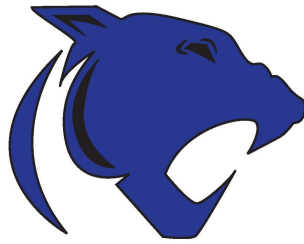# St. Croix Central
School District

Buddy Handbook

Welcome to the St. Croix Central School District

Vision Statement: Be a district respected by others as a model of excellence in student achievement.

Mission Statement: To prepare our students with exceptional character, knowledge and skills to thrive in their changing world. **District Beliefs and Commitments**

SCC School Board Members
President – Erica Herink - Since 2021
Vice President – Joshua Pettit - Since 2021
Treasurer – Vince Trudell - Since 2021
Clerk – Jeff Redmon - Since 1998
Director – David Roos - New 2022
Director – Derek Miller - Since 2023
Director – Lance Rongstad - Since 2023

SCC Administrators
Superintendent – Tim Widiker - Since 2013
Elementary School Principal – Shelly Clay - Since 2017
Elementary School Assistant Principal – Lindsay Jacobs - Since 2017
Middle School Principal/Athletic Director – Chance Langeness - Since 2022
Middle School Assistant Principal/Summer School Director – Jackie Palmer - Since 2022
High School Principal/Transportation Director – Pete Nusbaum - Since 2022
High School Assistant Principal/Activities Director – Brian Johnson - Since 2020
Director of Special Education/Pupil Services – Leah Voelker - Since 2020
Virtual Education Principal – Stephani Posta - Since 2009

District Personnel
Business Manager - Jen Kleschold
Executive Administrative Assistant - Kalli Jordan
Human Resources - Makayla Jahns
Human Resources Assistant - Megan Fern
Bookkeeper - Sarah Pommerening
Bookkeeper - Abi Welch
Pupil Services/SPED Administrative Assistant - Andrea Felberg
Teaching/Learning Administrative Assistant - Alecia Kerg
Virtual Education Administrative Assistant - Cindy Beamer
Network Administrator - Chad Konsela
Computer Technician - Steve Thompson
Technology Integration Specialist - Daniel Ruud
Library Media Specialist - Amanda Olson
Buildings/Grounds Supervisor - Greg Green
District Nurse - Wendy Demulling

BUDDY PROGRAM OVERVIEW

Teaching is a complex and demanding profession. New teachers to our SCC School District need a support system to make a successful transition into a new school district. Successful transition depends on shared experiences, collaboration, and collegial nurturing under the guidance of experienced proficient SCC professionals.

The purpose of the Buddy Program is to assist new educators at SCC in making that successful transition into our professional family in order to become long-time proficient SCC employees.

GOALS OF THE BUDDY PROGRAM

To transmit the culture of the system to new SCC teachers
To promote the personal and professional well being of new SCC teachers
To establish a trusting relationship
To improve teaching performance
To improve student learning
To facilitate change and innovation
To increase retention of new SCC teachers
To provide leadership opportunities for teachers
To have open communication and support from district leadership
To promote the school as a professional learning community

BENEFITS OF EFFECTIVE COLLABORATION

New SCC Educators:
Collaboration with a new colleague
Become oriented to job responsibilities and expectations early on
Become confident educators
Adopt important professional qualities from mentor modeling
Gain access to a network of expertise
Receive support both professionally and personally
Have a role model, confidant and sounding board
Recognize areas of strength and have help with areas of difficulty
Celebrate successes and grow as a professional

The Buddy:
Collaboration with a new colleague
Contribute to the success of others
Increase their enthusiasm for the profession
Reflect with self and others on truly effective instructional strategies
Learn new and innovative practices
Develop additional leadership and team skills

The District:
Increases student learning
Increases teacher collaboration and instruction
Retains quality teachers
Creates a process for professional development
Creates a mentoring culture in which everyone is a teacher and a learner
Creates an atmosphere of belonging

ROLE OF THE SCC BUDDY

Be willing to attend and participate in buddy - educator meetings
Be trustworthy, caring, understanding, and confidential
Help answer the many questions or help find the answer
Be a consultant, role model and facilitator but not an evaluator
Provide support to educator by listening and sharing
Facilitate application of knowledge and skills
Provide specific feedback, encouragement and continued opportunities for growth
Allow new SCC educator to observe you and your colleagues
Model professionalism
Provide information about school discipline policy and procedures
Help with Educator Effectiveness (SLO, PPG, Survey, Reflection, Doc Log)
Update new SCC educator on recent school initiatives

ROLE OF THE NEW SCC EDUCATOR

Be receptive to the guidance and be willing to learn
Be honest, forthcoming and willing to share your thoughts
Be committed to personal growth, continuous learning and excellence in your profession
Be willing to attend and participate in buddy - educator meetings
Be willing to ask questions, observe and learn from colleagues
Reflect on and develop Educator Effectiveness

BUDDIES SHOULD NOT BE EXPECTED TO
Do any formal types of evaluation for administration

Checklist - Quick Overview

Supplies
Where supplies are stored
What supplies are available
Ordering/Purchase Orders

Mission and Vision
Building Playbook
District
Learning By Doing-PLC Playbook

Teacher Evaluation
Procedures
Coaching model

Pay Procedures
Pay periods
Salary schedule

Emergency Procedures/Security
Fire Drill
Tornado Drill
Bomb Threat
ALICE Procedures
All doors locked 8-3:30

Record Keeping
Lesson Plans
Grading Procedures
Cumulative Folders
Student Information

Computer
Usage policy
Email
Password
Attendance
Grading program
Technology assistance/repair

Mailboxes/mail
CESA van schedule/procedure
Unstamped letters
Inter-school mail

Lunch
Lunch routine - students
Lunch account & code – teacher

Keys/Building Security
Being in building on weekends
Being in building after hours
Badges are required

Non-Instructional Duties
Supervisory duties
Chaperoning school events

Tours
School
District buildings

Phones
Long distance
Outside line
Voice mail/messages
Cell phone policy – students/adults

Resources and Equipment
Audio-visual equipment location
Copy machine location/instructions
Library/Media procedures
Who to contact for tech help

Schedules
Classroom bell schedule
Teacher schedule
Contract hours 7:30-3:30
School calendar and key events
PD days, late starts/early releases
School Board meetings

Contacts
School Board
Administration
Others

Checklist

August - before Professional Development

☐ Give tour of the building; Confirm they have the building key/entry code or card
☐ Introduce to available building staff
☐ SCC Board of Education, District Vision and Mission Statement (Policy 110)
☐ Go over curriculum guides, textbooks and resources, Guaranteed and Viable Drive
☐ Help with classroom set-up
☐ Share lesson plans and other related activities
☐ Help plan for the first week
☐ Show where cumulative files are, how to access, check-out, return procedures
☐ Review Student Handbook
☐ Show how to obtain classroom supplies
☐ Discuss computer systems and procedures
☐ Review daily tasks (attendance, lunch, supervision, etc.)
☐ Show parking arrangements
☐ Discuss professional attire - for PD days, school days, visiting other sites (CESA, etc.)
☐ Discuss SCC School District Employee Handbook and helpful hints
☐ Phone and email lists
☐ Building procedures for making copies
☐ Individual classroom rules (PBIS, Responsive Classroom, etc)
☐ Time schedule, expectations, and activities for the first day with students
☐ Lunch time routine
☐ Emergency procedures; fire, tornado, bomb, etc.
☐ Procedures for Open House and Parent Conferences
☐ Usual routine for first week of school: U Drive and Color Print (for students and staff)
☐ Supervisory duties/procedures
☐ PLC –Professional Learning Communities, BLT – Building Leadership Team
☐ District Staff Resources/Forms
☐ Discuss importance of documentation of student behaviors
☐ Discuss student portfolio and record keeping
☐ Discuss cumulative folders, test results, records, confidential files & medical alerts
☐ Discuss Employee Evaluation: CESA 6 Effectiveness Project Handbook, Frontline
☐ Discuss student assessments: state, district (formative & summative)
☐ Renaissance (eduCLIMBER) - SCC data warehouse of student progress; code 1164
☐ ESGI or FAST 4K-2 state assessment, FAST or STAR grades K-8
☐ Open Education Resources, WISELearn
☐ Review standards-based grading system and accurate record keeping in Skyward
☐ Help set up a substitute folder
☐ Discuss field trip procedures
☐ Provide information about the community and community resources
☐ Discuss policies for homework, make-up work, and late work
☐ Discuss importance of parental involvement and making positive parent contacts
☐ Discuss procedure for parent, teacher, and student conferences
☐ Share information and process for professional development opportunities