

STAFF HANDBOOK

School District of Athens

This handbook is intended to help employees of the district to understand the procedures used in maintaining a positive, professional operation of our school. It is your responsibility to familiarize yourself with the contents of this handbook and follow the procedures as they are written.

The School District of Athens shall not discriminate in any educational program on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, disability, or any other category protected by state or federal law.

BOARD OF EDUCATION POLICIES

All policies are available from one of the principals, the district administrator, the administrative assistant, or on the district website.

EMPLOYEE HANDBOOK

The Employee Handbook is available from the district administrator or the administrative assistant.

The Employee Handbook, Board Policies, and State Statutes take precedent over any guidance provided by this document.

TEACHER RESPONSIBILITIES RELATED TO EMPLOYMENT

SCHOOL DAY

Each teacher is expected to report by 7:30 am and to remain until 3:30 pm daily unless other arrangements have been made with one of the principals or the district administrator. It is expected that each teacher is available before and after school hours. When IEP meetings are scheduled, teachers are to attend those meetings as requested. Once per month, a district-wide staff meeting is scheduled until 4:30 pm and a building meeting is scheduled.

Custodians, secretaries, aides, specialists, supervisors, and food service employees have regular, pre-established hours set for their employment in the School District of Athens.

PREPARATION TIME

Teachers are allowed preparation time to better preparing for classes, working on papers, completing records required by the office, conferring with parents or students, etc. Preparation time should not be used for personal errands. If there is a special need to be gone during preparation time, please contact the building principal prior to leaving.

STAFF ABSENCES

If a teacher or support staff member finds it necessary to be absent from school, he/she should notify the appropriate administrator (high school/middle school principal, elementary principal, district administrator, administrative assistant) as soon as possible. Absences for sickness should be made by 6:00 am to the substitute caller. Please use the appropriate form for requested personal leave, conferences, meetings, workshops, etc. All teachers are to keep a "substitute teacher folder" updated and available. Upon return to school, please provide feedback (positive &/or negative) of the substitute teacher's performance to the principal.

LICENSES

All teachers are responsible for having the appropriate and current teaching license(s) on file in the administrator's office.

PAYDAY

Teachers are paid on the fifteenth of the month and the last day of the month. If either day falls on a non-school day, teachers are paid on the preceding school day(s).

WORKERS COMPENSATION

Staff members suffering on-the-job injuries are to report them to the office immediately regardless of whether or not medical help is sought.

TAX WITHHOLDING FORMS

All staff members with adjustments in family size or marital status are to fill out new Wisconsin and Federal tax withholding forms.

TELEPHONE CALLS

All phone calls should be made from appropriate phones (classrooms, faculty lounge, coaching offices). To access an outside line, use "line access", enter the phone number, press "4", followed by your four-digit passcode. Office phones are for clerical use only. Staff members shall not give students permission to use school phones. Students needing to use the phone are to make these requests in the office. Personal long-distance calls should be charged to the caller's home phone.

MAIL

Mailboxes are located in each school office. Please check and clear your mailbox daily. *Students should not pick up a teacher's mail.*

COPY MACHINE

A copy machine is available in the each building workroom. A four-digit passcode will need to be entered into the machine before copies can be made. The administrative assistant will provide each staff member with their unique passcodes.

CLASSROOM INVENTORIES

Staff members should carefully check room inventory sheets for their rooms at the beginning of the school year. All furniture, instructional materials, and supplies found in the room, except textbooks, should be listed on the room inventory. The inventory should be checked again at the end of the school year.

CARE OF ROOMS

Staff members should at all times to maintain an attractive classroom environment. Furniture arrangement, shades, books and bookcases, attractive bulletin boards, neat whiteboards and trays all have a positive influence on learning. Each teacher is responsible for the condition of his/her room and the property within the room. Please be sensitive to ventilation, light, and heat of your room. Please turn off lights when leaving a room. Report irregularities of your room on the maintenance request form. Close and lock all windows and doors when you leave at the end of the school day. If you are an advisor or coach, please be responsible for the inventory of additional equipment entrusted to you.

KEYS

Staff members should not loan their keys to students. The teacher is responsible for opening and closing doors ***(students are not allowed in the building unsupervised at any time)***. Staff members should arrange with the office for use of the building for any activities after school hours. A key inventory will be taken each year on the final staff development day.

PERSONAL PURCHASES

Employees of public entities are prohibited by law from making purchases under the auspices of their employer in an effort to avoid paying Wisconsin sales tax.

REQUISITIONS

The following procedure will be used in making purchases for the school:

1. A requisition form will be obtained from the school office.
2. The requisition form is to be filled out completely and submitted to the building principal for approval.
3. If approved, the principal will then submit the requisition to the district administrator for final approval.
4. The district administrator's office will authorize a purchase order.
5. Any purchase made outside of this procedure will be the responsibility of the staff member.

EMERGENCY SCHOOL CLOSING

Official closing of school because of emergency conditions is announced over local radio and television stations. The announcement is generally made between 6:45 and 7:15 am. In addition, the telephone chain will be activated. When school is closed, teachers are not to report to work.

If school closes early due to weather or unforeseen events, staff members will be released at the principal's discretion. All students must be out of the building. All activities, practices, etc. will be cancelled.

FACULTY MEETINGS

Faculty meetings will be scheduled once per month. All teachers are expected to attend unless excused by the principal.

DRILLS

Unannounced fire drills will occur once per month. When the fire alarm rings, teachers shall direct their students to the waiting area outside the building. Please make sure the windows are closed and the lights are turned out. Teachers shall also bring their class lists for attendance and building keys. Staff and students may return to the building when the all-clear signal is given. For severe weather drills, the district will follow the expectations for state-wide tornado drills in the fall and spring.

SCHOOL VEHICLE USE

Staff members requesting use of a school vehicle are to sign up in the office. Priority will be given to supervisors with program activities, student activities, and finally, a teacher not involved with a program or students.

SUBSTITUTE TEACHERS

In preparation for a substitute teacher whether a teacher is sick or gone for a conference, etc., the teacher is expected to have "Substitute Teacher Plans" readily available. The plans are to include current student rosters, current seating charts, expectations for behavior and class decorum, and potential extra activities. These plans are to be accessible upon entry to the teacher's classroom to their desk. These plans are to be updated periodically.

TV REQUESTS FOR CLASSROOM INTERVIEWS FOOTAGE

Periodically, a TV crew may come to school for interviews or footage on a story related to our school or community. All requests are to be made to the building principal or district administrator. In so far as possible, teachers will receive advance notice of a request for footage. Student interviews shall only occur with the consent of parents.

TEACHER RESPONSIBILITIES FOR STUDENTS
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TEACHER AUTHORITY

The teacher is a supervisor of pupils at all times during the school day and at all school-connected functions and is expected to exercise a degree of control that is reasonable and proper.

Each teacher has authority to make and enforce rules in supervising and instructing pupils in their charge. Care must be exercised that such rules are effective and that they do not infringe on the rights of others. Particular care should be taken that such rules do not infringe on the prerogatives of other teachers.

Each teacher should use every precaution to provide for the safety and welfare of all pupils. Stop any play or conduct which would in any way endanger students. When students use apparatus, equipment, machinery, etc., be sure that such equipment is in safe working condition and used in accordance with approved methods and with adequate supervision.

STUDENT DISCIPLINE

Strict discipline is to be maintained at all times. The teacher is authorized and required to maintain order in the classroom.

Classes must begin and dismiss promptly. Students must be trained by each teacher to be in their assigned seats and ready to work by the time the period bell rings. It is each teacher's responsibility to teach students the importance of punctuality, having the right equipment and supplies, and getting work in when it is due.

At the end of a period, students should remain in their seats and be dismissed by the teacher. A classroom of students should never be left unattended by the teacher as the teacher is personally liable for the students in that class. If it becomes necessary for a teacher to leave a classroom, the teacher should make arrangements with the office to care for the students.

Teachers are expected to call, write, e-mail, or schedule a meeting with parents if you have any concerns as early as the concern is known.

STUDENT ILLNESS OR INJURY

Students who are ill or have an injury should be brought to the office immediately. In case of student injury, please fill out the appropriate injury form.

SUPERVISION

- A. Hallways: All teachers are expected to assist with hall supervision before school and after classes. Elementary teachers should be sure that their students are quiet and orderly at all times when they are in the halls. If students are going to lunch or to a class elsewhere in the building, the teachers should be with them or be sure they are in the charge of another adult.
- B. Noon Hours – High/Middle School: Noon-hour supervision of students is essential if accidents and misbehavior are to be prevented. The principal will establish a noon-hour supervision schedule for the staff.
- C. Supervision of Playground – Elementary School: The principal will establish a playground supervision schedule for the teachers.
- D. Classroom: Teachers are to use their class time on instructional strategies that are designed to carry out the objectives of their courses/classes. The only acceptable reason for taking a class outside is to engage in a learning activity that is designed to meet a course objective. Please inform the principal of any time a class is to be held out of the regular classroom. Each staff member is expected to know and follow these building regulations:
 - 1. Lock all doors to your room when you leave it during a preparation period, lunch, or at the end of the day unless the room is under the supervision of another staff member.
 - 2. Never leave the building at the close of the day with students in your room. Teachers who teach in science labs, shops, or gyms are especially warned against leaving students in these places without adult supervision. Coaches are not to leave a student manager to lock up a locker room or gym unless an adult assistant is present. All equipment is to be returned, windows closed and locked, and lights turned off prior to your departure.
 - 3. If you are working with students after the close of the school day, you are responsible for seeing that these students leave the building in a safe and orderly manner. Organize student exit through one location.
 - 4. Outside of emergencies and between classes, each teacher is expected to be in the classroom supervising the lesson or activity while class is in session.
 - 5. Whether or not a bell rings at the beginning and/or end of class, the teacher is responsible for dismissing and beginning class on time.

Teachers must always fulfill their supervisory obligations or find a substitute supervisor if circumstances do not allow the assigned teacher to fulfill his/her responsibilities.

THE PLEDGE OF ALLEGIANCE, LUNCH COUNT, AND DAILY ANNOUNCEMENTS

The Pledge of Allegiance will be said each day of school with students. Teachers are to take a lunch count at the beginning of the day and report that information using our Infinite Campus student-records system. Daily announcements will be e-mailed to staff and placed on the district website by the end of second period at the high/middle school with a summary read during BLC.

STUDENT ATTENDANCE

At the middle/high school, all teachers are to take careful attendance using the Infinite Campus student-records system during each period of class or study hall. At the elementary, please report students who are absent to the office. Students who are unexcused for a certain number of periods or the entire day will be handled by the office. Students who are tardy to class will be marked on line by the teacher.

SEATING CHARTS

Seating charts are to be made at the beginning of the school year to service the outcomes of being a very effective device to help the teacher to become acquainted with the students, making attendance checking very rapid and simple, have students recognize it as a symbol of organization, and making it easier to do an effective job as a substitute teacher. Using the Infinite Campus student-records system will help make this task easier.

GRADING

Using the Infinite Campus student-records system, teachers (grades 3-12) are expected to record all grading and assessment data in a timely manner. Since parents and student have access to grades the parent/student portal, there must be a balance to have grades reported quickly and the time necessary to effectively assess student work. On the average, the turn-around time needs to be three days from the time the student work is received until it is posted in the teacher's electronic gradebook. At midterm, a progress report will be developed for all students. Quarter and semester grades must also be completed in a timely fashion. Teachers will also validate by their signature that the semester grades reported are accurate. For the co-curricular code, teachers are required to notify the office of any student failing for the quarter by the last day of each quarter. Teacher may use pluses and minus as these notations on the letter grade will reflect a difference in the GPA of the final grade.

TEXTBOOKS

The district provides textbooks for all students. Teachers will distribute the textbooks and record the numbers of the texts on their class roster lists. Each student must check the same book in at the end of the semester or term. Lost or excessively damaged books should be reported to the office with an estimation of the cost.

RESOURCE SPEAKERS

Teachers inviting or allowing resource people to make presentations to their classes must have the person and material approved by the building principal.

PASSES

Passes should be issued for student use only during their study halls. Teachers issuing passes are responsible for supervising students to whom they have issued passes. Under no circumstances will teachers send students on errands off-campus without consulting the principal. Teachers will not give passes to students for an activity that is not directly related to that teacher's assignment or an educational activity. During class time, teachers shall direct individual students to sign-in or sign-out on the "Classroom Sign-In/Sign-Out Form" located in each classroom. (Students leaving under the direction of a teacher to go to the ITLC or other part of the building do not need to individually sign-in or sign-out.)

STUDENT ASSEMBLIES

Teachers are to attend all scheduled student assemblies scheduled during the school year.

HOME VISITS

Teachers whose duties involve home visitation should file a schedule of those home visits in advance with the principal's office (for example, health-related issue where the student remains at home).

STUDENT ACTIVITY MONIES

The President's Club must approve any fund-raising activity (for the middle/high school). Each club/activity is allowed one major fundraiser per year. All activity monies earned by any group or class must be brought to the office for deposit. The office will maintain an activity fund and necessary bookkeeping system. Supervisors of accounts must keep their own treasurer record books.

HANDLING OF MONEY

Teachers should avoid the necessity of collecting money from students for supplies, etc. unless it is done with the approval of the building principal. If money is collected from students, observe the following procedures.

- A. Issue a receipt for each amount collected.
- B. Keep an accurate accounting record.
- C. Keep no money in your room. Turn all collected money in to the office by 3:00 pm, labeled with the exact dollar amount.

CLASS ADVISORS

The responsibility of the class advisors (high school only) includes such activities as homecoming events, dance chaperoning, graduation ceremonies, etc. High school teachers will rotate as class advisors for a four-year term.

FIELD TRIPS

The principal will be responsible for approving and scheduling field trips at the request of the teacher. All field trips should be planned as an extension of the curriculum. A list of parent chaperones, written agenda, discipline procedures, and safety rules must be provided by the teacher. Students are to fill out a field trip form. Staff should review the health issues on this form with the Health Aide prior to the field trip. Teachers must remain in charge of the students at all times. Cost to students should be kept at a minimum.

DISPENSING OF MEDICATION

Medications should be given at home if at all possible. If it is necessary that a student take medication during school hours, it will be kept and administered in the school office.

FORMS AVAILABLE IN THE OFFICE

Fund 10/27 General Fund/Special Education Requisition Form	Pre-Planned Absence Form (Students)
Fund 60 Pupil Activity Account Requisition Form	Field Trip Consent Form
Absentee Report Form	Technology User Contract
Conference-Workshop-Meeting Form	Application for Peer Tutor Program (Students)
Transportation Form	Application for Faculty Assistant (Students)
Check Request	Application for Independent Study Program (Students)
Claim for Extra Duty Pay	Fundraising Application Form (President's Club)
Maintenance Request	Request for Funds (President's Club)
Substitute Teacher Report	Bus Pass (Students)
Travel Release from District Transportation	Classroom Sign-In/Sign-Out Form
MyCampus Use Guidelines & System Requirements	Payroll Time Sheet
"Good Standing" Guest Pass Application	Co-Curricular Code Handbook
School Facilities & Property Use Form	Student Accident Report
	Structured Study Hall Release

ATHENS AREA EDUCATION FOUNDATION, INC.

The Athens Area Education Foundation, Inc. has been established to provide financial support and assistance to the Athens School District, for the encouragement of scholarship and such endeavors, programs or projects that may enhance educational opportunities.

EXEMPTION FROM SOLICITATION

Contributing members of the foundation shall display a window sticker in their business or home that says, "Athens Area Education Foundation, Inc." "Proud Supporters." Contributors to the foundation are **exempt from direct solicitation** from any club, organization, or individual raising funds for any school-sponsored program. Any contributor to the foundation solicited for monies, donations or contributions, shall notify the District Administrator.

FOUNDATION REQUEST

Advisors or delegated of clubs, organizations, and activities approved by school administration may request a donation by the foundation bimonthly. Written requests should specify the purpose of the activity, the educational benefit, the number of students involved, cost and the date the donation is needed. Requests shall be submitted to the building principal no later than the second Monday of each month.