

ANNUAL UPDATES

Bloodborne Pathogens
Administering Medications
Harassment
McKinney-Vento
School Safety Plan
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Handbook Highlights

Additional Notes on BBP

Our Bloodborne Pathogens Plan is located in the District Office and in the Health Office. The Plan covers:

- Exposure Determination
- Universal Precautions
- Engineering Controls
- Personal Protective Equipment
- Hepatitis B Vaccination
- Record Keeping

Administering Medications

Medication will be administered to students in accordance with Wis. State Statutes: 118.29 (1-6), 118.291 and 121.02(1)(g)

- Oral, eye, ear and topical medication do not require training although it is recommended.
- Emergency medications that are inhaled, injected or administered rectally require DPI-approved training every 4 years with an annual review of skills.
- The school nurse, in collaboration with a school administrator, has the authority to delegate medication administration to a school employee.

Harassment

Harassment encompasses a broad range of physical and verbal behavior, that can occur as a result of a single incident or a pattern of behaviors, that can include, but not limited to:

- unwelcome sexual advances, comments, or innuendos
- physical or verbal abuse
- jokes, insults or slurs
- taunting
- requests for inappropriate favors used as a condition of employment or affecting personnel decisions such as hiring, promotion or compensation

Harassment (cont.)

Anyone who believes they are the subject of bullying or harassment OR has knowledge of violations of this policy, shall report the matter in accordance with established complaint procedures.

- File formal complaint with harassment coordinator, if the complaint is directed toward the harassment coordinator, it is to be filed with your immediate supervisor/building principal

ALL complaints will be taken seriously, treated fairly and promptly, and thoroughly investigated.

Individual privacy shall be protected to the extent possible.

McKinney-Vento Homeless Assistance Act

Definition of Homeless Children and Youth

- Lack fixed, regular and adequate nighttime residence
- Share housing (due to loss or hardship)
- Living in hotels, motels, campgrounds, emergency or transitional shelters, abandoned in hospitals, awaiting foster care
- Primary nighttime residence not designed or ordinarily used as a regular sleeping accommodation
- Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Unaccompanied Youth (youth not in the custody of a parent or guardian)

McKinney-Vento Homeless Assistance Act (cont.)

LEA's are required to:

- Assist unaccompanied youth/ parents with placement, enrollment and knowing their rights
- Disseminate public notices of educational rights
- Inform and assist with accessing transportation (cited by Congress in FY 2000 as the biggest barrier that homeless children and youth faced in attempting to enroll/ attend regularly)
- Mediate enrollment disputes

McKinney-Vento Homeless Assistance Act

LEA's are required to:

- Provide comparable services as peers
- Transportation services
- Educational services
- Meals through the school lunch program

Crisis Safety Plan

Crisis Plan is reviewed annually

- UPDATED School Crisis Response Plan will be distributed to all classrooms
- One page handout should be in your sub folder and another copy posted in your classroom
- Evacuation maps will be posted in each classroom, office
- We will have scheduled safety drills
- All Visitors **MUST** check in the office and have a visitor pass

Glenwood City School District

Staff Responses- Emergency Guidelines

Be Calm
Don't Speculate
React with calmness and professional judgement

EVACUATE DRILL Examples: Fire, Bomb, Chemical Spill	LOCK DOWN Examples: Hall disturbances, Locker search	EMERGENCY/ LOCK DOWN Examples: Unsafe incident building
Signal: Fire Alarm Other- Announcement	Signal: Announcement "It is necessary for a Non- Emergency Lock Down"	Signal: Announcement "It is necessary for an Emergency Lock Down"
Give directions and follow last pupil from classroom	Clear Hallway	Clear Hallway Lock Doors, Pull Shades
Take pen and sub folder/ grade book	Lock Door	Move away from windows & doors
Lights off and doors closed	Continue Class activities as usual	Get on floor
Report to designated area	Take attendance: Present and absent	Take attendance: Present and absent
Take attendance: Present and absent	Release NO ONE Ignore bells No bathroom breaks	MAINTAIN SILENCE Do not use radio, cell phone, TV, computer, etc.
Remain in assigned area until advised by Administration	DO NOT CALL OFFICE	Release NO ONE Ignore bells No bathroom breaks
No bathroom or locker releases	Non-assigned staff should remain in place until notified	DO NOT CALL OFFICE
If class contains a "special needs student" locate and assist in supervision	Wait patiently for directions or "All Clear" signal	Non-assigned staff should remain in place until notified
		Do NOT unlock door until an "All Clear" announcement has been made by administration or law enforcement

Remember: Media will receive consistent, factual regularly updated information from an assigned district spokesperson.

Staff **ARE NOT** to speak to the media unless authorized.

Crisis Safety Plan

EVACUATION-

Examples: Fire, bomb threat, chemical spill

- ❖ Evacuation maps are replacing the yellow evacuation instructions on the wall by your door
- ❖ All students will be escorted to Holy Cross and brought to the assigned areas
- ❖ Take attendance and report any missing students immediately

Crisis Safety Plan

LOCKDOWN PROCEDURES-

- ❖ The office will issue a lockdown call on the intercom with a statement of:
 - “It is necessary for a non-emergency lockdown” OR “It is necessary for an emergency lockdown”
 - In either case, all students should be moved to a places in the classroom away from the door and out of sight from any window
 - Students should not use electronic devices to communicate with anyone outside the room
 - DO NOT RESPOND or OPEN your door in an emergency lockdown, Administration and law enforcement will have a key to unlock your door when the situation is “All Clear”
 - Keep all students in lockdown until you hear the “All Clear” announcement

Crisis Safety Plan

In any event, the health, safety and welfare of our students and staff is our greatest concern!

Take attendance and stay with your students-

DO NOT SPEAK WITH THE MEDIA, refer all media to the District office

Information Technology and Communications

Electronic Communications

- Confidentiality cannot be guaranteed
- All electronic communications created or stored using the network belong to the district
- Email and other electronic communications may be monitored
- Computer mediated conversations or discussions for instructional purposes must be approved by curriculum director or administrator

Information Technology and Communications

User Responsibilities

- You are responsible for your system account
- Use it legally
- Copyright protocols must be followed
- Backout of any inappropriate websites or web materials and report incident to supervisor
- Disabling tracking software or installing a private browsing utility is not allowed

Information Technology and Communications

Electronic Communications with Students is prohibited.....

- E-Communication with students must be limited to the scope of your professional responsibilities
- Unsolicited communication from a student that is not within your professional responsibilities should not be responded to except in cases of a health or safety emergency
- Personal social media are prohibited. Professional pages can be created with administrative approval for educational purposes.

Information Technology and Communications

Electronic Communications with Students is prohibited.....

- E-Communications is prohibited between 11:00 PM and 6:00 AM
- Clear all student e-communications with your administrator

Information Technology and Communications

- The district archives all communications that happen via the network
- Email is discouraged when communicating about an identifiable child
- Employees may not record conversations or meetings unless all people are notified and provide consent

Information Technology and Communications

Compliance with Federal, State, and Local Law requires....

- Student records are confidential
- District records are confidential
- Health and Personnel related employee information is confidential
- Upon written request from a parent, the employee shall discontinue communicating with minor students through e-communications
- Employees may not speak on behalf of the district on personal web pages
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Copyright

361.5 COPYRIGHT POLICY

It is the intent of the School District of Glenwood City to adhere to the provisions of the federal copyright law and federal guidelines related to the duplication, retention and/or use of copyrighted materials.

The district does not sanction illegal use or duplication of copyrighted materials in any form. Unlawful copies of copyrighted materials may not be produced or used on district-owned equipment, within district-owned facilities or at district-sponsored functions. Employees, students and others producing or using unlawful copies of copyrighted materials in violation of this policy may be subject to disciplinary action.

The School District of Glenwood City shall establish and implement appropriate procedures, prepare and distribute copyright guidelines, and provide training programs so as to advise district staff of current copyright law interpretations so that they can perform their duties within the intent of the law. Employees who knowingly and/or willingly violate the district's copyright policies do so at their own risk and assume all liability for their actions.



**FOCUSED ON PROVIDING QUALITY
LEARNING EXPERIENCES**

District

High School

Middle School

Elementary

For Parents

For Staff

[Staff Home](#)

[Technology Resources](#)

[Curriculum](#)

Staff Home

[2013/14 August 26-29 In-Service Agenda](#)

[Elementary Staff Procedures](#)

[Elementary Schedule](#)

[2012-13 MS/HS Staff Information](#)

[Copyright and Fair Use Guidelines](#)

[Wisconsin Department of Public Instruction](#)

[Northwest Evaluation Association: Measures of Academic Progress System](#)

[Webmail - Email](#)

[Monthly Action Plan Template](#)

Adjust Font Size: A A A A A

August 28 - Wednesday
03:30 PM - Sixth Grade
Orientation

- [Dealing with Tragedy: Tips for Parents and Teachers](#)
This resource provides information for adults as they work to help children cope with tragedy and loss.

Embedded Literacy Tools

- [Leadership Academy Staff Presentation](#)
- [Embedded Literacy Presentation](#)
This is the PPT that was used during the Embedded Literacy and Process Writing Workshop on August 28, 2012.
- [Elementary Process Writing Expectations](#)
- [MS/HS Process Writing Expectations](#)
- [Speaking Skill Sheet](#)
- [Writing Skill Sheet](#)
- [Reading Skill Sheet](#)
- [Reasoning Skill Sheet](#)

PLC Resources

- [PLC Guide Sheet](#)

Curriculum Resources

- [Curriculum Map ELA](#)
- [Curriculum Map Math Gr K-2](#)
- [Math Map Gr. 3-5](#)
- [Math Map Gr. 6-7](#)



Media Release

- We must have parent permission for child/children to be photographed or audio/videotaped during classroom or extra-curricular activities.
- Information covered by the release includes writings/work of the student or biographical information.
- A signed media release form is required to share information about to the public through written publications, video tapes, television, or the Internet.

Staff Handbook Highlights

Injury reporting--within 24 hours

- Students
 - Turned into office
- Staff (Self)
 - Worker's compensation
 - immediate supervisor
 - district secretary

Staff Handbook Highlights

Jury Duty

- paid leave provided when summoned by court
 - paid for regular hours scheduled to work
 - docked payment received on next payroll
 - endorse payment to district in lieu of payroll deduction

Staff Handbook Highlights

Family Medical Leave Act (FMLA)

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

Staff Handbook Highlights

Family Medical Leave Act (FMLA)

- For incapacity due to pregnancy, prenatal medical care or child birth
- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- For a serious health condition that makes the employee unable to perform the employee's job

Staff Handbook Highlights

Grievance

A “grievance” is defined as a timely written complaint, submitted according to the procedures identified herein, that concerns employee discipline, employee termination, or workplace safety.

Staff Handbook Highlights

Processing Procedure

- Step 1--Filing of the Grievance in Writing
- Step 2--District Administrator's Response
- Step 3--Appeal to Impartial Hearing Officer and Hearing
- Step 4--Appeal to School Board

Staff Handbook Highlights

Mandatory Reporting

Who is required to report suspected child abuse or neglect?

All School Employees

Staff Handbook Highlights

Mandatory Reporting What Should Be Reported?

- Injury to a child inflicted by other than accidental means
- Sexual intercourse or sexual assaults
- Pornography
- Allowing, permitting or encouraging a child to violate the prostitution statute
- Emotional Damage
- Failure to provide care, food, clothing, medical care or shelter so as to endanger the physical health of the child for reasons other than poverty

Staff Handbook Highlights

Mandatory Reporting

When must a report be made?

Immediately

To Whom? *To the County Department of Human Services, or the Sheriff's Department, or the City Police Department*