

# Pierz Healy High School

## Staff Handbook



**2021-2022**

## **School District Philosophy**

Independent School District 484 exists for the education of its citizens from pre-kindergarten through adult life. School employees are here to aid students in their development. Education includes the facts and concepts associated with the subject matter as well as attitudes, appreciations, skills and outlooks. Teachers are concerned with helping students define goals and work toward their fulfillment. We believe it is important for students to develop respect for legally and democratically constituted authority including respect for the teacher's position in the educational process. The classroom; however, shall reflect more of an atmosphere of cooperation than authoritarianism. Respect for the student's right to pursue personal goals, even to make mistakes, is important in developing the kind of teacher-student relationship which will permit the teacher encourage:

1. Work beyond minimum goals
2. Students' evaluation of their goals
3. Self-examination by students of their goals

Teachers of District 484 recognize that intrinsic reward (progress toward goals) is a greater force for learning than extrinsic reward (grades).

We are aware of our professional responsibilities to increase our understanding of people and to keep abreast of developments in the subjects we teach, thereby increasing our confidence in the student-teacher relationship. We exhibit by our enthusiasm that learning is exciting and by our dedication to our task that the acquisition of knowledge is of great importance.

All school experiences are considered a part of the curriculum and should fit the student into community life and activities. The school exists for the education of all without regard to physical, mental, social or economic condition, or socioeconomic status. Equal education opportunity means each person will have the opportunity to be educated in relation to his/her needs, interest, abilities, and limitations.

Practices and experiences that have withstood the test of time will be employed. Experimentation with new and promising educational practices will be encouraged.

### **BOARD OF EDUCATION**

Steve Boser  
Eric Hanneken  
Matthew Hoheisel  
Rick Sczublewski  
Marvin Thomas  
Ashley Toops

**SCHOOL ORGANIZATION  
PIERZ HEALY HIGH SCHOOL  
DEPARTMENT BREAKDOWN/STAFF LIST  
2021-2022**

**Principal – Karrie Boser  
Asst. Principal – Tony Andres**

**Superintendent – George Weber  
Activities Director – David Rocheleau**

**ENGLISH**

Michelle Bemis  
Amy Gagne  
Collette Loch  
Derrick Paulson  
Kelly Sauer

**BUSINESS**

Ruth Stuckmayer

**MATHEMATICS**

Stephanie Andres  
Marcus Artner  
Kyle Hastings  
Jessica LeBlanc  
Haley Scheldorf

**GUIDANCE OFFICE**

Scott Herold  
Marilyn Keith  
Samantha Rushmeyer

**PHY ED / HEALTH**

Joe Kahl  
Matt Peopping  
Skip Toops

**FAMILY &  
CONSUMER**

Jaime Strohmeier

**WORLD LANGUAGES**

Sabrina Becker

**ACTIVITIES**

Dave Rocheleau

**TECHNICAL**

Paul Gruber  
John Rossum

**MEDIA CENTER**

Nancy Monson  
Roxanne Welle

**TECHNOLOGY**

Dan Kramer  
Sheila Smallfield  
Heidi Thielen

**SOCIAL STUDIES**

Corey Egan  
Gwen Gruber  
Jennifer McNelly  
Cole Oslin  
Bryce Rushmeyer  
Frank Weber

**SCIENCE**

Zachary Kummet  
Torin Mann  
Shelly Munoz  
Kara Patrick  
Richard Teske

**MUSIC**

Iris Kolodji  
Joel Pohland

**ART**

Nicholas Engfer

**AGRICULTURE**

Pat Tax

**SPECIAL EDUCATION**

Jill Hoheisel  
Billie Kimman  
Janell Ost  
Nancy Peterson  
Dylan Pittman

Katie Schleper

**NURSE'S OFFICE**

Robyn Skwira  
Whitney Swenson

**EDUCATIONAL ASST.**

Patti Block  
Cheri Boser  
Mary Jansen  
Kari Kimman  
Lisa Koenig  
Katie Phillips

**HIGH SCHOOL OFFICE**

Tony Andres  
Karrie Boser  
Kim Radunz

**DISTRICT OFFICE**

Tracey Artner  
Sarah Funk  
Terri Krych  
Jennie Loidolt  
Tia Schlichting  
George Weber

**COOKS**

Michele Kampa  
EmmyLou Keehr  
Sharon Millner  
Brandi Saehr

**CUSTODIAL**

Jacob Bixler  
Emmy Lou Keehr  
Zach Otremba  
Jeremy Skwira  
Brandi Saehr  
Carol Welle

**PROFESSIONAL DEVELOPMENT / MEETING SCHEDULE**

**TEACHER IN-SERVICE DAYS**

October 8, 2021  
November 8, 2021  
January 21, 2022  
March 7, 2022  
March 25, 2022

**MTSS MEETINGS**

1st, 2nd, 4th, and 5th(if there are five) Thursday of the month

**SITE TEAM MEETING**

2nd Tuesday of the Month

**COLLABORATIVE BUILDING TEAM MEETINGS**

3rd Wednesday of the Month

**STAFF MEETINGS**

2<sup>nd</sup> Friday of the Month

**\*\*Note-all meeting begin at 7:35AM**

## REPORT CARDS

Grade Checkpoints will take place six times per year for academic eligibility. Below is a schedule of dates that grades need to be updated.

<b>Grading CheckPoints</b>	<b>Grades Due by 4:00 p.m.</b>
Check Point 1 – October 7	October 6
Check Point 2 – November 24	November 23
Check Point 3 – January 26	January 25
Check Point 4 – March 9	March 8
Check Point 5 – April 20	April 19
Check Point 6 – June 3	June 2

<b>Parent-Teacher Conferences * 4:00 p.m. - 7:30 p.m. *</b>
October 13, 2021
December 15, 2021
March 9, 2022

<b>Semester Grading</b>	<b>Grades Due by 4:00pm</b>
Semester 1 Ends – January 21	January 27
Semester 2 Ends – June 2	June 3

<b>Semester Classes</b>	<b>Dates</b>
Semester 1 (86 days)	September 7 – January 21
Semester 2 (86 days)	January 25 – June 2
Full Year (172 days)	September 7 – June 2

**COMMENCEMENT ~~~~~ May 27, 2022 at 7:00PM**

## **GENERAL INFORMATION**

### **MAKEUP WORK POLICY FOR STUDENT ABSENCES**

The classroom teacher's responsibility, as far as makeup is concerned, is to see that the student gets fair and reasonable makeup opportunities for missed work. Classroom teachers should also do their best to respond to parental requests for homework **by 2:00** of the day of the request. The classroom teacher should be sure that all students know what the make-up policy is each semester.

### **BELL SCHEDULE**

Schedules will be sent to you through Google.

### **MEDIA SPACE**

If there are special topics or ways they can prepare for your group, please let them know. Conference and classroom facilities are available in the Media Center for use by students and class groups upon request of the instructor. The Media Specialist is glad to give instruction in the use of the Media Center and its resources, or to be of assistance to teachers planning to give such instruction.

The following are cardinal Media Center rules:

1. **Teachers should be present with groups brought to the Media Center.**
2. All material must be checked out. Please observe the due dates and return or renew materials on time.
3. Loss or destruction of property is an injustice to your fellow-students and to the general public. Restitution is a matter of honor.

### **STAFFING**

From time to time it is necessary to meet with families about student progress. Whatever pertinent information we can gather and share regarding individual students will help each of us better understand and fulfill their educational needs. The staffing process is one of the best ways that we have of providing teachers, counselors, and administrators an opportunity to develop a consistent and positive approach to the student.

Staffing conferences will be instituted as needed.

**Special Education staffings are a requirement of the law, and must be treated as such.**

**Problems with attendance at the staffing should be cleared with the principal.**

There are certain cardinal rules regarding staffing which must always be followed:

1. **Be positive** – bring to the attention of others positive things about a student as well as the negative. This carries with it the admonition to avoid gossip and dwelling on

- negative things. If one needs to use anecdotes to illustrate an insight, fine, but don't take up valuable time telling tales of woe that lend nothing to the discussion.
2. **Do your homework** – be aware of behavior characteristics of the student. Observe closely in class or activity what the student does because there is always a reason for the student acting in a negative way. If we note behavior and bring it out in the staffing we might gain some insight as to why. Once we have accomplished this, we can work to change it.
  3. **Pay close attention to the rule of confidentiality.** We can share with others any information that can help the student, but we have no business gossiping with someone who has no need to know.

### **DAILY BULLETIN**

Daily announcements must be in to Kim by 7:30 A.M. and should be submitted by email. They must be read in your second hour class. Students are not permitted to submit notices for the morning bulletin unless such announcements have been approved by the faculty sponsor. Advertising is also prohibited.

### **FIELD TRIPS**

Field trips must have prior administrative approval. Teachers are responsible to get parent permission forms when going on a field trip with students. **We will not have a “blanket” signature form this year and if there is a “field trip” planned parents will need to be personally contacted by the teacher after gaining administrative approval.** A list of students must be given to the high school office for attendance and the nurse to address any medical needs/concerns.

### **STUDENT ACTIVITY ACCOUNT**

A student activity account is maintained at the Activities Office where money and receipts need to be directed in a timely fashion (**daily**). Please don't keep money in your room. All expenditures must be approved by the student activity treasurer, activities director, principal and the club advisor before a check is written and in no case will a bill be paid with a deficit account without previous arrangements. All activities must pay for supplies furnished by the school as well as material purchased out of the school and complete a purchase order if necessary.

### **CHURCH NIGHT**

Wednesday night is church night in Pierz High School. Do not schedule any practices or meetings on this night. **The building should be empty of students by 6:45 pm.**

### **STUDENT TELEPHONE CALLS**

Telephone calls are only to be made by students before school, during noon hour or after school, unless there is an emergency. Calls are to be made in the office, **NOT IN CLASSROOMS.** Students will not be called from class to answer an incoming call except in extreme emergencies. **Please do not allow students to use your desk phone.** Students may use cell phones before and after school, during their lunch period, or between classes. Cell phone use in classrooms is not allowed unless explicitly stated by the teacher.

## **RELEASE OF STUDENT INFORMATION**

The following information on students is public if the school district where the student is enrolled has classified it as directory information:

1. Name;
2. Address;
3. Dates of attendance;
4. Grade level;
5. Enrollment status (i.e. full-time or part-time);
6. Participation in officially recognized activities and sports;
7. Weight & height of members of athletic teams;
8. Degrees, honors and awards received;
9. The most recent educational agency or institution attended;
10. The name and address of the student's parent(s).

## **PROGRAMS, PEP-FESTS, ETC.**

Attendance at all assemblies, programs, pep fests, etc is a requirement to help insure proper conduct of all students involved. **Teachers should sit with their class in the gym.**

## **SCHOOL CALENDAR ~ See Pierz Website**

## **TESTING SCHEDULE ~ See Pierz Website**

## **SPECIFIC STAFF RESPONSIBILITIES**

**The general atmosphere of the building is everyone's responsibility: administration, teachers, support staff and students.** A school's atmosphere should be one in which respect for another person's rights and property is the prime consideration. To build such an atmosphere we must consistently reinforce positive actions and work to change the attitudes of those involved in negative actions. How we interact with students in dealing with the variety of situations that occur in a school is the single most important factor in determining the atmosphere of the school. We must work together to maintain an atmosphere of mutual respect for each other, school property and school rules.

To help meet the above need, all staff members must deal with the following items:

1. **All classes should begin promptly after the bell rings and not be dismissed until the bell rings.** Students should be made aware of our expectations early and made to follow the procedures.
2. Teachers should be in their classroom before school each morning. Students will be reporting to their first hour class when they arrive.
3. Before school, between classes, during passing time, after school, teachers should be in the hallways near their classrooms. **Visibility can prevent a lot of problems.**



4. We are a tobacco free school. No use of tobacco is allowed in the building or on school grounds. **Possession of tobacco will earn students 1-3 days suspension.**
5. See Student Handbook for other policies.

## **EMPLOYEE INFORMATION**

### **SUBSTITUTE INFORMATION**

Submit your leave requests in Frontline. You are responsible to get class lists and sub plans to your sub teacher anytime you request a sub.

### **LENGTH OF DAY**

7:30-3:30 unless you arrange a different time with Karrie.

### **PREP TIME**

Great flexibility exists during teacher prep hours, but it is expected that administration will be notified if you will be leaving the building during your prep hour.

### **SUBSTITUTE PAY**

Substitute pay is earned when substituting for a colleague during your prep time. This will be issued according to the Master Agreement.

### **SPECIAL LEAVE**

Please refer to the Master Agreement – Article IX – Section 10.

### **SICK LEAVE**

Try to make preventative medical and dental appointments after school or when school is not in session. Notify administration in advance of any scheduled appointments.

**\*\*If you need to leave during the day please have a *conversation* with Karrie in-person or by phone prior to leaving.**

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. It also requires that employee's group health benefits be maintained during the leave. Military Family Leave Entitlements also apply.

The FMLA is administered by the Employment Standards Administration's Wage and Hour Division within the U.S. Department of Labor. Complete details about FMLA are posted in the faculty lounge.

### **CELL PHONES**

Cell phones should not be used while you are teaching class. Please check your cell phone if needed during your prep time and/or lunchtime. You can let the administration know if there is a reason you would need to use your cell phone during the school day.

### **DRESS CODE**

**Dress professional Monday through Thursday.** Friday is casual dress.

### **TRANSPORTATION FOR SCHOOL EVENTS/PROFESSIONAL DEVELOPMENT**

Buses or vans will be used for transportation of students, athletes, and spectators to **ALL** events and practices whenever possible.

The following bus/van requirements must for followed:

1. 48-Hour Notice
2. Fill out the **online** Transportation Request form [HERE](#)
3. Field Trips—Email Kim a list of students you are taking on the field trip and make sure you have coverage for your classroom.
4. Check with the school nurse regarding any medical needs for students you are taking with you.
5. Complete mileage sheet in school vehicle.
6. Clean up the bus/van when done with a trip.
7. Must request a vehicle for professional development opportunities if none are available the mileage can be reimbursed.