



Waubesa Community School District

**2022 SUMMER SCHOOL**

**CERTIFIED TEACHER HANDBOOK**



*Committed to Children, Committed to Community, Committed to Excellence*

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Greetings Summer School Teachers,

Welcome to the Waunakee Community School District summer school program! We are committed to working with you to provide students with a rewarding and memorable experience. You are invited and encouraged to visit our schools prior to the start of summer school to become familiar with the buildings, staff and student expectations, along with the district curriculum. We also encourage you to visit our district website at [www.waunakee.k12.wi.us](http://www.waunakee.k12.wi.us) Summer School for more information about the Summer School program.

This handbook, combined with the Board of Education policies, should provide you with a thorough understanding of our expectations and practices. You are responsible for knowing, following, and enforcing the information shared in this handbook as it relates to your work with students and their families. If you have questions that remain unanswered after reviewing this handbook, contact the summer school office. We welcome your ideas and suggestions on how we can improve our communication and support.

Thank you for your efforts and enthusiasm. We wish you a very successful summer school experience!

**Program Administrators**

Grade	Administrator	Phone
Summer School	Sheila Weihert, Summer School Director	849-1800
K-4	Sheila Weihert, Arboretum Principal	849-1800
PreK-4	Dan Carter, Heritage Principal	849-2030
K-4	Dean Kaminski, Prairie Principal	849-2200
5-6	Tim Mommaerts, Intermediate Principal	849-2176
7-8	Jeffrey Kenas, Middle School Principal	849-2060
9-12	Brian Borowski, High School Principal	849-2100
Special Education	Tiffany Loken, Director of Special Education	849-2000
Payroll Specialist	Cari Daily	849-2000 ext. 8014
Summer School	Denise Mehlhoff Summer School Administrative Assistant	849-2063

**District WebSite/ Summer School Information Center**

The district website is <http://www.waunakee.k12.wi.us/>

The district site contains information on individual schools, curriculum overviews, and the state standards. The summer school site provides staff, students, and parents with information regarding the program operation.

**GENERAL PROGRAM INFORMATION**

**Orientation**

All summer school staff members are required to attend orientation. Orientation will be offered prior to the start of summer school. Orientation dates, times and meeting locations are on the summer school website under Staff Information - Orientation.

**Compensation**

Refer to the summer school web site regarding information on pay rates and work shift hours. Questions, contact the summer school administrative assistant at (608)849-2063 or [denisemehlhoff@waunakee.k12.wi.us](mailto:denisemehlhoff@waunakee.k12.wi.us).

### **Required Payroll Forms**

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All summer school employees must submit the required forms (direct deposit, I-9 and federal/ state tax forms) to the payroll specialist prior to the first day of employment. Active district staff is exempt unless changes are needed. If you have questions, contact payroll Human Resources.

Refer to the summer school website: Payroll Information/Forms.

### **Identification Badges (IDs)**

District staff members should retain their ID badge for summer school. Non-district staff members will receive a "guest" ID badge at orientation or your responsible school office. Staff ID badges must be worn at all times during summer school.

### **Absences**

Due to the short duration of summer school, absences for reasons other than illness are strongly discouraged. Staff will be paid only for days worked and paychecks will be adjusted accordingly.

### **Reporting an Absence:**

If you are going to be absent for any reason during Summer School, you will need to complete a Summer School Absence Report Form. All Summer School Staff (teachers, paras, special ed paras and teaching assistants) are required to complete the form to report their absence. The form will be emailed to all staff in May.

### **Getting a substitute:**

We do not get substitutes for teaching assistants. Teachers and paras are responsible for finding their own substitutes. You must submit the name of your substitute on your Absence Report. You are also responsible for communicating the details of your position with your substitute. Be sure to include information about your building location, hours of work, room number and lesson plans. All substitutes should report in the morning to the Summer School office of the building they will be working in. The office will have a time card for them. You may also leave a copy of your lesson plans in the office for your sub to pick up. Substitutes must be current WCSD employees or current WCSD substitutes and expressed an interest in working Summer School. A list of the 2021 Summer School Substitute Pool will be emailed to staff in May.

### **Mail and Messages**

Summer school staff members will have an identified mailbox. The building administrative assistant will provide you with more information regarding the mailbox location and setup. Check your mailbox and email daily.

### **Email/Computer Use**

Email access is available from any computer in the district or off-site. The majority of communication will be done via email. Check your email regularly. District staff will use their school year account. Non-district staff members will be assigned a temporary email account which will be inactivated at the conclusion of summer school. Email account information will be sent to the email address you used on your application for employment. Test your log in and email immediately. Contact the summer school office if you have any

questions.

### **Technology Needs in the Classroom**

For immediate support needs contact the Technology Helpline 849-1862.

The curriculum for each class was reviewed to determine technology needs. Teachers will receive an email with details on what type of technology is being provided for each of the classes.

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### **Phone Calls**

Office staff will take messages for summer school staff members when they are involved in working directly with students. Messages may be delivered via email so staff members should check email messages as well as their mailbox for phone messages. The office may also transfer calls to a room. All rooms are equipped with phones. Students are not to use phones without specific permission (see below).

Messages will be taken for students. Students will only be called out of class in the case of an emergency. Use of office and classroom phones by students is subject to the approval of school personnel. School personnel will monitor phone calls. Phone calls should be restricted to contact with parents about specific school related issues. Students may **NOT** contact parents regarding leaving school during the day from a classroom phone. They can only contact parents regarding leaving school from the office. If students remain with teachers after school they may use the phone in the classroom to contact parents.

### **Contacting Parents/Guardians**

We encourage you to use email, notes home with students, letters through the mail, and phone calls. A copy of any formal documentation and letters that are mailed or sent home regarding the student's academic progress (remedial classes) should be submitted to the office for filing with the student's permanent record. If it is a joint custody situation, prepare a report for both parents.

### **Check Out**

The Summer School office will provide you with more information regarding check out procedures. Teachers are required to submit the following on the last day of summer school:

- Program evaluations – complete online survey
- Attendance records
- Student/Class lists and any other confidential information
- Budget tracking form and supporting detail
- Copies of student performance reports (remedial classes only), by school student will attend in the fall for inclusion in the students record. Originals will be sent home with students at the end of summer school
- Lesson plans
- First Aid supplies
- Classrooms supplies should be placed in clearly marked totes supplied by the building •  
Rooms should be clean
- Door signs
- Guest badge

### **Remedial Student Evaluations**

Teachers of remedial classes must prepare an evaluation form on every student at the end of the program. Coordinators (if applicable) will assist you with questions. Teachers are required to send home a report to parents and submit a copy for the student record. Reports should be objective, clear and descriptive, and provide an accurate description of the progress the student made on skills during the summer. Prior to

checkout, clearly identify and separate your student reports into the appropriate schools they will attend in the fall (e.g., Arboretum, Heritage, Prairie, St. John's, and Other).

### **Classroom Supplies**

Upon conclusion of summer school, pack-up all your summer school materials and supplies into boxes and clearly label them for the grade level and content area/program. If you have materials you have brought from another school, mark those boxes clearly so we can insure the materials are returned to the appropriate site. Place the boxes outside of your classroom and the custodians will put them in storage. Clean as much off the

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counters, desks, and floors as you can and put things away. If materials or information is out of date or seems redundant or unnecessary, contact the principal prior to tossing.

### **Copy Work**

Copies (fewer than 10 copies) may be made in the staff workroom. Teachers needing more than 10 copies should complete a central copy request form and put it in the copy center mailbox located in the school office. Central copy request forms are available by the mailboxes. Staff members are expected to abide by and enforce current copyright policies, laws, and regulations. Copy center hours of operation will be posted by the teacher mailboxes. Copiers are not for personal use.

### **Copyright Law/Printing and Duplication Services**

The Board of Education will make available the equipment necessary for staff to carry out their assignments. This equipment will include machines for the reproduction of materials in either single or multiple copies.

The Board recognizes, however, that the federal copyright law makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the "fair use" doctrine. The Board, therefore, informs all personnel that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical, and that violations of the copyright laws may result in criminal or civil suits and/or suspension or dismissal from employment in the system.

To protect staff members and the Waunakee Community School District against legal redress for alleged violations of the copyright laws, the person making the reproduction must be certain the action is within the law. When an individual is not certain, s/he should contact the supervisor of media services in order to ascertain whether copying falls under "permitted use." If it does not, the supervisor of media services or the staff member may request permission to reproduce materials from the copyright holders.

Requests to reproduce copyrighted materials on District equipment will not be honored unless the reproduction is legally permissible. Legal Ref: PL 94-553, Federal Copyright Law

### **Parking**

Parking is available at each of the summer school sites. Do not park in visitor spots.

## **SUPPLIES, BUDGETS, PURCHASE INFORMATION**

### **Supplies**

All materials for your summer school program/class and/or classroom are to be ordered online through the district purchase order system or by use of the Summer School credit card. Class budget amounts will be emailed to you in May. Not all classes have a budget. Details will be sent to teachers who this applies to in May via email. Purchases must not exceed the budgeted amount without prior approval of the summer school director. Do not use the materials of the classroom you are using. Use only the materials that have been identified and provided.

### **Budget/Purchase Orders**

Policies and procedures for use of the WCSD electronic budget/purchase order system are posted on the summer school website under Staff Information. Please check this site before making any purchases. If your class is assigned a budget, carefully consider the needs of your program and the number of students enrolled. Budget money is designed to cover the cost of consumables only -- materials or supplies used for a particular activity or lesson. Budget money should not be used to purchase treats for students. If you are working with a program that has a coordinator (CA, Math, HS Remedial, Summer Science, Music, Kindergarten, etc.), the coordinator is responsible for maintaining the budget, the approval of all purchases, and the entry of those purchases into the WCSD Purchase order system.

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### **Vendor and Purchase Information**

The district website has been updated to reflect the pricing arrangements with our most frequently used vendors and information on purchasing procedures. This information is available on the district website [www.waunakee.k12.wi.us](http://www.waunakee.k12.wi.us) Choose For Staff –Business Services for Staff–Vendors.

A copy of the tax exempt number form may be obtained from the Summer School Office. You should take a copy of this form with you when using the summer school credit card for school purchases. **Personal reimbursements are not allowed for summer school.** All purchases must be made using the online purchasing system or summer school credit card.

## **STUDENT/CLASSROOM INFORMATION AND PROCEDURES**

### **Curriculum Coordinators**

Certain teachers will be assigned to work with a curriculum coordinator. You are encouraged to connect with the curriculum coordinator prior to the first day of classes. Coordinators will meet with their staff prior to the start of summer school to make arrangements for distribution of curriculum, instructional resources, and budget. Contact the site principal concerning contact information for the appropriate curriculum coordinator.

Teachers who are assigned to a class with a curriculum coordinator should confer with the designated individual before making any purchases through the summer school budget.

Classes with curriculum coordinators include: Camp Kindergarten, Ready-Set-Go, Reading Express, Communication Arts, Math, High School Remedial, Music, and Summer Science.

### **Para-educators and Summer Teaching Assistants**

Certain classes will be assigned para-educators and/or Summer Teaching Assistants. These individuals are assigned a 3.75 to 4.5 hour day. Supervision assignments will be designated by administration for all para educators and Summer Teaching Assistants. Their workday may not exceed their scheduled day without prior approval from the summer school director.

- Work day schedules are posted on the summer school website under Staff Information - Payroll

### **Summer School Teaching Assistants**

This is our chance to provide students the opportunity to learn some of the various responsibilities and all of the fun that comes with teaching others. Summer School Teaching Assistants are role models for others and it helps to remind them of that important responsibility.

**Summer Teaching Assistants program:** If you have a Summer Teaching Assistant assigned to your classroom that student is a part of the high school Summer Teaching Assistant program. Michelle McGlynn the high school, Summer Teaching Assistant Counselor and Sheila Weihert the Summer School Director are your

contacts for questions concerning this program. They will outline your responsibilities at orientation.

If a Summer Teaching Assistant is assigned to your class, discuss his/her responsibilities and your expectations with him/her at the start of summer school. If you have a special, unique circumstance where you need the TA to work beyond the instructional day, you must contact the summer school director or building administrator for pre-approval.

Remind Summer Teaching Assistants that if they are working in hallways with students, or passing from one area to the next, they need to do so in a quiet manner, out of respect for the other teachers and students. Insure that any summer school TA assigned to you or with your students does not put others in a difficult position by creating a disruption.

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Discuss the issue of "confidentiality." If Summer Teaching Assistants are working to support other students, they should not be discussing their "clients" outside of the summer school environment. Remember to keep your confidential information in a place where students do not have access.

### **Grooming/Attire**

Staff should wear appropriate summer clothing for a work environment. Come prepared for the air conditioning in the buildings. All school rules apply. Appropriate dress and attire are expected. Clothing should be respectable and cover all underclothing and body parts (no spaghetti strap tops, belly shirts, sagging pants, etc.).

### **Room Assignments**

Principals will provide room assignments. Custodians will open and lock rooms. You will not need a key. If you need access to a specific classroom that is locked, contact the office. Do not use regular classroom supplies or equipment unless prior arrangements have been made with the regular teacher. Ensure rooms are cleaned up from daily activities.

### **Recording Attendance**

**Attendance records kept by staff are legal attendance records for the district.**

\*\* Procedures for online attendance are located on the summer school website under Staff Information. Please review the Attendance Instructions.

Attendance must be taken online daily at the beginning of each class and maintained by teachers. You may have your assistants record your attendance but you are ultimately responsible for the timeliness and accuracy of this information.

The site attendance assistants for Grades K-8 will provide details regarding how attendance will be collected for classes on a daily basis specific to their location.

- On the first day, send any child who is not on your class list to the office to be sure s/he is in the correct class/section/session.
  - Attendance assistants will follow-up on absent children with a call to the parent/guardian. •
- Take attendance daily within the first 10 minutes of class.
- If a student arrives late, please make sure they received a note from the attendance assistant or send her/him to the office to receive one.
  - Share any information concerning student absences with the attendance assistant (i.e. vacation, sick, appointment).

### **Student Absences**

Parents/guardians are expected to notify the school of their child's absence. The school office will take phone

calls from parents regarding student absences. If a student is absent from your class, you are responsible for reporting the student's absence. Attendance should be taken within the first 10 minutes of class. It is imperative that you keep accurate, up-to-date records. The site attendance assistant will provide you further guidance regarding the attendance reporting procedures.

### **Student Conduct**

The school is the learning and working environment for both students and staff. Students, their parents/guardians and teachers expect a safe, orderly, positive environment in which to work and learn. Students have a responsibility to know and follow the rules and regulations of the school at all times. Students should respect themselves, respect others, and be responsible for their own actions.

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Students who are unable to meet our high behavioral expectations risk losing the privilege of attending summer school. Students may be removed from all classes and programs entirely. Administration will investigate and make a decision regarding the situation and consequences that will be assigned.

Teachers should explain their expectations and the consequences for positive and negative behavior at the start of the program/class. If a student demonstrates severe or repeated inappropriate behaviors, you are expected to notify the building principal(s). Bring/send the student to the office if s/he is disruptive. If necessary, contact the office for someone to remove the student. Provide detailed information to the building principal regarding the reason the student was removed from class.

### **Supervision of Students**

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel are assigned as their supervisor and serve in loco parentis. If you have questions, contact the building principal of your employment site.

The Board expects all students to be under assigned adult supervision at all school activities, when they are in school, on school grounds, engaging in school-sponsored activities, or traveling under school auspices. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of students in their charge. In keeping with this expected prudence, no teacher or other staff member shall leave his/her assigned group unsupervised except for an arrangement that has been made to take care of an emergency.

### **Permission to Leave the Building**

Teachers may NOT grant a student permission to leave the building unless parent/guardian authorization is provided in advance per administration approval. Teachers should NOT allow a student to use a classroom phone to seek permission to leave from a parent/guardian. Only office staff may discuss permission to leave with a student's parent/guardian. (BOE policy 430.)

### **Visitors/Parents or Guardians**

**Note: Adult visitors are subject to building approval by principal because of COVID regulations.** Adult visitors to your classroom are encouraged and invited. Visitors must sign in at the main office when they arrive. Visitors should also check out of the office before they leave. Visitors are not allowed to disrupt or interrupt scheduled classroom activities. The principal may restrict the number of visitors, and preferences will be given to parents.

The principal will have complete authority to exclude from the school premises any persons whom s/he has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or children on the premises, or whom the principal believes are on the premises for the purposes of

committing an illegal act. (BOE policy 860-Rule.)

### **Guest Speakers**

**Note: Guest speakers are subject to building approval by principal because of COVID regulations.** We invite and encourage guest speakers. As with any visitor, your guest speaker needs to sign in at the main office when s/he arrives. Guest speakers should be treated as visitors. We also encourage you to invite others to hear your guest speaker if your space allows. (BOE policy 860-Rule.)

### **Learning Materials Technology Center (LMTC)**

- Hours: Check with your school.
- Books: Only staff may check out materials for classroom use during the summer. • Materials must be returned at the close of the class session.

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- No laminating service is provided in the summer.

### **Lost and Found**

Turn in any found items to the office. Unclaimed items will be given to charity upon conclusion of the summer school program.

### **Nutritious Snack**

Students may bring a nutritious snack (fruit, nuts, granola bar, juice box, etc.). Staff members are also welcome to bring a snack of their own. Students should not bring candy or similar items (chocolate chips, soda, etc.) for their snack. Teachers will permit students to eat their snack in the 2<sup>nd</sup> class period. Students are responsible for their snacks. Be alert to students with allergies; do not bring snacks that could compromise a student's health.

### **Playground**

No supervision is provided between classes. You are expected to supervise your students if you take them out during class. Students should not be outside during class hours without a teacher.

### **Pets in the Classroom**

There will be no classroom pets during Summer School.

## **ACCIDENT, EMERGENCY AND ILLNESS PROCEDURES**

### **Nursing and Emergency Services**

We work to support children to become more self-reliant in caring for their health needs. Students should be encouraged to provide as much self-care as possible when ill or injured. Only when children are unable to care for themselves within the classroom/restroom setting should they be sent to the office. In the case of illness or accident always assess the seriousness of the situation first. Base your decision on the severity of the situation.

### **Emergency Health Situations**

- You are responsible for knowing and making modifications for students in your classes with special health needs. Check and know your class roster. Be aware of specific student medical information and needs. • Students requiring medications must have the appropriate forms completed by parents and physicians (see Attendance Assistant).
- Health emergency - **Contact the office immediately.**
- Ill children can be sent to the office and the office will notify parents.
- Gloves and bandages will be distributed by the Summer School mailboxes.
- Most minor injuries can be taken care of in your room or, if absolutely necessary in the office. • An

accident report must be completed and submitted to the office on students who are injured during your class or when under your supervision.

### **Accidents**

If an accident occurs, follow these basic steps:

- ◆ Assess seriousness.
- ◆ When unsure of seriousness, contact the office for assistance.

For minor injuries, have the students take care of the injury themselves. Encourage the child to clean his/her injury and apply a Band-Aid. Complete accident reports thoroughly and accurately. Get as much information as possible from the student. If the student needs ice, send him/her to the office. For all injuries dealing with body fluids, **WEAR GLOVES.**

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For serious injuries:

- ◆ Notify the office immediately.
- ◆ If the student is mobile, bring him/her to the office.
- ◆ If there is risk in moving the student, keep him/her resting in the room/area.
- ◆ When contacting the office provide the following pertinent information:
  - ◆ What is the student's condition?
  - ◆ What have you done thus far?

The office will contact 911 if necessary and will contact parents/guardians. Accident reports must be filled out by the responsible adult on the day of the accident and submitted to the office.

### **Student Illness**

Teachers should assess the situation and determine whether or not the student should be sent to the office. Only office staff members are allowed to contact parents to inform them of students' illnesses/injuries and to obtain permission to release students during the day. Staff members are **NOT** allowed to contact parents to share health information during the day, or to seek permission from parents to release students from school.

Students are **NOT** allowed to use classroom phones to contact parents regarding their health status or to seek permission to be released from school. Send the student to the office for office staff to assist.

### **Medications**

Teachers will **NOT** provide students with any form of medication (aspirin, cold tablets, etc.) Student required to take medication must submit the required form. Prescription and over-the-counter medication forms will be available at the main office. Only authorized office personnel may administer medications. Medication will be locked in the office. Parents/guardians and physicians will complete a request to have medication administered by office staff.

In the case of field trips, teachers need to contact administrators to be designated to administer required, prescribed medicines to students. Additionally, teachers in charge of field trips need to have copies of the specific school medication forms for students. (BOE policy 453.4.)

### **Crisis Procedures**

Staff should consult their crisis response sheet for each specific situation. Follow instructions from administration as directed. Be sure both you and your students are familiar with the drill procedures and expectations. Do not share the information with others.

### **Severe Weather Procedures/ Evacuations**

In the event of severe weather staff will receive information specific to their room/area. Attendance is to be taken when students/teacher have assembled in designated area. In the event of a tornado, students and staff should be on their knees with face to the ground, facing the wall, hands/arms covering ears/face. Remind all of your classes of this procedure this summer. A verbal signal will be given when students/teachers may return to teaching area/activities.

## **SCHOOL DISTRICT POLICIES, ETHICS AND CONDUCT**

### **Staff Ethics**

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, all employees of the Waunakee Community School District are expected to maintain high standards in their school relationships. These standards include the following:

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- ◆ The maintenance of just and courteous professional relationships with students, parents/guardians, staff members, and others.
- ◆ The maintenance of their own efficiency and knowledge of the developments in their fields of work. ◆
- The transaction of all official business with the properly designated authorities of the school system. ◆
- The establishment of friendly and intelligent cooperation between the community and school system. ◆
- The placement of welfare of children as the first concern of the school system.
- ◆ The use of pressure on school officials for appointment of promotion is unethical. ◆ The adherence to the Wisconsin code of ethics for local government officials, employees and candidates. ◆ Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then the superintendent if necessary.
- ◆ The proper use and protection of all school properties, equipment, and materials.  
(BOE policies 524 and 524.1, Staff Conflicts of Interest.)

### **Staff Conduct**

All staff members have a responsibility to make themselves familiar with and abide by, the laws of the state as these affect their work, the policies of the Board of Education, and the regulations designed to implement them.

Since the realization of District goals is dependent on the professional behavior of all staff, the following specific responsibilities will be required:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration.
3. Diligence in submitting required reports at the time specified.
4. Care and protection of school property.
5. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision during the school day and at school-sponsored activities. Careful attention to all professional duties, including student registration, attendance keeping and record keeping, student discipline, reporting to parents/guardians, supervision of students, attendance at appropriate meetings, and the requests for, care of, and accounting for instructional materials and equipment, as well as effective classroom interaction with students.
6. It is a person's professional and moral responsibility to give an honest day's work for an honest day's pay.  
(BOE Policy 522.)

### **Staff-Student Relations**

Staff members shall be expected to regard each student as an individual and to accord each the rights and respect due any individual. The role of staff shall be seen, not as dictators or controllers, but as resource persons, aides, and guides in the learning processes. Staff members shall provide for the fullest self determination by each student in regard to his/her learning program, consistent with District and local goals and with optimum opportunities for all students. Students shall be treated with courtesy and consideration. Neither insults nor sarcasm shall be used before a student's peers as a way of forcing compliance with a staff member's requirements or expectations.

Each student is urged to regard staff members as people with specific knowledge and capabilities which can be well utilized to advance the students' own knowledge and development.

Students shall be expected to regard staff members as individuals, employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the right of staff members (and other students, as well) and interference with those rights shall not be condoned. No student shall have the right to interfere with the efforts of instructional

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staff to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. (BOE policy 528.)

### **Discrimination**

No person (meaning K-12 student) may be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. (BOE policies 411/511.)

### **Harassment**

Pupil harassment means behavior towards pupils based, in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment.

Any conduct that meets the three elements of harassment (it is directed towards a pupil, because of protected class status, and is severe or pervasive enough to create a hostile environment) will constitute harassment and will be dealt with accordingly.

The following are examples of behavior that can constitute harassment: name-calling, making threats, spreading rumors, telling inappropriate jokes, making fun of someone, gestures, physical intimidation, hitting, touching, pranks of hazing, vandalism or destruction of property. Inappropriate behavior may be directed at a student or students based on their sex, sexual orientation, race, religion, national origin, ancestry, parental status, physical disability, mental disability, emotional disability, learning disability. (BOE policies 411/511, 412/512, 512/513.)

If you see or hear any form of harassment, you have a legal obligation to stop it immediately. Regardless of the incident, document it and share the information on a note with administration so we can retain the information in the child's file.

**DO NOT IGNORE HARASSMENT, DISORDERLY CONDUCT, OR ANTI-SOCIAL BEHAVIOR. ACT IMMEDIATELY TO**

## **STOP IT AND RESOLVE THE SITUATION.**

Follow these procedures:

- ◆ Identify the action
- ◆ Stop it immediately
- ◆ Talk to the students involved at your earliest possible convenience
- ◆ Document your discussions (even a brief note is helpful)
- ◆ Contact the parents of the perpetrators and victims to inform them of the situation
- ◆ Inform administration, even if it a short note to go in the student's files
- ◆ If it is severe, involve administration immediately. Involving administration does not allow you to abdicate your responsibility to address the situation immediately.

### **Hazing**

No person may intentionally or recklessly engage in acts, which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health

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or safety of the student. Forced activity means any activity, which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity. (BOE policies 411/511, 412/512.)

### **Illegal Touching (Child Abuse)**

Sexual contact or consent to sexual contact is child abuse and is illegal. Students under the age of 16 are not allowed to have sexual contact or consent to sexual contact. Sexual contact involves touching of genitals, breasts, or buttocks. If you learn students are involved in sexual activity/sexual conduct, notify the school social worker if possible, and if that individual is unavailable, contact the building principal. We are obligated to notify the designated authority. This individual will make a determination on whether or not the incident should be elevated. If you see students engaged in activity (close hugging, touching) **INTERVENE**. Explain clearly that state law prohibits sexual contact or consent to sexual contact. If necessary, contact parents. (BOE policy 454.)

### **Corporal Punishment/Use of Force**

Avoid the use of physical force at all times. Always attempt to deal with the hostile student in a calm manner in an attempt to de-escalate the situation. Call the office for assistance when needed.

"Corporal Punishment" means the intentional infliction of physical pain which is used as a means of discipline. No official employee or agent of a Board of Education may use corporal punishment in the District. This policy does not however, prohibit the use of reasonable and necessary force for the following:

- ◆ To quell a disturbance or prevent an act that threatens physical injury to any person. ◆  
To obtain a possession of a weapon other dangerous object within a student's control. ◆  
For the purpose of self-defense or the defense of others.
- ◆ For the protection of property under state law.
- ◆ To remove a disruptive student from school premises or motor vehicle, or from school-sponsored events.
- ◆ To prevent a student from inflicting harm on him/herself.
- ◆ To protect the safety of others.

Incidental, minor or reasonable physical contact designated to maintain order and control may also be used.

The District shall not discriminate in disciplinary actions on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. (BOE policy 447.1 and 447.6)

### **Child Abuse and Neglect Reporting**

In accordance with state law, school personnel as listed in the law who suspect that a student may be abused or neglected, or have reason to believe that a student has been threatened with an injury and that abuse will occur, shall report this to the designated authorities. Employees who report in good faith are immune from prosecution.

Any school employee covered under the law who suspects that a child has been abused physically or sexually, threatened with an injury, or neglected, shall report this to their building principal, assistant principal, or school counselor, or school social worker. Neglect includes abandonment and deprivation of basic needs (food, clothing, shelter, medical care) so as to seriously endanger the physical health of the child. (BOE policy 454-Rule.)

### **Use/Abuse of Controlled Substances**

Teachers who suspect or know of student use of controlled substance should contact the building principal. Administration will be involved to determine whether or not disciplinary action is necessary.

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### **Suicide Prevention/Response**

When any person employed by the District shall have reason to believe, either by virtue of their direct knowledge or a report from another person, that a student is in any danger of harming himself or herself through an attempted suicide, that person is to report the situation immediately.

Teachers who suspect students of having suicidal tendencies or those who hear of threats should contact a building administrator. Do not leave the suicidal student without adult supervision for any amount of time while making this contact. If the student's life is in imminent danger, the nearest law enforcement emergency agency shall be summoned to transport the student to the nearest hospital emergency room. The building principal shall immediately contact the student's parents/guardians and request that s/he meet with the school staff.

If the danger is not imminent, the principal shall determine if it is appropriate to involve the county department of social services, crisis intervention or the 51.42 Board at this time or to urge the parents/guardians to involve these agencies. In determining the imminence of the danger, the contact person should consult with another administrative team member. (BOE policy 457-Rule.)

### **Statement of Non-Discrimination**

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

In keeping with state and federal law, the Waunakee Community School District shall strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities

and services offered students, in their assignment to schools and classes and in their discipline; in the location and use of facilities; and, in educational offerings and materials.

Inquiries regarding interpretation and application of this policy shall be referred to the following designated compliance officer: Director of Human Resources for the Waunakee Community School District.

### **Sexual Harassment**

The Waunakee Community School District is committed to providing a learning and working environment for its students and employees that is free from intimidation and sexual harassment. This policy applies to all District employees and students and will also be distributed to all contractors, vendors and other agents of the District.

It shall be a violation of this policy for any member of the Waunakee Community School District staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature. For purposes of this policy, sexual harassment includes, but is not limited to:

- 1) Unwelcome sexual advances, unwelcome requests for sexual favors, verbal, written, visual depictions or physical conduct of a sexual nature, and other inappropriate verbal or physical conduct of a sexual

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nature, whether or not repeated, when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by any student to another student, or when made by a student to a staff member when:

- a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, or when
- b) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
- c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

- 2) A range of subtle and not so subtle behaviors, which may involve individuals of the same or different sex. Behaviors that may be considered sexual harassment include, but are not limited to the following:

- \* verbal harassment or abuse, sexual jokes and innuendo
- \* pressure for sexual activity or sexual favors, unwanted sexual advances
- \* remarks to a person with sexual or demeaning implications, including remarks about an individual's body, sexual prowess, or sexual deficiencies
- \* unwelcome touching, leering or whistling
- \* suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- \* insulting or obscene comments or gestures
- \* display or sexually suggestive objects or pictures
- \* other physical, verbal or visual conduct of a sexual nature

- 3) It is not considered harassment of any sort for members of management to enforce job performance and conduct standards in a fair and consistent manner.

Waunakee Community School District encourages reporting of all perceived incidents of harassment and/or retaliation, regardless of the alleged offender's identity or position. In addition, the District encourages

individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it stop immediately. Often this action alone will resolve the problem.

If for any reason a person believes that he/she has been the victim of, or has been witness to, conduct constituting sexual harassment and/or retaliation by any staff member, student or contractor/vendor or agent of the District and does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the person should immediately report the alleged offensive behavior to his/her supervisor, counselor or teacher file a written complaint with the Equity Coordinator (Director of Human Resources) using the Discrimination/Harassment Complaint Form. In the event that the Equity Coordinator is involved in the alleged offensive behavior, the person may report the incident and file a complaint with the superintendent of the school district.

All reports of harassment or retaliation will be investigated promptly. The investigation may include interviews with persons involved, and where necessary, with persons who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality of any information related to complaints, complaint investigations, and identity of person(s) named in complaints will be maintained to the extent consistent with adequate investigation and appropriate corrective action.

The District will take appropriate corrective action, including disciplinary action, against any individual who engages in harassment, who impedes investigation of a harassment complaint, or who retaliates against any

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individual for reporting harassment or for assisting or participating in investigation of a harassment complaint. Corrective action may include, for example, training, referral to counseling, reassignment, and/or disciplinary action, as the District believes appropriate under the circumstances. Employees who violate this policy will be subject to disciplinary action at the discretion of management, including, without limitation, suspension and termination. Students who violate this policy will be subject to suspension and/or expulsion. Both employees and students who violate this policy may be referred to law enforcement agencies should there be an alleged violation of criminal law.

Nothing in the policy restricts the right of an individual to file a complaint with police authorities regarding sexual harassment. In fact, the superintendent may request that a complaint be filed by the grievant as the result of his/her investigation of the complaint. (BOE policies 412/512.)

### **Employment Discrimination Complaint Procedures**

Any person who believes that the District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title VII, Title IX, Section 504 or the Americans with Disabilities Act or has in some way violated the District's equal employment opportunity policy sexual or harassment may bring forward a complaint as outlined below:

Step 1: Any person who believes he/she has a valid basis for complaint shall attempt to resolve the complaint promptly by discussion with the building principal, or in the case of an employee, with his/her supervisor. The complaint would be in writing and describe in as much detail as possible the facts of the situation. The principal or supervisor shall keep a written record of the discussion, provide a copy to the complainant, and render a decision within the ten (10) working days.

Step 2: If the complaint is not resolved in Step 1, the complainant may file the complaint in writing with the Director of Human Resources. The complaint must be filed within ten (10) working days of the decision in Step 1 and must be by certified mail, return receipt requested. A copy of the complaint must also be mailed to the principal or supervisor involved. The Director of Human Resources shall arrange a meeting to discuss the complaint. Subsequent meetings may be

scheduled as agreed to by both parties. The Director of Human Resources shall give a written answer to the complainant by certified mail, return receipt requested, within ten (10) working days after the final meeting regarding the complaint.

Step 3: If the complaint is not resolved in Step 2, the complainant may file the complaint in writing with the Board Clerk. The complaint must be filed within ten (10) working days after the receipt of the Director of Human Resources decision, and must be by certified mail, return receipt requested. The Board of Education shall consider the complaint at the soonest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall within thirty (30) working days after the meeting advise the complainant in writing by certified mail, return receipt requested, of the action taken with regard to the complaint.

Step 4: If the complainant is not satisfied with the Board's decision, or in lieu of utilizing these complaint procedures, the complainant may utilize alternate actions available under state or federal laws (e.g. appeal to State Superintendent of Public Instruction (teachers), filing of complaint with Equal Rights Division of the Department of Industry, Labor and Human Relations, the Office for Civil Rights - Region V and/or the courts having proper jurisdiction). (BOE policy 511. BOE policy also includes a complaint form.)

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#### **Drug Free Workplace**

The manufacture, distribution, dispensing, possession or use of a controlled substance or the possession, use or distribution of alcohol or alcoholic beverages by an employee in the workplace shall be strictly prohibited. "Workplace" includes any school building or District property; any District-owned vehicle, or any other District approved vehicle used to transport students to and from school or District activities; or, off District property during any District-sponsored or District-approved activity, event, or function where students are under the jurisdiction of the District. This prohibition does not apply to any substance prescribed for individual consumption by a licensed medical practitioner.

All employees shall be expected to abide by provisions of this policy. In addition, employees engaged in the performance of a grant which is received directly from the federal government shall notify the superintendent of any criminal drug statute conviction occurring in the workplace within five days of such conviction. The superintendent shall notify the appropriate federal agency of the conviction.

Any employee who violates this policy shall be subject to disciplinary action in accordance with provisions of the current employee agreement or other procedures established by the Board. Violation of this policy shall result in suspension or dismissal of the employee. In addition, referral for prosecution will be imposed on employees who violate the standards of this policy and the law.

This policy shall be published annually and distributed to all employees of the District. In addition, in-service programs shall be planned which inform employees about the dangers of drug and alcohol abuse in the workplace; the District's employee assistance program or other rehabilitation programs available; and the penalties that may be imposed upon employees for drug or alcohol abuse policy violations. (BOE policy 522.1.)

#### **Equal Opportunity Employment**

This school district is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the National Guard, State Defense Force or any reserve component of the military

forces of the United States or this state or use or nonuse of lawful precuts off the employer's premises during nonworking hours.

The District will provide reasonable accommodations for individuals with disabilities or handicaps in compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act.

It is the intent of the District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its employment policies, regulations and practices. Discrimination complaints shall be processed in accordance with established procedures. (BOE policy 511.)

### **Smoke Free/Drug Free Environment**

The Waunakee Community School District is a smoke free and drug free environment. Smoking or consumption of alcohol (or any illegal drugs) is not allowed on school grounds or in school vehicles. (BOE policy 522.1.)

### **Board of Education Policies**

The Board of Education reviews and updates policies on a regular basis. A policy manual is maintained in the each of the building LMTCs and the district office. Teachers are encouraged to check policies if they have any questions. Teachers are responsible for knowing, following, and enforcing BOE policies.

**All material in this document is subject to change based on changes in Board of Education Policy, state and local laws, and individual circumstances.**

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**Contact the building principal if you have questions or concerns. We welcome your suggestions to improve our practices and these guidelines.**

**The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.**

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## **2022 TEACHING STAFF-- FREQUENTLY ASKED QUESTIONS**

### **1. What constitutes summer school?**

Summer school programs are defined as learning experiences related or similar to instruction offered during the school year. This includes enrichment and extended learning opportunities that enhance the curricular offerings made available during the district's school year. There is a connection between the instructional objectives of a summer school class and the district's school year curriculum, but the approaches may differ.

### **2. Who can be included in summer school?**

All students residing in the district have the right to attend a summer school program, including home

school and private school students. Students who have been enrolled in full-time open enrollment for one year must be allowed to attend summer school, even if they do not intend to return in the fall.

**3. Who do I contact if I have a question about the program/class I am teaching or assisting?**

Contact the appropriate individual from below:

Sheila Weihert, Arboretum Elementary Principal 849-1800

Dan Carter, Heritage Elementary Principal 849-2030

Dean Kaminski, Prairie Elementary Principal 849-2200

Tim Mommaerts, Intermediate School Principal 849-2176

Jeffrey Kenas, Middle School Principal 849-2060

Brian Borowski, High School Principal 849-2100

Tiffany Loken, Director of Special Education 849-2000

Sheila Weihert, Summer School Director 849-1800

Cari Daily, Payroll Specialist 849-2000 ext. 8014

Denise Mehlhoff, Summer School Admin. Assistant 849-2063

**4. Am I required to attend orientation?**

Yes—All summer school staff members are required to attend an orientation meeting. Orientation dates, times and locations are posted on the Summer School webpage.

**5. Who can tell me how many students I have in each of my classes and of any health considerations for my students?**

The school office will have additional health/custody information regarding procedures and/or medications. You can determine the number of students in your class by logging into the Attendance system and viewing your class rosters.

**6. How do I take attendance?**

Accurate and timely attendance records are extremely important. Attendance is to be taken online at the beginning of each class. Procedures for attendance will be mailed to teaching staff in late May.

**7. Are there general supplies that I can use?**

No, we do not have general supplies (paper, pencils, pens, etc.) for you or for students. You cannot use supplies from the regular classroom teachers. You are responsible for purchasing what you need for your program or class. However, you may use the teacher's desk, scissors, tape, and stapler.

**8. Are students expected to bring their own supplies?**

Yes, if needed, students should bring writing utensils, paper, folders, etc. for their personal use.

**9. Budgets and purchase orders?**

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Instructions are on the summer school website under Staff Information. If your class is assigned a budget, carefully consider the needs of your program and the number of students enrolled. Budget money is designed to cover the cost of consumables-- materials or supplies used for a particular activity or lesson (art supplies, books, curriculum resources, etc.). Budget money should not be used to purchase treats for students.

Questions can be directed to Summer School Administrative Assistant in the summer school office 849- 2063.

**10. How do I find out about my budget?**

Budget information and account numbers will be emailed to you in May. If you are working with a program that has a curriculum coordinator, the coordinator is the only one authorized to use the purchase order system.

- 11. Where do I get purchase orders (POs) from and what is the process for using them?** Budget/Purchase order procedures are located on the summer school website under Staff Information. Follow the link below for more information on ordering: [http://www.waunakee.k12.wi.us/wcsd\\_business/home](http://www.waunakee.k12.wi.us/wcsd_business/home)

Teachers NEW to the summer school program who do not work for the district will also enter their orders online but will do so in the Summer School office. The Summer School Administrative Assistant can assist you.

- 12. Am I responsible for keeping track of the course/program budget?**

Yes, it is your job to keep track of how much you have spent and how much you have left to spend. You may not exceed your budgeted amount without approval from the summer school director. If a coordinator is designated, check with that individual. You can also check with the Summer School Administrative Assistant in the summer school office for a summary of your budget activity.

- 13. What can I purchase for my class?**

Answer: DPI has guidelines on what can and cannot be purchased with class fees. The DPI guidelines are listed below.

DPI Fees

Districts may only charge a minimal material fee if the district is claiming membership for state aid or revenue limit purposes for the course. If the district claims state aid under s. 121.14, Wis. Stats., there shall be no cost to the resident student beyond individual use supplies (towels, gym clothes, notebooks, pencils, textbooks, or similar items: workbooks). Items for which fees are charged must be legally permitted and actually purchased for summer school use.

Examples of items for which fees **may not** be charged are:

- a. internet access
  - b. software
  - c. tuition/instruction
  - d. equipment/apparatus
  - e. vehicles
  - f. gas
  - g. insurance
  - h. transportation
  - i. shuttling
  - j. food—unless it is for a project
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- k. food or lodging for off-campus classes
  - l. building costs
  - m. entry fees
  - n. videos/DVDs/CDs—unless these items will be sent home with students
  - o. guest speakers
  - p. instrument repairs/tuning
  - q. field trips
  - r. games/flashcards—unless they will be used up during the current summer session or sent

**14. How do I access my email?**

Email access is available from any computer in the district or off-site. Access the district website [www.waunakee.k12.wi.us](http://www.waunakee.k12.wi.us) select the blue box 'Google for Staff'. District staff will use their school year account. Non-district staff members will be assigned a temporary email account which will be inactivated at the conclusion of summer school. The majority of communication will be done via email. Check your email regularly.

Email account information will be sent to the email address listed on your employment application. Employee Guidelines for Computer Resource Use and the Internet Safety and Acceptable Use Policy for Network Access in the Waunakee Community School District. (BOE 365-Rule)

**15. How do I make copies?**

You can prepare copy requests prior to the end of the regular school year. The Copy Center will be open on designated days for the entire 6-week term of summer school. The Copy Center schedule is posted by your summer school mailbox.

**16. When should I permit students to eat their nutritious snack?**

Snacks are permitted at the beginning of the 2<sup>nd</sup> class period. Students may bring a nutritious snack (fruit, nuts, granola bar, juice box, etc.). Staff is also welcome to bring a snack of their own. Students should not bring candy or similar items (chocolate chips, soda, etc.) for their snack. Students are responsible for their snacks.

**17. Who needs to receive a copy of the student evaluation?**

An evaluation form must be prepared for all remedial classes students. Work with the respective coordinator if you have questions about what format to use. Send home a copy to parents/guardians (ensure both parents get a copy of the report if parents do not live together) and submit a copy to the office for the student record. The report should be objective, measured against state standards, clear and descriptive, and provide an accurate description of the progress students made on skills during the summer. Mark and separate the students by the school they will enter in the fall. (e.g., Prairie, Heritage, Arboretum, St. John's, IS, MS, or HS) prior to checkout.

**18. If I know in advance that I will be absent during summer school, whom do I contact?** You need to complete a Summer School Absence Report Form. Your paycheck will be adjusted to reflect time worked.

**19. Where can I find information about the student handbook?**

Copies of the student handbooks are available on the district website.

**20. What am I expected to do in the room I am assigned?**

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You are expected to keep the room clean. Make sure the floor space, tables, and desks are clean and the room is neatly organized each day before you leave.

**21. Who do I contact if I need help with my computer?**

Contact the Technology helpline 849-1862.

**22. What if I need specific software or hardware in my classroom?**

Based on course curriculum, technology needs were determined prior to the start of summer school.

Teachers will receive an email detailing the technology available for the various courses. Any special requests beyond that would need to be made to the summer school office. Because of limited tech resources, support and time constraints; approval of special requests will be very limited.

**23. Can I mail information to parent(s)/guardian(s)?**

You can mail information to parents/guardians throughout the summer program. Parent/Guardian addresses can be found on the student class list. Bring outgoing mail to the main office. Each school office has a designated drop for outgoing mail. If it is a formal report, be sure to send a copy to the second parent if necessary.

**24. What are the pay dates?**

Payroll related forms and information are available online at [www.waunakee.k12.wi.us](http://www.waunakee.k12.wi.us) Summer School: Payroll Information/Forms.

**25. Where is additional information about the summer school program?**

Visit the summer school website online at <http://www.waunakee.k12.wi.us> Summer School.