



SPOONER ELEMENTARY SCHOOL

FACULTY/STAFF HANDBOOK

2011-2012

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FACULTY/STAFF HANDBOOK

This booklet is intended to clarify procedures and policies in the Spooner Area School District. It is also intended to be a source of reference to facilitate staff members in understanding their role and that of the administration.

Sincerely,

Chris Anderson
Elementary Principal

2011-2012 FACULTY & STAFF

EARLY CHILDHOOD

Rhonda Carlton Learning Center

KINDERGARTEN

Lori Barton	103
Alyssa Carlson	132
Deb Parsons	102
Julie Piskie	131
Deb Stezenski	
Sheila Thornley	101

GRADE 1

Kali Fizel	111
Jessica Macone	105
Katie Thompson	106
Valerie Woods	107
Stacey Wucherpennig	104
Amanda Zaloudek	114

GRADE 2

Kim Bassett	109
Jill Johnson	108
Donna Patrick	112
Tamra Schindler	113
Denise Swan	110

GRADE 3

Jodie Anderson	125
Sarah Darwin	126
Kathy Focht	124
Chad Gibson	122
Laurie Rubesch	123
Melissa Smith	121

GRADE 4

Heather Huebner	127
Michelle Kabdi	128
Jody Peck	119
LeAnn Petterson	120

ADMINISTRATIVE ASSISTANTS

Marla Gilbertson, Secretary to Principal
Dawn Wacek, Office Assistant

COMMUNITY EDUCATION COORDINATOR

Karen Collins 131

COOKS

Chris Brimblecom
Denise Henkel
Ken Mehsikomer

CUSTODIANS

Duane Durand (days)
Tim Scalzo (evenings)

GUIDANCE

Nancy Bitney Office

HEALTH OFFICE

L'rae Flynn, Health Aide Health Office
Stacy Wiemeri, District Nurse Health Office

MEDIA SPECIALIST

Geralyn Nowak Library/Media Center
Diann Parker, Paraprofessional
Helen Watkins, Paraprofessional

MUSIC

Timothy Kern 118
Kim Simon, Piano Teacher 118 (Piano Lab)
Tamara Smith, Piano Teacher 118 (Piano Lab)

PARAPROFESSIONALS

Lori Becker Special Education
Andrea Brown Playground
Angie Buchman Playground
Sue Burch Special Education
Kathy Deutsch Special Education
L'rae Flynn Regular Education
Andrea Muraski Special Education
Diann Parker Regular Education
MaryEllen Rogers Regular Education
Sue Schullo Regular Education
Ashley Slayton Playground
Helen Watkins Media Center
Terry Woodruff Special Education

PHYSICAL EDUCATION

Josh Fizel gymnasium

PIANO

Kim Simon
Tam Smith

PSYCHOLOGIST

Katie Schleife

117A

SPECIAL EDUCATION

Linda Lutz
Julie Stephens, Director

129
High School

THERAPISTS

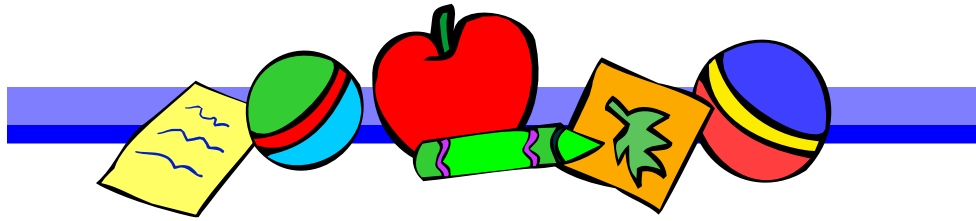
Sherry Krmpotich, Speech & Language Therapist
Doug Litscher, Physical Therapist
Jessica Marker, Speech & Language Therapist
Molly Schaffer, Occupational Therapist

FARM TO SCHOOL

Robin Heier

FARM TO SCHOOL

Sharon Johnson
Jessica Smuda
Amy Young



SPoonER ELEMENTARY SCHOOL CALENDAR—2011-2012

August 29	New Teachers Report
August 31	All Teachers Report
September 1	No School, Meet & Greet Day
September 2	Teacher Inservice
September 5	Labor Day (no school)
September 6	All Students Report
September 23	Early Dismissal (12:10-SES; 12:20-SHS; 12:30-SMS)
November 4	Early Dismissal (12:10-SES; 12:20-SHS; 12:30-SMS) End of Quarter 1
November 7	No School, Parent-Teacher Conferences (12:00-7:45)
November 11	Report Cards home
November 21 & 22	No School, Furlough Days
November 23-25	Thanksgiving Break (no school)
December 23-30	Christmas Break (no school) (school resumes January 2)
January 20	Early Dismissal (12:10-SES; 12:20-SHS; 12:30-SMS) End of Quarter 2
January 23	No School, Parent-Teacher Conferences (12:00-7:45)
January 27	Report Cards home
February 20	No School
March 12	No School
March 13	Evening Parent-Teacher Conferences (school in session)
March 20	Evening Parent-Teacher Conferences (school in session)
March 23	Early Dismissal (12:10-SES; 12:20-SHS; 12:30-SMS)
March 28	End of Quarter 3
April 4	Report Cards home
April 5-9	No School, Easter Vacation
May 28	No School, Memorial Day

June 5	Last Student Day
June 6	Last Teacher Day
Week of June 11	Report Cards mailed home

NINE-WEEK GRADING PERIOD

Qtr. 1 Sept. 6-Nov. 4	Report Cards home Nov. 11
Qtr. 2 Nov. 8-Jan. 20	Report Cards home Jan. 27
Qtr. 3 Jan. 24-Mar. 28	Report Cards home April 4
Qtr. 4 Mar. 29-June 5	Report Cards mailed week of June 11

Grading Window Open Dates:

November 2-9; January 18-25; March 6-April 2; May 30-June 8

EARLY DISMISSAL DATES

On the following dates, all Spooner Area School District students will be dismissed early for teacher inservices. Elementary students will be dismissed at 12:10 p.m., High School students at 12:20 p.m., and Middle School students at 12:30 p.m.

Friday, September 23

Friday, November 4

Friday, January 20

Friday, March 23



IMPORTANT DATES TO NOTE DURING THE SCHOOL YEAR

STUDENT PICTURES

School pictures will be taken September 15 & 16. Information packages will be sent home with your students before that time with dates and times. All staff members should have their picture taken for yearbook purposes.

OPEN HOUSE

Date and times to be announced.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held from 12:00-7:45 p.m. on September 1, November 7, and January 23. They will also be held from 3:45-7:30 on March 13 and March 20.

ORGANIZATION AND ADMINISTRATION

A. OFFICIAL OPERATION POLICIES BASED ON A PHILOSOPHY OF EDUCATION

SECTION 1 Operating Procedures and Policy Relating to the Board of Education, Spooner Area School District

The Board of Education of the Spooner Area School District believes that each individual should be accepted into the educational program as they are, that they shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustments to life.

In the practical application of this philosophy, opportunities shall be provided each individual within the limits of his capacity to:

1. Develop physical, mental and emotional health.
2. Develop moral and ethical values.
3. Develop an appreciation for the role in the family and civic groups.
4. Develop skills for effective participation in the democratic processes.
5. Develop the ability to communicate ideas.
6. Develop knowledge and understanding of his natural environment.
7. Develop economic competence as a consumer.
8. Develop saleable skills and vocational competence.
9. Develop appreciation of the arts.
10. Develop use of leisure time wisely.
11. Develop zeal for continuous learning and self-improvement.

B. ORGANIZATION OF THE BOARD OF EDUCATION

The controlling body of the Spooner Area School District is the Board of Education. The Board consists of seven members who are elected for a term of

three years. The president, treasurer, and clerk are elected for a period of one year at an open board meeting following the spring election.

C. DUTIES OF THE BOARD OF EDUCATION

The Board of Education provides the policies, rules, and regulations that govern the school system. The Board hires a Superintendent of Schools who is directly responsible for the interpretation and administration of all board policies, rules and regulations within the total school organization.

D. REGULAR SCHOOL BOARD MEETINGS

Regular meetings of the Board of Education are held on the third Monday of each month at 7:00 p.m. in a location to be posted. All regular board meetings are open to the public, and citizens of the Spooner School District are encouraged to present their opinion, if desired, to the Board of Education at this time for review and consideration.

WISCONSIN PUBLIC SCHOOL OBSERVANCE DAYS



Wisconsin's 20 special observance days are part of state statutes governing general school operations (Wis. Stats. 118.02). Federal law has moved the celebration of many legal holidays to Monday; however, state law recommends that each Wisconsin Observance Day be held on the day itself. When an observance day falls on a Saturday or Sunday during the school year, it should be observed on the preceding Friday or the following Monday.

Honoring observance days can teach the elements of tradition that preserve U.S. society and foster an awareness of our cultural heritage. Observance days can be part of a rich social studies curriculum that gives these individuals and events proper emphasis, both in the context of Wisconsin and U.S. history and in relation to their effect on or improvement of our political, economic, and social institutions.

September 16 - Mildred Fish Harnack Day

Mildred Fish was born in Milwaukee, Wisconsin in 1902. In 1926, she married German lawyer Arvid Harnack. They returned to his native Germany in 1930, where she worked as an editor and writer and he a member of the German government. They were leaders of the resistance group "Red Orchestra." After their arrests by the Gestapo in 1942, she was sentenced to a six-year prison term, and he was executed. Adolf Hitler personally ordered her case reopened, and she was beheaded on February 16, 1943. She was the only native-born American known to have been executed by the Gestapo.

September 16 - POW-MIA Recognition Day

An estimated 50,000 former Prisoners of War live among us, including those held captive during World War II, the Korean War, the Vietnam War, throughout the Cold War era, and during more recent military actions. Additionally, the fate of about 10,000 Americans is unknown because they are missing in action. POW-MIA Recognition Day was established on the Friday of the third week of September to recognize those who suffered or suffer captivity in foreign countries while in active service with the U.S. armed forces.

September 17 - Constitution Day



Representatives of 12 of the 13 original states signed the U.S. Constitution on September 17, 1787. The Constitution, with its 27 amendments, defines the federal system of government and embodies the principles on which this country was founded. The [National Archives](#) provides resources, including a scan of the [U.S. Constitution](#), and the [Library of Congress](#) provides resources that can assist school districts in planning a program on the U.S. Constitution to meet the new federal requirement that schools receiving federal funds observe Constitution Day.

September 21 - Wisconsin Day

Wisconsin Day is Wednesday of the third full week in September.

September 18-24, 2011 - Wonderful Wisconsin Week

In celebration of the assets that make Wisconsin a desirable place to live and work, the Wednesday of the third full week in September is Wisconsin Day. The day falls during Wonderful Wisconsin Week, which by gubernatorial proclamation, salutes "every important activity in the state from agriculture to industry to tourism, from business to labor to recreation, and from education to good government to the state's varied products."

September 28 - Frances Willard Day

Frances Willard, a teacher and lecturer, grew up in Janesville, Wisconsin. She was influential in the early women's movement and was president of the Women's Christian Temperance Union (WCTU) from 1879 until her death in 1898. Under her leadership, the WCTU became a prestigious world organization with a membership of two million women.

October 9 - Leif Ericson Day (1)

Leif Ericson was born in Iceland and raised in Greenland. Norse sagas written 300 years after his death describe his explorations, around 1000 A.D., of a land he called "Vinland." The location of Vinland remains uncertain, but it is widely believed to be on the North American continent.

(1) Spelled Erikson in Wis. Stats. 118.02 Special Observance Days

October 12 - Christopher Columbus Day

At 2:00 a.m. on this date in 1492, the expedition led by Christopher Columbus sighted land somewhere in the Bahamas. Columbus is acclaimed for providing the initiative that brought the cultures of Africa and Europe to the Americas, linking people on both sides of the Atlantic Ocean. His voyages led to widespread European exploration and settlement of the Americas.



November 11 - Veterans Day

This observance day began in 1919 as Armistice Day to commemorate the end of World War I. In 1954, President Dwight D. Eisenhower signed legislation changing Armistice Day to Veterans Day, "a day dedicated to world peace." The day honors all veterans of the U.S. armed services.

January 15 - Martin Luther King, Jr. Day

Martin Luther King, Jr. was a leader of the American civil rights movement in the 1950s and 1960s. Before his assassination in 1968, he received the Nobel Peace Prize for his efforts to use nonviolent resistance to achieve equality for African Americans. His efforts contributed to passage of the Civil Rights Act of 1964 and the Voting Rights Act of 1965.

February 12 - Abraham Lincoln's Birthday

Elected president in 1860, Abraham Lincoln was commander-in-chief during the Civil War. In 1863, he signed the Emancipation Proclamation, which declared that slaves held in the rebellious states "are, and henceforward shall be free." Four months before his assassination, the 13th Amendment to the Constitution, which abolished slavery, was adopted.

February 15 - Susan B. Anthony's Birthday

Susan B. Anthony, an early suffragist, organized campaigns across the United States advocating the rights of women to vote, to get an education, and to own property. In 1872, she voted in a federal election and was arrested, tried, and fined for her action. In 1920, 14 years after her death, the 19th Amendment to the Constitution granting women the right to vote was ratified by three-fourths of the states and adopted.

February 22 - George Washington's Birthday

George Washington is honored for his efforts to create a new nation dedicated to the rights of the people. He was commander of the Continental Army during the Revolutionary War. In 1789, he was inaugurated as the first president of the United States.

March 4 - Casimir Pulaski Day

Casimir Pulaski was born in Poland on 1747. He came to America in 1777, after fighting for Poland's independence, and joined forces with General Washington. After saving Washington's life, Pulaski was made brigadier general of the American Cavalry. Wounded in battle, Pulaski died on October 11, 1779.

March 17 - "The Great Hunger" in Ireland

Because the potato was easy to grow under a variety of conditions and a good source of food, it became the dominant crop in Ireland. By 1845, approximately one-third of Ireland's 8.1 million people ate only potatoes for their diet. An adult would consume between 11 and 14 pounds of potatoes per day, children under age 11 averaged not quite 5 pounds of potatoes per day. When a fungus ruined the potato

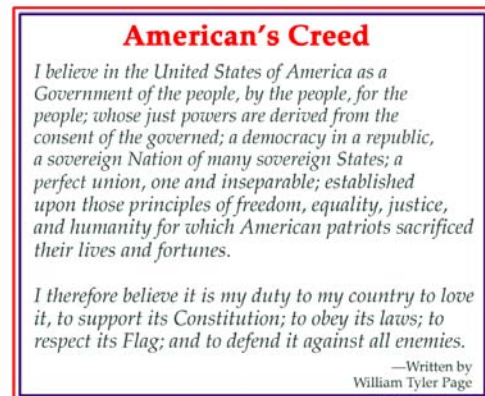
crop in three out of four seasons between 1845 and 1849, an estimated 750,000 Irish people, weakened by hunger, died from disease and starvation and another 2 million emigrated to Britain, Canada, Australia, and the United States. "The Great Hunger," also known as the Great Famine or Irish Potato Famine, is considered by many to be the most tragic event in Irish history.

April 9 - Prisoners of War Remembrance Day

April 9 commemorates the date during World War II when the largest number of Americans was captured in the Conquest of Bataan. Gubernatorial proclamation shall suitably recognize those who suffered captivity in foreign countries while in active service with the U.S. armed forces and request that some portion of the day be used for solemn contemplation on the plight of those who have been held prisoners of war.

April 13 - American's Creed Day

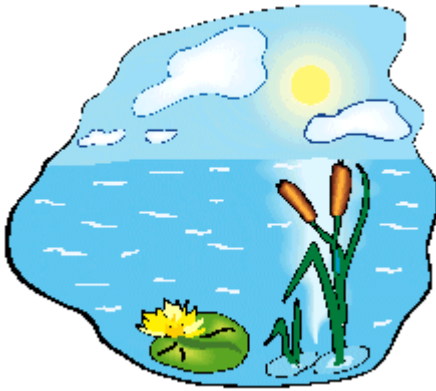
William Tyler Page, a messenger in the U.S. House of Representatives, wrote the American's Creed in 1917. His essay was the winning entry in a national contest for the "best summary of American political faith." The House of Representatives adopted the 100-word statement in April 1918.



April 19 - Patriots' Day

Patriots were colonists who wanted independence from British rule. Most hoped to find peaceful ways to settle their differences with England. When the British decided to look for Samuel Adams and John Hancock, who were hiding in Concord, Paul Revere and Billy Dawes rode through the night warning other Patriots in New England. The American Revolution began when the first shots were fired at Lexington on April 19, 1775. Each side said the other fired first. Patriot's Day was established to mark the beginning of the Revolutionary War.

April 22 - Environmental Awareness Day



Former Wisconsin governor and U.S. Senator Gaylord Nelson founded Earth Day in 1970 to organize a national public demonstration that would bring attention to the environment. His efforts made environmental issues an integral part of political debate. Environmental Awareness Day marks the anniversary of Earth Day. The legislature encourages schools to conduct a day-long program, using all educational subjects, to enhance the student's understanding of the environment and to promote an ethic of environmental stewardship.

April 27 - Arbor Day

The Arbor Day movement began in the 1800s to promote conservation and beautification of the environment. All 50 states, the District of Columbia, Guam, and Puerto Rico observe Arbor Day with annual tree planting ceremonies. Wisconsin celebrates Arbor Day on the last Friday in April.

June 14 - Robert LaFollette, Sr. Day

Robert M. LaFollette, Sr. is widely regarded as Wisconsin's most distinguished political leader. He served in the U.S. House of Representatives from 1885 to 1891, as Wisconsin Governor from 1900 to 1906, and in the U.S. Senate from 1906 until his death in 1925. He was one of the founders of the national Progressive Party and was that party's candidate for president in 1924. A national poll of historians and senators in 1957 named LaFollette one of five most distinguished non-living senators. This day is observed if school is in session.

SCHOOL DAY

CLASS SCHEDULES

The school day for students begins at 8:10 a.m. and ends at 3:08 p.m. The schedules for lunch and recess follow.

LUNCH:

Kindergarten	12:00-12:25
Grade 1	11:20-11:45
Grade 2	11:10-11:35
Grade 3	11:50-12:15
Grade 4	11:35-12:00

NOON RECESS:

Kindergarten	12:25-12:55
Grade 1	10:50-11:20
Grade 2	11:35-12:05
Grade 3	12:15-12:45
Grade 4	11:00-11:30

RECESS:

Kindergarten	2:40-2:55
Grade 1	1:00-1:15
Grade 2	9:30-9:45
Grade 3	2:00-2:15
Grade 4	2:25-2:40

Individual teachers working within the guidelines established by the principal will develop schedules.

A copy of your current schedule is to be on file in the office by Friday, September 9. If schedules are altered, please submit a revised copy.

Schedules are to be followed on a daily basis. Any changes should be cleared through the office.

SCHOOL DAY

On a normal teaching day, the teacher is expected to arrive at their teaching post by 8:00 a.m. and is expected to remain until 3:45 p.m. The Administration, Board, Principal, Superintendent, or Business Manager may make exceptions based on the need for staff meetings and IEP staffing.

Flex hours - Administrators and teachers in different buildings may work a flexible beginning and ending schedule if mutually agreed. If no agreement can be reached, the 8:00 a.m.-3:45 p.m. workday will prevail.

Keep all appointments outside your scheduled work day.

In the event an emergency arises, contact the principal for permission to alter your schedule. Any time away from your work will be made up at another time.

There is no provision for compensatory time.

Keep in mind that, because of the number of people involved in this program, all of us are on the honor system. If you arrive late for work in the morning, let the principal know your situation and when the time will be made up.

Remember, schedules are to be strictly adhered to.

Any staff member leaving the building throughout the work day, except for lunch, must have administrative approval before signing out in the log book located in the office. Personal appointments should be made for non-school hours.

The lunch period for teachers will be 30 minutes.

DAILY PROCEDURAL GUIDELINES

- Be punctual at all times. Stay on schedule. Teachers failing to dismiss or rejoin their classes at scheduled times contribute to the loss of teaching time for other staff and to the loss of classroom learning opportunities for children.
- Always be in your room or at the door when students enter your classroom. All the energy others put into maintaining order prior to the students' arrival at your classroom is lost when children enter a room without supervision.

- Teachers increase their risk of liability whenever they are not in their assigned areas of responsibility.

TEACHER ABSENTEEISM

When you are going to be absent due to illness, funeral, doctor appointment, school business, etc., you must complete your request via ERMA guidelines. If a substitute will be required, you must also enter the absence information into AESOP. ERMA requests should be completed for any staff absence, including conferences, school business, etc. It is the employee's responsibility to make sure an ERMA and AESOP request is completed.

SUBSTITUTE TEACHER FOLDER

Each staff member should have, along with their lesson plan books, a folder with specific directions for a substitute teacher. Include a detailed daily schedule, including breaks and lunchtime procedures. It is also helpful to substitute teachers to outline bathroom procedures, going to the office, library visitation, etc. Please include an up-to-date seating chart for each section of students you instruct throughout the year. Blank substitute folders are available in the office.

REQUEST FOR MAINTENANCE AND/OR ASSISTANCE BY CUSTODIANS

All requests for work to be accomplished by custodial staff in your area of responsibility will be submitted to the principal's office.

SMOKE FREE BUILDINGS

No smoking is allowed in any of the Spooner Area School District buildings, grounds, or vehicles. Furthermore, smoking is not permitted at any school-sponsored activity.

DRESS

As a teacher you are a member of one of the most respected professions in our society. Please let your appearance reflect your commitment. Blue jeans are not appropriate dress in school, unless you are on a field trip.

FAX MACHINE

There is a fax machine located in the office for school use. The fax number is 715/635-7984. If you need the fax for personal use, the charge is \$1.00 for the first page and 25¢ for each additional page for incoming and outgoing faxes.

PRINTING

There are two copy machines available for school use located in the prep room. There is a copy machine in the office, but it should be reserved for office use only except in the case of an emergency.

PURCHASE ORDERS

Absolutely no orders are to be placed without a signed purchase order in your possession. The policy on purchasing is outlined below. This is not a new procedure, only a reinforcement of the current policy.

1. Staff member completes and submits an ERMA order.
2. Approval from the Principal and Business Manager.
3. If approved by the Business Manager, a purchase order will be printed and distributed back to the requesting staff member. **Only when you have received the signed purchase order may you actually place the order.** Make sure your requests are made in a timely manner to allow for processing time.
4. It is the staff member's responsibility to either mail, fax, or call in the purchase order.

Activity Fund purchase orders are handled in a different manner. Staff member should write up the order, including catalog numbers, price, etc., and submit

completed requisition to the Principal. The Principal will take care of entering the information via ERMA.

STAFF PARKING

All staff members are to use the north parking lot for parking their automobiles.

OFFICE PROTOCOL

Teachers are reminded that office visits should be for official business only. We are always available when needed and want staff to feel welcome, but our secretaries are busy and can't get their work done when interrupted for non-school related discussions.

PREP ROOM

The prep room is provided for your R&R. Please use it professionally, socially, and positively. Please help keep it clean, and let it help you recharge. Coffee should not be brought back to your rooms during the student day.

Keep in mind the paraprofessionals are working during these times and should not be engaged in conversation unless it is school related.

VISITORS

Parents and other interested adults should be encouraged to come into our school and visit. Please encourage them to call prior to their visit. It is our policy to not allow visiting school-age youngsters to come into our school. **All visitors must register in the office.** When parents pick up students after school, they must wait in the lobby area by the office, not by the classrooms.

Staff encountering adults in the building without a visitor/volunteer sticker should direct them back to the office to obtain one. All personnel in the building are responsible for enforcing this policy. Only school staff members are allowed on the playgrounds.

NEWS RELEASES AND LETTERS HOME TO PARENTS

The principal should always approve news releases and letters home to parents. These types of communications are encouraged. If you have something going on in your classroom and feel we ought to have some publicity on it, contact Mr. Anderson and he will arrange to have the local newspaper in to cover it. **All activities should be scheduled on the calendar in the office.**

DISMISSAL

Do not dismiss students before the period ends. Full periods of teaching are expected. Do not dismiss students at the end of the day until the bell rings at 3:08.

TRIPS AND SPECIAL EVENTS

- ✓ Notify principal of your field trip plans. Be prepared with rosters and other data, which will facilitate planning. Mark the office calendar with pertinent information. Complete necessary purchase order paperwork ahead of time. **Purchase orders should be used if it all possible in lieu of check requests.**
- ✓ School-Packed Lunches: A representative from the grade should call or email Doreen Miller (ext. 4432) in the kitchen with the date of the field trip so she can be made aware of the need for extra lunches and the need for not as many hot lunches. A count for school-packed lunches must be called or emailed to Doreen 2-3 days prior to the scheduled trip. The lunches will be delivered to this building the morning of the trip. On the day of the trip, please check the names of the students having school-packed sack lunches on a lunch tally sheet, which should be complete with student names and PIN numbers. Tally sheets should be placed in the tally sheet box in the lunchroom **before** you leave for the field trip.
- ✓ A signed permission slip is required of all students participating in a trip scheduled during the school day, even if no transportation will be provided. Make sure you have a signed Travel/Activity Authorization for each of your students.
- ✓ Bus Transportation: arrangements should be made on the Transportation Request form (available in the front cupboard of the office). This form has to be approved by the principal.

- ✓ Fees: **All field trip monies should be turned in to the office each morning by 9:00 a.m.** It is the teacher's responsibility to collect the money from students and make sure the correct amount is paid. The teachers should keep the paperwork turned in from parents and only send the money to the office (preferably in a neat order 😊).

MOVIES

No movies will be shown in a classroom without prior approval from the principal.

SNACK POLICY

Children will be allowed to bring healthy snacks to be eaten at milk breaks.

RETENTION POLICY

Classroom teachers considering the retention of a student must notify the principal in writing of their intention no later than the end of the third quarter. The principal may then notify the parents and arrange to meet with them, the classroom teacher, and the guidance counselor.

If, as a result of this meeting, retention is still under consideration, the principal will bring in the guidance counselor, psychologist, parents, and teachers who work with the child to review, evaluate, and make a recommendation as to whether retention is in the best interests of the child (ECHO meeting).

HOMEWORK POLICY

As students move through the primary grades and into the intermediate grades, homework becomes an important component in the child's educational program. Teachers should monitor closely the number of students taking homework home and the amount of time required to complete it. Please keep the following in mind when assigning homework.

- ✓ Communicate the assignment clearly, and make sure students know how to do what is expected of them.
- ✓ Make students aware of the need to have books, texts, outlines, notebooks,

- etc., home with them to complete their assignments.
- ✓ Be reasonable.
 - ✓ Be prepared to occasionally accept a legitimate excuse for an assignment not being done.
 - ✓ Hold students accountable when homework is not completed.
 - ✓ Involve parents immediately when a pattern of incomplete homework becomes evident.

ROLL CALL & LUNCH/BREAKFAST COUNT (Tardies & Absences)

Each classroom teacher is responsible for taking attendance and lunch/breakfast counts each morning. An accurate record of attendance is necessary. You will log the attendance information and the lunch/breakfast count information on your computers by **8:45 a.m. each day.**

If a student leaves during the day or arrives later in the day, a note should be sent to the office with the time arrived/left and the reason. In this way, we can keep more accurate records.

All students arriving late/leaving early should check in/out in the office.

PhoneMaster will call the home of the absent students at 9:00 a.m. if the office is not made aware of the reason for the absence. **It is very important that you notify the office of the reason for any student's absence** to avoid the parents receiving an unnecessary phone call. Copies of all notes regarding a student's absence should be sent to the office. Prearranged absences should be handled through the office.

SCHOOL CLOSING POLICY

Notice of school closing for the Spooner Area School District will be given over the following radio stations by 6:30 a.m.

WCSW Shell Lake (940 AM)	WHSM Hayward (101.1 FM)
WRLS Hayward (92.3 FM)	WJMC Rice Lake (96.1 FM)
WAQE Rice Lake (97.7 FM)	WDIO-TV (10/13)
KDLH-TV (3)	KBJR-TV (6)
KSTP-TV (5)	http://www.kstp.com

If there is no notice from school by that time, it can be assumed that school will be held. School offices and radio stations will make every effort to discourage parents and/or pupils from calling to ask if there will be school. All are reminded that when they call, they are tying up telephone lines, therefore making it difficult to notify the necessary news media.

In the event that adverse weather descends during the school day, a decision to close school early will be made by noon. The above named radio and TV stations will be notified at the time of this decision to close. The following announcement will be made over the intercom whenever school is dismissed early: **Teachers, please follow the early dismissal schedule for _____(time of dismissal).** All students would report back to their classrooms after lunch. This will keep students off the playground until all buses have arrived. Students will be dismissed by grade levels via the intercom. No students should be dismissed until you receive an announcement over the loudspeaker.

ADMINISTERING MEDICATION TO STUDENTS

It is the policy of the Spooner Area School District that all student medication be administered by a parent at home. Under exceptional circumstances, medication may be administered by school personnel within the following regulations:

1. Written orders and instructions from the student's physician detailing the name of the drug, dosage, times to be given, and when medication is to be discontinued. (The student's physician must sign the written orders, etc.) The physician shall indicate, in writing, when the school nurse or other authorized school personnel should contact the physician and review his written instructions. Written instructions shall be reviewed each year unless the physician's written instructions require more frequent periodic review.
2. Written permission by parent/guardian authorizing school district personnel to carry out the physician's orders and instructions.
3. Only limited quantities of medicine should be brought to school—and then only in containers properly labeled by the physician or pharmacist and said labels shall indicate, in writing, any special storage requirements of the medicine—including but not limited to temperature requirements, light sensitivity, etc. If there are no special storage requirements, the same should be noted on the label. It is the parent's responsibility to make certain the label contains the information required by this policy. The medicine must be brought to school by the parent.

4. Only trained health care providers or other authorized staff should handle these tasks. A written record shall be kept showing the time, date, place, and by whom medication is administered.
5. All medicine should be stored in a locked cabinet or drawer in accordance with any special storage requirements indicated on the label as required in paragraph #3. (The telephone number of the student's physician must be indicated on the medication.)
6. The administration of injections to students should not be carried out by other than fully qualified health care providers.
7. In no event should nonprescription medication, such as aspirin or cold medicines, be given without following all of the criteria set forth in #1-6 above.

On July 17, 1981, the Wisconsin Medical Examining Board issued a declaratory ruling that must be present in all school district policies before a teacher or other district personnel may dispense or administer medication.

1. The physician must have "directional" contact, initially by letter or by telephone, with the person assigned to dispense or administer the medication.
2. The physician must accept a willingness to accept direct communication from the person dispensing or administering the medication.
3. The physician must state in writing (either on the prescription or in his letter) the specific conditions under which he or she should be contacted regarding the condition or reactions of the student receiving the medication.

NOTE: The Spooner School Board hereby adopts these requirements as part of its policy on administering medicine to students.

The parents of the student must assume responsibility for informing the school of any change in the student's health or change in medication. The school district retains the discretion to reject requests for administration of medicine. A copy of this policy will be provided to parents upon their request for administration of medication in the schools.

Legal Ref: Wisconsin Statutes 115(IV), 448.03(1), 448.01(9), 448.09(1)
Adopted: December 17, 1979
Amended: October 19, 1981
Amended: November 17, 1982
Amended: September 17, 1984

HATS/CAPS

Except for special designated days, it is not appropriate for students to be wearing hats/caps in school. Please help us enforce this policy.

BUILDING EMERGENCY PROCEDURE

Emergency

In the event of an emergency, call your building office and explain the emergency to the office personnel. If a student worker answers, ask to speak with the office secretary. The office will take appropriate action.

Life Threatening Emergency During School & Non-School Hours

If the emergency is life threatening and a call to the office is not possible, call **911**. The operator answering the call will be able to identify the building and location of the emergency. As soon as possible, notify the secretary and/or the building administrator where the emergency is occurring.

SPECIAL EDUCATION REFERRALS

All referrals for special education must be in writing. Written referrals are given to the building guidance counselor who documents the date of receipt. If a person other than the child's parent(s) makes the referral, the person who receives the referral verifies that the parent(s) was (were) informed that a referral would be made. District IEP Coordinator acts as case manager unless otherwise specified.

Based on information available in the referral and from other relevant sources, the IEP team case manager, along with the Director of Special Education, determines the initial composition of the IEP team to conduct the evaluation. The IEP team, at a minimum, includes the child's regular education teacher, a special education teacher with recent experience and training in the area(s) of suspected disability, an LEA representative, and the child's parent(s).

The case manager completes and sends to the parent(s) a Notice of Intent to Evaluate. That notice identifies the purpose of the evaluation and the members of the IEP team.

The case manager facilitates communication among all members of the IEP team to determine what assessments need to be done to make a determination of the

child's eligibility for special education. The determination is based on available existing reports and records. The IEP team may meet or the case manager may facilitate communication among the team members to make the determination. Parent(s) will be involved through either an in-person meeting, by telephone, or in written communication as appropriate.

If the IEP team determines that no additional tests are needed, a "Notice That No Additional Tests Are Needed for Evaluation" is sent to the parent(s).

If the IEP team determines that additional tests are needed, a "Notice and Consent Regarding Need to Conduct Additional Tests" is sent to the parent(s) seeking his/her (their) consent for the evaluation. If there is not a response within one to two weeks, another copy of the notice is sent to the parent(s) and a telephone call is made, if appropriate. If there is no response within another one to two weeks, another copy of the notice is sent to the parent(s) and a telephone call is made to the parent(s), if appropriate, to see if there is a problem and to remind the parent(s) of the need for their consent.

Upon receipt of parental consent, the IEP team members conduct the necessary assessments. If, during the course of the evaluation, members of the IEP team determine that additional assessments are needed, that information is provided to the parent(s) on a revised copy of the earlier notice or it is documented on the current form and sent to the parent(s).