Shannon Carroll – Ext. 217

**Appendix A - Negotiated Agreement
Handed out separately to the certified staff**

Appendix B – Certificated Employee Evaluation Form

**WAKEFIELD COMMUNITY SCHOOL
OBSERVATION RECORD**

Date of Observation _____ Certificated Employee _____

Time _____ Class Observed _____

OBSERVATIONS:

COMMENTS:

Strengths:

Deficiencies:

Means for correction of the deficiencies:

Timeline:

WRITTEN CERTIFICATED EMPLOYEE RESPONSE TO THE EVALUATION:

Certificated Employee Member

Evaluator

Date

Evaluation Criteria

Instructional Performance		
Instructional Skill: The certificated employee demonstrates, in his or her performance, a competent level of knowledge and skills in designing and conducting instructional experience.		
Indicators:	Meeting District Standards	Not Meeting District Standards
Identifies the learning needs of individual students		
Establishes learning objectives consistent with needs and goals		
Plans and implements a variety of instructional experiences appropriate to specified learning objectives		
Evaluates pupil achievement of learning objectives		
Works toward the implementation and successful completion of school district goals		
Pertinent Comments:		

Interest in Teaching Pupils: The certificated employee demonstrates an understanding of and commitment to each pupil, taking into account each individual's unique background and characteristics. The certificated-employee demonstrates enthusiasm for, or enjoyment in working with pupils.		
Indicators:	Meeting District Standards	Not Meeting District Standards
Identifies learning style of each student and structures appropriate instruction		
Seeks to maintain an increase in the enthusiasm of the students for their studies.		
Pertinent Comments:		

Knowledge of Subject Matter. The certificated employee demonstrates a depth and breadth of knowledge of theory and content in general education and subject matter specialization(s) appropriate to elementary and/or secondary level(s).		
Indicators:	Meeting District Standards	Not Meeting District Standards
Demonstrates a depth of knowledge in the subject matter area.		
Recognizes the relationship between one's subject matter field and the total educational program.		
Pertinent Comments:		

Classroom Organization and Management

Classroom Management: The certificated employee demonstrates, in his or her performance a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.

Indicators:	Meeting District Standards	Not Meeting District Standards
Utilizes instructional materials and media appropriate to the pupils, subject matter and learning objectives.		
Organizes the physical setting so that it contributes to learning		
Utilizes community resources		
Organizes individual, small group and large group learning experiences as appropriate to the pupils and subject matter		
Promotes a classroom climate conducive to student learning		
Encourages students to assume responsibilities for classroom management		

Pertinent Comments:

Handling of Student Discipline and Attendance Problems: The certificated employee demonstrates the ability to manage the non-instructional, human dynamics in the educational setting.

Indicators:	Meeting District Standards	Not Meeting District Standards
Recognizes conditions which may lead to disciplinary problems		
Establishes clear parameters for student "in-classroom" conduct and makes known these expectations		
Develops appropriate strategies for preventing disciplinary problems		
Responds appropriately to disciplinary problems when they do occur		
Resolves discipline problems in accordance with law, school board policy and administrative regulations and policies		
Assists students toward self-discipline and acceptable standards of student behavior		

Pertinent Comments:

Professional Conduct		
Professional Preparation and Commitment: The certificated employee demonstrates, in his or her performance, a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.		
Indicators:		
	Meeting District Standards	Not Meeting District Standards
Keeps abreast of new developments, ideas, and events in the subject matter areas		
Demonstrates a commitment to school and professional activities and attendance at local, district, and state meetings, consortium activities, participation on special committees, etc.		
Demonstrates a commitment to the profession and its code of ethics		
Pertinent Comments:		

Community School Relations: The certificated employee demonstrates an awareness of the importance of maintaining positive relations between the schools and the community they serve.		
Indicators:		
	Meeting District Standards	Not Meeting District Standards
Is professional in all contacts with students, parents and community.		
Strives to communicate his or her program and/or the total school program in a creditable fashion.		
Pertinent Comments:		

Personal Conduct

Personal Qualities: The certificated employee exhibits personal qualities and values which are conducive to a positive educational setting.

Indicators:	Meeting District Standards	Not Meeting District Standards
Appropriate dress		
Uses voice effectively		
Displays tact		
Displays tolerance and open mindedness		
Responds appropriately to constructive criticism		
Is patient		
Is punctual		
Displays self-control in emotional situations		
Communicates effectively with students and parents		
Displays a sense of humor		

Pertinent Comments:

Certificated Staff Relationships. The certificated employee contributes to improved employee relationships by exhibiting professional behavioral qualities.

Indicators:	Meeting District Standards	Not Meeting District Standards
Assumes his or her share of responsibilities		
Uses discretion when speaking of school or colleagues		
Observes "channels" when speaking on matters affecting welfare of the school and staff		
Shows a willingness to share ideas and techniques		
Is professional in all contacts with colleagues		

Pertinent Comments:

Staff Comments:

Conference Summary:

Certificated Employee Signature _____ Date _____

Evaluator's Signature _____ Date _____

2016 - 2017 School Calendar

AUGUST '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15 - 16 Teacher Preservice
15 Meet and Greet 5:00 p.m.
17 Students Begin

SEPTEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day – No School
12 2:00 Dismissal

OCTOBER '16						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6 P/T Conferences 2:00 pm dismissal; 3:00 pm to 9:00 pm conferences
7 No School
10 2:00 Dismissal
21 End of 1st Quarter
46 Student Days
49 Teacher Days
31 Teacher Inservice

NOVEMBER '16						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

14 2:00 Dismissal
23 2:00 pm Dismissal
24-27 Thanksgiving Break

DECEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 2:00 Dismissal
22 2:00 pm Dismissal
End of 2nd Quarter
41 Student Days
42 Teacher Days
End of 1st Semester
87 Student Days
91 Teacher Days
22-31 Winter Break

JANUARY '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1-4 Winter Break, Teacher Work Day
5 School Resumes
16 2:00 Dismissal

FEBRUARY '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

9 P/T Conferences 2:00 pm dismissal; 3:00 pm to 9:00 pm conferences
10 No School

MARCH '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

9 End of 3rd Quarter
45 Student Days
47 Teacher Days
10-13 Spring Break
13 Snow Day Make up
20 2:00 Dismissal

APRIL '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

10 2:00 Dismissal
14 Good Friday
17 No School

May '17						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 Noon Dismissal / Teacher ½ work day
End of 4th Quarter
47 Student Days
47 Teacher Days
End of 2nd Semester
92 Student Days
94 Teacher Days
21 Graduation
22 -26 Snow Makeup Days
29 Memorial Day

JUNE '17						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Total Student Days – 179
Total Teacher Days - 185

JULY '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Total Student Days = 179
Total Teacher Days = 185

Intentionally Left Blank

Acknowledgement of Receipt

This signed receipt acknowledges receipt of the 2016-2017 Employee Handbook of Wakefield Community School which includes:

My authorization for the district to deduct or withhold from my pay amounts necessary to offset any damages I cause to district property or the value of property or money entrusted to me or owed by me to the district during the course of my employment due to undue negligence.

I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

If I have any questions about any provision, I should confer with my supervisor or building principal.

Signature

Date

**Listed below are the school keys that are in my possession.
(Example - D3)**