



Employee Handbook

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WELCOME!

Welcome to Woodrow Wilson Academy. We look forward to working with you as a member of our team. We appreciate you, the gifts, and talents you bring to this school; we are committed to helping you achieve your highest level of service for the families and students of this school.

INTRODUCTION

This staff handbook applies to all employees and is intended to provide guidelines and summary information about the school's general policies, procedures, benefits and rules of conduct.

All employees must read, understand, and become familiar with the handbook and comply with the established standards. Please talk with administration about any questions or requests for additional information.

WVA cannot possibly anticipate every situation that may arise in the workplace nor provide information to answer every possible question. As a result, Woodrow Wilson Academy reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, without notice, as it deems necessary or appropriate. *This current edition supersedes all previously issued editions.*

This handbook *and any verbal statements by management* merely present school policies, practices and benefits and cannot be construed as an employment contract.

VISION STATEMENT

The vision of Woodrow Wilson Academy is to join students, parents, educators, and the community to produce an educational environment that nurtures, excites, and motivates children to learn. The Academy empowers students to become independent and responsible thinkers, fosters academic and moral excellence, and promotes creativity.

MISSION STATEMENT

The mission of Woodrow Wilson Academy is to provide a school where students thrive academically and socially. This mission will be accomplished through a strong educational program based upon a structured curriculum supported by discipline and mutual respect. The commitment of the students, parents, educators, and community will be utilized to achieve these goals.

SECTION I: Employment Practices

EMPLOYMENT-AT-WILL

Employment is with the mutual consent of the employee and Woodrow Wilson Academy. Consequently, both the employee and Woodrow Wilson Academy have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment-at-will relationship will remain in effect throughout the employment with Woodrow Wilson Academy.

Employee acknowledges and agrees that no representative or agent of School has any authority to modify the at-will status of the employment relationship unless such modification is in writing and specifically approved by the School's board of directors.

EMPLOYMENT AGREEMENT

All employees of Woodrow Wilson Academy must sign an Employment Agreement. These agreements then become a commitment made between Woodrow Wilson Academy and the employees.

BACKGROUND CHECKS/FINGERPRINTS & SELF REPORTING

Employment at WWA is conditional upon the approval of both a criminal background and fingerprint check of the employee. Additionally, all employees are required to self-report any incident involving law enforcement that may enact the Colorado law regarding parent notification of school employees.

EQUAL EMPLOYMENT OPPORTUNITY

Woodrow Wilson Academy is committed to equal employment opportunity for all qualified persons, without regard to race, color, religion, ancestry, national origin, sex, sexual orientation, marital status, physical handicap, medical condition, or age, to the extent required by law. This commitment applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.

We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the school's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to the administrator of your choice.

Violation of this policy may result in disciplinary action, up to and including termination. Woodrow Wilson Academy is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

INSTRUCTIONAL EMPLOYEE ASSIGNMENTS AND TRANSFERS

The Principal assigns employees to specific instructional positions within Woodrow Wilson Academy. Assignments may be changed at any time to serve the best interests of the educational program.

SABBATICAL LEAVE

Sabbatical leave with pay is not available to employees at Woodrow Wilson Academy. However, employees may request a leave of absence in accordance with Woodrow Wilson Academy's leave policy.

IMMIGRATION REFORM AND CONTROL ACT OF 1986 (I-9)

As a condition of employment, employees must provide documentation verifying their identity and legal authority to work in the United States.

EMPLOYMENT OF MINORS

Any employee under 18 years of age is required by law to provide a valid work permit, high school diploma, or Certificate of Proficiency before beginning work.

The terms and conditions of the work permit, as well as the provisions of state and federal law restrict the employment of minors.

EMPLOYMENT OF RELATIVES

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related employees may not be permitted to work in the same department or under the direct supervision of each other due to employee morale and the Jefferson County Public School's Conflict of Interest Policy, unless pre-approved by the Principal and/or the Board of Directors of Woodrow Wilson Academy. In addition, Woodrow Wilson Academy may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

SECTION II: Benefits

Woodrow Wilson Academy provides Family Wellness Assistance for each teacher, administrator and full-time employee. Detailed information about the plans will be made available at the time of enrollment.

A full-time employee is anyone who is regularly scheduled to work at least 30 hours per week.

LEAVES OF ABSENCE

The Family Medical Leave Act (FMLA) entitles an eligible employee to take up to 12 weeks of unpaid, job-protected leave in a 12 month period for specified family and medical reasons. (an eligible employee must have worked at least 1,250 hours over the previous 12 months.)

Woodrow Wilson Academy offers the following leave of absences:

Maternity Leave -- *a leave of absence for a disability related to an employee's pregnancy, childbirth, or related medical condition. If applicable an FMLA packet may be required by administration.*

Employees who qualify for FMLA, are eligible for a leave of absence, without pay, for the length of any pregnancy-related disability, up to a maximum of 12 weeks.

WWA may also grant a request for maternity leave to employees who do not meet the FMLA requirements. A physician's written statement will be required certifying the need for the leave and estimating the length of time the employee will be unable to work due to the disability.

Although Woodrow Wilson Academy is not able to guarantee reinstatement in all cases, employees on pregnancy leave who return to work immediately (following the end of an approved leave) will normally be returned to the same job they held immediately prior to their leave. If there is no such opening, administration will consider them for a comparable position if one is available.

Adoption Leave -- *A FMLA packet is required by administration.*

Employees who qualify for FMLA, are eligible for a leave of absence, without pay, for placement of a son or daughter for adoption or foster care up to a maximum of 12 weeks.

Although Woodrow Wilson Academy is not able to guarantee reinstatement in all cases, employees on adoption leave will normally be returned to the same job they held immediately prior to their leave. If there is no such opening, administration will consider them for a comparable position if one

is available.

Family Medical Leave -- *a leave of absence for an employee's non-occupational illness or disability, or the care of their seriously ill child, parent or spouse. A FMLA packet is required by administration.*

Employees who qualify for FMLA, are eligible for a medical leave of absence, without pay, for their own illness or to care for a seriously ill child, parent or spouse up to a maximum of 12 weeks.

Although Woodrow Wilson Academy is not able to guarantee reinstatement in all cases, employees who return to work immediately following the end of an approved leave will normally be returned to their former job classification if an opening exists. If there is no such opening, administration will consider them for a comparable position if one is available.

Personal Leave -- *a leave of absence for a compelling personal reason that is not medically related.*

Employees who have completed at least one year of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of 30 working days. Written requests must state the reason for the leave, as well as the beginning and ending dates of the leave.

Requests for personal leaves will be granted at the sole discretion of the Principal, based on the facts and circumstances surrounding each individual request.

Employees who return to work at the end of a personal leave will normally be returned to their former job classification if an opening exists or, if there is no such opening, administration will consider them for a comparable position if one is available.

Jury Duty -- *a leave of absence for jury duty.*

Employees who are called to serve on jury duty will be paid the difference between their regular pay and all moneys paid to them by the court for the entire length of the jury duty.

Upon completion of jury duty, the employee must present a Verification of Attendance form to Woodrow Wilson Academy. Employees excused from jury duty for the day or excused early should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal educational and business operations, Woodrow Wilson Academy may request that the required service be rescheduled for a later date that would be more convenient for Woodrow Wilson Academy.

Worker's Compensation -- *a leave of absence for a work-related illness or injury.*

Woodrow Wilson Academy complies with applicable state and federal law concerning leaves for work-related illness or injury. WWA will review each employee's work-related illness or injury leave case on an individual basis. WWA's policy is to if possible, provide modified duty work assignments for injured employees. Should such work be available, employees must complete said

work even if it is outside the employee's normal work duties. Employees agree to abide by all WWA's work-related injury guidelines.

Military -- *a leave of absence for required military service.*

Woodrow Wilson Academy complies with applicable state and federal law concerning leaves for military service.

Leave Compensation -- *available only to full time employees*

Short Term Disability, a voluntary benefit offered to full time employees (30+ hours per week) at a reduced rate, may be purchased from the District during Open Enrollment.

SICK/PERSONAL TIME

Full time teachers, including Intervention Services, will be eligible to receive up to 72 hours of sick/personal time during each school year. Full time office staff will be eligible up to 80 hours of sick/personal time during each school year. Sick/personal days may be pro-rated according to actual scheduled hours.

At the end of each year, all teachers and/or full time employees, leadership team, administration staff and (*part time teachers hired prior to 5/12/14*) that have sick/personal days left may elect from one or more of the applicable options:

- ❖ carried forward to the next year (2 days/16 hours maximum)
 - *All employees are entitled to carry forward 2 days.*
 - *Personal time balance cannot exceed beginning leave balance plus the 2 days.*
- ❖ donated them to the sick bank (2 days required)
 - *Full time teachers and office staff, Leadership Team, Facility Mgr., Pre-K Director, HSC Director and (part time teachers hired prior to 5/12/14) are allowed to participate.*
- ❖ have them paid out as per school policies/position stated below
 - *Full time teachers and office staff and (part time teachers hired prior to 5/12/14) are allowed to participate.*
- ❖ Any employee who exceeds their personal time balance will have the difference deducted from their leave balance for the upcoming school year.

Those employees who allotted 2 days to the sick bank at the end of the school year become eligible the following year to request up to 5 days from the sick bank. Approval of their peers who also contributed to the sick bank may be used to determine eligibility. Unused days will not carry forward from the sick bank. The sick bank is not available to staff in their first year of employment.

Full time teachers (excluding Intervention Services) will receive \$100.00 for an 8-hour day for unused personal days, up to a maximum of \$500.00 (5 days). If you work less than 8-hours a day it will be prorated at \$12.50 per hour for a maximum of 1 week total scheduled hours. Eligible employees will receive this amount in the last paycheck as specified by the employment agreement.

Full time office staff and Intervention Services employees will receive \$100.00 per day for unused personal days, up to a maximum of \$300.00 (3 days for non-administration). Eligible employees will

receive this amount in the last paycheck as specified by the employment agreement. Employees will not be paid for unused sick/personal benefits upon termination of employment. In addition, WWA will not consider sick/personal benefits as hours worked for the calculation of overtime.

Employees who receive sick pay benefits may have to provide medical verification, and employees with absences of more than 5 working days may be subject to Woodrow Wilson Academy's leave of absence policy.

Full time and part-time EA's, Clinic Aide, Pre-K, and WCC will be eligible for 5 days of paid Sick/Personal Time and 3 days of unpaid time off each year. The actual number of hours available to each person will be pro-rated to match their actual work hours per week. Home School Connection employees receive the annual equivalent of their normally scheduled work hours per week (i.e. a 20hrs/week schedule = 20hrs/year of Personal/Sick Time.

Employees are encouraged to use their personal time during the general school year. Taking time off is discouraged on days attached to breaks, during school testing periods and critical times. The last two weeks of school are considered critical times. Personal time request during the last 2 weeks of school should be limited to critical family needs such as health issues, student graduation etc. All requests may be considered on a first come first serve basis and not all requests may be approved. Time off request submitted during this time to "just use up my time" may not be approved.

Snow Day Policy and Payroll

All salaried employees will be paid as per their employment agreements. All hourly employees will be paid a maximum of 2 snow days per school calendar year if the days in which the snow days occurred were on a normal scheduled work day for the specified employee. If there are more than 2 snow days in a school calendar year, WWA will not compensate hourly employees for additional regularly scheduled work days they did not work.

BEREAVEMENT PAY

Full-time and part-time employees will be eligible for paid Bereavement Leave time. Employees will receive up to 3 days of pay. This leave is granted to arrange and/or attend the funeral of an immediate family member. Immediate family member for the purpose of this policy is defined as the employee's grandparents, parents, in-laws, legal spouse, brother, sister or child. Special circumstances will require approval from administration.

Employees who require more than 3 days away from work may request a personal leave of absence, subject to the provisions of Woodrow Wilson Academy's leave of absence policy. WWA will not consider bereavement pay as hours worked for the calculation of overtime.

GROUP INSURANCE PLANS

Salaried and hourly employees scheduled to work more than 20 hours per week in their primary job will become eligible to enroll in Jefferson County School District R-1 group life, vision, and dental insurance plans during the new employee enrollment period. *All new employees must go online to complete new hire and district paperwork.*

WORKER'S COMPENSATION INSURANCE

Worker's Compensation Insurance automatically covers all employees at the time they are hired.

Woodrow Wilson Academy pays 100% of the premiums for this important coverage. Employees must report any work-related injury or illness to administration or the Workers Compensation Coordinator within 24 hours of the injury, regardless of how minor it may be. Employees must also receive proper first aid and/or medical attention immediately.

WWA's policy is, if possible, to provide modified duty work assignments for injured employees. Should such work be available, employees must complete said work even if it is outside the employee's normal work duties. Employees agree to abide by all WWA's work-related injury guidelines.

These general safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed at this organization. It would be impossible to cover every work situation. If you are in doubt about the safety of any condition, practice or procedure, consult your supervisor for guidance.

- ❖ **ACCIDENT REPORTING:** Report all accidents or near misses to your supervisor before the end of your shift. Falsification of company records, including employment applications, time records or safety documentation will not be tolerated.
- ❖ **HAZARD REPORTING:** Employees are responsible for notifying a supervisor immediately of any unsafe condition and/or practice.
- ❖ **ALCOHOL OR ILLEGAL DRUGS:** No illegal drugs or alcohol will be allowed on the worksite. Employees will notify their supervisor of any prescription drugs that might affect their judgment.
- ❖ **SEAT BELTS:** All employees who drive or ride in company vehicles or are on company business and drive their own vehicles must wear seat belts.
- ❖ **HORSEPLAY:** Wrestling, running, pushing, throwing any item in play or other disorderly conduct is forbidden while on the job.
- ❖ **MACHINERY:** Report broken or malfunctioning equipment to your supervisor immediately. Only trained, authorized employees are permitted to service or repair equipment and then only after deactivating all energy sources and locking out equipment. Only authorized machinery with all required guards will be used. If you are not familiar with the safety operation of a piece of machinery, ask your supervisor for instruction.
- ❖ **HAZARDOUS MATERIALS:** Follow proper use and handling procedures for all hazardous materials. Do not use a chemical if you are not familiar with the hazardous properties or have not received and been trained on the required protective equipment.
- ❖ **HOUSEKEEPING:** All employees are required to keep their work area clear of debris or other tripping or slipping hazards. All debris must be disposed of properly in designated areas.
- ❖ **PERSONAL PROTECTIVE EQUIPMENT:** Employees must practice proper use, care and storage of personal protective equipment.
- ❖ **SIGNS/LABELS:** Pay attention to all signs and labels. They are present as reminders for safety.
- ❖ **DRINKING WATER:** Always drink from regular water fountains or approved water coolers. Water from any other source may be unsafe to drink.

- ❖ **HYGIENE:** It is each employee's responsibility to maintain personal hygiene particularly when working with hazardous chemicals. Eat only in designated areas, and always wash your hands before eating.
- ❖ **CONCENTRATE:** Most accidents can be avoided by concentrating on the job to be done. Always be aware of your surroundings and what is going on around you. Safety is a full-time job.

All employees must obtain treatment of work-related injuries and illnesses from any Arbor Occupational Medicine or Exempla Healthcare located in the Denver metro area.

Arbor Occupational Medicine 290 Nickel St #200 Broomfield, CO 80020 303-460-9339 M-F 8:00-5:00 p.m.	SCL Physicians 12169 Sheridan Blvd Broomfield, CO 80020 303-603-9400 M-F 7:00-5:00 p.m. Sat 8:00-4:00 p.m.	CCOM Church Ranch 7233 Church Ranch Blvd Cottonwood Pod Westminster, CO 80021 303-925-4003	CCOM North Denver 8510 Bryant St Ste 360 Westminster, CO 80031 303-650-7973
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In the event of a life-or-limb-threatening emergency, the insured employee will be sent to the nearest emergency medical facility. Follow-up care must be provided by the medical provider designated above.

In the event of a non-emergency, after hour's injury, the provider should be called at:

North Suburban Medical Center 9191 Grant St Thornton, CO 80229 303-451-7800	Good Samaritan Medical Center 200 Exempla Cir Lafayette, CO 303-813-5139
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If an unauthorized medical provider treats an employee, the employee will be responsible for payment of said treatment.

PUBLIC EMPLOYEES RETIREMENT ACCOUNT

Woodrow Wilson Academy participates in P.E.R.A. All employees are entitled to this benefit. The employee contributes a percentage of his or her salary, and Woodrow Wilson Academy contributes a corresponding amount of the employee's salary. More information on this plan is available from P.E.R.A.

CHILD ENROLLMENT

According to Woodrow Wilson Academy enrollment policies, staff children receive top waitlist priority, followed by siblings, Home School Connection students, In-District and Out of District students for each grade K-8. In addition, staff children in Kindergarten get a 15% discount on "tuition".

SECTION III: Personnel Status

EMPLOYEE PROFESSIONALISM

Woodrow Wilson Academy administration expects its employees to embrace and implement the

vision and mission of the Academy.

- ❖ All teachers have a different style of teaching. This unique building-wide blend of classroom characteristics will enable teachers to provide a well-rounded education for the Academy's students.
- ❖ All teachers shall be thoroughly prepared and accept responsibility for teaching the entire curriculum, both content and skills, in a way congenial to the Academy's philosophy.
- ❖ All teachers are expected to set some basic parameters for children and for parents. These parameters will allow children to learn in a safe, conducive environment and allow parents the opportunity to assist the teacher.
- ❖ All teachers will actively encourage a high level of parental involvement.

TARDINESS AND ABSENCE

All employees must work their assigned schedules as consistently as possible. Regular attendance and punctuality are two very important considerations in reaching our objectives. Excessive absenteeism and tardiness are grounds for disciplinary action, including termination. However, Woodrow Wilson Academy understands that because of illness or emergency an employee may be unable to come to work.

Employees unable to report to work for any reason must leave a message for the front office and contact an administrator. It is the employee's responsibility to keep Woodrow Wilson Academy informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Employees must be at their work station ready to begin work at the beginning of their scheduled shift and at the end of their scheduled breaks and meal periods. Except in an emergency, employees must have their supervisor's permission to leave work before their regularly scheduled time.

A tardy or absence is considered "excused" only when an employee calls ahead of time and when the tardy or absence is for a compelling reason. Woodrow Wilson Academy reserves the right, at its sole discretion, to determine what constitutes a compelling reason. WWA will consider "unexcused" any tardy or absence for a non-compelling reason and/or for failing to call in according to school policy.

Woodrow Wilson Academy considers excessive or unexcused tardiness and absences to be a serious problem. Employees with unexcused tardiness or an unexcused absence will be subject to disciplinary action up to and including possible termination. Likewise, employees who are tardy or absent excessively or who show a consistent pattern of absences, although excused, may also be subject to disciplinary action.

SUBSTITUTE COVERAGE

All employees are responsible for finding coverage for their position when they are not able to report to work. Teachers must use the Jeffco Substitute System to secure a substitute teacher. WWA will make available a preferred substitute list for teachers. Employees must contact the Principal or leave a message with their intent not to be at work and the name of the person covering their responsibilities for the day.

EA positions will not be covered by a substitute, but EAs must find their own coverage for any duties they may have that day.

Teachers must have prepared and available lesson plans and materials for the substitute. In addition, teachers must have prepared ahead of time a substitute folder, easily accessible for the substitute in situations where the teacher is unable to provide plans or directions for the day.

TERMINATION

A voluntary termination is a termination initiated by the employee. Employees initiating a voluntary termination must provide written notice with the reason for leaving. If an employee does not call in or report to work for two consecutive workdays, WWA may consider that employee to have voluntarily quit.

An involuntary termination is a termination that is initiated by the Woodrow Wilson Academy.

A reduction in workforce may result as a necessity from changing business conditions. Should a work force reduction be necessary, WWA may consider the following among other factors: versatility, qualifications, skill, ability, performance, efficiency, dependability, and length of service.

CORRECTIVE ACTION

If an employee breaks policies and/or regulations, or if an employee's work performance and/or behavior is in need of improvement, and depending on the severity of the situation, Woodrow Wilson Academy may use a three-part corrective action procedure. This procedure is designed to offer the employee a reasonable opportunity to improve the situation. The corrective action may be as follows:

- ❖ Verbal Warning
- ❖ Written Warning: This may include the development of a remediation plan, probation or discharge
- ❖ Suspension or Discharge. In cases of infractions of a serious nature, suspension or discharge may be the first course of action.

NOTHING IN THIS POLICY SHALL BE DEEMED TO CHANGE THE AT-WILL STATUS OF EMPLOYMENT OF ANY STAFF MEMBER.

CONFLICT RESOLUTION POLICY

Conflict Resolution Adopted: August 11, 2004 by the BOD

- ❖ WWA supports voluntary resolution of conflicts, problems, and concerns between two parties regardless of their positions or roles. WWA firmly believes most issues can be handled quickly and appropriately to everyone's satisfaction. The following grievance process should be followed in situations of concern:
 - Any member having concerns with school personnel should address that concern one-on-one with the person they are having problems with.
 - If a resolution is not established within a reasonable amount of time, the parties shall raise the concern with the Principal unless the concern involves the Principal (see iii below). "Reasonable amount of time" shall be defined by the two conflicting parties. At no time shall the timeframe be extended without mutual consent of both parties.

- If the parties cannot agree on a timeframe, they are required to bring the conflict to the Principal for the purpose of establishing the timeframe for resolution.
 - In doing so, the Principal, or his/her designated representative, shall then mediate the conflict, ensure timelines are followed, and ensure the conflict is resolved.
 - If the concern is with the Principal or if no resolution has been established from bringing a concern to the Principal, the person in conflict with the Principal should take the concern to the board.
 - The board shall follow the same procedure as paragraph a. above to set a timeframe.
 - If the conflicting parties and/or the Principal are not able to find resolution that is mutually agreed upon for all parties, then the Principal shall immediately bring the conflict to the attention of the board. The opposing party may also bring the conflict to the board.
 - The board, in regular or executive session, shall review any conflict(s) brought before it as requested and as permitted by law. The board shall do one or all of the following:
 - Remand the conflict back to the Principal, with a directive to find a reasonable and quick resolution.
 - Remand the conflict back to the two parties, with the Principal mediating the conflict.
 - Mediate the conflict and render a decision to resolve the conflict.
- ❖ If any conflict involves individual safety, a threat to the preservation or security of Woodrow Wilson Academy's facilities, or a direct or blatant violation of school policies or procedures, the board shall be notified immediately by the school Principal, school personnel, or member.

PERSONNEL RECORDS

Woodrow Wilson Academy must maintain current information about each employee. All employees with change of name, address, phone number, or marital status must provide updated information to the HR department at Jeffco & WWA front office as soon as possible. Also, employees with a name change must fill out a Name Change form and attach their new social security card and new PERA form. (The forms can be found under the Forms file under the F drive.) Finally, employees with a change in address or tax information must log on to the ESS (Employee Self-Service) website and update their data. **It is the responsibility of all licensed/certified teachers to provide a current copy of their licensure/certification for their files.**

Upon request, employees may review their personnel file. Please talk to the Principal for more information.

PROMOTION AND TRANSFER

It is Woodrow Wilson Academy's intent to give qualified employees preference over others when filling job openings within the school. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the school are not always possible.

An employee's past performance, experience, attitude, qualifications, and potential are all important factors in making promotion and transfer decisions.

SECTION IV: Compensation

PAYDAY

Paychecks are issued at the end of each month by the Jefferson County School District. Salaried employees are paid over a twelve-month period.

Hourly employees are paid for hours accrued between the 16th of one month to the 15th of the next month. For example, hours accrued between September 16th to October 15th will be paid to the employee on October 31st.

All hourly employees must on a daily basis, fill out their timesheets and turn them in to the Financial Services Department each month. These timesheets will be generated by Financial Services and will indicate the turn-in day at the top of each monthly sheet. Failure to submit an approved timesheet by the turn-in deadline could result in the employee not receiving his/her paycheck for the month.

If employment is terminated by either party prior to the end of the effective period, the employee shall be paid only through his/her last date of work on a pro rata basis.

As per district requirements, all paychecks are issued through direct deposit.

PAYROLL DEDUCTIONS

Employees are familiar with the various payroll deductions required by law, such as federal income tax and state income tax. In place of social security taxes, Woodrow Wilson Academy participates in P.E.R.A. Employees must authorize any other deductions from their paycheck, in writing.

Each employee's paycheck stubs will itemize amounts that have been withheld; itemized withholdings are also available on the Jefferson County website under the ESS (Employee Self-Service) tab. New employees with Woodrow Wilson Academy will receive 2 separate letters from Jefferson County: one letter will contain their employee ID and the other, their password. Employees must keep this information in a safe place. WWA's Financial Services Department is available for employees with questions about their deductions. Woodrow Wilson Academy complies with applicable state and federal laws regarding the garnishment and assignment of wages.

FAMILY WELLNESS

Family wellness is a priority for the school. WWA offers our full time employees (30+ hours) Family Wellness Assistance. Monies can be used for anything an employee deems appropriate. Examples may include, but are not limited to, gym membership, counseling, sports programs, healthy eating, etc.

SECTION V: Training and Development

TEACHER REVIEW AND PERFORMANCE EVALUATIONS

The Faculty Review Committee (FRC) and the Principal (administration) will be responsible for reviewing the classroom performance of all classroom teachers. Teachers will receive a formal or informal performance review/evaluation. The purpose of the evaluation is to:

- ❖ Serve as the basis for improvement of instruction.
- ❖ Enhance the implementation of programs of curriculum.

- ❖ Serve as a measurement of the professional growth and development of personnel.
- ❖ Serve as the measurement of performance for individual personnel.

Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. Teachers may also submit written comments and thoughts as a part of the evaluation process.

Teachers will have the opportunity to discuss their performance evaluations with administration. This is a good time to ask questions and clarify important points.

SECTION VI: General Information

WORK RULES AND PERFORMANCE STANDARDS

Employment is with the mutual consent of the employee and Woodrow Wilson Academy. Consequently, both have the right to terminate the employment relationship at any time, with or without cause or advance notice.

WWA cannot provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples. You are responsible for understanding and following these standards and work rules. Employees who do not comply may be subject to disciplinary action, up to and including possible termination.

Professionalism -- It is important that all WWA employees present themselves as professionals at all times. As a result of WWA being an educational facility, conduct of employees can have a tremendously positive or negative impact on students and the educational community. Such being the case, employees should remember to always maintain some “professional distance and demeanor” in order to ensure that all their contacts with families, students and fellow employees are positive and appropriate in nature.

Blogs, wikis, podcasts, and online photo management software may be used for educational purposes and communicating with the community. Social technologies such as Twitter, Facebook and MySpace should be used by employees on their own time, and a clear line between personal and professional usage should be defined. For example, personal social networking sites should not be used to encourage inappropriate personal nonprofessional relationships with current or recent students. When utilizing personal social networking sites, employees are encouraged to consider whether what is posted will impair the employee’s effectiveness as a school employee. These sites are not to be accessed during school hours either on computers or mobile devices.

Job Performance -- Employees may be disciplined, up to and including possible termination for poor job performance as determined by Woodrow Wilson Academy administration. Some examples of poor job performance are as follows:

- ❖ *below average work quality or quantity;*
- ❖ *poor attitude, including rudeness, or lack of cooperation;*
- ❖ *excessive absenteeism, tardiness, or abuse of break and meal privileges;*
- ❖ *failure to follow instructions or school policies and procedures.*

Misconduct -- Employees may also be disciplined, up to and including possible termination for

misconduct. Some examples of misconduct are as follows:

- ❖ *insubordination;*
- ❖ *abuse, misuse, theft, or the unauthorized possession or removal of Woodrow Wilson Academy or school district property or the personal property of others.*
- ❖ *falsifying or making a material omission on Woodrow Wilson Academy records, reports, or other documents, including payroll, personnel, and employment records;*
- ❖ *divulging confidential school and student information to unauthorized persons, thumb drives or personal computers;*
- ❖ *disorderly conduct on school property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon;*
- ❖ *violation of any law adversely affecting the school, or conviction in court of any crime that may cause the employee to be regarded as unsuitable for continued employment;*
- ❖ *violation of the school or school district's alcohol No Tolerance policies;*
- ❖ *marking or signing the time record of another employee or knowingly allowing another employee to mark or sign their time record;*
- ❖ *failure to comply with the Conflict Resolution Policy and/or participating in behavior or discussions that undermine the effectiveness of staff, administration or board members.*

HARASSMENT

Woodrow Wilson Academy is committed to providing a work environment that is free of discrimination. In keeping with this commitment, Woodrow Wilson Academy maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Employees must understand that jokes, stories, cartoons, nicknames, and comments about appearance (whether spoken, written by electronic communication) may be offensive to others.

Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- ❖ submission to the conduct is made a condition of employment;
- ❖ submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or....
- ❖ the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the work place of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

If employees believe that they are being, or have been harassed in any way, they must report the facts of the incident or incidents to their supervisor, the administrator of their choosing, or President of the Board immediately. In determining whether the alleged conduct constitutes unlawful harassment, WWA will investigate the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred.

Violation of this policy or making false allegations may result in disciplinary action, up to and

including possible termination.

ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession, or being "*under the influence*" of alcohol, drugs, or controlled substances when on duty on Woodrow Wilson Academy property, or in a school vehicle is prohibited. In addition, off duty conduct that may adversely affect the reputation or interests of the school is prohibited. "*Under the influence*" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition that creates a risk to the safety and well-being of the affected employee, other co-workers, the public or school property.

Violation of this policy will result in disciplinary action, up to and including possible immediate termination.

PERSONAL COMMUNICATION

Millions of people now take part in social networking, including many public school employees. My Space, Facebook, Twitter – all popular places where people worldwide connect. While WWA employees should not be using work time to participate in social networking, what employees take part in during their off hours is not regulated by Woodrow Wilson Academy. However, there are some common sense guidelines that employees should follow when it comes to social networking sites:

- ❖ Anything posted on the Internet has the potential to be seen by others, including parents, students and co-workers.
- ❖ Employees should avoid posting comments that are critical of students, parents and colleagues.
- ❖ The content, comments and photos posted on an individual site, including profanity, could be seen by others.
- ❖ Would your site pass the headline test? In other words, would you want your students, your co-workers or parents of your students to see and read what is on your site? If not, it's probably not something you want to post.

PERSONAL APPEARANCE

An employee's appearance reflects not only on the individual, but on Woodrow Wilson Academy as well. WWA expects its employees to take pride in their appearance and strive to achieve a positive educational and business-like image when representing the school. Employees should use good judgment in accordance with the following standards in determining dress and appearance while at work.

General

- ❖ WWA's intent is to establish general guidelines for dress. Employees should comply with the following principles in choosing work apparel that is appropriate to the work being performed:
 - Maintain a neat and clean appearance, keeping dress modest and moderately conservative.
 - Maintain a business/professional appearance, and dress in a manner consistent with

work responsibilities.

- Dress appropriately as perceived for an educational organization with Woodrow Wilson Academy's unique educational objectives.
- ❖ Employees who work in public areas, move about the building or have outside contact are to dress professionally following the guidelines in Section II, below.
- ❖ If they feel it is necessary, department leaders may outline more specific dress criteria for their departments. In order to maintain a level of consistency, the appropriate departmental personnel and the Principal will cooperatively develop standards.

Principals, Teachers, Educational Assistants and Support Staff

Because of the nature of the work and contact with the public, principals, teachers, educational assistants and support staff are asked to dress professionally. Business casual attire is appropriate for men and women on a daily basis. Tennis shoes, blue jeans, warm-up suits and flip-flops are not appropriate for everyday attire but are permitted only on Fridays, the last school day of the week, Spirit Day, when participating in Spirit Week or an appropriate class field trip. Unless otherwise designated as a Blue Jean Day by administration, business casual attire is required on bad weather days. EAs may wear nice tennis shoes every day. Shorts and tennis shoes may be worn by anyone participating in Field Day, middle school picnic or similar events.

Exceptions

Employees whose work requires that they perform physical activity may wear appropriate casual attire that is in good repair, including jeans and closed-toe casual shoes such as tennis shoes. Tennis shoes may also be worn on days that include recess duty. Employees should always consider safety in choosing their work attire. Those with medical/physical conditions or needs may request an exception to portions of the policy above. WWA will consider such requests on a case-by-case basis.

LOST AND FOUND

Employees should not bring large sums of money, jewelry, or other valuables to work. Woodrow Wilson Academy will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

If you happen to find personal belongings that have been lost by another person, please turn them in to the school office.

ACCESS TO WOODROW WILSON ACADEMY PROPERTY

The WWA Board, principal and all employees must have access at all times to Woodrow Wilson Academy property, as well as other records, documents and files. As a result, Woodrow Wilson Academy reserves the right to access teacher classrooms, work stations, filing cabinets, desks, computer files, voicemail and any other school property at its discretion, with or without advance notice or consent. Employees must submit all computer and voicemail passwords to administration who will keep them in a confidential file.

Staff will have access to the school building through the use of their individual front door access code and appropriate keys. Anyone who receives a key must complete a Key Check Out/Check In form each and every year. Exterior door keys will only be issued to administration and board members or others as deemed appropriate by the principal.

BUSINESS EXPENSE REPORTING

Employees will receive reimbursement for all prior approved business-related expenses following all financial services guidelines, upon submission of accurate and receipted expense reports to Woodrow Wilson Academy. Employees should submit these reports in a timely manner to ensure proper accounting and prompt reimbursement.

EMPLOYEE PARKING

Employees park at their own risk, and Woodrow Wilson Academy will not be responsible for theft or damage to any vehicles parked on or near Woodrow Wilson Academy property. Woodrow Wilson Academy will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed. Employees must park in designated areas in order to facilitate parking lot traffic.

VOICEMAIL & E-MAIL

A major form of communication among employees is voicemail and e-mail. All employees are responsible for checking voicemail and e-mail a minimum of twice a day to ensure that they are completely informed of all that is happening each day.

Please remember that email is a great way to communicate information but should never be used to solve problems. It is much better to pick up the phone and work through an issue than to send an email. In addition, the number of email messages can quickly become daunting. As a result, we ask that employees use email wisely and refrain from using the “Reply All” feature when not necessary.

SUBSTITUTE FOLDER

(TO BE KEPT IN A VISIBLE PLACE IN YOUR CLASSROOM)

Information you should have ready for your sub:

One Time Information (could be in a notebook)

- ❖ Welcome sheet with general information that doesn't need to be update regularly (google doc)
- ❖ A general schedule of your day (with times) and where kids go. Be descriptive about how kids switch from class to class, how they get to/from specials, any special (regular) procedures you have in class.
- ❖ Updated class roster(s) for each class.
- ❖ A few extra activities that s sub could do at any time. Have class sets ready of 2-3 activities.

Specific to the Day (place with notebook and any teacher's guides/materials they need for that day.)

- ❖ Daily plans with **specific** information

TEACHER & EA MEETINGS

Teacher and EA meetings will be scheduled monthly. These meetings, as well as additional meetings deemed necessary by administration including Bully Prevention, are mandatory unless prior arrangements have been made with the Principal.

SPECIAL ASSIGNMENT/DUTIES

Teachers and educational assistants must share responsibilities benefiting the whole school but not necessarily their specific class. The administration tries first to use parent volunteers as often as possible. Yet, when no qualified volunteers are available, then the staff will equally share duties and assignments. Also, each staff member is expected to serve on two committees or extracurricular functions each year.

HOT LUNCH PROGRAM

Hot lunch will be supplied by a private catering company. Teachers may purchase lunches as well.

LUNCH POLICY: LEFTOVER FOOD

All interested employees may purchase lunch on a regular basis; however, in the event that lunch leftovers are available, employees may sign up to receive leftovers. Leftovers will be distributed in accordance with the sign-up sheet on a rotational basis. Employees cannot accept a free lunch from the vendor outside of the sign-up sheet rotation.

SECTION VII: Office Procedures

LEAVING SCHOOL EARLY

After the student is signed out in the office by a parent or guardian, office personnel will call the classroom and speak with the teacher to check the student out for the day. The only exception would be on class party days when students are allowed to leave from the classroom after 2:45 with their parent/guardian.

PARENT/TEACHER ORGANIZATION

The Woodrow Wilson Academy PTO serves a critical function and role within the school. Please see website for opportunities available through the PTO. Teachers are expected to attend 1 PTO or PTO Faculty Committee meeting per school calendar year.

OFFICE HOURS

During the school year, the school office will be open from 7:45 a.m. to 3:30 p.m. Monday thru Friday except for school holidays, in-service days, or half days. Office staff will answer phones from 7:30-3:45 p.m. Summer hours will be posted the last week of the school year.

VISITORS TO THE SCHOOL

Woodrow Wilson Academy is a closed campus. Visitors must check in at the school office before continuing on campus. The front doors will be unlocked from 7:45-8:30 a.m. and 2:30-3:30 p.m. At all other times, visitors must enter the building by the front office. Please verify that your visitor has checked in with the office by looking for a name tag.

EMPLOYEE MAILBOXES

Boxes for notes and phone messages are located in the school office. Employees should check these boxes daily to ensure timely communications.

SECTION VIII: Academics

CURRICULUM GUIDELINES

Please refer to Woodrow Wilson Academy's Vision and Mission Statements on page 6 for general philosophical information regarding the academic program.

Woodrow Wilson Academy will encourage and provide growth in basic skills, with a fundamental approach utilizing the Core Knowledge sequence correlated to State Standards so that we can enable the student to be self-realized and a productive citizen.

The staff of Woodrow Wilson Academy will continually evaluate the curriculum and related methods and materials and testing data based on the following criteria:

- ❖ The curriculum should be from a Core Knowledge and Fundamental perspective.
- ❖ The curriculum should be traditional and conventional in nature, utilizing proven advances in methods in the field of education.
- ❖ Classrooms are teacher-centered, giving the teachers the flexibility to use their personal teaching style to deliver the established curriculum.
- ❖ Consistency is accomplished through the delivery of the established curriculum in its entirety as outlined in the yearlong plan/curriculum map.

With the above in mind, Woodrow Wilson Academy will use curriculum, methods and materials stressing the following:

- ❖ Reading and Language Arts: Reading, penmanship, composition and creative writing, phonics, speaking, listening, grammar, spelling, persuasion, literature and library skills.
- ❖ Mathematics: Problem-solving, application and computational skills.
- ❖ Handwriting: Students in Pre-kindergarten through 4th grade will receive handwriting instruction using the Handwriting Without Tears curriculum. Pre-Kindergarten through 2nd grade will focus on printing instruction and 3rd and 4th grade will focus on cursive instruction.
- ❖ Grammar and Writing: An emphasis on balance between grammatical terms, concepts and rules with actual creative writing and presentation of ideas.
- ❖ Science: Uses a "hands on" approach and observation as training in science concepts and terms.
- ❖ Social Studies: Emphasis on American and World History, civilizations, and geography.
- ❖ Music: Activity-based approach to develop musical skills and concepts. Emphasis on singing, instruments, listening, reading and composing music.
- ❖ Physical Education: Child-centered and developmentally oriented activities giving students a sense of how to maintain a vibrant life-style through adulthood. Emphasis will be in broad areas of body management and general movement skills, teaching fundamental skills and knowledge of games and sports.
- ❖ Art: Emphasis on guiding the student in a gradual development of skills in the uses of elements and application of principles with art tools and materials.
- ❖ Technology Instruction: Emphasis on guiding the student in gradual development of skills in the uses of technology and the computer with a focus on integrating these skills through core and elective classroom projects in grades 6-8.

Teachers are expected to follow the Year Long Plan/Curriculum Maps for each grade level and core

subject as outlined on a monthly basis. Changes to these plans must be approved by administration prior to implementation.

REPORT CARDS

Woodrow Wilson Academy is on a trimester system. Therefore, there are 3 separate grading periods. Each trimester will span a period of 12 weeks. At the conclusion of the first 6 weeks of each trimester, teachers will post Progress Reports online. All teachers must include comments in every student's final report card each trimester. Parent/Teacher conferences are held in the fall (mandatory) and winter (optional) each school year. Please encourage all responsible guardians to attend conferences.

RETENTION AND ACCELERATED PROMOTION

Woodrow Wilson Academy staff and the administration will decide accelerated promotion and retention of students. WWA views and determines accelerated promotion on two levels: academic performance, and emotional and social readiness.

Students who show documented deficiencies in academic and/or social areas should be considered for retention. Retention decisions will be based upon:

- ❖ Teacher documented anecdotal information.
- ❖ Parent anecdotal information.
- ❖ Developmental and achievement test scores.

If teachers are considering the retention or accelerated promotion of a student, they should consult with administration prior to meeting with parents. This recommendation or consideration should come no later than the end of the second trimester. Notification should be made in writing as well as verbally during conferences if at all possible. The Academy reserves the right to determine final placement of any student.

Students who significantly exceed academic work considered age level appropriate may be considered for accelerated promotion so long as their social and emotional behavior patterns are in norm with others of that class or grade level.

SECTION IX: Classroom Information and Policy

GENERAL GUIDELINES FOR THE OPERATION OF THE WOODROW WILSON ACADEMY PROGRAM

- ❖ All elementary teachers will organize a self-contained classroom.
- ❖ Middle school teachers, while working in coordination with other teachers, will maintain an individually structured classroom. As a result, some policies are applicable across the entire middle school while others are classroom-based and not applicable across all classrooms.
- ❖ To provide an atmosphere necessary for effective teaching and learning, all teachers will maintain strong classroom discipline supported by the administration.
- ❖ All teachers will emphasize courtesy, patriotism and respect for high moral standards at all grade levels.
- ❖ Students will earn letter grades in each academic subject area in grades 1st thru 8th. Kindergarten students will earn ratings as described in the parent handbook under "grading scale."
- ❖ Homework is a part of the program as it fosters good study habits and is vital for optimum

development. The Parent/Student Handbook outlines expectations for each grade level.

- ❖ All teachers will expect the use of proper spelling, grammar, penmanship and general format in all written assignments and use the school-wide writing rubric when necessary.
- ❖ Regular communication is critical in the educational process. Weekly classroom webpage communications will take place to keep families well informed.

PLAYGROUND/RECESS GUIDELINES

- ❖ Students will play all games with a concern for others using the playground.
- ❖ Students will use the playground equipment properly. If there are questions in use, consult with a teacher or playground supervisor.
- ❖ Students may not play tag and chase games unless teacher directed.
- ❖ Students must wear shoes at all times.
- ❖ Students may not fight or pretend to fight.
- ❖ Students may not possess toy weapons of any kind on the school grounds.
- ❖ Students may **never** throw rocks (no matter what size), snow or sand.
- ❖ For grades K-5, one employee must be present on the playground for every classroom (2 employees per grade level).
- ❖ All grade levels will have one recess scheduled during their lunch time. In addition, Kindergarten through 2nd grade may have one (1) additional 15 minute recess, 3rd – 5th grades may use a 2nd recess only as a special reward and not as a regularly scheduled part of the program.

GENERAL CLASSROOM MANAGEMENT

Courtesy and Respect

Children are expected to behave respectfully to both adults and peers in words and actions.

Noise

Generally, teachers should maintain the noise level in the classrooms and the halls at a level of respect for the others in the building. Teachers should plan activities which require livelier student interaction with the same respect.

Hand Raising

In most classroom situations, students are expected to raise their hands and be recognized before speaking or leaving their seats unless other classroom procedures or methods are used to supersede this.

Grade Level Alignment

Because our students move between classrooms for our leveled programs, teachers in both classrooms in a grade level must use the same behavior management plan. Grade level teachers will work together to create a plan that works well for both teachers.

CLASSROOM ENVIRONMENT

Teachers are responsible for the entire environment in their classrooms. In every respect, rooms must be kept clean, orderly, attractive, and stimulating in general environment.

Remember our 5 Key Beliefs:

- ❖ Everyone working at WWA is an educator
- ❖ All kids are your kids
- ❖ If in doubt, step in
- ❖ Err on the side of caution....every time
- ❖ What are they learning right now?

Elementary Motto: *Nurturing, Exciting and Motivating Children to Learn*

Middle School Motto: *Empowering Students to become Independent and Responsible Thinkers*

CLASSROOM SUPERVISION

Teachers must ensure that their classrooms are supervised at all times by an adult. Individual classroom teachers are responsible to assure effective supervision. Teachers must hold students accountable for their cooperation while fellow teachers and other supervising adults assist in their classroom.

ATTENDANCE

Each class is responsible for daily attendance and keeping accurate records. Excessive absenteeism and tardies must be reported to the attendance secretary so that the office can contact the family regarding minimum requirements.

Teachers must also track tardies that are disruptive to the learning environment. In addition, tardies will be monitored by the front office and Dean of Students. Teachers should contact parents directly about unusual and frequent tardies that are impacting the academic success of the student. Teachers should also collaborate with parents and the Dean of Students to create a plan to help support positive attendance.

Attendance must be entered in Infinite Campus by 8:15 each day, and in middle school, within the first 5 minutes of each period.

LESSON PLANS AND WEEKLY PLAN

Lesson plans should be prepared at least one week in advance. The plans should correlate with the year long plan/curriculum maps and be accessible for administration and substitute teachers.

TEACHER RESPONSIBILITIES FOR CLEAN-UP

At the end of each day, teachers and their students will be responsible for generally “picking up” their room. Please see to it that all trash is picked up and chairs are stacked or placed on desks. Anything that students can do to help our janitorial staff save time would be appreciated.

As part of our “Going Green” program, one (1) “wet” trash can and one (1) recycling bin will be in each classroom. These should be put in the hallway each night to be emptied by the cleaning crew. In addition, though all bathrooms and common areas will be cleaned each night, classrooms will be cleaned only every other night.

CLASSROOM NEWSLETTERS & WEB PAGES

On Thursday of each week, a newsletter or slideshow will be available on the class’ website and a folder of the previous week’s work will accompany each student home. Middle school newsletters

will also be available online once a month. The purpose of the newsletter is to communicate, on a regular basis, academic and social information regarding the classroom. Test dates, spelling lists, special events and general assignment expectations and deadlines are very helpful to our parents and their planning. It is also a good idea to share what will be taking place in the next week so that parents are fully informed. Information about the classroom web page should also be included in the newsletter.

Because the newsletter is a powerful communication tool, appearance, warmth and completeness are extremely important.

The front office and Principal also send out a weekly school wide newsletter called “*Wildcat Weekly*”.

Updates to the classroom webpage must be done on a regular basis. These webpages should be easily and quickly maintained while providing parents copies of homework assignments, lists of up-coming work or programs and other valuable information.

Fundraisers

The policy for WWA employees and students regarding selling/soliciting items at school is:

- ❖ Individual students MAY sell to other students and WWA employees before or after school only
- ❖ Employees are NOT allowed to sell to students at any time
- ❖ WWA employees MAY solicit participation in fundraisers, events or parties using one or more of the following:

- Posting information in the workroom (samples may be left in the workroom; not to exceed two weeks)
- Send ONE email to staff explaining what will be sold and how it will be available should people choose to participate
- The primary fundraising mechanism for parents is the King Sooper/Kroger Card program. Parents earn 5% of sales which can be used toward field trip costs.

School Fundraising Programs:	<i>Required</i>	<i>Allowed</i>
4 th Grade	Rock Fair	None
5 th Grade	Chocolate Sales	None
6 th Grade	None	1 fundraiser / semester
7 th Grade	None	1 fundraiser / trimester
8 th Grade	Chocolate Sales	2 fundraisers / semester
Media Center	Book Fair	

Any class that would like to conduct fundraisers in addition to those stipulated must present a formal request to administration. Administration will then consider these requests based on the needs of the class and the school as a whole.

Classroom Parties

The following parties will be **allowed** for elementary school classrooms: Fall Festival, Winter Holiday Party, Valentine’s Day Party and an End of the Year Party. All parties will be held at the end of the school day so as not to disrupt the learning environment (2:00-3:00 p.m.) or in the morning

for the ½ day kindergarten class. Administration will consider exceptions to this policy for curriculum-based parties only.

Middle school students do not have parties during the school day; instead, they may participate in a wide variety of after school activities hosted by the monthly Middle School Activities Committee (MAC). Administration will consider exceptions to this policy for curriculum-based parties only.

EMPLOYEE RECOGNITION

- ❖ Employees who have been with WWA in good standing for 10 and 15 years will be recognized publicly and presented with a gift from administration.
- ❖ Stars will be given to all employees leaving WWA who have at least 3 years of service and are resigning. Stars will be given on the last day of the school year or when administration deems appropriate.
- ❖ A cake/party will be arranged by the ERC for anyone who has worked at WWA for at least 3 years and is retiring. A star, as mentioned above, will be presented at the party or when administration deems appropriate.

STUDENT TEACHERS

Administration may allow student teachers at WWA. Student teachers will be assigned by administration in cooperation with the supervising university. The needs of the student teacher and the abilities and continuity of the supervising WWA teacher will be taken into account. Any supervising teacher will be expected to complete all the requirements as outlined by the placing college/university & WWA, including submitting reports in a timely manner. During the time that the supervising teaching is out of their classroom, the teacher will be expected to contribute at least ½ day of administrative duties per day as assigned by administration.