NORTH LAKE SCHOOL

2026-2027
Staff Procedural Manual

Board Approved: August 26, 2026

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The North Lake School District Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working 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.

2026-2027
School Theme
"STOP, THINK, DECIDE"

Our Vision:

North Lake School will continually adapt to provide our school community with the skills and strategies needed to grow and succeed in all aspects of life as confident, motivated, life-long learners.

Our Mission:

It is the mission of North Lake School to help our students and school community to reach their potential and become their best. We are committed to develop and grow their passion for a life full of learning, sharing, and exploration. Through strong relationships, rigorous academic and behavior standards, relevant and application-based coursework, and high expectations for all stakeholders, we will work together to achieve excellence.

Our Core Values:

Every day at North Lake School, we TEACH, MODEL and EXPECT the **7 C's**:

Character:

We model our character through integrity, mutual respect, good conduct, positive attitudes, caring, and kindness.

Critical Thinking:

We continually develop and challenge our capacity to think, reason, solve problems, and adapt to an ever-changing world.

Communication:

We consistently and effectively communicate with students, with parents, and with our staff.

Collaboration:

We understand education is a partnership among educators, parents, students, and the community, and will share the responsibility to ensure growth and success.

Creativity:

We connect students to their course content and provide opportunities to express ourselves through our work and activities.

Confidence:

We are not afraid of failure because we learn from it. We will accomplish our goals because of our ability to persevere.

Change:

We are able to adapt to the constant change in both education and life in general because we expect it and will work in partnership to overcome any and all obstacles and adversity together.

2026-2027 NLS DISTRICT INITIATIVES

Initiative	Specifics
School Core Value: Critical Thinking "We continually develop and challenge our capacity to think, reason, solve problems, and adapt to an every-changing world." **School Theme: Stop, Think, Decide** *Designed by Hugh Swanson, 6th grader* **School Song: Lakers Pride** **School Year Goals:** ***Refresh PBIS*** ***Communicate with Confidence*** ***Lead AI for All*** ***Celebrate Workplace Culture*** ***Form Lakers Families*** **School Spirit:** ***Men's Staff Tee*** ***Women's Staff Tee***	• **Welcome Back > Introductions & Roles** • **Loyal Staff > Celebrations** • **Steady Enrollment** • **Summer School** • **Mandated Trainings** • **LCK Playground Upgrade** • **New Classroom Furniture** • **THE COVE, Study Rooms (212 & 214)** **1st Day Red Carpet Arrival > NO School Kickoff Assembly** **Settle in straight away into classrooms** **Possible Friday afternoon assembly (Staff Discussion)** **Culvers Night** **Grandparents Lunch (/11)** **Harvest Fest (9/19)** **Community Showing of Screenagers-Gen AI Movie**
Assessment	**District Assessment Coordinator (DAC) > Lesch** **FORWARD State Testing Results** **i-Ready, AimsWeb, PRP, PreACT, & Data Walls** **Oct. 23 = Eric Larsen Data Retreat**
Curriculum/Educational Programming	**Social Studies Alignment** **Envisions (7th Mathematics)**

	Lakers Manufacturing Experience **Instrumental Music Community Partner** **2nd Annual Theater Production > Drama Coach** **Fine Arts Night** **NLS = AMSAC's Home of Wrestling** **Mr. Kaczor's Pumpkin Patch**
Educator Effectiveness	**EE Platform > My Learning Plan** **Cycle assignments** **PPG's**
Internal Resources & School Partners	**EMLSS Meetings** **Director of Student Services/Assistant Principal (Westcott), GT & Section 504 Coordinator (Lesch), & School Psychologist (Berlin)** **Rtl Staff Procedural Manual** **Funds for Families** **GALS > Mental Health Services** **Oasys Tutoring**
North Lake Education Foundation	**Volleyball Posts, Pickleball, The Cove, & Indoor Recess** **Mini Grants** **Scholarships** **Community Fellowship Committee** **Fundraisers & Golf Event (5/29)**
Professional Responsibilities	**Team Meetings:** • **Lower (K-4) > Mondays** • **Upper (5-8) > Tuesdays** • **EMLSS (with Specialists) > Thursdays** **PBIS Participation** **NLS & CFC Events**
School Safety	**School Safety Plan Updates** **Law Enforcement Input** **"Critical Thinking" School Safety Training** **Det. Rob Kassens** **PikmyKid > Crisis Communication** **Announced Drills** **Vistu - Visitor Management System**
Stakeholder Communication **All Staff** **Families** **Board** **Community**	**District Policies** **Employee Handbook for Professional Staff** **Employee Handbook for Support Staff** **District Procedures** **Staff Procedural Manual**

Parent Led Committees/Clubs **Student Leadership Group** **NLEF** **Town Hall Library** **Mill Street Cafe** **Local Law Enforcement**	**NEW & IMPROVED > Student/Parent Handbook** **District Student Info System** **SKYWARD** **WAVE** **NO GO DOJO!** **Staff Culture Survey > Let's aim to be a TOP WORK PLACE!**
Student Discipline 	**Strong Message with Rise Vision** **Targeted Teacher Behavioral Intervention-Tiered System** **Bullying Reporting** **NEW & IMPROVED > Behavior Referrals (5-8)** **Technology Referrals** **Infraction Action** • **Primary** • **Elementary** • **Middle School** **REST > Upper & Lower School** **Dousman Bus Rules** **Staff Love and Logic Training**
Technology	**helpdesk@northlakeschool.org** **Go Guardian > Classroom Management Tool** **AI > Staff & Student Usage** **AI > Guidelines & Expectations** **Gemini= District approved AI tool for staff & upper school students** **Ackley Approved > All Apps & Software** **Google Classroom & Site Expectations** **School Website Audit & ADA Compliance**
Wellness	**Well Wisconsin Incentive Program > $150 gift card** **Staff Wellness** **NLS Fitness Center Upgrades** **Playground Pickleball**

North Lake School Expectations for all Staff Members A-Z

The following items represent general and specific practices and procedures that the administration expects of all staff members when working with our children, faculty, families, and the North Lake School organization as a whole.

Academic Honesty

- All middle school work submitted for the purpose of course or class requirements must represent the efforts of the individual student. Students, parents, and faculty members are all important contributors to the upholding of academic integrity in our school. Any form of academic dishonesty is prohibited. Academic honesty includes, but is not limited to: plagiarism, copying, providing another student with answers, or giving/ receiving assignments or tests from other students, or using technology shortcuts including artificial intelligence tools to provide answers. Middle school teaching staff will model and teach academic honesty in the classroom setting to uphold the North Lake School mission and core values.

Accidents/Injury

- All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to Mrs. Sellhausen immediately. Reports should cover property damage as well as personal injury. If it is after hours, it must be filled out the next work day. If an employee is injured on the job in any way, they must report it to Mrs. Sellhausen in the office ASAP to file a report for insurance purposes.

Announcements/*The Wave*

- If any staff members need announcements to be made over the PA system at school for any reasons, please send down an e-mail in the morning, or a typed or clearly handwritten note to the office with all pertinent information present on your note with the date you want it read. Most announcements are made at approximately 2:25 p.m. If you send out weekly or monthly newsletters to your class, it is expected to be edited and free of mistakes. Correct dates and times are very important! We request a copy of all of these letters to be kept in the office with Mrs. Daugs or Mrs. Osowski to refer to if calls of inquiry are made. All announcements that staff members would like to see posted in *The Wave*, school newsletter, should be submitted to Mrs. Osowski by Wednesday afternoon of the week it is to be published.

Assignment Notebooks

- All students are expected to use an assignment notebook in grades 3-8. It is expected that each classroom teacher reviews how to effectively use their notebooks (hard copy or electronic) at the beginning of the school year and review and check that they are being used regularly for those who need support throughout the year. Classroom teachers will hand out assignment notebooks on the first day of school.

Before School Procedures

- Classroom teachers should be ready to greet students in their classroom beginning at 7:20 a.m. The bus arrival is timed for students to walk directly to their classrooms after unloading. Bus riders will enter Door G. Parent drop off will occur at Door A during a window of 7:10-7:25 a.m. The school day officially begins with

students in their seats at 7:25 a.m. for grades 5-8 and 7:30 a.m. for grades K-4. Specialists and support staff should be stationed in hallways to ensure a safe transition from bus, car, or MPR to homerooms.

Building Security and Key Protocol

- Maintaining a safe and secure environment is of the utmost importance at North Lake School. Teachers receive access through a key fob opening doors A, D, G and L. In the case that a staff member wants to view video, this footage is only available through school administration. Building access will be granted to outside groups through the facility use form. Staff members are instructed not to share their key fob with another person or party. If a fob is lost, a replacement will be provided with a fee determined by administration. Staff members are provided with an inside master key. **Interior classroom doors should be locked during the school day and exterior doors should not be propped open EVER!**

Bulletin Boards & Classroom Decorations

- It is the responsibility of each staff member to maintain the décor and environment of their teaching area and their homeroom lockers. Bulletin boards adjacent to assigned classrooms will be decorated and maintained in a timely fashion. The view from classroom windows and door windows should not be obstructed.

- **No tape on lockers!!**

Bullying

- The District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. See Policy 5517.01 and Student Discipline Plan section in this handbook. The District Bullying Reporting form should be used to define the bullying issue and help determine the appropriate course of action.

Bus Trips

- **The following guidelines are suggested to make the trip pleasant for everyone involved.**

Basic Rules Must Be Followed

A. Students must remain properly seated, not walking while bus is moving, standing on seats, or sitting on backs of seats. **Keep last 2 rows of seats on bus empty, if possible.**
B. No flash pictures are to be taken on bus when the bus is in motion.
C. Reasonably quiet
D. Appropriate language and gestures
E. "Quiet" at all railroad crossings
F. Aisles and emergency door must be kept clear at all times.
G. Windows down only half way, this eliminates hands and heads outside of bus.
H. If eating on the bus is allowed, students must clean up after themselves. Driver will provide trash bags.
I. Driver is **NOT RESPONSIBLE** for any items left on the bus.

When ordering a bus, be sure to list ALL destinations so driver can be properly prepared. The driver will have directions only for the places you have listed on your request form. The bus will be at school 5 minutes before scheduled departure time unless otherwise requested. Specify on the request form your preferred pick up point at the school. Sufficient departure time to return to school should be allowed.

This will allow for stragglers and not rush the driver (driver may be expected to return in time to drive another route or trip).

Emergency Exit: Is exactly that, it is **NOT** to be used as a routine exit.

Chaperone Duties –

A. See that students follow basic bus rules as listed above.
B. Walk through the bus when empty to make sure garbage and items are picked up.
C. If only one – chaperone will sit in the back.
D. If two – one in front and one in back.
E. If three – one in front – one in middle and one in the back.

Chaperones are required on ALL extra–curricular bus trips.

Please realize that bus drivers are dealing with a 40-foot long vehicle, sometimes there may be areas the buses can't go, or wait for any length of time. Please make your plans accordingly.

Cash and Check Handling

- All cash that comes into your classrooms for field trips, book orders, or fundraisers should be clearly marked in an envelope with the classroom teacher's name and purpose on it and turned into the office to be kept in the safe each night. If a check is needed by the office for any reason, the correct request forms need to be filled out for Mrs. Sellhausen. Checks will be cut two times a month coinciding with our payroll dates. Please plan accordingly and communicate with Mrs. Sellhausen to confirm the check dates.

- We have a blue lockbox outside of the office to be used for after-hours deposits. You should never keep cash in your room.

- NLEF has a white lockbox outside of the office.

Cleaning

- All staff members are expected to clean up after themselves and the students under their care. Biohazard waste should be immediately reported to the office/custodial staff and removed by members of the custodial staff. If absolutely necessary, staff members should assist by using the pathogen kits located in each room. Elementary classrooms will be vacuumed and cleaned each evening. Please keep your teaching spaces orderly and neat–free of clutter. Trash will be removed on a daily basis and door handles and sinks will be cleaned. Care should be given to sort recyclable items from trash. Staff members should refrain from disposing perishable and noxious waste (eggs) in classroom wastebaskets. Students are to assist with maintaining the cleanliness of the classrooms by keeping the soles of their shoes clean, picking debris up from around their seating area, and putting classroom chairs up at the end of the day. Staff members seeking assistance or concerns with cleaning should contact the custodial team or Mr. Ashenfelter directly. Finally, student lockers are not to be used for personal storage.

Communication

- There is nothing more important in our organization than communication and trust. All of us are responsible to **communicate with each other professionally, honestly and effectively.** If there is a problem, we need to communicate it with the party we have a problem with, so it can be resolved. If there is a question or concern,

we must voice it to the appropriate person or team. We need to support each other and help to improve the team at all times. We are all unique and different in our own ways. We must all respect that and move forward. **Parents need to be contacted by phone or e-mail anytime their child has earned a D or F from a teacher at NLS.** Even though we have our Skyward system, we can't trust that families will keep up with this communication opportunity.

- **Encourage parents to communicate early dismissals, absences, appointments, or any other student related matters DIRECTLY with the office. Using Class DoJo or Google Classroom, complicates the matter, especially when teaching staff is absent and not available for the app.**

- Communication in a crisis will come through the office to promote consistency and clarity. See administration if you have a question.

- Honesty is a core value in the district. Employees shall not create any inaccuracies verbally or on official district documents such as time sheets, job applications, pupil records, etc.

Content Mastery Center (CMC)

- The CMC is an alternate learning environment (room 114 and 201) set up to assist our students with special needs. **The special education teachers are the contacts for questions about the CMC.**

Conferences/Open House

- We have two conference dates and times scheduled for parents and teachers to meet for the purpose of communicating about student progress. It is expected for all teachers in K–4th grade to schedule blocks of time with each of their students' families and communicate their schedules with the office. In grades 5-8, a first come, first served open house format will be implemented or Google Meets will be scheduled with families if requested. Teachers in the specialty areas will have assigned locations and make themselves available during the conference hours for parents to stop by to talk about their children's progress in their classroom. A thirty-minute dinner is always scheduled during conferences, and an announcement will be made to provide a break in conferences. Both October and February conferences are encouraged for families to attend. February is not optional. We want to meet with parents.

- Teachers are also expected to attend an open house usually scheduled the third week of August.

Conflict Resolution (Staff/Parents)

- If there is a disagreement between staff members or with parents, it should be discussed and handled in private. If support is needed from administration or from the guidance department, we will provide it. **The administration always appreciates a heads-up if there is a problem or potential problem with a parent.**

Conflict Resolution (Students)

- If there is a disagreement between students, encourage them to work it out peacefully. If that doesn't work, assist them with their problem. If you are uncomfortable with assisting, you may consult with the school counselor, school psychologist, CMC staff, or administration if it is a safety, special education, or bullying issue.

Copyright

- A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. Questions regarding copyright shall be directed to the District Administrator and Board Policy 2531 Copyrighted Works.

Criminal Background Checks/Charges/Convictions for Active Employees - Obligation to Report Criminal Record

- All District employees shall notify their immediate supervisor or administrator as soon as possible, but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude and any of the other offenses as indicated below:
    A. crimes involving school property or funds;
    B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
    C. crimes that occur wholly or in part on school property or at a school-sponsored activity;
    D. a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
    E. a misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication does not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three (3) calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees.

An arrest or indictment is not an automatic basis for an adverse employment action. However, if the offense giving rise to the arrest or indictment is substantially related to the circumstances of the employee's job, and if the arrest or indictment relates to a pending criminal charge, the District may suspend the employee. Arrests or indictments for which criminal charges were dismissed will not be the basis for adverse employment actions.

Conviction of a crime is not an automatic basis for an adverse employment action. The District will consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

A. the nature and gravity of the offense or conduct;
B. the time that has passed since the offense, conduct and/or completion of the sentence;
C. the nature of the position to which the employee is assigned; and
D. (for-non-felonious crimes only) the relationship between the offense and the position to which the employee is assigned.

Nothing herein prohibits the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

Crisis & Safety Plan

- Each classroom in the building is equipped with the Emergency Procedures Manual (flip chart). Staff members should become familiar with the manual and its layout. Detailed safety procedures are included in the Emergency Procedures Manual. It is the responsibility of the staff member to ensure that the Emergency Procedures Manual, flashlight, blood kit, and evacuation directions are maintained and in place in each classroom during the year. When conducting an evacuation, staff members should take their class roster with them, turn off their classroom lights, close the classroom door behind them, and escort students to safety. We have Epi Pens and AED defibrillators located in 3 areas: commons, outbuilding, and MPR. Staff should direct questions and concerns regarding safety to the superintendent.

Curriculum/Course Guides

The district curriculum plan is developed and evaluated by the district administrator and adopted the school board. The district curriculum plan provides an organized set of learning experiences that build upon students' previously acquired knowledge and skills. Curriculum includes course of study, subjects, classes, and organized activities provided by the school. The instruction in courses is consistent with state statues, DPI regulations, and school district policies. The district in collaboration with teaching staff develops and maintains curriculum course guides in order to better accomplish learning results with students.

Discipline/Student Management/Rules

- Our procedures for student discipline are in place to promote positive change if problems occur. PBIS is implemented to support students. Staff and students will work together to deal with a conflict as soon as possible. We will communicate with families when necessary and desire to work as a team to best help the child when trouble arises.

- Behavior expectations vary by grade level at North Lake School and are developmentally appropriate for our student body. If disruptive behaviors arise, we follow a continuum of interventions. In our kindergarten through 4th grade setting, we use a visual clip system and transition to a card system in grades 5 and 6. Grade level teacher teams provide an explanation of the interventions and consequences built into these systems.

- In our 7-8 middle school setting, written behavior referrals are issued by staff members if needed. The behavior referrals are cumulative and tied to our athletic code of conduct. Homeroom teachers can provide further clarification about the issuance of a referral. *Behavior referrals can be issued to 6th graders.

- General middle school guidelines may vary by circumstance and are stated as follows:
  * Three behavioral referrals result in a detention. Detentions are held on Mondays after school.
  * Three detentions result in an in or out-of-school suspension with school staff.

- Further consequences beyond those outlined here are administered on an individual basis and involve a team approach. It is our desire to help children become responsible and proactive. We will work with them to achieve this goal.

- It is expected for all teachers to form strong relationships with their students. We are committed not to allow bullying and other harassing behaviors at school. When it is seen, it needs to be stopped! We have school board policies that define harassment, bullying and cyber bullying (Board Policies 5517 & 5517.01). It is vital for staff members to work with their students to understand what these things are and the actions that will not be tolerated. A harassment/bullying report form is available on our website under forms and in the teacher workroom. It should be filled out completely by anyone experiencing harassment and turned in immediately to the Title IX Coordinator, Mrs. Julie Westcott. Teachers are encouraged to use this form as documentation and local law enforcement will be involved in the process.

- Teachers should feel empowered and are expected to handle the majority of student conduct issues in their own classroom. Gross misconduct, bullying, and safety issues are the only issues that should constitute a child being sent to the office. Students who are consistent behavior issues should be referred to the school counselor, school psychologist, CMC staff, and/or administration for assistance.

- We have *Behavior Referral forms* in the office for all middle school teachers to report misconduct. It is expected that the teacher will fill these forms out completely when needed with a consequence attached, provide a copy to the student, and turn in a copy to the office. The office will document behavior referrals in Skyward. Three referrals will result in a detention. All gross misconduct issues should be referred to the administration immediately and verbal contact should be made by the staff member to the administration and parent detailing the incident. It is also good practice to write or type the specifics relating to the incident or behavior including all witnesses and create a file to easily reference it in the future.

District Property

- The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, for example, employee identification badges and the key fob for building entry. District equipment borrowed for short-term use should be returned the first work day after project completion.

Dress Code

- **Staff** - All teachers should dress in a professional and appropriate manner for the day's activities. District employees are judged not only by their service but also by their appearance. The District expects every employee's appearance to be consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Keep in mind that we are role models for the children and represent our school community. Staff are required to wear their North Lake ID badge at all times.

- The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere. Hats or head coverings are not allowed with the exception of a spirit day.

- **Students** - Students are expected to refrain from wearing any clothing to school that could possibly cause a classroom distraction or disruption. Examples of such clothing items would include:

* Clothing that contains advertisements, pictures, drawings, or text for alcohol, tobacco, or other drug-related materials
* Clothing that contains crude, obscene, or offensive pictures, drawings, or text
* Clothing that allows undergarments to show through (e.g. spaghetti straps or tight leggings)
* Clothing that allows any portion of the mid-body to be exposed
* Hats/caps/head coverings are not to be worn in the school building except on designated days
* Other items worn on a person that may also be distracting (jewelry, hairstyle, makeup, face paint, etc.) are not appropriate except on designated days
* No short shorts or short skirts (mid-thigh or longer is appropriate)
* No Spandex shorts are allowed
* Backpacks, purses, crossbody bags, etc. should be stored in a locker. These items should NOT be in hallways or classrooms.

- Students who violate the dress code will be required to wear a "cover-up" outfit or have a parent bring different clothes to wear. Students will not be allowed to be in their regular classes until the dress code problem is corrected.

Drills

- **Fire Drills** – We are required by the state to hold monthly fire drills. During the winter months we may not get outside due to inclement weather. Each room has a designated exit plan posted in it. Teachers are responsible to inform their students about fire exit procedures and do follow-up exercises regularly to keep the students prepared.

- **Tornado Drills** – Students and staff are assigned a safe place in the building for tornado drills. This location is posted in your classrooms. Please review tornado procedures with the students. During a tornado drill, the students are to kneel down quietly and protect the back of their head and neck.

- **Intruder/Lock Down Drills** – Please talk to your students about our "lock down" procedures. If there is a dangerous person in our school, we will get on the PA system and order, **"lock down, lock down, lock down."** All staff and children should get into the nearest classroom, close the door, and stay out of site from the classroom door until an all clear is given. Classroom doors should be locked, if possible. ****Please Note:** Teachers are responsible to have an updated class list with them at all times during all of these drills to check for student attendance.

- **Evacuation Drills** – Staff will review evacuation procedures on an annual basis. In the event of an all-school evacuation, Saint Teresa of Calcutta's Parish Center is our reunification point. In the event of an extreme situation, we would bus students from Saint Teresa of Calcutta to Arrowhead High School.

Emails/Websites

- All teachers are required to utilize email to keep aware of important information, policies, events, etc. Please stay current with your email communication and respond in a timely fashion. Staff should be aware that Gmail, content in Google drive, Google docs folders, Google chat, Google sites, and Google voice are subject to open records law regulation and that all of our communication is archived. Be very mindful when sending and receiving personal messages and attachments. **Teachers should not create student records on their personal devices!** If posting class photos in a school approved app like Class DoJo, take the pictures within the app not as a photo on your personal phone. Please, keep your personal and professional emails distinct. Do not share school Google Docs through your personal email. (Use your school Gmail for this purpose.) Staff is

also expected to maintain a Google site to provide information about curriculum, communication, and passion for teaching.

Emergency School Closing and/or Personnel Emergency

- Poor weather conditions can sometimes cause our school district to close for the day. We will use "School Messenger" and email when there is a closing. If Arrowhead closes, so does North Lake School. If our school is closed, all of our school based extra-curricular activities will also be called off for the day and evening.

- If there is some type of serious emergency (e.g. staff death), the emergency phone chain will be activated. The phone chain is explained at inservice.

Employee Expectations

- The district expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The district expects employees to comply with board policies, work rules, job descriptions, and terms of the Employee Handbook for Professional Staff Members and the Employee Handbook for Support Staff Members. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

Employment Harassment based on a Legally Protected Status

- Policy Statement: The District is committed to providing fair and equal employment opportunities and to providing a professional work and student learning environment free of all forms of unlawful employment harassment.

- Unlawful Employment Harassment: The District shall not tolerate unlawful harassment in employment based on any personal protected class characteristic described above in section 2.02. Unlawful employment harassment that could alter conditions of employment, or form a basis for personnel decisions, or interfere with employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of unlawfully harassing District employees in the workplace. Unlawful employment harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Unlawful harassment in employment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

    1. Unwelcome sexual advances, comments or innuendos;
    2. Physical or verbal abuse;
    3. Jokes, insults or slurs based on any personal protected class characteristic (*Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks)*;
    4. Taunting based on any personal protected class characteristic described in Board Policy 1422 and 2260; and/or
    5. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

In determining whether harassment is sufficiently severe or pervasive to create a hostile work environment, the harasser's conduct should be evaluated from the objective standpoint of a "reasonable person."

- Employee Responsibility: All employees are responsible for ensuring that unlawful harassment in employment does not occur. The District intends to comply with both the letter and spirit of the law in making certain that unlawful harassment in employment does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of unlawful employment harassment or has knowledge of violations of this handbook provision or board policy shall report the matter in accordance with established complaint procedures. All reports regarding unlawful employee harassment shall be taken seriously and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint in good faith under the board policy. The District shall take appropriate and necessary action to eliminate unlawful employee harassment. Actions that are determined to be unlawful harassment in employment shall be subject to disciplinary action, up to and including dismissal.

- All employees have a duty to report incidents of alleged unlawful employment harassment to their immediate supervisor, Title IX Coordinator (Julie Westcott), or designated equal employment officer. Employees who fail to report incidents of alleged unlawful employment harassment may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to unlawful employment harassment complaints or to act on their knowledge of violation of board policy will likewise be subject to disciplinary action, up to and including dismissal.

End-of-Day Procedures

- No students should be dismissed to leave before 2:30 p.m. without prior approval. Students should exit doors A, D, or G. No student or parent access through door L.

- Make sure all students are accounted for and are going to the correct location for dismissal. Front doors for car pick-ups and walkers, back doors for bus riders. If a staff member is unsure of where a child is to go after school, it is better to hold that child at school until we can get in contact with a parent or guardian. **Do not allow students to change their afternoon dismissal plans without having a signed note or direct contact with the parent or legal guardian of the child and make sure to alert the office staff of any changes before the child leaves.**

- Teachers, especially primary, please encourage your parents to communicate with the office about after school plans. The office understands that you might not get a voice message or text from a parent and it is crucial for the office to know the parents' wishes. Teachers should know the students' plan well before 2:30 p.m.

- To assist our custodial team, we ask that teachers have students put chairs up on the tables after school. Students should also pick up pieces of paper or other garbage from the floor and throw it away. Please lock your room when you leave.

False Reports

- Employees may be disciplined for filing false reports or statements including, but not limited to, the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

Field Trips

- Field trips are an important part of learning and can help to bring learning to life through application and experience. Field trips must be educational and follow the following procedures. Understand that permission slips need to be sent home with at least one week notice of any field trip. At least 48 hours will be given for parents to sign and return permission slips.

    1. Discuss the trip with the principal.
    2. Fax Dousman Transport for bus availability and cost. **Teachers need to reserve buses as soon as possible to guarantee availability.**
    3. See Mrs. Sellhausen to calculate the cost of the trip for each student.
    4. Prepare a permission slip. (Use our template on the shared file.) **It should be free of errors!**
    5. Fill out a field trip permission form and get final administrative approval.
    6. Send the permission slip home with students and organize an appropriate number of qualified chaperones.
    7. Communicate with food service to let them know your grade level will not be present for lunch at least 48 hours in advance.

- No child will be allowed to participate in a field trip without a signed permission slip. Alternate plans for children staying back are the supervising teacher's responsibility.

- Teachers will keep all medications on their person until it is time to administer the medication to the student. Parents of children on the trip may keep their own child's meds but cannot give anything to any other child.

- If a trip is scheduled for out of state, the Board of Education must approve it before final arrangements are made.

Filing A Complaint Under FERPA

- If a parent or student wishes to file a complaint if they believe their rights under Federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated (Policy #8330), please contact the District Compliance Officer.

  District Compliance Officer:
  Mrs. Kelley Berlin
  P.O. Box 188
  North Lake, WI 53064
  262-966-2033, ext. 114
  berkel@northlakeschool.org

Financial Controls and Oversight

- Employees shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the District Administrator or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be processed in a manner that gives appropriate consideration to the confidentiality of these matters. Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. See Board Policy 8900 Fraud.

Fraud and Financial Impropriety

- The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

  A. Fraud and financial impropriety shall include but is not be limited to the following:

     1. forgery or unauthorized alteration of any document or account belonging to the District;
     2. forgery or unauthorized alteration of a check, bank draft, or any other financial document;
     3. misappropriation of funds, securities, supplies, or other District assets, including employee time;
     4. impropriety in the handling of money or reporting of District financial transactions;
     5. profiteering as a result of insider knowledge of District information or activities;
     6. unauthorized disclosure of confidential or proprietary information to outside parties;
     7. unauthorized disclosure of investment activities engaged in or contemplated by the District;
     8. accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. ***See Gifts section of this procedural manual.***
     9. inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
     10. failure to provide financial records required by state or local entities;
     11. failure to disclose conflicts of interest as required by law or District policy;
     12. disposing of District property for personal gain or benefit and,
     13. any other dishonest act regarding the finances of the District.

  B. Fraud Investigations: If an employee is found to have committed fraud or financial impropriety, the District Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, District Administrator, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds. See Board Policy 8900 Fraud.

GALS Institute

- The GALS Institute of Delafield, Wisconsin, a place for prevention and healing, is partnering with North Lake School to provide mental health services for families. You can learn more about GALS on their website: https://galsinstitute.com/.

Gifts and Sale of Goods and Services

- Gifts: An employee or a member of the employee's immediate family may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees or students. It shall not be considered a violation of this policy for an employee to receive incidental entertainment, food, refreshments, meals, or similar amenities, that are provided in connection with a conference or similar work-related activity where the employee's supervisor has reviewed the agenda for the conference or other activity and concluded that such incidentals primarily facilitate the employee's attendance at and participation in the activity, and, therefore, primarily benefit the District rather than serving primarily as a personal benefit. Exceptions to this policy are acceptance of minor items, which are generally distributed to all by companies through public relations programs. Teachers should accept only gifts of token value from students.

  It is the District's policy for individuals to decline gifts, gratuities, or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to administration for proper processing under the District's policy on gifts and solicitations and the terms of section 118.27 of the Wisconsin statutes.

  Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employee's position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to employees as an individual and gifts of more than a nominal or insignificant value should be graciously declined. Please refer to Board Policy 7230 for information on conflicts of interest and for staff gifts and solicitations and section 19.59 of the Wisconsin statutes.

- Sale of Goods and Services: No District employee may receive for his or her personal benefit anything of value from any person other than the District to sell, promote the sale of, or act as an agent or solicitor for the sale of any goods or services to any public-school pupil while on the property of the District or at an activity of the District. § 118.12, Wis. Stats.

Grading & Grade Books

DISTRICT GRADING (POLICY 5421)

1. The Board acknowledges its responsibility to implement a system for evaluating student achievement that facilitates accurate assessment of student progress towards District program goals by students, teachers, and parents.
2. The Board maintains that the District's grading system should be reliable and ensure that student grades accurately reflect the extent to which they have achieved the expected learning outcomes, which shall be clearly articulated for each program at every grade level.
3. The Board directs the District Administrator to establish grading procedures in compliance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.
4. The teacher providing instruction to a student in a specific course or program is responsible for assigning the student's grade. This grade may only be altered with the teacher's approval or by order of the District Administrator.

DISTRICT PROCEDURES

Established practices

- Grade level student expectations are communicated in homerooms on the first day of school.
- Acceptance of late submissions is permitted.*
- Opportunity for test/quiz remediation (preferred over bonus/extra credit) is permitted.*
- Differentiated weighting of items (tests, quizzes, vs. assignments) is permitted.*
- Explicit communication to students regarding whether work is graded or ungraded is expected.
- Sustained failing grades (D, F, N) should be communicated immediately via email to parents.
- Teachers are expected to grade their students' work and provide feedback in a timely manner.
- The practice of allowing parents or classmates to correct work is discouraged.
- Grades include accuracy, completion, and participation depending on the nature of the class and activity.
- Extra credit:
    - An individually itemized grade advises parents/students of an opportunity presented to students that may affect their grade.

Note: The term "assignment" can include homework and class work.

*Please refer to grade level guides provided at the beginning of each school year.

Expectations for Grades 3-8

- Include both the following categories when assigning grades:
    - Formative assessments (assignments, homework, participation, and projects) which reflect the content of the future summative assessment
    - Summative assessments (projects, quizzes, and tests)
- Expected documented formative grades per week in any core class.
- Summative assessments should be documented when given.

- Staff should grade consistently with the student sections above and below to ensure vertical grading alignment.

Gum & Candy Consumption

- Gum chewing is not permitted anywhere in our school building. Teachers are responsible for modeling and enforcing this rule. Students should not be rewarded with candy or allowed to eat it in the classrooms during the school day outside of scheduled snack time and parties.

Hallway Procedures

- All middle school teachers are expected to supervise the hallway outside of their classroom during passing times. Elementary teachers are expected to step out in the hallways when their students are at their lockers and when they exit or return from recess.

- All teachers are responsible for correcting ill-behaved children in the hallways or bathrooms. If need be, contact the homeroom teacher if the child is from a different homeroom to inform them of their student's behavior, or the office if there are safety concerns or vandalism.

- All staff and students are expected to show pride in their school by picking up and properly disposing of any refuse seen in the hallways or on the school grounds.

- All visitors should be addressed with a smile and asked if they need assistance when approached in the hallways. If a visitor is not wearing a badge, they should be asked to check in at the office.

- **No tape on lockers!!!**

Health Room

- Mrs. Gatzow is our school nurse. Mrs. Daugs is our health room attendant. The health room is located in the office, and the hours are 7:30 a.m. to 2:30 p.m. Teachers should send ill or injured children to the health room with a support person or friend, if necessary. If there is an injury resulting from an observed activity, the office should be contacted, and the supervising adult needs to fill out an accident report within 24 hours with Mrs. Sellhausen.

- **All medication needs to be kept in the health room** in its original bottle and administered by the health room attendant, district administrator or his designee. The Wisconsin Law regarding inhalers allows students to carry their inhaler and Epi-Pens instead of keeping them in the health room; however, a separate allergy form is required.

- No staff member is allowed to provide medication (includes cough drops or pain relievers) to a student without written permission from a parent or legal guardian. Prescription medications require a signature from a physician before they can be given to a student.

- Teachers who have pain relievers at school should keep them in a secure location away from students.

Homework Policy/Guidelines

- Homework is provided by the teacher to the children to extend and practice their learning beyond the classroom when children are receiving face-to-face instruction. Kindergarten homework time expectations should be approximately 15 minutes per day, 1st and 2nd grade about 30 minutes per day, 3rd through 5th grade about 45 minutes per day, and middle school can average about 60-90 minutes per night. The amount of time needed will vary by student ability and should be considered when assigning certain children their work.

- Daily homework assignments and projects should be clearly communicated to students via the classroom homework board and/or teacher webpage.

- Children going on vacation should be accommodated as best as possible if they request homework in advance, but upon their return, revised and final assignments will be given with appropriate make-up time provided.

- If a child is absent, homework should be gathered by the teacher or a designee and sent to the office or with a sibling in another classroom, if requested.

- All homework should be graded by the instructor. Effort should be made to return corrected homework within 24 hours of its turn-in date. Large projects must be graded within one week's time at the latest.

Instructional Procedures

- Teachers are **expected to develop and maintain daily lesson plans with clear learning objectives**. Lesson plans should be available for administrative review upon request. The district curriculum and standards should be utilized when creating lesson plans. **In grades 5-8 daily objectives and activities should be briefly stated on your dry erase boards.**

- Time on task is vital to the success of our students. Teaching styles should mimic the learning styles of the students in the classroom. Meaningful and engaging learning opportunities should make up the majority of the activities assigned in the classroom. **Student down time or free time should be kept to a minimum. In the primary grades, the use of videos at snack time should be for special event, holiday party, or other celebrations.**

- **Personal phone conversations, social media usage, online shopping, or other personal applications should never occur when the students are present in the classroom.** Cell phones should be silenced as not to distract the learners. Cell phones should have a locked screen for privacy concerns. Teachers need to be actively involved with the students rather than isolated from students behind their desks when learning is going on in the classroom.

- Deadlines are firm and expected to be followed. For example, report card grades and other assessment data needs to be completed before or on the date as designated by the office.

Leave/Substitute Caller

- Staff may be granted leave for various reasons. For all leaves, staff must complete the staff leave form and submit it to the district administrator in accordance with the specific requirements of the respective employee handbooks and board policies. Leave forms are available in the teacher workroom or can be picked up from any of the office personnel. Staff utilizing personal leave immediately prior to or the day immediately after any recess period, will need to provide at least ten (10) days notice in advance of the leave. Staff utilizing sick leave or bereavement leave must complete the staff leave form and submit it to the district administrator immediately upon returning to work. **It is the responsibility of the staff member to turn in all leave sheets to Mrs. Osowski in the office, and she will work with you to arrange a substitute teacher if one is needed.**

- **On rare occasions, a short term leave blue sheet may be used by a staff member. These blue sheets are available through Mrs. Osowski and need preapproval/real time conversation with Dr. Ackley. In the event that Dr. Ackley is not available, Ms. Meister is your contact person.**

  Any time a staff member is absent from their assignment during working hours, a leave form must be completed. It is the responsibility of the staff member to ensure that the leave form is completed correctly and handed in to **Mrs. Osowski** on time.

- Full-time teachers are granted 8 sick days per year and 3 personal days. **If you are unexpectedly sick, you are responsible to call Jenny Sellhausen at 262-424-0399 to schedule a substitute and email Mrs. Osowski with your lesson plans. You must notify both people. You will receive a sub caller information form at inservice.**

- Any unused personal days will be reimbursed to the eligible staff members in the amount of $100.00 per day on your June paycheck. Half-days will not be reimbursed.

- ***Professional Leave*** for conferences, conventions, workshops, or other developmental activities will require prior approval from administration. Staff members must fill out the proper form at least one week prior to the planned activity. Hotel accommodations will be researched by the staff member completing the form and be included as part of the form. The staff member is responsible to work with the administration in advance of attending something with regard to reimbursement for conference expenses.

- ***Leave of Absence*** needs the approval. Requests should be made in writing to the district administrator for board consideration.

Licensure/Certification

- Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files can be found in the district office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

Lunch/Recess Duty

- Staff members are required to supervise the lunch/recess hour. A schedule is worked out by administration. There should be at least two supervisors present in the lunchroom and at recess at all times. The number of supervisors should reflect the number of students participating in recess and lunch.

- During this duty, teachers are not to stand in one place and talk together. They need to cover the lunchroom and entire playground area interacting with students and maintaining visual contact with all students in the given areas. In the lunchroom, a teacher should pay close attention to the main two doors ways in order to ensure school safety. **At least one radio should be kept outside to report to the office if need be.** Rough play and dangerous situations between students are to be halted immediately. Safety concerns should be referred to the office immediately. In case of unsafe or wet conditions, the supervising staff should restrict the playing area to the blacktop only.

Mailboxes

- All staff are expected to check their mailbox in the office daily, preferably first thing in the morning.

Maintenance/Storage

- Staff members are responsible for assisting in the upkeep of our school classrooms, halls, and bathrooms. If a facility defect or maintenance need becomes known to an employee, they should contact Mr. Ashenfelter in writing (email) prior to leaving work for the day. If necessary, staff should immediately contact building maintenance or the administration.

- Please refrain from elevated storage (boxes on top of cabinets). It is a violation of our insurance policy and unsafe.

Mandated Reporting - Child Abuse

- Except as provided under Wisconsin Statute § 48.981, sub. (2m), any school employee who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report it directly to the Department of Human Services in Waukesha at 262-548-7212. Any delay is not in the best interests of the child and is not consistent with District policy.

- Staff members should inform the guidance department and the administration when reporting such an incident. District employees, including administrators, may not attempt to delay, modify, or prevent any report of suspected or threatened child abuse or neglect. School personnel are not responsible for investigating child abuse or neglect reports or for proving that abuse or neglect has occurred or will occur. Investigating child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.

Mandated Reporting - Threats of School Violence Reporting

- All persons who are mandatory reporters of child abuse or neglect are also required to report threats of school violence to a local school law enforcement agency in accordance with the state statutes. Any mandated reporter who believes in good faith that there is a serious and imminent threat to a student, school employee, or the public, based on a threat made by an individual, seen in the course of professional duties, must report it.

- Please maintain open communication with administration when presented with mandated reporting situations.

- The District shall not take any disciplinary action against a school employee, discriminate against an employee in regard to employment, or threaten an employee with any such treatment for making a report of threatened school violence in good faith under this handbook provision. School employees may be subject to District disciplinary action, as well as penalties under state law, for failure to report such threats.

Medication

- Staff members will refrain from offering medical advice or dispensing medication to students. Only staff members authorized by the administration to do so will provide students with medication. Staff members will keep their personal medication on their person or in a secured place.

Meetings (including staff, intervention, and other meetings)

- All staff meetings are **mandatory**. Our meeting schedule is posted during the first week of school, and staff members are expected to be present at all of our meetings. An agenda will be provided for each meeting. We will work on the District Initiatives outlined on page 3 of this manual. If a staff member is unable to attend a meeting, they must clear it with administration before the meeting and follow up with administration or a colleague after the meeting.

Milk

- North Lake School participates in the Federal Milk Program. All students receive free milk at lunch time. Staff members of students receiving milk for snack must maintain accurate monthly milk reports. K-2

receives milk from the refrigerator in room 102. Teachers will need to develop rules for retrieving milk in grades 3-5 to support health and safety measures.

- Milk sheets MUST be filled out by the homeroom teachers for Kindergarten through 5th grade and are due at the end of each month.

Mini Grants

- The newly-established 501c3 non-profit organization, North Lake Education Foundation (NLEF), will offer mini-grants to teachers ranging from $250.00 to $500.00. The NLEF will award five mini-grants annually. The application is available on supportnls.org.

Outside Employment

- Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The School Board expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities, equipment or materials in performing outside work. When the periods of work are such that certain evenings, days or vacation periods are duty free, the employee may use such off-duty time for the purposes of non-school employment.

Pay

- Staff is paid twice per month, on the 15th and the last day of the month through direct deposit. If school is not in session, payment will be made on the last working day prior to the scheduled day. It is the employee's responsibility to let the business office know if your banking information has changed. The $30.00 returned check fee will be passed on to the employee if the check is issued to the wrong bank. Extra-duty pay or additional time in must be pre-approved in writing by the district administrator using the proper form available from Mrs. Sellhausen.

Payroll Deductions

- Staff members may conduct payroll deductions for multiple purposes: Retirement savings, TSA contributions, Section 125 Plan, etc. All payroll deductions are to be set up with Mrs. Sellhausen. Staff members will only be allowed limited changes to their deductions during any given year.

Personal Business

- At NLS, we are expected to act professionally at all times, but family comes first! If there is a personal matter, please talk to administration and support will be provided. We are a community who needs to trust each other and respect all individuals personally and professionally.

- Staff members should make every effort to avoid conducting personal business during school hours. Preparatory periods and other down times are to be utilized to meet the needs of students.

- Personal issues, sensitive family business, and personal political viewpoints should never be discussed in front of our students in the classroom. There is a distinct professional line that cannot be breached with our students and parent group.

Physical Examination

- Examination: Upon initial employment and thereafter, physical examinations may be required of District employees in accordance with section 118.25 of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.

- Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee and/or the ability of the employee to perform essential functions of the job with or without reasonable accommodation, and consistent with the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination.

Phones/Photos

- Staff members are to refrain from using the school phone system for personal long-distance calls. Students are not to be allowed to use school telephones during the day without permission from a staff member.

- Your personal smart phone should not be used to call or text parents during the school day. Your personal phone is also not a place to store pictures or videos of students. Use common sense and be smart about student confidentiality and student records.

- Approved methods of communication are Skyward Message Center, Gmail, Class DoJo/Google Classroom, or school phone. For select staff with specific cases, arrangements can be made for a Google phone number.

- As a staff, it is our job to be present for the student body and portray modeling of appropriate smartphone usage.

Photocopying

- Since our school is funded by taxpayers, the use of our school copy machines is intended for instructional materials and school-related activities. Copyright rules apply to all copies made at our school. No personal copies should be made without permission from the administration. Each staff member will be issued a key fob that will allow access to the copier.

Pledge of Allegiance

- All homeroom teachers are expected to recite the Pledge of Allegiance at the start of each school day. Every classroom should have an American Flag.

Recess Rules & Procedures

- All teachers will be responsible for supervision and conducting recess. Outdoor recess will not take place during inclement weather such as rain or temperatures at or below zero degrees Fahrenheit. Wind chill

calculations will also be utilized to determine if the ambient temperature effect is zero degrees Fahrenheit. Staff members should consult the office to determine exact temperature readings if they are in doubt. At least one staff member will have a two-way radio in use during each recess period. Students are not to be left in classrooms unsupervised. Students should attend outdoor recess unless otherwise determined by a physician or other professional medical personnel. Discipline may also result in students temporarily being denied recess.

- There must be a minimum of two adult supervisors outside for all recess duties.
- Playground and lunchroom rules are the same as our school rules/WAVE Way. All supervisors should use common sense when working with kids outside and use safety and respect as your main decision-making guide.
- Follow game rules, stay in approved areas (blacktop when wet conditions exist-Stay out of farmer's fields). There will be no throwing of objects not meant to be thrown (rocks, sticks, sand, dirt, etc.) No playing with rocks period. No playing on ice if it is present on the blacktop, no tackle games, snow is only thrown at designated targets in the fields (if present), no playing on the hill unless there is snow and designated areas for sliding and climbing are established. When sliding down the hill, students must go feet first. Children should not dig in the dirt or in areas under construction on the playground.
- Include everyone in games, don't barge into games and take balls/equipment away from others, no harassment/ bullying or put downs.
- Clean up after yourself in the lunchroom and wear appropriate clothing for weather conditions. No one can play in snow without boots and snow pants, middle school students who do not wear coats to lunch in the winter will be assigned to help out/clean-up in the lunchroom. Balls are not to be kicked at the building, or thrown at areas with windows.

Reimbursement for Expenses

- Staff members will be able to make purchases and conduct expenses for which they will be reimbursed only if the expenditure has been **pre-approved**. Classroom budgets and expense accounts signed and approved by the administration are considered pre-approved. Mileage, meals, and other expenses need to be pre-approved in writing. To receive reimbursement the staff member must complete the proper form and submit it to the district administrator prior to the end of each semester. Receipts for the expense(s) incurred will be attached and included with the proper form. No expense shall be reimbursed without a receipt. No expense shall be reimbursed after June 30th for the previous year. The district maintains a tax-exempt status and every effort should be made to avoid paying taxes on school expenses. Any expense made without prior administrative authorization will not be reimbursed.

Rumors

- Our staff will seek to understand the issues at hand rather than succumb to hearsay and rumors. If a rumor is shared, it needs to be addressed with the source for clarification. All sources must be divulged when asked.

Safety

- All chairs should be brought down from sitting on top of the desks during school hours when children are present.

- Students need to be held accountable for the cleanliness of the classroom before they are dismissed at the end of the day.

- Students must always be supervised in the classrooms. An adult must always be present when a child is in the room for any reason. A plan should always be in place for indoor recess and conduct violators.

- If a child is to be kept indoors during a recess time, one of the teaching team staff will remain indoors with the child or children. Students should not be sent to the office for supervision unless it is approved ahead of time by the office staff.

- Children should keep all four feet of the chair in contact with the floor at all times. Children should also be expected to sit on the chairs as they were designed.

- If an adult arrives on the playground during recess or any outdoor activity, they should immediately be addressed by the supervising teacher(s) and respectfully asked to check in at the office.

- Always make sure to have students check out in the office before leaving the school for any reason. A call to the office to confirm any student attendance issues is expected.

Safety & Security

- The North Lake School staff is committed to keeping our students safe. We are working on being prepared and confident in any situation. We believe in community partnerships with the Waukesha County Sheriff's Department, Merton Community Fire Department, and other community organizations. On a monthly basis, we practice fire and lockdown drills. On an annual basis, we practice tornado/severe weather and evacuation drills. In the case of an all-school evacuation, Saint Teresa of Calcutta's Parish Center is our reunification point. In the event of an extreme situation, we would bus students from Saint Teresa of Calcutta to Arrowhead High School. **Communication is critical in any emergency situation and North Lake School will use our School Messenger broadcast system, e-mail, and website to let families know what is going on.** Finally, our facility adheres to the state guidelines for school safety, and we encourage you to contact administration with any questions or concerns.

- **Interior classroom doors should be locked during the school day and exterior doors should not be propped open EVER!**

Schedule

- Administration and teaching staff are responsible for creating and maintaining the school class schedule. Student schedule changes will only be made with the approval of administration and staff.

Sexual Harassment and Sexual Assault (Title IX)

- The North Lake School District Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry arrest record, conviction record, use or non-use of lawful products off the District's premises during non-

working sponsored meeting or to participate in any communications with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

- Employee reporting requirements can be found in the Employment Handbook for Professional Staff Members and the Employment Handbook for Support Staff Members.

- Title IX Coordinator/Special Education Director:
  Mrs. Julie Wescott
  P.O. Box 188
  North Lake, WI 53064
  262-966-2033, ext. 114
  wesjul@northlakeschool.org

Special Education/Section 504 Process & Procedures

- If a student in your classroom is struggling with any academic areas, please communicate during your weekly team meetings and/or EMLSS meetings. We work as a team to help students. There is a separate and distinct special education referral process. Please see Mrs. Westcott for specific process.

- The special education team will share IEP with staff on an annual basis. These records can also be found in students' cumulative files.

- Section 504 students are supervised by Mrs. Lesch. She is your contact for students with 504 plans.

Staff Handbook & Board Policies

- All staff members are responsible to know and understand the language in our Employee Handbook for Professional Staff Members and our Employee Handbook for Support Staff Members. Changes are made periodically and will be updated immediately on our website copy. **All staff will be required to sign our Employee Acknowledgment form and turn it into the office by the end of September each year.**

- North Lake School has worked with Neola to update all of its school policies. You may access the school policies on the website under Communications, District Policies. The policies are legally sound and are in place to support students and staff. Please ask administration questions if policy issues arise. The policies are only good if we follow them as a staff.

Staff Phone Chain

- The staff phone chain will be utilized in the event of a significant emergency. Sensitive information regarding staff health or welfare will be communicated verbally on the phone.

Staff Wellness

- The school district will offer a variety of wellness opportunities for all staff throughout the year. The wellness program for those electing health insurance coverage includes wellness rewards. The fitness center is open only to employees of the school district.

Staff Use of Force to Maintain Student Discipline

- Corporal punishment and staff use of reasonable and necessary force to maintain student discipline.

  1. Staff is prohibited from using corporal punishment on students. “Corporal punishment” means the intentional infliction of physical pain which is used as a means of discipline. “Corporal punishment” includes, but is not limited to, paddling, slapping or prolonged maintenance of physically painful positions, when used as a means of discipline. “Corporal punishment” does not include actions consistent with an individualized education program or reasonable physical activities associated with athletic training.

     2. Staff may use reasonable and necessary force for the purposes described below. The use of reasonable and necessary force for such purposes is not prohibited corporal punishment:

     a. To quell a disturbance or prevent an act that threatens physical injury to any person.
     b. To obtain possession of a weapon or other dangerous object within a student’s control.
     c. For the purpose of self−defense or the defense of others under § 939.48 Wis. Stat.
     d. For the protection of property under § 939.49 Wis. Stat.
     e. To remove a disruptive student from a school premises or motor vehicle, or from school−sponsored activities.
     f. To prevent a student from inflicting harm on himself or herself.
     g. To protect the safety of others.
     h. Staff may use incidental, minor or reasonable physical contact designed to maintain order and control.

- Staff are prohibited from conducting a strip search of any student.

Seclusion and Physical Restraint of Students

1. Staff is prohibited from using seclusion as a means to discipline students or control student conduct except where authorized in advance by the administration and then only in a manner consistent with state law (§ 118.305 Wis. Stat.). “Seclusion” means the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

2. Staff is prohibited from using physical restraint as a means to discipline students or control student conduct except where authorized in advance by the administration or in the case of an emergency as described below and then only in a manner consistent with state law (§ 118.305 Wis. Stat.). “Physical restraint” means a restriction that immobilizes or reduces the ability of a student to freely move his or her torso, arms, legs, or head.

   a. Except as is provided in subsection b, below, no employee may use physical restraint unless that employee has received training in the use of physical restraint as required by state law (§ 118.305(6) Wis. Stat.).
   b. Staff who has not received training in the use of physical restraint may use physical restraint on a student at school only in an emergency, and only if, staff trained in the use of physical restraint is not immediately available due to the unforeseen nature of the emergency.

3. Nothing in this section prohibits staff from doing any of the following at school if the student is not confined to an area from which he or she is physically prevented from leaving:

a. Directing a student who is disruptive to temporarily separate him or herself from the general activity in the classroom to allow the student to regain behavioral control and staff to maintain or regain classroom order.
b. Directing a student to temporarily remain in the classroom to complete tasks while other students participate in activities outside the classroom.
c. Briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort, or redirect the student.

Student Attendance/Lunch Count

- Homeroom teachers need to report attendance and lunch count by **7:45 a.m.** each morning in Skyward. It is vital to get all absences reported so we can follow up with the families if necessary. **(Bus notes or daily alternate transportation plans should also be communicated to the office.)**

- If a student has to leave during the day, a parent permission slip is required. The parent or parent designee must sign the student out at the main office before leaving the building.

- Staff lunch accounts need to be kept current. Negative balances will not be tolerated.

- If a staff member chooses to order lunch, please let the office or kitchen know by 8:00 a.m.

Student Confidentiality

- Teachers According to school district policy, student confidentiality must be upheld by all staff members. Staff members receive training on this topic. When staff members access cumulative files, this access must be documented on the individual student sign in and out sheet.

Sub Folder

- Teachers will be responsible for maintaining and updating their lesson plans and **designating a folder that is to be kept on their desk well marked as a sub folder**. Sub folders should contain class lists and other pertinent information including special schedules, medical alerts, and other classroom procedures.

- Do not share any of your login information with a substitute teacher.

- Do not take your school device home with your because the substitute teacher will not have a working device to teach with.

- The process for tech access will be to create your lesson plan and shareables. Share them with the sub account. Provide the instructions to open the lesson plan/shareables, and the credentials to the office. Some staff members pre-login to the account(s) for their subs to provide easier access. Login as the sub account and have the tabs and files open for the sub. Do not logout, just lock the PC when you leave (Windows key + L), and the sub will just enter the password to unlock it and everything will be there for the sub.

Sunshine Fund & Events

- From time to time, our staff may need a little sunshine in their lives. We like to celebrate important life events and support those during times of change. Although there is no formal collection or committee, we rely on team leaders to help organize sunshine.

Supervision

- Staff will periodically be assigned to specific supervisory roles. Staff members assigned to supervisory duties are responsible for the students under their care. It is the responsibility of the staff member assigned to the supervisory role to make sure the position is covered. If a staff member needs to be temporarily relieved from their obligation to a supervisory duty, they should seek to do so only with administrative authorization. Staff members assigned to use two-way radios will be responsible for retrieving the radio for use on duty and return it when the duty is complete.

Supervision (Hallway)

- During hall passing times, before school, and just after school, all staff members (unless otherwise assigned) will monitor and supervise the halls. Teachers will be primarily responsible for the section of the hall nearest their classroom.

Supervision at 3 Outside School Day Events

- A list of possible supervisory duties will be posted to the staff annually at the start of school. The list will be periodically updated. We ask that teachers sign up for three duties. Staff will be allowed to do so on a seniority basis, with the most senior staff member selecting all three of their desired supervision assignments first.

Supporting the Education of Children/Youth Experiencing Homelessness

- Subtitle Vii-B of the McKinney-Vento Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. Under the Act, homeless children and youth have rights including to receive a free, appropriate education, immediate enrollment, and transportation.

- Every school district and charter school must designate an appropriate staff person as the homeless liaison. Homeless liaisons must be able to carry out the duties as required under the McKinney-Vento Act. The homeless liaison is key to ensuring homeless children and youth receive the services they need and is the primary contact between homeless families, school and LEA staff, shelter workers, and other service providers.

- Dr. Liesl Ackley is North Lake’s liaison and will perform the above duties. Staff training is also required on this topic and will be provided by the district.

Technology

- All technology questions, inquiries or issues need to be addressed directly with Chad Edstrand before going anywhere else. He will go over specific directives and problem-solving steps to take at our inservices. If something isn’t working properly, check computer connections first including the power source and then e-

mail Chad with the issue. If you can't access e-mail or other vital programs on your classroom computer, contact the office, and we will forward your issue to Chad.

- Any online resource that requires either inputting student data (PII), creating an account for teachers and/or students, or linking school Google accounts must be reported to Chad. The District will keep a list of these services. Please remember that your school accounts are linked to private data, and be aware of what data school resources are requesting. Chad runs reports to see what school-issued Google accounts are linked to, but sharing which resources are being used will assist in managing any reported data breaches, and help to maintain our commitment to keeping private student data secure.

- The District makes all efforts to comply with Federal and State internet and records statutes and guidelines pertaining to record keeping and data privacy. These include FERPA, COPPA, CIPA and security guidelines within DPI online record applications. District guidelines are subject to change as necessary over time.

Title IX Sexual Harassment

- Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator, regardless of whether the person is the alleged victim or the report conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during nonbusiness hours.

  Mrs. Julie Westcott
  Title IX Coordinator
  P.O. Box 188
  North Lake, WI 53064
  262-966-2033, ext. 115

Trainings

- State and federal law requires various trainings for school staff. The following trainings are required for staff:
  - Bloodborne Pathogens
  - Mandated Reporting of Threats of School Violence
  - Mandated Reporting of Child Abuse and Neglect
  - Title IX
  - Suicide Prevention
  - Safety Plan
  - Physical Restraint
  - Student Records and Confidentiality
  - Medication Administration
  - Act 20 Reading (coming 2025)
  - Technology Security

Videos

- All videos shown in the classroom need to be for educational purposes only. Rethink using videos for rewards, during snack time, or fillers at parties. Substitute with meaningful games, activities, or projects. Any movies with a rating of PG need to have administrative approval and parental permission with preview availability for them to watch the film before it is shown in the classroom. At least one full week should be given for the preview opportunity.

- Parents should be given an opt-out option for videos or other school experiences. Teachers need to be specific about the who, where, what, why, when, how of opting out and a reasonable educational alternative must be given.

Violence in the Workplace

- Expectations: Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

    - Definitions as Used Under this Section:

        1. Workplace Violence: Behavior in which an employee, former employee, contractor or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the District or under the direct supervision of the District.
        2. Threat: A communicated intent to inflict physical or other harm on any person or property.
        3. Intimidation: Behavior or communication that comprises coercion, extortion, duress or putting in fear.
        4. Court Order: An order by a court that specifies and/or restricts the behavior of an individual. Court orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including temporary restraining orders.

    - Prohibited Behavior: Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by an employee, supervisor or visitor:

        1. Assault or battery.
        2. Blatant or intentional disregard for the safety or well-being of others.
        3. Commission of a violent felony or misdemeanor.
        4. Dangerous or threatening horseplay or roughhousing.
        5. Direct threats or physical intimidation.
        6. Loud, disruptive, profane or obscene language or gestures that are clearly not part of the typical school district learning environment.
        7. Physical restraint, confinement.
        8. Possession of weapons of any kind on District property [please see section 3.44].
        9. Stalking.
        10. Any other act that a reasonable person would perceive as constituting a threat of violence.

    - Reporting Procedure: An employee who is the victim of violence, believes he/she has been threatened with violence or witnesses an act or threat of violence towards anyone else, shall take the following steps:

        1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/herself from immediate harm, such as leaving the area.

        2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or his/her designee as soon as possible and complete the form supplied by the Manager of Business Services.

An employee who has received a restraining order, temporary or permanent, against an individual who may impact the employee at work (e.g. verbal or physical contact or proximity has been prohibited or restricted), shall immediately supply a copy of the signed order to his/her supervisor. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

- Investigation and Investigation Findings: The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is prohibited.

  In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may disclose results in appropriate circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

WAVE Way

- The WAVE Way is the North Lake School term for Positive Behavioral Intervention System. Staff members will be trained in the WAVE Way during in service days as well as throughout the school year. The WAVE Way in compasses the school rules and the student code of conduct.

Whistleblower Protection - Employee

- Complaint Procedure: If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, a written complaint must be filed by that employee with the District Administrator. If the complaint is about a practice or activity of the District Administrator, the complaint must be filed with the Board President.

- Purpose: The District intends to adhere to all laws and regulations that apply to the District, and the underlying purpose of this provision is to support the District's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

- Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described below is only available to employees who comply with this requirement. The protection against retaliation that is described below does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an

employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

Work Made for Hire

- "Materials" created and paid for by the District through the course of regular employment, assigned workload or additional assignment payment that are identified as services performed by the employee under the employee's contract or letter of assignment are owned by the District, except as the District may otherwise agree in writing. Such materials are considered to be "works made for hire" which are the sole property of the District (including all intellectual property rights thereto). Occasionally an employee has questions regarding the use of such materials to be included in books, shared on websites or included in other commercial materials. Such materials created by the employee during the course of employment may include lesson plans, staff development presentations or tests/test items. Any work prepared by an employee within the scope of the employee's employment is owned by the District unless the employee and the District have executed a separate agreement regarding ownership, use and distribution rights. As such, works made for hire should not be disseminated or retransmitted without the express written consent of the District. An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

Work Spaces

- Employees shall have no expectation of privacy with respect to any item stored in district-owned property such as desks, filing cabinets, lockers. Accordingly, the district may at any time conduct a search of any such property regardless of whether the items are locked or unlocked.

Workplace Safety

- Adherence to Safety Rules: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:

  - Location of fire alarms;
  - Location of fire extinguishers;
  - Evacuation routes; and
  - Whom to notify in case of fire.

    - Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

- Protection of Staff: An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.

- "Injury" means physical harm to an employee caused by accident or disease in the performance of duties by the employee.

    - "Performance of duties" means duties performed within the employee's authorized scope of employment and performed in the line of duty.

- Notification of Safety and Health Standards: Section 101.055 of the Wisconsin statutes requires the Wisconsin Department of Safety and Professional Services to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore, the employee may request the Wisconsin Department of Safety and Professional Services to conduct an inspection.

    - The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance under the handbook and District policy 3340 to address the workplace safety issues. The employee may, in his/her discretion also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred. *See* Wis. Stat. § 101.055; Public Employee Safety and Health, *available at* http://dsps.wi.gov/Documents/Industry Services/Forms/Public Sector Employee/SBD-9301-PubSectEmpSaf.pdf

- Weapons Prohibition: Except as otherwise permitted by this section or Board policy, firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: Wis. Stat. §§ 120.13(1), 948.60, .605.61.

- This prohibition does not apply where state law prohibits a school district from restricting any individual's right to possess a firearm or other weapon in a location covered by this provision (e.g., law enforcement officers and certain former law enforcement officers, possessing a firearm or other weapon on school grounds).

- The building principal may allow a weapon on school premises for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.

- Firearms or other weapons used for hunting may be allowed on school property for hunter safety classes, but only during non-school hours and after approval, in writing, from the District Administrator. The person(s) conducting the hunter safety class will assume responsibility for the safe handling and care of the firearms/weapons and see to it that all firearms/weapons are removed from the premises promptly after the class.

- Disaster Preparedness: All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.

EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the North Lake School District's Staff Procedural Manual for Staff Members and understand the provisions contained herein. I understand that the terms described in the Staff Procedural Manual may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Staff Procedural Manual for Staff Members and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is at-will unless governed by my individual employment contract and that my employment may be terminated at any time with or without cause or terminated or not renewed consistent with the terms of my individual contract.

_____
(Employee Name – PRINT)

_____
(Employee Signature)

_____
(Date)