



Waubesa Community School District

2022 SUMMER SCHOOL

**PARA-EDUCATOR, CLASSIFIED STAFF AND SUMMER TEACHING ASSISTANT
HANDBOOK**

Committed to Children, Committed to Community, Committed to Excellence

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Greetings Summer School Support Staff,

Welcome to the Waunakee Community School District summer school program! The summer school program continues to grow steady and strong. We look forward to making this year a success with your efforts and enthusiasm. We encourage you to visit the summer school website at <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, will provide you with a thorough understanding of how our District and Summer School program operates. BOE policies can be found on the district website: www.waunakee.k12.wi.us

Read this information carefully and discuss any questions you may have with the teacher you are assigned to, with the building principal of the specified location, or with student services. This information is made accessible to all in an effort to provide answers to questions that arise. You are responsible for being informed about all the practices and policies that relate to your work with students and their families.

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
K-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
Summer School	Denise Mehlhoff, Summer School Administrative Assistant	849-2063
Payroll	Cari Daily, Payroll Specialist	849-2000 ext. 8014

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.

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GENERAL PROGRAM INFORMATION

Orientation

All summer school staff members are required to attend orientation. Compensation for orientation will be paid at the summer school hourly rate. Orientation will be offered prior to the start of summer school, check the summer school website under Staff Information- Orientation for dates and times.

Summer Teaching Assistant

Summer Teaching Assistants are part of the high school Summer School Program. You are required to register for the class Summer Teaching Assistant on the summer school course registration site:

http://www.waunakee.k12.wi.us/district/summer_school.cfm

As a part of this class, weekly assignments will be required and a review of your job performance will take place before academic credit will be issued. Attendance at orientation is required.

Workday

Your workday depends on the location of employment. You will have regular supervision duty. Your conditional offer of employment states the details of your assignment. Contact the employment site principal or the student services if you have questions about the teacher, class, or student you have been assigned to. Para-Educators, classified staff and Summer Teaching Assistants are contracted for time beyond the instructional day to assist with the supervision of students. Specific supervision tasks will be assigned by administration. Any hours beyond the scheduled workday must be pre-approved by administration.

Specific workday hours are posted on the summer school website under Payroll Information/Forms.

Required Employment Forms

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

Summer Teaching Assistants - Anyone under the age of 16 must have a completed **work permit**. Work permits are available in the High School office. Take the following information to the High School office to obtain your permit prior to orientation:

- The “Conditional Offer of Employment” email you received is your statement of employment.
- The Conditional Offer of Employment must be signed by the parent/guardian giving you authorization to work for the WCSD.
- Signed social security card.
 - Fees for the work permit are waived, since you will be working for the school district.

Summer Teaching Assistants are required to submit a work permit to payroll prior to the first day of employment. Permits are available in the High School office at no cost for your summer school position.

Compensation

Refer to the summer school web site regarding information on pay rates and work shift hours. Waunakee Community School District uses direct deposit. Verify all payroll forms are current. Contact the payroll specialist, if you have any questions.

Pay Dates

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

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Important Notes

All support staff, para-Educators, and classified staff are expected to prepare a packet or folder that outlines their responsibilities. This packet or folder should be kept in the classroom where you begin your day. For example, if you shadow a student and he takes Reading Express 2, then your information packet should be in the classroom with the Reading Express teacher. Be sure the teacher knows where you are keeping these important records. This packet should contain the following:

- Supervision duties (dates, times, and location)
- School map
- Name of the teacher and any other staff assigned to that location/student
- Special notes regarding the needs of the class or student—mark this document CONFIDENTIAL
- If you shadow a student, include a current and accurate copy of that student's schedule.
- A short summary of your role and responsibilities.
- Cite the duty day/ workday (7:30- 11:45 a.m.)

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 WCSO employees or current WCSO substitutes and expressed an interest in working Summer School. A list of the 2022 Summer School Substitute Pool will be emailed to staff in May.

Attire/Grooming

All staff should wear appropriate summer clothing for a work environment. Come prepared for the air conditioning in the buildings. All school rules still 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.).

Identification Badges (IDs)

District staff members should retain their ID badge for summer school. Non-district staff members will be issued a “guest” ID badge at orientation. ID badges must be worn by staff at all times during summer school.

Responsibilities

This is our chance to provide you the opportunity to learn some of the various responsibilities and all of the fun that comes with teaching others. You are a role model for others. Keep this important responsibility in mind.

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Remember that if the building is full and if you are working in hallways with students, or passing from one area to the next, you need to do so in a quiet manner, out of respect for the other teachers working with their students. Insure you do not put yourself or others in a difficult position by creating a disruption.

Confidentiality

Do not put yourself in a difficult situation. All student information is to be kept confidential at all times. Remember to keep confidential information in a place where students do not have access. If you have a concern regarding a student matter, contact the building principal and/or the summer school director.

Student Supervision

Be prompt to your assignment. Do not put others in the difficult situation of having to remind you. Staff will be assigned supervision for bus, bike, hallway, restroom, playfield, and playground supervision. A schedule will be distributed at the start of summer school. Students should not be outside during class hours without a staff member present. If students are inappropriate during this time, notify the office and building principal. On days when weather is inclement, students will report directly to their first class.

The Board of Education expects all students to be under assigned adult supervisors 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. (Refer to BOE policy 455.1.)

Student Conduct

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. Students who are unable to meet our high behavioral expectations risk losing the privilege of attending summer school. If a student demonstrates severe or repeated inappropriate behaviors, staff is expected to notify the building principal(s). Students may be removed from all classes and programs entirely.

Releasing Students

Teachers, Para-Educators, classified staff and Summer Teaching Assistants may NOT grant a student permission to leave the building. Parent/guardian authorization is needed prior to releasing a student. Staff 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.

Mail and Messages

Para-Educators and classified staff teachers will have an identified mailbox in the main office. Check your mailbox daily for hard copy mail. Your summer school communication will be either on email or in your mailbox. Check daily.

Email/Computer Use

Email access is available from any computer in the district or off-site. Access the district website www.waunkee.k12.wi.us select the blue box 'Google for Staff'. 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. Teaching assistants will use their student email account. Login information for non-district adult staff will be sent to the email address on their employment application.

Nutritious Snack

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

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snack. Teachers will permit students to eat their snack in the 2nd period class. Students are responsible for their snacks. Be alert to students with allergies; do not bring snacks that could compromise a student's health.

Parking

Parking is available at each of the summer school sites. Do not park in visitor spots or in the bus loop or drop zones.

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.

Copy Work

Copy Center will be open on designated days during summer school. Staff needing more than 10 copies should complete a central copy request form and put it in the copy mailbox near the main office area when possible. Central copy request forms are available in the teacher workroom. Staff members are expected to abide by and enforce current copyright policies, laws, and regulations. Copier is 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.

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.

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 Situations/ Accidents

You are responsible for knowing and making modifications for students assigned to you with special health needs. If you have questions, contact the office staff. Ill children can be sent to the office, and the office will notify parents. First aid packets are available in the main office. Complete an accident report and submit it to

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the office on students who are injured while in your care. Most minor injuries can be taken care of by the individual or in the classroom. When in doubt, contact the office immediately. If an accident occurs, follow these basic steps:

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

Teachers will be supplied with Band-Aids and gloves. Encourage the child to clean his/her injury and apply a Band-Aid. Complete accident reports thoroughly and accurately. If the student needs ice, send him/her with a pass to the office. For all injuries dealing with body fluids. **WEAR GLOVES.**

For serious injuries:

- ◆ Notify the office immediately.
- ◆ If the student is mobile, bring them to the office.
- ◆ If there is risk in moving 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

Staff 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 and/or to seek permission to be released from school.

Medications

Teachers and support staff 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 maintained in the office. Parents/guardians and physicians will complete a

request to have medication administered by office staff.

Crisis Procedures

Staff should consult their crisis response sheet for each specific situation. Follow instructions from administration as directed. 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 students/teacher have assembled in the designated area. A verbal signal will be given when students/teacher may return to teaching area/activities. In the event of a tornado, students and staff should be on their knees with face to the ground and hands/arms covering the back of their neck and head or seated on their bottoms with a book or arms covering the back of the head and neck. Either position is acceptable.

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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:

- ◆ 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, Summer Teaching Assistants, 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.

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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 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 PreK-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.

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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 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 policies 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

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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.

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, employees and members of the public 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.

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It shall be a violation of this policy for any member of the Waunakee Community School District staff to harass another staff member, student, or member of the public through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students, staff members, or members of the public 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 nature, whether or not repeated, 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.

Waukegan 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. If this does not resolve the complaint the person should file a written complaint with the Equity Coordinator (Complaints about employee to Director of Human Resources Complaints about student to the Director of Student Services) 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.

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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 and legal requirements.

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 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.

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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.)

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

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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.

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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.

This handbook is not all-inclusive. Additional information is available in the Board of Education Policy Manual available in the Learning Materials Technology Centers in every building, and in the district office. All material in this document is subject to change based on changes in Board of Education Policy, state and local laws, and individual circumstances.

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

QUESTIONS

1. Who do I contact if I have a question about the program/class I am assisting?

Sheila Weihert, Summer School Director 849-1800

Tiffany Loken, Director of Special Education 849-2000

Cari Dailey, Payroll Specialist 849-2000 ext. 8014

Denise Mehlhoff Summer School Admin. Assist. 849-2063

2. What are the pay dates?

Payroll related forms and information is available online at www.waunakee.k12.wi.us Summer School: Payroll Information/Forms.

3. Who do I need to notify if I will be absent?

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.

4. Will I be assigned to supervision?

Most support staff will have supervision duty. Please report to your assignment promptly. If you have questions about the schedule or your responsibilities, contact the school office staff.

5. What do I need to know about email?

New para-educators and classified staff will be issued email accounts, the information will be sent to the email address used on their employment application. Email access is available from any computer in the district or off-site. District staff will use their school year email accounts. Summer Teaching Assistants will use their student email account.

6. Where is additional information about the summer school program?

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