

Potosi School District



Faculty Handbook **2016-2017**

POTOSI SCHOOL DISTRICT EDUCATIONAL PHILOSOPHY

Education in the School District of Potosi should be a unified and continuous program, serving and expressing the desire of the community for quality education for all students. Therefore;

All students should have opportunities to grow through student-centered activities that emphasize the mental, emotional, behavioral, social, cultural, technological and physical aspects of living and learning. All students should have opportunities to understand and appreciate American democratic principles.

All students should have opportunities to achieve in environments most conducive to individual learning styles.

All students should have opportunities to develop and express their talents and abilities in diversified ways - to acquire, express, question, organize and apply knowledge.

All students should have opportunities to explore career possibilities.

HOURS

A normal teaching day is 7:45-3:45 except on Fridays or on days preceding holidays or vacations, when teachers may leave at 3:30.

GETTING A SUBSTITUTE - All District Faculty & Staff members

1. **Unplanned absence – Outside regular school hours** - If you are unable to come to school, contact Beth Kuster-call her cell number first @ 608-732-0164 and leave a message, or as a back up communication, call 608-763-2242 – please call between 6:00 a.m. and 6:15 or earlier on the day of or even the night before – efforts will be made to secure a substitute. **During the school day Emergency** contact Mr. Uppena and Beth/Michelle and efforts will be made to secure a sub.
2. **Need to Go After the buses!** Med. Appt, etc. Let Mr.Uppena know.
3. **Planned absence** – Contact Mr.Uppena for all planned absences and include the reason of absence via email and also the middle and high school faculty should contact Beth, elementary faculty should contact Michelle, they will make arrangements to find a substitute. **FMLA concerns are directed to the District Administrator.**
4. **Information for the substitute - Please do whatever you can to make your sub's job successful.**
 - a. Leave class rosters! Seating charts – HAVE THE SUB TAKE ATTENDANCE and REPORT ABSENCES TO THE OFFICE!
 - b. Detailed plans for each hour must be given.
 - c. Copy any needed materials.
 - d. If playing a video through your Smart Board, leave instructions of how to do so.
 - e. Leave a detailed schedule of your duties, class schedule (master schedule) and when you eat lunch, etc.
 - f. Over plan - Leave additional work/activities in case a class completes planned work faster than anticipated.

EXTRA DUTY

When a substitute is not available, teachers may be asked to cover during their prep period. This extra duty is reimbursed per the contract.

LESSON PLANS – Please be kind to our subs. Subs are a crucial element in our school and we have been fortunate to have subs comment about their willingness and enjoyment to sub in the Potosi School District. Do what ever is necessary to have lesson plans available for the substitute teacher's, THIS IS NOT AN EASY JOB. Organized lessons with thorough explanations, expectations, schedules, etc. are a necessity.

Faculty members are not required to submit written daily lesson plans, but certainly know the importance of being organized and the amount of planning time necessary for student success. A written plan for the day/week should be available if, for example, we had to, on a spontaneous note, replace the instructor with a substitute. Plans should always include the objectives for the day.

Those teachers requested by the principal to hand in lesson plans in an electronic format will do so to the office on a weekly basis. These lesson plans will be due on the first morning of that week. All other staff members are required to have developed lesson plans for the week throughout the year. The administration reserves the right to ask for lesson plans from any teacher at any time.

EMERGENCY LESSON PLANS

Lesson plan folder must be submitted to your respective office. It should include three days worth of plans and materials. Adjust/Update as needed.

STAFF MEETINGS - Attendance Required Regular staff meetings will be held on the first two Wednesdays of the month. Elementary is the 1st Wednesday and MS/HS is the 2nd Wednesday of the month. If you are coaching a sport please make arrangements to have the other coaches cover for the brief staff meeting time. Discussion items you wish to have on the agenda should be added to the Staff Meeting Agenda Google Doc. Minutes will be provided for staff in the Staff Meeting Agenda Google Doc.

SCHOOL CLOSINGS

In the event severe weather conditions require school to be delayed or called off either before starting or through early dismissal, this information will be relayed to

Radio stations: WGLR, WPVL, KDTH/KA T -PM, KGRR AND WDBQ/KL YV.

TV Stations: WDBQ AND KFXB DUBUQUE; WMTV, WKOW AND WISC-MADISON.

In case of school cancellations or delayed schedule the district admin will notify staff by using the SkyAlert phone system. SkyAlert leaves a message on your personal home or cell phone.

PHONE CALLS

Staff members who need to make personal long distance phone calls are to use their own calling card or cell phone during their lunch period or prep time.

Staff members are not to use their cell phones for personal business while students are present during class time.

All Potosi School District students are allowed to bring cell phones/other technology devices to school. The new technology policy allows students to keep their cell phones/other technology devices on their person during the school day. **Technology use in your classroom falls under individual teachers classroom management expectations – make certain the students are aware of your expectations.** Violations will be treated like any other discipline issue, which could range from warning, detention, in/out suspension, or contacting law authorities.

E-MAIL - Parent communication is VERY IMPORTANT

With the addition of Skyward Family Access, the district highly encourages our parents/students to communicate with our staff and faculty. Please check your e-mail and respond regularly. Check your workroom mailbox at least once per day.

LEAVING BUILDING DURING SCHOOL DAY

All staff must inform the office if they will be late arriving (emergency) or leaving the building (early) during the school day.

SUPERVISION

1. All teachers are responsible for the indirect supervision of students in the hallways before school, between classes, and after school.
2. It is important that teachers are visible in the hallway between classes. If you hear/see a disturbance in the hallway during class – intervene - **ESPECIALLY** with the middle school and high school bells aligned and grade 6, 7 and 8 lockers located in HS hallway.
3. Teachers are not to leave any class or homeroom unsupervised.

BEFORE SCHOOL SUPERVISION

The Middle/High School teacher on AM duty from 7:30 -7:50 should supervise the gym or the hallway as assigned. Be mobile and visible.

Elementary students are asked to either eat breakfast or go outside. A lunchroom and outside supervisor will be assigned to these areas and will dismiss students to their classrooms at 7:50 am. Elementary students should not be down the high school hallway.

MANDATED REPORTING –Grant County Department of Social Services

Phone – 608-723-2136 Fax – 608-723-4834

Mandated reporting requirements of suspected child abuse and neglect.

48.981(2) (a) Any of the following persons who has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall, except as provided under sub.(2m), report as provided in sub. (3):

4. Nurse
14. A school teacher
15. A school administrator
16. A school counselor
- 16m. A school employee not otherwise specified in this paragraph
19. A child care provider.

Referral of Report – A person required to report shall immediately inform, by telephone or personally, the county department the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to belief that abuse or neglect will occur.

Any person who violates this subsection may be fined not more than \$1000 or imprisoned not more than 6 months or both.

1. Reporting to someone in the district DOES NOT meet a person's mandated reporting requirement. The person who receives the information pertaining to suspected abuse or neglect is still required to contact the Department of Social Services to make a report.
2. Reporting Immediately – Do not wait with information - Please contact the administration immediately so you can be allowed to step away from immediate assigned duties for the purpose of contacting the Dept. of Soc. Services.

Forms for reporting are located in the Teacher Resource Binder and the Shared Google Folder (Teacher Resource Binder Materials). If you have any questions or need any help, please contact administration.

HALLWAY PASSES

High school/middle school students should have a pass to be in the hallway during class time. Teachers should provide a hallway pass to students when they ask to leave the classroom. Student abuse of this policy may limit their future use of hall passes.

TEACHER LIABILITY

School district administrators and teachers who are negligent in enforcing safety regulations may be subject to legal liability if a student is injured while in their care. Past cases have held teachers liable for not being at their assigned duties or allowing conduct leading to an injury.

STUDY HALL KEEPERS

The office will inform staff members of students that have been assigned to study hall keepers. This means that students do not leave to go to the library, computer lab, or anywhere else without a pass from a teacher to complete work. Grade check will be on a weekly basis via Academic Imperative procedure. Teachers should only give passes to students on study hall keepers for specific academic help. Please keep up to date regarding this initiative.

Potosi School District Academic Imperative Policy

Academic eligibility. (See Potosi Academic Intervention Resp/Res. Chart)

1. Students in grades 7-12 must be enrolled in a minimum of the equivalent of five assigned periods.
2. Initial eligibility will be determined by student's previous quarter's grades. Students' fourth quarter grades will be used to determine the eligibility for the first quarter of the following school year.
3. Freshmen's eligibility will be determined by grades earned in the 4th quarter of the eighth grade.
4. Failure in **one** class will result in being ineligible for all extra-curricular activities for **ten** (10) school days. Failure in **two or more** classes will result in **15** days ineligibility for all extra-curricular activities.
5. At the end of the 10 or 15-day period, if a student is passing all classes, he/she shall regain eligibility.
6. Student's, who make up a credit during summer school, still have to serve the ineligibility period.
7. Incompletes must be completed within two weeks of the end of the grading period to maintain eligibility.
8. A student placed on academic probation (within the Academic Imperative Policy) during the quarter will become ineligible if after a one-week warning period, he/she has an F.

Academic Probation

A student will be placed on academic probation under the following circumstances:

- a. A student receives a D-, F, or Inc., for any quarter grade.
- b. A student receives a D-, or F on any mid-term progress grade.
- c. A student is identified at teachers' discretion as undergoing academic difficulty.

Academic probation will result in weekly grade checks beginning with the third week of each quarter with all teachers until the end of the next quarter grading period. Weekly checks will be reviewed by the office and appropriate coach/advisor. If a student is failing any course for longer than a one-week period, eligibility will be lost until the student is once again passing **all** classes.

Academic Imperative – 9th hour policy -

1. **Step One - The teacher must contact a parent** of Middle/High School students receiving a D- or an F to inform them of the student's poor progress and that students have until the next progress report to bring grades up to at least a D or be placed on **9th hour – Thursday thru Wednesday – 3:30 to 4:00 daily**. The office will send home a letter informing the parent of their student's current academic status stating that their teacher should have informed them of this issue.
2. **Step Two** – (The following week) All students earning a D- or F **in any class** at this time (if

they were on for week one) will be placed on academic probation – and issued 9th hour. If they have an F in any class, they are also ineligible for all extra-curricular activities until the next grade check.

The teacher will not need to contact the parent for a step two student . The office will notify the student and it will be the student’s responsibility to inform the parent of their required attendance in 9th hour. Skyward family access will be recommended to families to enable them to check their student’s academic status. Also parents will be highly encouraged to communicate with their student’s teachers as often as necessary.

Efforts will be made to inform the student on Wednesdays after 10:00. pm advising them that they will be assigned to 9th hour. Students assigned to 9th hour will spend one half hour after school doing homework.3:30 to 4:00. They may also request to work with the teacher whose class they are having difficulty. The expectation is the student should check with the teacher ahead of time and secure a pass from that teacher. Teachers that are working with students but need to leave at 3:45 should take these students back to the room designated for 9th hour.

If a student has been issued a detention as well as 9th hour – the student must attend detention in the office at 4:00 to 4:30 even if this means missing a player’s bus, practice, etc. Extreme circumstances may be brought to the attention of the administrator.

Classes, which base grades only on limited tests, a student may regain eligibility with teacher approval. The basis will be that the student has no missing assignments and student is showing improvement.

LUNCH ROOM - High School

Typically there are two lunchroom supervisors assigned to monitor the cafeteria. One is assigned end of food line computer lunch checkout and the other supervisor will regulate the line and the eating area. The lunch line monitor enters the student’s food account number on a keypad – the students name, face, and account balance will show on the screen. Students families are notified of a low lunch account balance through Skyward.

After all the students are through the line, both teachers will supervise the eating area.

1. Monitoring the table/tray return area. Ensure silverware, bowls, and trays are not thrown in the trash.
2. Follow office instructions as to using the lunchroom computer.
3. Students are charged for extra milk or super sized meals - supervisor will enter these purchases.
4. Students should line up in an orderly fashion – Supervisor of eating area will manage this area. Students are served by seniority. Upperclassmen are to line up and be served first, etc.
5. Outside lunch monitor should be aware of special group/club meetings so students who need to attend may pass thru to the head of the line. The outside monitor should be there to ensure these students are allowed to enter the existing line.
6. Students must have their own number assigned to them – other students may not charge a meal on another students account.
7. Students waiting to eat should be seated at the tables. The supervisor will indicate when they should line up
8. Be sure students clean their area and push in chairs before leaving.
9. Students must stay in the cafeteria unless they have a meeting or a pass – students need to ask for permission to leave the area - card playing is not permitted.
10. Students are allowed to heat food in the microwave provided in the cafeteria. Cleaning the

microwave oven is the responsibility of the students who use it.

Middle School

1. All high school rules apply.
2. Students have recess before lunch – monitors to be assigned.
3. After all students have eaten; students remain in cafeteria under supervision.
4. Students are not allowed in the elementary area or high school library during lunch.

Elementary School

Supervisors in the lunchroom are assigned by administration.

Classroom teachers will enter lunch account numbers for their classes.

Students will be directed where to sit.

The supervisor on duty will dismiss students.

After lunch, students are to go to lunch recess and are not allowed in the elementary hallway unless they have a pass.

ASSEMBLIES

In most cases students are assigned seating sections . All faculty members are expected to attend all assemblies unless it is your scheduled prep period. Faculty should be interspersed among the students for supervision.

Gatherings/Pep Assemblies, etc. – Efforts will be made to include elementary and middle school students when feasible.

AFTER SCHOOL SUPERVISION

There will be no specific person on bus duty. All teachers 4K-12 are responsible for the orderly dismissal of students. All teachers are asked to monitor the hallways until students have boarded the buses. Elementary teachers must take their classes out to get on the buses.

Elementary students are not allowed to go beyond the cafeteria before or after school unless directed to do so by a staff or office personnel.

STUDENT GROUPS IN THE BUILDING

No students or student groups should be in the building without a supervisor present. This includes athletes at the end of a practice session, weight lifters, students decorating for a dance, groups working on projects in classrooms, etc.

Middle school students waiting for late practices must remain in the cafeteria.

Middle/High school teachers need to take attendance every hour at the beginning of the hour. Make it a habit.

1. Teachers must take attendance at the start of the class period and record this in Skyward - via electronic grade book.
2. Contact your respective school secretary/office immediately if a student whose name did not appear on the morning announcements is absent.
3. Any student arriving after morning late bell needs to report to the office to sign in and receive a pass to class. The office will take care of assigning detentions for being tardy to first hour. After first hour - **teachers must expect a student to present a pass from the office or from a teacher if the student is late.** If they do not have one – they are unexcused tardy to your class –

classroom policy is initiated.

Procedures for students leaving early/arriving late

Information regarding student who needs to leave your class early will be entered into Skyward for grades 6-12. Any student entering late or leaving early need to sign in/out at the office.

ANNOUNCEMENTS

Middle and High School Staff will receive daily announcements through the shared Announcement Google Doc and will be read at the beginning of 4th hour. If teachers have announcements or plan to hold a meeting you must add this information on the shared Announcement Google Doc.

Elementary will have announcements, the Pledge of Allegiance, and the Character Pledge read at the beginning of the school day by selected students.

WEEKLY CALENDAR and EVENTS

These are listed on the Announcement Google Doc. The Potosi Home page also includes Calendar of Events. When scheduling events please keep in mind that Wednesday evenings and Sundays are to be kept free. Wednesday after school is faculty-meeting times.

ALL CALENDAR DATES need approval from Admin then contact HS office to have the date added to the school calendar of sports and activities calendar.

STUDENT BEHAVIOR IN THE CLASSROOM

Do not allow students to stop you from teaching and others from learning. Classroom decorum is extremely important. When there are major discipline disruptions/or other behavioral issues that cannot be handled quickly - notify the office/principal to come to the classroom and remove the student. Staff members will need to complete the incident report on Educlimber. The classroom removal policy may be implemented. Minor incidents are also reported on the Office Discipline Referral (ODR) form, which is in Educlimber.

DETENTIONS

Detentions may be issued for inappropriate behavior in the classroom.

TO REPORT A DETENTION

- Documentation is important. The teacher should complete a discipline referral via Educlimber which includes a brief statement as what happened – statement should also include the teachers recommended detention time and when it is to be served. This email is automatically submitted to the principal. The principal will complete the referral and discuss notifying the parent with the teacher involved in the incident. You may also see the result of the incident in Educlimber. It is important that you describe the incident in detail – Example – student was disrespectful to the teacher – what did the student actually do to be classified as disrespectful. Please keep in mind that the parents will receive this information.
- The staff member should also inform the **student** about the incident and upcoming consequence. It will also be assumed that the amount of time and when detention is to be served is discussed with the student.
- Detentions should be assigned for the following school day. The office will adjust if necessary.

High School/Middle School

- Typical office detentions will be held after school 12:07-12:37, 3:30 - 4:00, or 3:30 to 4:30, or 4:00 to 4:30 if the student already is scheduled for 9th hour. Detentions are served the next school day to enable students to secure transportation. If a student is absent on the day of an assigned detention – the student will serve it upon the next day of return. **Example: truancy - 3 hours of make up time may be necessary- in this case the student would be issued 3 – one hour detentions to make up this time).**, One hour detentions are assigned for excessive tardies, disruptive classroom removal, or repeated refusal to follow rules.

Elementary School

- A designated “detention” supervisor will be assigned to monitor “lunch-time recess detention”. Staff members are asked to submit the names to this supervisor in a timely manner. Time out or loss of recess time is a typical discipline – more severe disciplines will be issued based on the severity of the incident. Detentions may be served with the teacher or through the office. After school detentions are assigned for the next day following and incident. If a student is absent on the day of an assigned detention- the student will serve it on the day of return. Administration will be involved in most discipline issues. It is also known that the classroom teacher/administration will use a variety of appropriate consequences/techniques to individualize the emphasis of good behavior. If the behavior warrants a detention – a record of the incident should be submitted in Educlimber.

In/Out of School Suspension

When a student is issued an in or out of school suspension, teachers will/may be contacted and asked to provide academic assignments. On the day of suspension the student may not attend home events, practice, travel with the team/group, or sit on the bench, they are to leave school grounds immediately at the conclusion of the school day. Multiple day suspension that encompasses a weekend – Student would not be eligible for the weekend activities.

STUDENT ABSENCES

Students are allowed 5 absences per semester. These absences are not “personal days” and will require an acceptable excuse (such as illness) from their parent/guardian. Students who are absent are encouraged to inform their teachers to discuss the expectations for the missed class periods.

ASSIGNMENTS FOR ABSENT STUDENTS - Students and parents will be reminded that in most cases teachers will not provide assignments for a one-day absence. Skyward Family Access may provide assignment information. Multiple days of absence would require the teacher to provide assignment information. Students are allowed the number of days missed plus one to complete assignments – policy may be adjusted in extreme circumstances.

FIELD TRIPS

1. Before scheduling a field trip, contact the your office secretary to pick a date that does not conflict with other activities – check school activity calendar.
2. **Obtain field trip request form** from office – form is also in faculty handbook. Complete and return form to the office so bus and substitutes can be arranged. Continue to fill out a field trip form for bus and/or van. Also enter van request on Google document - Van.
3. As soon as you know you are taking a field trip, inform the kitchen how many students will not be eating lunch that day. (This is the teacher's responsibility.)
4. High school and middle school teachers should also,
 - a. Send an E-mail to staff the names of students who will be on the field trip. Include the

date and time students will be missing class – ASAP

5. Elementary teachers should notify the office so that the field trip date can be shared with the staff.
6. Secretaries will list field trips on monthly/ and weekly calendars.
7. If you need a check to pay for activities on the field trip, see secretary.
 - a. You will need to complete a Request for Check form.
8. **Take attendance before leaving. Let the office know of anyone absent and not on the trip. A list of students on the trip must be given to the office.**
9. All teachers should have access to student health history information.
10. Take medications for students with you.
11. Parent should be notified about the upcoming field trip.
12. If students on field trips are going to be gone over the lunch hour and will be expected to eat school lunch through their account or bring their own - notify the kitchen in advance to enable them to order/prepare. Administration must clear deviations to this.
13. When returning to school – students will be expected to return to their regularly scheduled class in a timely fashion.

EMERGENCIES

Tornado, lock down and fire drills will be held periodically. A sign posted by the classroom door in each classroom indicates the appropriate evacuation location. Notify the office immediately if the sign is missing from your room or is incorrect. Take class roster with you in emergencies. Accompany students during drills and take attendance once you have arrived at the designated area.

STUDENT ACCIDENTS

If a student is injured, the teacher supervising the child at the time of the injury must write up a summary of incident, date and submit it to the respective office.

EMPLOYEE ACCIDENTS

Any employee accident must be reported to the school principal. An accident form must be filled out and submitted to administration.

EMPLOYEE COMPLAINTS

If any employee has a complaint, the person shall register the complaint with his or her school principal.

NONDISCRIMINATION

The District is an equal opportunity employer. No person shall be denied employment or promotion on the basis of race, religion, creed, age, sex, national origin, race, ancestry, sexual orientation, handicap, disability, military status or any other basis prohibited by law.

PARENT-TEACHER COMMUNICATION

The Potosi School District believes it is of great importance to stay in contact with the parents of our students. Parents/guardians are encouraged to contact faculty and staff. It is recommended that each staff member should make contact with the parents of all students via email, letter, or phone. There are cases of double custody and teachers will need to provide two sets of information to share with both households.

- **Daily Take Home Folders** - are used by the elementary teachers to facilitate communication with parents. These folders contain information that involves the elementary school or the individual classroom. This folder is not only meant for the transportation of homework, but is a signal to the parent that there is something inside that requires their attention.

When sending out these informational notes, please remember to include non-custodial parents whenever possible.

TEACHER COMPUTERS – SMART BOARDS

Please help make our units last longer.

- Smart boards – ***Do not leave the projector lamps on all day if it is not necessary – it is a good idea to turn the projector lamps off if they are not going to be used for more than an hour.***
- Please periodically clean the filters in the Epson projectors or when the unit informs you – THIS IS EASY SMEASY – if you need assistance – just ask.
- Document lamp may come on automatically when the computer is turned on – if you are not going to use this please shut off the lamps power.
- Computers/Smart boards, etc. must be shut off properly at the end of each day.

FUND RAISERS

The Elementary and Middle School will have one fall fund-raiser. The proceeds from this fundraiser will provide the money necessary for all class field trips, extra curricular events, and to supplement curriculum. All fundraisers must be approved by the administration. Each high school club is allowed only one fundraiser per year. High School Classes fund-raise freshman year only. Fundraisers are limited to two weeks.

Notify office to enter fundraiser starting and end dates on the activity calendar.

INVENTORIES

Inventories of materials will be completed upon the request of administration.

SCHOOL SECURITY -

Passwords/Keys/Fobs,etc. that are issued to you are your responsibility. If you lose your keys – contact your principal immediately. Make sure that you know where they are at all times. Keep keys and other valuables safe while in the building. When leaving the building whenever school is not in session, make sure that the doors are locked behind you when you leave. When leaving your classroom at the end of the day, make sure that the windows are all closed/locked and the classroom door is locked.

REFERRAL PROCEDURES

When a student seems to be having academic difficulty in the classroom, it is the teacher's responsibility to do whatever is necessary to help the child succeed. Discussing the challenges the child is having with previous teachers and the parents should be the first step. Teachers should also check to see if there has been any previous testing or 504 plans completed for the students by meeting with the school psychologist. This information is kept in the school psychologist's office for confidentiality reasons. However, the student's cumulative folder should have a small red form stapled to the front indicating any previous concerns. If the teacher feels the student's difficulties are not being overcome, the teacher will refer to student to a "Child Study" meeting. This meeting will involve the teacher, psychologist, and other educators to identify specific interventions that need to be implemented. Data will be collected to determine the level of success for each intervention. A special education referral is the last step in the process of trying to meet the student's needs. It is the teacher's responsibility to work with the Child Study team and utilize the three tiers of our RTI structure. After all interventions have failed and the Child Study Team believes a special education referral is warranted, the teacher then fills out the required forms with the school psychologist and must document concerns and interventions that have already been tried to help the student. These forms will be given to the parents at the M-team meeting when the results of testing are discussed.

If the teacher feels that the student's difficulties may not require special education placement, but intervention of some kind is necessary, a 504 plan may be set up with necessary interventions stated. This plan is made up by the teacher and discussed with the parents, principal, and psychologist.

This referral process will change to reflect the RTI policies as they are developed and implemented.

DRUG FREE SCHOOL ZONE

State law prohibits smoking or alcohol use/possession on school property.

Any violations of this code should be reported to your school principal immediately.

DISTRICT NEWSLETTER

An electronic district newsletter is produced on an annual basis. Teachers are encouraged to submit articles. These articles should be submitted to the faculty member in charge through e-mail. The schedule of deadlines and printing will be handed out at the beginning of each year.

FACULTY LOUNGE

This is an area for staff only. Students are not allowed in the lounges. Please do not send students to get a soda from the machine in the lounge. Information regarding upcoming events and workshops will be posted on the bulletin board.

ADVISERS AND CLUBS

High school and middle school teachers may be assigned class-advising duties. Every effort will be made to pair inexperienced with experienced advisers. Club and class meetings to be held during the high school lunch period (and during designated Power Hour times) should be pre-scheduled by signing up on the Announcement Google Doc. After club membership is established, a list of members should be submitted to the office. All special activities must be cleared with the HS Secretary to avoid conflicts. High School and Middle School students are not allowed to participate in any school-sponsored clubs or activities unless they have signed and returned the All-School Code/Pledge.

Concussion Information – When in Doubt, Sit Them Out!

1. Before a student may participate in practice or competition: At the beginning of a season for a youth athletic activity, the person operating the activity shall distribute a concussion and head injury information sheet to each person who will be coaching that activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his/her parent or guardian.
2. Any person involved in a youth athletic activity shall remove a participant from the activity if it is determined that this participant exhibits signs of, or suspects, the participant demonstrates symptoms, or behavior consistent with a concussion or head injury.
3. The participant who has been removed may not participate in a youth activity until he/she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

CRISIS INTERVENTION TEAM

A team comprised of staff and community members is on call in the event of the death of a student or faculty member or other tragedy. A crisis intervention notebook is supplied to all staff members for their review. In Faculty Notebook. If you did not receive one please advise the office.

PERSONAL INSERVICE

Teachers wishing to attend a workshop or other professional development activity should contact the personal in-service coordinator – Mr. Uppena. If approval is granted, contact your school secretary to arrange a substitute. Upon return, complete reimbursement forms and any other paperwork required by the personal in-service committee.

FAX MACHINE

The school has a fax machine located in the district office.
Our fax number is 608-763-2035.

SCHOOL PHONE SYSTEM (see staff/faculty ext. sheet)

GRADING SCALE

93 -100 = A	4.0	100 – 98	A+
86 -92 = B	3.0	97-95	A
78 -85 = C	2.0	94-93	A-
70 -77 = D	1.0	92-91	B+
69 and below = F	0	90–88	B
		86.	B-
		84.	C+
		80.	C
		79-78	C-
		76.	D+
		72.	D
		70.	D-
		69-below	

SEMESTER EXAMS

Semester exams are required in all high school classes. (They need not be cumulative) Seniors – second semester final tests are completed before the under-classman as graduation is Memorial Day Sunday. Faculty members are asked to submit a copy of the exams to the office. If a student submits a parent request absence during final exam time –the teacher will try to work out an alternate testing time. If retakes are allowed – in most cases the entire class must have this option. Unusual circumstances should be brought to the attention of the administration before the student is allowed to retake the test.

STUDENT DRESS CODE

Students are not allowed to wear any clothing that advertises drugs, alcohol, or tobacco products or is offensive. Students are also not allowed to wear shirts that do not cover their midriff when their hands are raised. Refer to the student handbook for further details. **STAFF/FACULTY MEMBERS ARE EXPECTED TO SCRUTINIZE STUDENT APPAREL FIRST HOUR AND THROUGHOUT THE DAY AND NOTIFY THE PRINCIPAL/OFFICE IF A STUDENT IS IN VIOLATION OF THIS POLICY. TEACHERS ALSO HAVE THE OPTION OF SENDING THE STUDENT DIRECTLY TO THE OFFICE.** You do not need to discuss/confront the student directly. Just send an email or ask them to see Beth. Please notify the office that you are sending a student to the office for this purpose.

ADMISSION TO EVENTS

Staff members, their spouse and minor children are admitted free to all home athletic events (except WIAA tournaments). Admission is also free for staff and spouse to prom and homecoming dances.

PROFESSIONALISM IN EDUCATION

Professionalism – All district employees are considered professionals, to continue this persona we must show respect and present ourselves in professional ways.

Goals:

Staff should model appropriate and respectful behaviors during school and at school functions by:

- Keeping student information confidential – do not share detailed student information with anyone unless this information is a necessary part of a student's IEP, staff meeting, or receive a records release from the parent/guardian.
- Using and modeling appropriate manners.
- Addressing students by name when possible.
- Addressing others in positive and polite ways.
- Listening to others - Using eye contact.
- Presenting self in a positive and professional manner.
- When addressing teachers in the presence of students, Mr., Mrs., or Ms. should be used
- Students should not be allowed to address teachers by their first names.
- Students should not be allowed to address any school employee in a disrespectful manner - or use derogatory nicknames for students or staff.
- Teachers will not allow students to speak disrespectfully to others.
- Teachers should present themselves in a professional manner when at school or at school functions.
- Staff should not use inappropriate language in the presence of students, nor should they allow students to use inappropriate language on school grounds.
- **Teachers should dress appropriately and professionally**

Blue jean day will be limited to,

1. The last day of any given school week.
2. In-service days when we do not meet with students.
3. Individually: A special event in your classroom. i.e. field trips or special programs that are occasional or an activity where there is a strong possibility that other clothing would be damaged. When the administration has been notified.
4. Blue Jean Shorts are not allowed.
5. All staff who wear blue jeans on these designated days are required to donate \$1.00 to the staff Sunshine fund.

Last day of the school week is also - show your Character Ed and Potosi Pride day. (This can be any day).

The Potosi School District and Community are working together to develop strong character in our students based on traits that help people live and work together....Thanks for Making Potosi a Community of Character.

As a Community of Character – Character Education initiatives will continue to be an ever-growing process. We need to continue to be role models for our students and show them that the Potosi staff members are professionals and that we care for kids by demonstrating creative lessons and high standards in academic classroom and the incorporating and supporting our character traits through out the building.

The School District thanks everyone in advance for the numerous tasks that go beyond our job descriptions and the many times that you “take care of kids” that go unnoticed. We want to assure you that these efforts are important to our students and community and those efforts are appreciated. The effects of what we do have an enormous impact on the lives of our students. Please remember those teachers that you had as a child and how important they were in your life – We continue to encourage you to be those kinds of teachers.

**WE KNOW AND GUARANTEE THAT YOU MAKE A POSITIVE
DIFFERENCE!!**

Thank you for being a positive member of our Potosi Faculty Team!

Make this your best year!!

Potosi School District Non-Discrimination Statement

The Potosi School District is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services, and activities for all students and employees. The Potosi School District does not tolerate discrimination in employment or in its educational programs and activities.

It is the rule of the Potosi School District that no person may be denied admission to our District or be denied participation in, be denied the benefits of, or be discriminated against, in any curricular, extracurricular, pupil service, recreational, or other program or activity or employment because of the person's religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap or other bases prohibited under state or federal law. This rule also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

Any District staff member who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is subject to immediate discipline, up to and including discharge. Any student who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is also subject to immediate discipline, up to and including suspension and expulsion from the district. Any volunteer who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, may be prohibited from volunteering for the district in any capacity.

If a student, parent, employee, or volunteer believes that he or she has been harassed or discriminated against or are aware of violations of this District harassment and discrimination policy, they should report the violations as soon as possible to the Building Principal or the Pupil Services Director:

Tammy Cooley, Pupil Services Director
Potosi School District
128 Hwy 61 N.
Potosi, WI 53820
(608) 763-2162, cooley@potosisd.k12.wi.us

If the complaint involves the Pupil Services Director, it should be reported to the Superintendent:

Ronald S. Saari, Superintendent
Potosi School District
128 Hwy 61 N.
Potosi, WI 53820
(608) 763-2162, saarir@potosisd.k12.wi.us

The Potosi School District will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. Complaint forms are available in the Central Office.