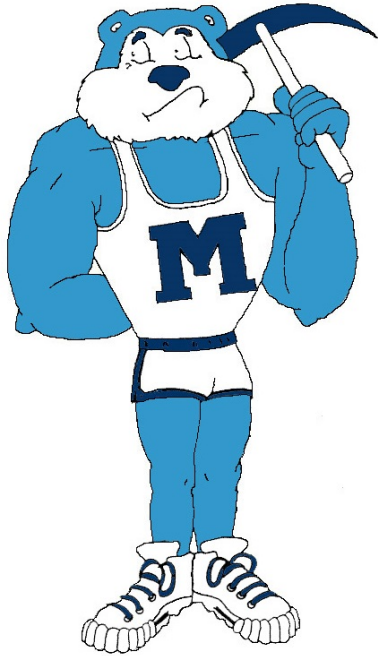


School District of Mellen



2018-2019 Substitute Handbook

Board Approved: August 15, 2018

Mission Statement

Work collaboratively in a respectful, responsible, safe, and ready environment to create an education where all students will succeed.

Vision Statement

To become a world-class community school of choice that maximizes technology and innovation.

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INTRODUCTORY STATEMENT

This Substitute Staff Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of the Mellen School District. It has been prepared to acquaint all substitute staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each substitute staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines.

We encourage you to call any of the individuals below with any questions or concerns you have. The extension number/staff are listed in order of priority when calling for assistance:

- Ext. 400 - Student Services Secretary
- Ext. 402 - Principal
- Ext. 401 - Administrative Assistant
- Ext. 410 – Superintendent

DISCLAIMER STATEMENT

It is the policy of the Mellen School District to provide equal opportunity employment to all qualified substitute staff members and applicants for employment. Positive action is required from all substitute staff members to help ensure that the Mellen District complies with its obligations under state and federal law.

This Substitute Staff Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed, "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the substitute staff member.

Furthermore, any substitute staff member who violates any of the terms and conditions of employment set forth in this Substitute Staff Handbook may be subject to disciplinary action in accordance with Policy 3139 – Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Substitute Staff Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to substitute staff members, whether verbal or written.

SCHOOL INFORMATION

Parking: Substitutes may park on Highway 13 and in the north parking lot by the river.

School Hours: Please report to Student Services Secretary, in the District office by 7:45 a.m. for your assignment. The main entrance on Hwy. 13 will be open. The Student Services Secretary may, at any time, change your substitute assignment to best fit the needs of the District.

Entrance A opens for students at 8:00 a.m. with the first bell at 8:05 a.m.

Class Hours

8:05	Buses Arrive/Doors Opened/First Bell
8:10	Warning Bell
8:15 – 9:05	First Period
9:08 - 9:55	Second Period
9:58 - 10:45	Third Period
10:48 - 11:35	Fourth Period (Elementary lunch 11:00)
11:38 – 12:25	Fifth Period (HS)
12:09 – 12:55	Fifth Period (MS)
11:35 – 12:05	LUNCH (MS)
12:30 – 12:57	LUNCH (HS)
1:00 - 1:47	Sixth Period
1:50 – 2:37	Seventh Period
2:40 – 3:25	Eighth Period

2:00 Dismissal Class Hours

8:05	Buses Arrive/Doors Opened/First Bell
8:10	Warning Bell
8:15 – 8:50	First Period
8:53 – 9:30	Second Period
9:33 – 10:10	Third Period
10:13 –10:50	Fourth Period
10:53 –11:30	Fifth Period (Elementary lunch 11:00)
11:33 - 12:10	Sixth Period
12:10 - 12:40	MS/HS Lunch
12:40 – 1:17	Seventh Period
1:20 - 2:00	Eighth Period

Elementary Recess

10-10:20

Classroom/Access Keys: Substitute teachers will be given a classroom key and access key for use throughout the school day. Please keep the classroom door locked and return the keys at the end of the school day. **Please keep in mind that at no time are keys or access cards to be given to students for any reason.**

Identification Badge: An identification badge will be provided to all substitutes to be worn where it is visible throughout the school day. Please be sure and wear it the entire time you are in the building or on school property.

Lesson Plans, Class Lists, Seating Chart: Check teacher’s desk or podium for seating charts, textbooks, and assignments for the day. You will find PowerSchool log-in information with the sub plans. If, at any time, lesson plans are not clear or specific, or more detailed instructions are needed, feel free to contact the District office.

Attendance, Lunch Count, Absences, Tardies:

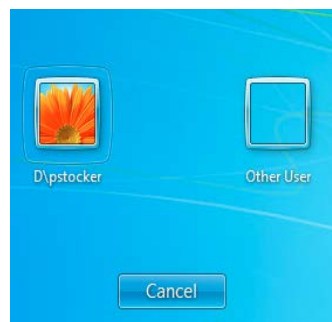
PowerSchool for Substitutes



Network Login instructions - for sub use only.

Turn on your computer. You will be prompted to press the key combination “**CTRL + ALT + DEL**” If it comes up with a user is already signed in, click on the **Switch User** button or **Other User** button as shown below.

Here you will enter the following network credentials:



Username: ____



PowerSchool Attendance and Lunch Count - for sub use only.

From the computer's desktop open a web browser by double-clicking the icon. The most common is Internet Explorer, followed by Chrome and Firefox. See the icons to the right.



Type in the address: _____
This will take you to the PowerSchool Substitute Teacher Sign-In page.

You will now see this screen: Password: _____

A screenshot of the PowerSchool web interface. At the top is a dark blue header with the PowerSchool logo and name. Below the header is a white box titled "Substitute Teacher Sign In". Inside this box are three input fields: "School" with a dropdown menu showing "Mellen Public School", "Teacher" with a dropdown menu showing "Select the teacher...", and "Password" with a text input field and a small asterisk icon. A blue "Sign In" button is located at the bottom right of the form.

Choose **Mellen Public School** from the dropdown menu next to **School**. Then select the teacher for whom you are substituting for.

For the password type in -----.
You are now ready to Take Attendance

For students in grades K-6, attendance will be taken at the beginning of 1st and 6th hour. For students in grades 7-12 attendance will be taken at the beginning of each hour. Click on the chair icon next to the class you are taking attendance for, you also have the option to click on the chair with the grid behind it. This option will show you student photos.

Mark absent students from the drop down menu to the right of the student's name. No need to select "present" for the students that are there, it will default the blank fields after you click submit. Then make sure to hit the submit button on the bottom when finished. Clicking on Start Page it will take you back to the main screen.

You are now ready to enter Breakfast/Lunch Counts

Lunch counts are taken first thing in the morning (for middle and high school teachers, this means during first hour).

To do this, click on the knife and fork icon. Enter the number of students eating breakfast for the **following day only**. Enter the number of students eating lunch. If you plan to eat, mark yourself as one adult lunch.

If you have any problems or questions, please call the office at Extension 400.

EXPECTATIONS OF MELLEN STUDENTS

All students in the Mellen School District are expected to model the Digger Values of responsibility, respectfulness, readiness, and safety. These expectations should be posted in all classrooms. Students are also expected to follow all policies and guidelines in the Student Handbook.

INFORMATION ON STUDENT ATTENDANCE, etc.

Compulsory Student Attendance (State Statute 118.15)

All children between five (5) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays accepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's administrative guidelines. The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

Substitute Staff Member's Procedure for taking Attendance

For students in grades 1- 6, attendance will be taken at the beginning of first and sixth hour. For students in grades 7-12, attendance will be taken within the first 5 minutes of each hour.

Excuse For Absence

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences. Parents must provide a written, dated, signed or verbal statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the District Office. The District reserves the right to verify statements and investigate absences from school. The District may require a written doctor's excuse for any absence because of illness or injury.

Administration will determine whether an absence is excused or unexcused. For any questions or concerns, please contact Corey Lake, School Attendance Officer at Ext. 228.

Make-Up Of Coursework And Exams For Excused Absences

A student, whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester or grading period examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be one (1) time the length of the absence unless extended by Administration based upon extenuating circumstances.

Processes For Excused Absences

A student may be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds five (5) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the

Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by Administration. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent. The supervisor of such religious instruction shall report monthly, to Administration of the school regularly attended, the names of the students who attended such weekly religious instruction. Refer to Board Policy 5223.

Examples Of Counted Absences

A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional appointments (e.g., medical/dental) that cannot be scheduled outside the school day;
2. to attend the funeral of a relative;
3. legal proceedings that require the student's presence;
4. college visits;
5. job fairs;
6. family vacation*

* When a family vacation must be scheduled during the school year, the parents should discuss the matter with Administration and the student's teacher(s) to make necessary arrangements no less than one week prior to the vacation.

Once 5 (of the 10) days of excused absences have occurred, parents will be notified of the 10 day limit. Any further absences (after 10) must be excused by Administration or the student will be considered truant.

The following do not apply:

Religious Holiday – The student wishes to observe a religious holiday consistent with the student's creed or belief;

Suspension

Program or Curriculum Modification (high school only) – Students who participate in either of these programs leading to a high school diploma or a high school equivalency diplomas as provided by State law.

High School Equivalency – Secured Facilities (high school only) – Students who participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and his/her parents or guardian must agree that the student will continue to participate in such a program at the expense of the resident District.

Child at Risk (high school only) – Students identified as a “Child at Risk” under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. Administration will determine on a case-by-case basis the appropriate methods to deal

with unexcused absences and shall be in accord with due process as defined in Attendance Policy 5200 and other applicable Board policies.

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

Make-Up Of Coursework And Exams For Unexcused Absences

A student whose absence from school was unexcused will be permitted to take any quarterly, semester or grading period examinations missed during the absence or any other major assignment that may put the student at risk of receiving no credit in a course or subject if the work is not made up.

Credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by Administration.

It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by Administration based upon extenuating circumstances.

Truant

A student is considered truant if he or she is absent from school without an acceptable excuse for part or all of one (1) or more days from school. Refer to Attendance Policy 5200.

Habitual Truancy – Wisconsin State Statute 118.16

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, Administration shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out. Refer to Attendance Policy 5200.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, Administration shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out. In the event that the habitual truancy is unresolved, Administration will refer the case to Law Enforcement. Refer to Attendance Policy 5200.

Tardies

The school day starts at 8:15 and students are required to be in their classroom. Students who are not in their classroom when the late bell rings, are considered tardy. All students who are tardy to school, for any reason, must report to the District Office.

When a teacher detains a student after class, they shall issue a late pass for the student's next class.

When a MS/HS student has been tardy to class on three (3) occasions, a thirty minute detention will be assigned by Administration. Each tardy hereinafter will result in an additional 30 minute detention. The count will restart each quarter.

Students Leaving During The School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of Administration and with the student's parents. Students must

sign-in and sign-out whenever entering/leaving the building when not accompanied by a professional staff member.

High school students with open campus privileges may leave the campus during their lunch period. Students must sign in/out during this time as well. The signing sheet will be in the District office. HS students who violate school rules will lose their open campus privileges as ascertained by Administration.

Middle school students are not allowed to leave the school grounds during their lunch period or recess.

Attendance For Athletes

The following attendance requirements are to be met for students to participate:

Student athletes will be in school the full day of a practice/contest in order to participate in that practice/contest, unless they have been excused for medical or dental appointments or have a signed excuse from administration in order to participate.

Student athletes must be in school the entire day following an event or competition unless they are excused by the administration. Student athletes violating this provision will be ineligible for the next game, meet, or match.

Student athletes suspended from school for any reason are not allowed to participate in or attend any school activity, practice or game, until fully reinstated to school.

BEHAVIOR PROBLEMS

From time to time our students create challenging situations to deal with. Any student who is unable to behave appropriately in the classroom and disrupts the education of others can be sent to the Principal's office for the Principal to handle.

It is crucial that you call the office at extension 400 to let them know the student is on their way.

CLASSROOM SUPERVISION

You must be in your assigned classroom at all times when classes are in session. At no time shall students be involved in classroom or other school activities without proper supervision by the faculty member or adult to whom the students are assigned.

Student Passes: Substitute teachers should be cautious when giving students passes to other areas. Students are generally not allowed to leave the room to get a pass from another teacher once the class period has begun. Please use your best judgment on whether the student truly needs to see a teacher. You can always call the teacher to determine if they approve of the student coming to their classroom. Those students who have arrived in your class with a signed pass in-hand will be allowed to leave.

Lyceum/Assembly Programs: Substitute staff will accompany their class to the assembly program and will sit with their class in the designated area.

Elementary Bus Loading and Unloading Procedure: The substitute staff member will greet students at their classroom doorway at the beginning of each period or be at their designated supervision spot. The staff member will accompany their students to the buses at the end of the day. Students need to be on the buses by 3:30 p.m.

School Phones: A phone is provided in the District office for students to use if they must call home. Students are not allowed to use classroom phones for personal calls.

Duties: All teachers have additional duties scheduled from time to time. Please check the staff member's substitute folder for schedules and notes pertaining to these responsibilities.

Preparation Periods: Substitute staff may be assigned to substitute for another staff member during their preparation periods. The Student Services Secretary will contact you if this is the case. If you are not subbing in another area the expectation is that you correct papers for the absent teacher.

Cell Phones: Students may use Wireless Communication Devices (WCDs) before and after school, during their lunch break, during after school activities and at after school functions. WCDs shall not create a distraction or disruption. Please refer to District policy 5136.

If a student is violating the policy in any way (including using the cell phone in the classroom) you must tell the student to give you the phone and turn it into administration.

PARENTS PICKING UP STUDENTS

Elementary Students: Parents are to report to the District office to pick up their children. The District Office will call the student to the office. In some cases, parents of elementary students may wish to pick up their student at the classroom door. When this happens, the District office will have the parent sign in and take a visitor badge before going to the classroom. If possible, the District office will call the teacher to inform him/her of a parent coming to the classroom to pick up their child. Students should not be released to parents who show up at the classroom without clearance. Should a person claiming to be a parent appear at your door, contact the District office immediately.

Middle/ High School Students: Students are excused to the District office with a pass.

INJURIES AND ILLNESSES

If a student is injured or becomes ill during the day, call ext. 405 and if no answer, call ext. 400. They will give you further direction as to where to send the student.

In the case of serious injury or illness, stay with the student and do not move him/her. Notify the Health Aide at ext. 405, and a staff member will come to your assistance. All injuries, no matter how slight, are to be reported.

SCHOOL BREAKFAST & LUNCH

Elementary Breakfast: Pre-K students will eat breakfast in their classroom. Students in grades K-5 eat in the cafeteria beginning at 8:10 a.m. An aide will pick-up lower elementary students and take them to breakfast.

Middle School/High School Breakfast: Middle school and high school students eat breakfast in the cafeteria.

Elementary Lunch Breaks: Substitute staff member will accompany class to cafeteria. When students are seated with their lunches, the substitute may go for his/her lunch break. If you choose to eat a school lunch, you must pay in the District Office prior to eating.

Middle School/High School Lunch Break: Release the students on the bell only. Students should never be allowed to go to lunch early. Grades 6-12 have a 30 minute lunch period. Grades 9-12 have a 30 minute open campus at lunch. If you choose to eat a school lunch, you must pay in the District Office prior to eating.

Lunch Schedule

11:00-12:00 EC & 4K
 11:05-12:00 Kindergarten
 11:10-12:00 First Grade
 11:15-12:00 Second Grade
 11:27-12:15 Third Grade
 11:32-12:15 Fourth Grade
 11:37-12:15 Fifth Grade
 11:35-12:05 Middle School Lunch
 12:30-12:57 High School Lunch

Early Release

11:00-12:00 EC & 4K
 11:05-12:00 Kindergarten
 11:10-12:00 First Grade
 11:15-12:00 Second Grade
 11:20-12:15 Third Grade
 11:25-12:15 Fourth Grade
 11:30-12:15 Fifth Grade
 12:10-12:40 Middle School Lunch
 12:20-12:40 High School Lunch

EMERGENCIES

Fire Exit Plan: The fire exit plan is posted on the wall of every classroom and in the white binder. Please familiarize yourself with the plan location and procedure.

Door Monitor: The following are fire drill door monitors:

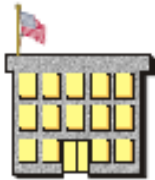
LMC
 HS Special Education teacher
 Tech. Education
 Guidance
 Administrative Assistant
 Student Services Secretary
 Second Grade Teacher

If you are substituting for one of the above teachers, it is important for you to look for the clipboard and radio located in the room. Directions should be on the clipboard. Call extension 400 if you need assistance in locating these items.

At the sound of the fire alarm, all students should immediately come to attention. Orderly and controlled movement is important. Students must remain silent and walk in single file. **Exit the building by the designated fire exit as shown on the posted fire exit plan. Everyone, without exception, is to be evacuated from the building immediately. Be sure and take a class roster and your emergency backpack with you.** Let the door monitor know who you are subbing for and whether you are missing any students. Adults who are not supervising students at the time of the drill must still exit the building.

Tornado Procedure: The tornado procedure is posted on the wall of every classroom and is in the white binder. Please familiarize yourself with this procedure.

When the announcement is given that a tornado has been sighted, all students are to be escorted to the designated areas listed on the posted tornado drill procedure.



Major Fire

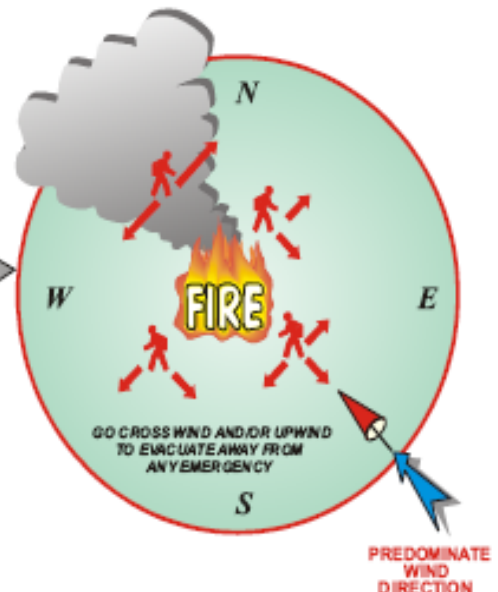


Crisis Index

TEACHER

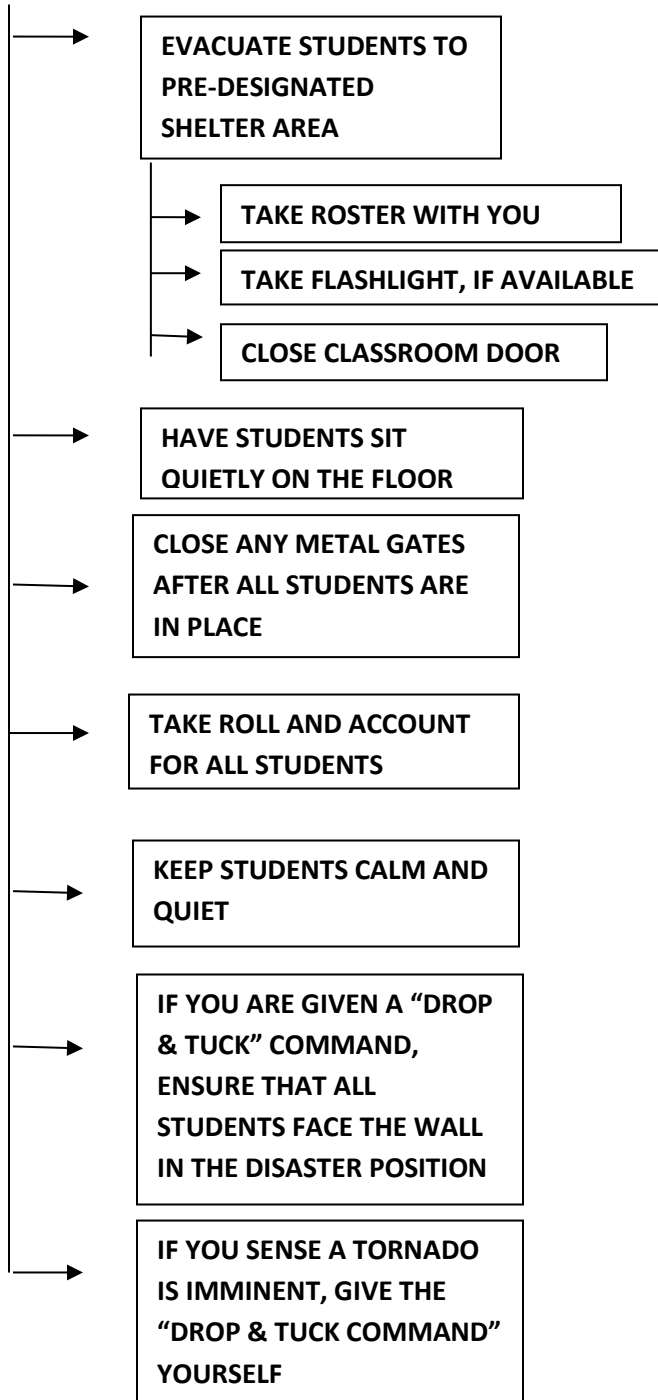


- 1 EVACUATE WHEN YOU HEAR THE FIRE ALARM. FOLLOW THE EVACUATION PROCEDURES
 - a BE AWARE OF PRE-DESIGNATED PRIMARY AND ALTERNATE EVACUATION ROUTES
 - b TAKE ROSTER SHEET AND GRADE BOOK WITH YOU
- 2 CLOSE THE CLASSROOM DOOR AND TURN OUT THE LIGHTS AS STUDENTS LEAVE
- 3 LEAVE THE BUILDING IN AN ORDERLY MANNER WITHOUT RUSHING OR CROWDING
- 4 IF THE SITUATION WARRANTS, A BUS EVACUATION WILL BE USED TO TRANSPORT THE STUDENTS TO ANOTHER SITE
- 5 IF THE EMERGENCY CALLS FOR AN EVACUATION WITHOUT THE USE OF BUSES, WALK FROM THE BUILDING IN THE STATED COURSE
 - a ALWAYS EVACUATE CROSSWIND AND / OR UPWIND AWAY FROM ANY EMERGENCY BY A SAFE ROUTE
 - b STUDENTS SHOULD BE EVACUATED AT LEAST 300 FEET FROM BUILDING AND OUT OF THE WAY OF EMERGENCY VEHICLES
- 6 REASSEMBLE THE STUDENTS AND CHECK ROLL TO ENSURE THAT ALL STUDENTS ARE ACCOUNTED FOR
 - a REPORT ANY MISSING STUDENTS TO THE PRINCIPAL'S OFFICE IMMEDIATELY
- 7 NOTE ON THE CLASS ROSTER ANY STUDENTS WHO HAVE BEEN RELEASED TO THEIR PARENTS
- 8 RETURN TO YOUR CLASSROOM ONCE THE "ALL-CLEAR" HAS BEEN GIVEN BY THE PRINCIPAL'S OFFICE



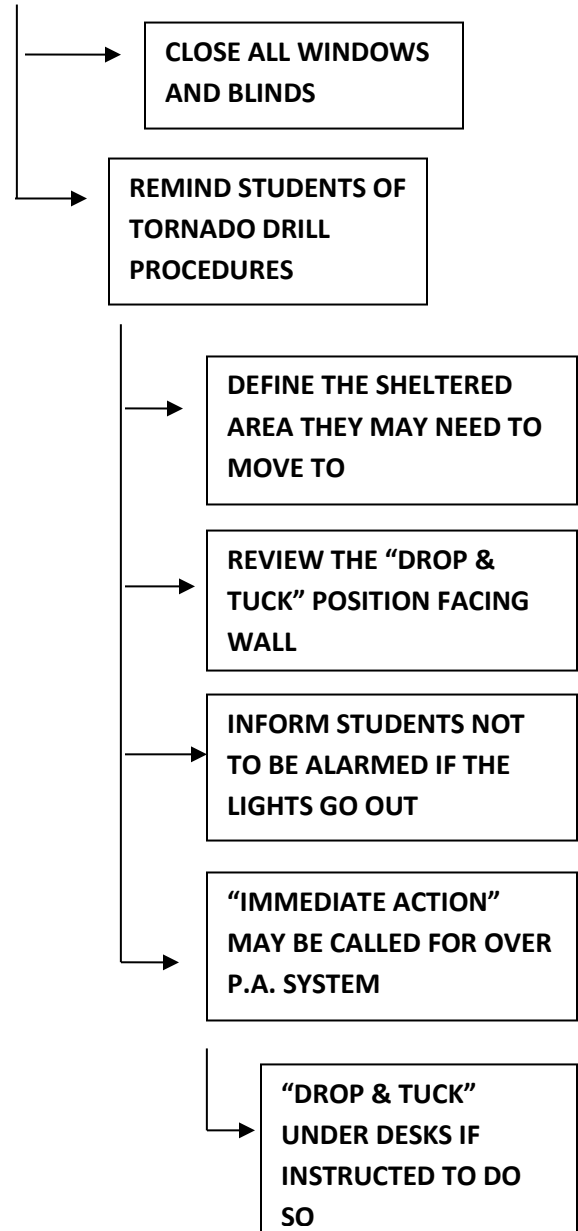
Tornado Watch

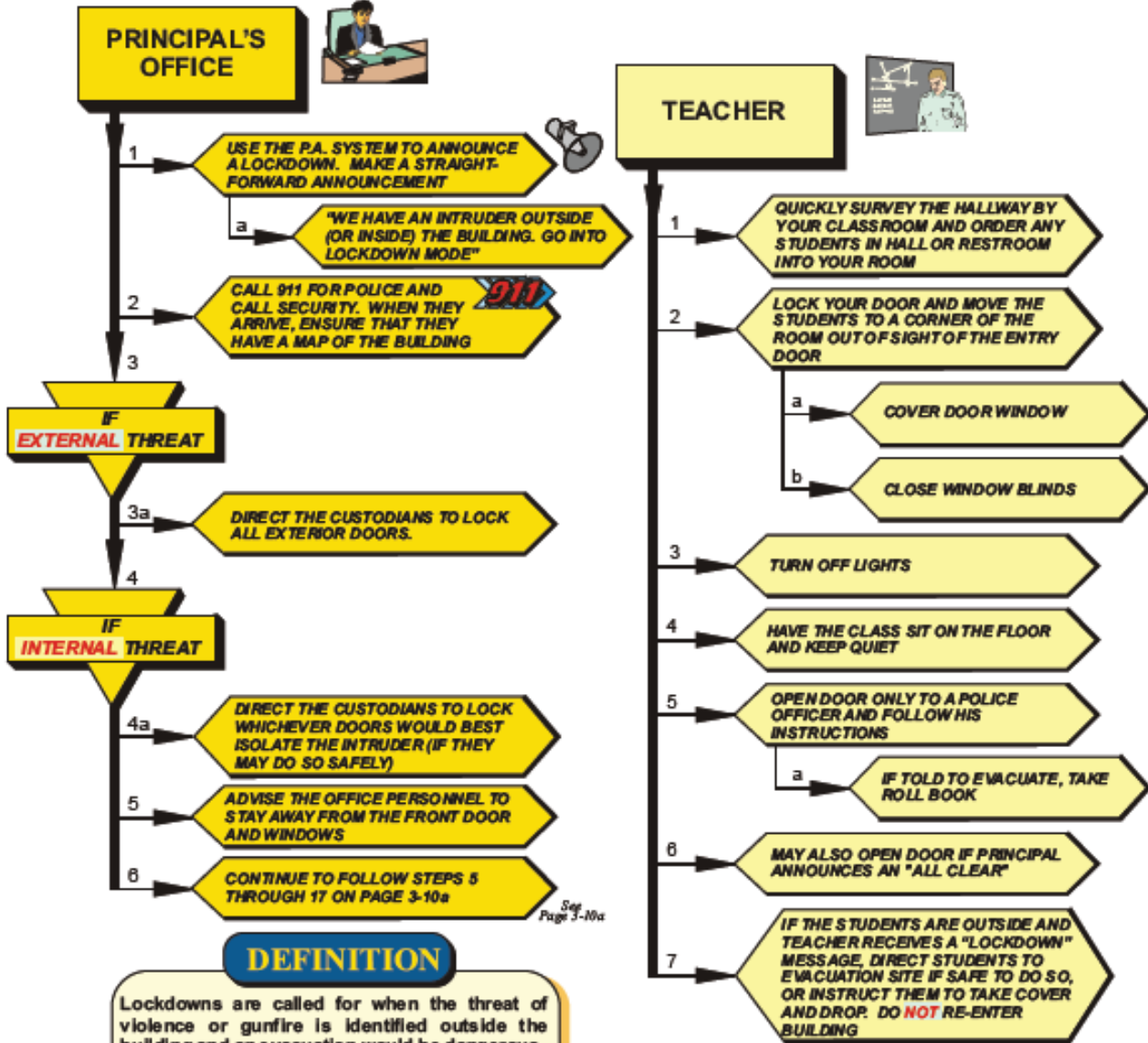
TEACHER



Tornado Warning

TEACHER



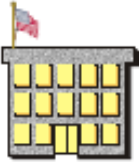


DEFINITION

Lockdowns are called for when the threat of violence or gunfire is identified outside the building and an evacuation would be dangerous.

A Lockdown may also be called for when there is a threat inside and movement within the school could be dangerous.

The difference between Shelter-In-Place and Lockdown is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building.



Crisis Index

20

EVACUATION



PRINCIPAL'S OFFICE



EMERGENCY

- Disaster
- Fire
- Explosion
- Fallen Aircraft
- Nuclear Power Plant Incident
- Chemical Release
- Bomb Threat
- Drill



Continued on Page 3-20b



Continued from
Page 3-20a



TEACHER



1. EVACUATE WHEN YOU HEAR THE FIRE ALARM OR ANNOUNCEMENT FROM THE PRINCIPAL'S OFFICE
 - a. BE AWARE OF PRE-DESIGNATED PRIMARY AND ALTERNATE EVACUATION ROUTES
 - b. TAKE THE CLASS ROSTER SHEET AND GRADE BOOK WITH YOU
2. CLOSE THE CLASSROOM DOOR AND TURN OUT THE LIGHTS AS THE STUDENTS LEAVE
3. LEAVE THE BUILDING IN AN ORDERLY MANNER WITHOUT RUSHING OR CROWDING
4. IF THE SITUATION WARRANTS, A BUS EVACUATION WILL BE USED TO TRANSPORT THE STUDENTS TO ANOTHER SITE
5. IF THE EMERGENCY CALLS FOR AN EVACUATION WITHOUT THE USE OF BUSES, WALK FROM THE BUILDING IN THE STATED COURSE
 - a. ALWAYS EVACUATE CROSSWIND AND / OR UPWIND AWAY FROM ANY EMERGENCY BY A SAFE ROUTE
 - b. STUDENTS SHOULD BE EVACUATED AT LEAST 300 FEET FROM BUILDING AND OUT OF THE WAY OF EMERGENCY VEHICLES
6. REASSEMBLE THE STUDENTS AND TAKE ROLL CALL TO ENSURE THAT ALL STUDENTS ARE ACCOUNTED FOR
 - a. REPORT ANY MISSING STUDENTS TO THE PRINCIPAL'S OFFICE IMMEDIATELY
7. NOTE ON ROSTER ANY STUDENTS WHO ARE RELEASED TO THEIR PARENTS
8. RETURN TO YOUR ROOM WHEN YOU ARE INSTRUCTED THAT IT IS SAFE TO DO SO



STAFF CONTACTS IN EMERGENCY SITUATIONS/ HELP IN PROBLEM SOLVING

Principal, Ext. 402
Superintendent, Ext. 410
Student Services Secretary, Ext. 400
Administrative Assistant, Ext. 401
Health Aide/Special Education Secretary, Ext. 405

NEEDING IMMEDIATE ACTION

Immediately contact the District Office, Ext. 400 should you hear of a potentially violent situation developing. This might include weapons of any sort in school, guns (real or fake), tempers flaring, student standoffs, fighting stances, verbal harassment in any form, profanity, or noncompliance with directions. Do **not** tolerate any behavior of this type.

DRUG, TOBACCO AND ALCOHOL USE

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from illegal drugs, illegal substances, or their “look-alikes”, injecting legal chemicals which would alter ones physical, emotional and/or behavioral state, tobacco products such as cigarettes, e-cigs, snuff, etc., as well as prescription drug abuse affecting job performance.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any substitute staff member at any time while on District property or while involved in any District-related activity or event.

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The Chain of Command is the formal line of authority, communication, and responsibility within the District. Policy 3112 – Board-Staff Communications

THE ROLE OF MANAGEMENT

The role of management includes, but is not limited to, the right to:

- A. Manage and direct substitute staff members;
- B. Hire, promote, schedule, transfer and assign substitute staff members;
- C. Lay off and recall substitute staff members;
- D. Discharge employees or take disciplinary action;
- E. Schedule overtime as required;
- F. Develop job descriptions;
- G. Assign work duties;
- H. Introduce new or improved methods or facilities or change existing methods or facilities;
- I. Contract out for goods and services;
- J. Discontinue certain operations; and
- K. Direct all operations of the District.

II. EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of substitute staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wisconsin Statutes), sexual orientation, national origin,

ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the substitute staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

Policy 3122 - Nondiscrimination and Equal Employment Opportunity

AG 3122 - Nondiscrimination and Equal Employment Opportunity

AG 3122B - Complaint Procedures for Nondiscrimination and Equal Opportunity/Access

SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION

The Board of Education prohibits discrimination against any employee based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability. The District's Section 504 Compliance Officer is Administration. This person is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer. For more information see Policy 3123.

ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the Mellen School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our substitute staff members.

For purposes of anti-harassment, "School District community" mean individuals subject to the control and supervision of the Board including, but not limited to, student, substitute staff members, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

Administration has prepared written administrative guidelines for substitute staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in policies and administrative guidelines.

For more information employees shall refer to:

Policy 3362 - Employee Anti-Harassment

Policy 3362.01 - Threatening Behavior Toward Staff Members

AG 3362 - Employee Anti-Harassment

AG 3362A - Reporting Threatening Behaviors

HIRING OF RELATIVES (NEPOTISM)

The District has established clear rules regarding the employment of relatives (nepotism) that can be found in:

Policy 3120 - Employment of Professional Staff

CONFLICT OF INTEREST

Substitute staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

Policy 1130 - Conflict of Interest – Private Practice

Policy 3210 - Staff Ethics

Policy 3123 – Section 504/ADA Prohibition Against Disability Discrimination

Policy 5772 – Weapons

Policy 8462 – Student Supervision and Welfare

Policy 8660 – Transportation by Private Vehicle

OUTSIDE ACTIVITIES OF STAFF

It is imperative that substitute staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a substitute staff member is involved in an activity that threatens that staff member's effectiveness within the school system, Administration shall evaluate the impact of such interest, activity, or association upon the substitute staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, substitute staff members should review the following:

Policy 3231 - Outside Activities of Staff

Policy 1130 – Conflict of Interest

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its substitute staff members concerning work methods and operations. Substitute staff members should follow the chain-of-command when offering a suggestion or comment.

Substitute staff members should refer to the detailed procedure regarding communication set forth in

Policy 3112 - Board-Staff Communication

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within the building and at all school sponsored activities.

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

Administration has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, Administration is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Please keep in mind that staff members have responsibilities that concern more than your student. All visitors need to respect the staff member's instructional time and all students in the classroom.

Classroom visitations must not be obtrusive to the educative process and learning environment and should not occur on an excessive basis. Please refer to Policy 9150-School Visitors.

III. EMPLOYMENT STATUS AND RECORDS

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of substitute staff members and grant access to inspect or review those records in accordance with Policy 8320 – Personnel Records and State law.

STUDENT SUPERVISION AND WELFARE

The Board requires each substitute staff member to maintain a standard of care for supervision, control and protection of students commensurate with the substitute staff member's assigned duties and responsibilities. Please keep in mind that any injury no matter how slight must be reported. Substitute staff members should refer to Policy 3213 - Student Supervision and Welfare

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Substitutes shall notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect. For more information please refer to Policy 8462.

STAFF DISCIPLINE

Staff member discipline and required investigations regarding potential wrongdoings of a substitute staff member shall be consistent with the terms established in Policy 3139 – Staff Discipline. Background checks are required by all before subbing and may be conducted at the discretion of administration at any time (at least annually) during employment.

REDUCTION IN STAFF

The District reserves the right to eliminate and/or reduce the substitute staff positions, in whole or in part, and to retain those substitute staff members who are most qualified to perform the available work, regardless of their previous length of employment.

RATE OF PAY

The pay rate for substitutes is as follows:

One full day	\$100
Half day	\$ 50

PAYROLL SCHEDULE FOR 2018-2019

<u>PAY #</u>	<u>TIMESHEET DUE</u>	<u>PAY DATE</u>	<u>PAYROLL GUIDE</u>
1	August 17, 2018	August 23, 2018	20 & 26 pay period begins
2	August 31, 2018	September 6, 2018	10-month hourly employee pay begins/Pay 1st half of CC/VB/JHGGB/FB stipend
3	September 14, 2018	September 20, 2018	
4	September 28, 2018	October 4, 2018	
5	October 12, 2018	October 18, 2018	
6	October 26, 2018	November 1, 2018	Pay 2nd half of CC/VB/JHGGB/FB and 1st half of JHBBB stipend (AD approves issuing check.) Board 1st half
7	November 9, 2018	November 15, 2018	
8	November 23, 2018	November 29, 2018	Pay 1st half AD/GJVBB/GVBB/BVBB/BJVBB/Cheer/Ext.Music and 2nd half of JHBBB
9	December 7, 2018	December 13, 2018	
10	December 21, 2018	December 27, 2018	
11	January 4, 2019	January 10, 2019	
12	January 18, 2019	January 24, 2019	Pay 1st half JHGVB
13	February 1, 2019	February 7, 2019	
14	February 15, 2019	February 21, 2019	Pay 2nd half JHGVB (AD approves issuing check.)
15	March 1, 2019	March 7, 2019	Pay 2nd half GJVBB/GVBB/BVBB/BJVBB/Cheer (AD approves issuing check.) Quiz Bowl and Extracurricular Music
16	March 15, 2019	March 21, 2019	
17	March 29, 2019	April 4, 2019	Pay 2nd half of Board.
18	April 12, 2019	April 18, 2019	Pay 1st half of SB/BB/Track
19	April 26, 2019	May 2, 2019	
20	May 10, 2019	May 16, 2019	20 pay periods ends, Pay 2nd half of SB/BB (AD approves issuing check.), 2nd half AD, all other stipends as needed.
21	May 24, 2019	May 30, 2019	Pay 2nd half of Track
22	June 7, 2019	June 13, 2019	10-month hourly employee pay ends/Pay Advisors, Yearbook, Golf, and FBLA.
23	June 21, 2019	June 27, 2019	
24	July 5, 2019	July 11, 2019	
25	July 19, 2019	July 25, 2019	
26	August 2, 2019	August 8, 2019	26 pay periods ends

Personal Data Changes: Please notify the Administrative Assistant if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions. This information is necessary as it may affect your compensation.

Deductions: It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your pay, you should immediately raise the matter with administration.

V. WORKING CONDITIONS AND HOURS OF WORK

DRESS CODE

Substitute staff members are expected to project a professional business-like image. Appropriate business casual dress includes slacks or khakis, dress shirt or blouse, open collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee length or below, a tailored blazer, knit shirt or sweater and loafers or dress shoes that cover all or most of the foot.

FOOD SERVICE

The District makes Breakfast and Lunch available for all staff. For the 2017-2018 school year, the meal charge for Breakfast is \$2.50 and Lunch is \$4.50. Substitute staff can pay the Student Services Secretary in advance for their meal.

PLANNING/CONFERENCE PERIOD

Substitute teacher hours of employment:

The substitute teacher's work day shall be from 7:45 AM to 3:45 pm, unless otherwise noted. The work day may be extended for trainings.

PERSONAL COMMUNICATIONS

During work hours, personal communications made or received, regardless of whether on a Personal Communication Device (PCD), regular telephone, or network computer, can interfere with substitute staff member productivity, distract others, and/or set a bad example for students. Substitute staff members are expected to use discretion in using PCDs while at work. Substitute staff members are expected to limit personal communication to breaks and lunch period and to inform friends and family members of the Board's policy in this regard. Refer to Policy 7540.04 – Staff Network and Internet Acceptable Use.

USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by substitute staff members will be in accordance with the administrative guidelines and by completing Form 7510 F1-Request for Use of School Facilities and submitting completed form to Student Services Secretary for processing.

- Policy 7510 – Use of District Facilities
- Policy 7530 – Lending of District-Owned Equipment
- AG 7530 – Personal use of District Equipment/Facilities

USE OF PERSONAL PROPERTY AT SCHOOL

Substitute staff members may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

VI. SAFETY AND HEALTH

REPORTING A WORK RELATED INJURY

Any accident that results in an injury, however slight, to a substitute member, must be reported promptly and in writing to the Health Aide in compliance with Policy 8442 – Reporting Accidents. The injured substitute staff member shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

BULLYING OF STAFF/STUDENTS

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include, but are not limited to:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding movement, unwelcome physical contact and unwanted touching.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyber bullying" – the use of information and communication technologies such as e-mail, cell phone, pager text messages, instant messaging (IM), defamatory personal web sites, personal social media accounts and apps and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. The complaint procedure is described in Administrative Guideline 2260.01B and is available in the District office.

ANTI-HARASSMENT

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the District, or District transportation.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against any staff or student.

For additional information, please refer to Policy 5517.

Mandatory Reporting Of Threats Of School Violence

All persons who are mandatory reporters of child abuse or neglect (including all school employees) are now required to report threats of school violence to a local law enforcement agency in accordance with section 175.32 of the State Statutes. Please read and sign the Mandatory Reporting of Threats of School Violence Form at the end of the handbook and turn in to the Principal.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

Substitute staff member's use of the District's Network will be governed by Policy 7540.04 – Staff Network and Internet Acceptable Use and Safety and the related administrative guidelines. Personal use of internet/social media during the school day is strictly prohibited.

The due process rights of all substitute staff members will be respected in the event there is a suspicion of inappropriate use of the network. Substitute staff members have no privacy expectations in the content of their personal files and records of their online activity while on the network.

EMAIL

When available, the District's e-mail system must be used by substitute staff members for any official District e-mail communications.

Substitute staff members are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Substitute staff members should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

SOCIAL MEDIA ACCOUNTS

In accordance with Policy 3213 – Student Supervision and Welfare, substitute staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, Spotify, Instagram and personal social media accounts and apps, etc. unless strictly for educational purposes, part of a lesson plan and in which the substitute staff member has received prior approval from administration. Written parental consent must be on file before new individual student accounts are opened/established.

VIII. STAFF MEMBER CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Substitute staff member discipline and required investigations regarding potential wrongdoings of a substitute staff member shall be consistent with Policy 3139 – Staff Discipline

NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

IX. SUBSTITUTE STAFF MEMBERS RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the School District of Mellen Handbook for Substitute Staff Members and understand the provisions contained herein. I understand that the terms described in the handbook for Substitute Staff Members may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I understand that this Substitute Staff Handbook supersedes all previous manuals and/or handbooks that I have received or have been advised of by the District. I also understand that any subsequent revisions to the provision of this Handbook will supersede those contained herein.

Substitute Staff Member's Signature

Date

Please print full name

SCHOOL DISTRICT OF MELLEN

**SUBSTITUTE TEACHER
JOB DESCRIPTION**

A substitute teacher should be a person qualified to instruct in our school and who is employed for periods of time in the absence of the regular teacher.

Suitable programs for training, assigning, orienting, and evaluating the work of a substitute teacher shall be provided by the instructional staff under the direction of Administration.

Rates of compensation for substitute teachers will be set by the Board of Education.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school district.

Retired teachers may be employed as substitute teachers.

The employee shall remain free of any alcohol or illegal substance, and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Updated: August 2013

Substitute Teacher Signature

Date

Please print full name

SCHOOL DISTRICT OF MELLEEN

EMERGENCY TRAINING REQUIREMENT

I acknowledge that I have received the emergency training at the School District of Mellen for Substitute Staff Members. I understand the procedures for all emergency situations.

Substitute Staff Member's Signature

Date

Please print full name

Child Abuse and Neglect Training

As a substitute in the District you will need to complete the WI DPI training on Child Abuse and Neglect. This is web based training. At the end of your (16 minute) training, you will be able to print off a completion certificate. Please turn that certificate in to Administration to place in your personnel file.

Please go to: <http://dpi.wi.gov/sspw/pupil-services/school-social-work/contents/child-abuse-and-neglect> and follow the steps to complete the training. If you have problems please contact Carol Popovich at 715-274-3601 ext. 401.

Staff Education Technology Acceptable Use and Safety Agreement

To access and use the District’s Education Technology, including a school assigned email account and/or the Internet at school, staff members must sign and return this form.

Use of the Education Technology is a privilege, not a right. The District’s Education Technology, including its Internet connection and online education services is provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of staff members in an effort to restrict access to child pornography and other materials that is obscene, objectionable, inappropriate and/or harmful to minors. Administration may disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members accessing the Internet through the District’s Education Technology are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Internet.

The Board reserves the right, at any time, to access, monitor, and review and inspect any directories, files and/or messages residing on or sent using the District’s Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that a staff member has the proprietary rights to the design of a website hosted on the District’s servers, the staff member agrees to license in perpetuity the use of the website by the Board without further compensation.

Administration is responsible for determining what is unauthorized or inappropriate use. Administration may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the District’s Staff Education Technology Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to State law and/or Board policy.

I have read and agree to abide by the Staff Education Technology Acceptable Use and Safety Agreement and the related Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of the District’s Education Technology, I agree to communicate over the Internet and the network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I understand that individual users have no expectation of privacy related to their use of the District’s Education Technology.

Please complete the following information:

Print Full Name of Employee

Employee Signature

Date

School District of Mellen
420 South Main Street
P.O. Box 500
Mellen, WI 54546
Phone: (715) 274-3601 Fax: (715) 274-3715

MANDATORY REPORTING OF THREATS OF SCHOOL VIOLENCE

All persons who are mandatory reporters of child abuse or neglect (including all school employees) are now required to report threats of school violence to a local law enforcement agency in accordance with section 175.32 of the State Statutes. Any mandatory reporter who believes in good faith that there is a serious and imminent threat to the health or safety of a student, school employee or the public, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, must report it. The person must immediately inform a law enforcement agency, by telephone or personally, of the facts and circumstances contributing to the belief that there is a serious and imminent threat to the health or safety of the student, school employee, or the public.

Any person or institution participating in good faith in the making of a school violence threat report is immune from any liability, civil or criminal, arising under state law that results by reasons of the action. Whoever intentionally fails to report a school violence threat as required may be fined not more than \$1,000 or imprisoned not more than six months or both.

Also, school officials should be aware that the privileged communication responsibilities outlined in section 118.126 of the state statutes for school counselors, psychologist, social workers, nurses or any teacher or administrator who engages in alcohol and drug abuse program activities do not apply to information related to threat of school violence required to be reported under section 175.32 of the State Statutes.

By signing below, I state that I have read and understand the mandatory reporting requirement.

Staff Name

Date Signed