

SOLON SPRINGS SCHOOL DISTRICT

2018-2019

STAFF REFERENCE GUIDE

GENERAL STAFF INFORMATION

All staff members will be in their classrooms by 8:00 a.m. unless they have duty or a staff meeting. Staff members who have duty should be at their designated site by 8:00 a.m.

Staff members are asked to be by their classroom doors when the bell rings between classes and at the end of the day so that both the hall and classroom can be monitored.

Students should not be in the hallway without written documentation (pass, clipboard, etc.) All written passes should show time left, date, and destination.

Students arriving to school late must be sent to the office for an admit slip.

The office phones may be used by students only in case of illness or emergency. Classroom phones may be used by students only under supervision of school staff. Students wanting to go home due to illness must use the office phones.

A record of all textbooks you issue to your students must be kept. This record should include some identification of who has which textbook and also the condition of the textbook at the time it is issued. Students should be reminded that they are responsible for lost or damaged books.

Staff members will be responsible for keeping an updated substitute folder in the office which will include a class schedule, class rosters, the location of lesson plans, lunch count for 1st hour, any extra duties (lunchroom duty, hall duty, etc.), and any other pertinent information you feel is necessary. This folder will be given to the sub along with keys for your room when they arrive at school and will be turned in at the end of the day.

Lesson plans DO NOT need to be turned in to the office each week. Lesson plans should be made available to the administrator when a formal observation occurs.

Activity group advisors must follow fundraising guidelines provided by the student council advisor.

Sale of food or beverage items during school hours must follow Policy 8510 Student Wellness.

ADDITIONAL ELEMENTARY STAFF INFORMATION

Staff on playground duty are to patrol the playground so that incidents can be prevented before they occur.

Recess should not be scheduled after 3:10 p.m. This is to avoid possible injury when parents are arriving to pick up their children at the end of the school day.

Teachers are to escort and pick up their classes from Art, Music, Library and Phy. Ed.

Teachers are to bring their students to the lunchroom and wait with them until all are in the kitchen door, unless other supervisory staff is scheduled for this duty.

Teachers are urged to have a morning and afternoon washroom break to curb steady traffic to and from the washrooms. Students should be reminded to use the washroom before school in the morning and at lunchtime. Students should also use the drinking fountains in the classrooms whenever possible.

Students who wish to pay on lunch accounts should do so between 8:00 and 9:00 any morning.

STUDENT SUPERVISION AND WELFARE

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

FACULTY MEETINGS

Elementary faculty meetings will be held every Tuesday from 8:00 a.m. – 8:25 a.m. in the elementary computer lab.

High School faculty meetings will be held every Wednesday from 8:00 a.m. – 8:15 a.m. in the IMC.

Additional faculty meetings will be scheduled as needed.

ARRANGING FOR A SUBSTITUTE

When a staff member is aware of an upcoming absence, they must complete a Staff Leave Request form and contact Lisa Sickler, elementary school secretary, so that a substitute can be arranged. However, when a staff member is unable to notify the secretary in advance, he/she must contact Lisa Sickler at 218-340-8707 or email: lsickler@solonk12.net between 6:00 a.m. and 6:30 a.m. in order for her to arrange for a substitute to arrive in time for that school day. **DO NOT ARRANGE FOR YOUR OWN SUBSTITUTE.**

Substitute teachers are paid \$100.00 per full day and \$50.00 per half day.

Substitute teachers will receive a minimum of one-half day of pay. Hours for half days will be determined by the principal. A half-day is not to exceed four and one half hours.

Teachers covering another teacher's class during their scheduled preparation period will receive \$20.00 for the period with district administrator's approval. You will need to complete an Extra-Curricular/Classroom Substitute timesheet and turn it into the bookkeeper. These are paid on your regular paycheck.

A list of certified substitutes will be maintained in the administrative office. This list will be generated from applications received by the administrator. The principal will supervise the substitutes.

Substitutes will be contacted as soon as possible after notification of an absence has been received by the administrator's designee.

The best qualified substitute teacher within the specific needed curricular area will be given first priority.

The substitute must be told when contacted which employee they will be replacing and the hours he/she is expected to work.

Upon arrival at the work site, the substitute will be provided with room keys and a folder which will include a class schedule, class rosters, the location of lesson plans, lunch count for 1st hour, any extra duties (lunchroom duty, hall duty, etc.) and any other pertinent information the staff member feels is necessary.

FIELD TRIPS

To secure a school bus for a proposed field trip:

- A. Discuss the trip and need with the principal;
- B. Fill out the bus request form on the back of the staff leave form;
- C. Turn completed form into the principal.

1. All permission slips must be turned in two days prior to field trips.
2. All admission fees must be turned in to sponsoring teacher 24 hours prior to departure.
3. The School District of Solon Springs encourages volunteerism, parent volunteers should be sought.
4. Classroom field trips should serve an educational purpose. As a result, bus driver expenses will be paid by the district. To allow all age groups an opportunity to limited resources, the number of field trips for each classroom will be limited by administration.
5. Activity group field trip expenses shall be covered by the activity group, including all transportation expenses.
6. To allow arrangement of transportation, field trip requests must be turned in five school days prior to departure date.
7. A complete list of all attendees (students, adults, and staff) shall be turned in to the office 2 days prior to departure.
8. Other stipulations may be placed on field trips based on administration analysis of trip.
9. Contact Mr. Garay 5 days prior to trip with the number of students who will be missing lunch.

SENIOR CLASS TRIP

The following criteria must be met for a class trip:

1. At least 75% of the class must make the commitment to go on the trip.
2. By the end of 1st semester, each student planning on going must have a deposit of no less than \$50.00 turned in to the class advisors. Money will be returned as students leave on the trip or with permission of principal and advisors.
3. Members of the senior class must provide administration with the following items outlined in writing prior to October 1st:

- a. **Trip must be taken by the end of the 3rd quarter.**
- b. Dates of trip, destination and itinerary to be followed.
- c. Breakdown of approximate costs to class.
- d. List of items not covered by class funds and the cost to participate.
- e. Signed statement by both advisors and bookkeeper verifying the needed funds are collected. Not counting deposits.
- f. The class must show that the funds needed for graduation will be available after the trip has been paid for.
- g. List of students going and names of chaperones.
- h. The Board of Education must give permission for the trip if overnight or out of state.

Permission slips must be signed by student, parent/guardian, advisors, and administration and submitted to the office prior to departure.

At least one of the chaperones must be a class advisor or school approved official. At least 3 chaperones, not including the bus driver, must go with. One of the chaperones must be male and one female. The ratio of chaperones to students cannot be greater than 1 to 8. The Senior Class will cover the cost for chaperones for items listed under c in the outline.

CHAPERONE DUTIES

Two advisors must be present at all functions. Exceptions to this policy will be granted by the administrator only. Advisors may obtain replacements when other commitments must be honored. Replacements must be made from within the high school teaching staff only, or with consent of the administrator in special cases.

If an event is scheduled for a particular area (gym, cafeteria, etc.), then the students are to be in this area only and not in the hallways. One advisor should stay in the hallway and one in the activity area (gym, cafeteria, etc.). Students should be in hallways only when going to or from the washrooms or when entering and leaving the building. No fires, incense, etc. are allowed at any event.

Students are not to leave the building during an event. Students who leave without special permission from an advisor, should be barred from reentering.

Advisors should arrive at an event at least 15 minutes before the event is to begin, and must remain until all students have left the building.

Elementary students should not be admitted for high school events (grades 6 through 12 events), unless accompanied by an adult. Outsiders may enter as a guest of one of our students with prior approval from the administration.

No student will be asked to leave a function unless parents have been called. Students can be released when parents come to pick them up. If parents cannot be reached and you are concerned about the health or safety of the student, you should call the sheriff's department and release the student/students to them.

Parents and/or law enforcement are to be informed of the problem at the time of the problem and the chaperone will report to the office as soon as possible (this applies to bus trips also).

Parents are to be notified for the following: Using or having alcoholic beverages or drugs, smoking, rowdiness, fighting, obscenities, vandalism, or any problem that threatens the safety or health of the students or chaperones.

If trouble develops, don't hesitate to call the sheriff's department. You also have the authority to close the function.

BUS CHAPERONE

Only students who have paid and are on the list issued by the office are allowed to ride the bus. If a problem develops with a student, the parents are to be notified as soon as possible. The student may return on the bus if the health or safety of students and chaperones are not threatened, otherwise the student should be left with proper law enforcement officials. A written report should be filed as soon as possible with the office.

FIRE DRILL

A fire can occur in any school building, even if it is constructed of brick and steel. All occupants, with no exceptions, shall leave the building whenever a fire alarm is sounded.

Each room will be provided with instructions as to the route they are to use when leaving the building. The teacher must be calm and demonstrate assurance to the students in the class. Prior to leaving all **windows** are to be **closed**, **lights** are to be turned **off**, **doors** are to be **closed**, but **not locked**. Each group leaving the building should be at least 50 feet from the building. A special effort should be made to be away from doors and windows in case of an explosion and shattering glass. Each teacher should bring a class list to verify presence of students.

Once each month without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of departure from the building as if in case there is a fire except when the person having direct charge deems the health of the pupils may be endangered by inclement weather conditions.

TORNADO DRILL

Please refer to your School Safety Plan.

SUICIDE PREVENTION POLICY

Please refer to your School Safety Plan.

GOALS

I. ACADEMICS

A graduate of Solon Springs School should:

- A. Develop a mastery of writing, reading, and basic mathematic skills.
- B. Be trainable, in essence, a life-long learner with a positive work ethic.
- C. Be an effective communicator.
- D. Be able to recognize, define and solve problems.

II. PERSONAL QUALIFICATIONS (QUALITIES)

A graduate of Solon Springs School should:

- A. Be a self-disciplined individual.
- B. Possess positive self-esteem.
- C. Possess tolerance.
- D. Be honest.
- E. Maintain a sense of responsibility.
- F. Have respect for self, others, and the community.
- G. Have an appreciation of the arts.

CHILDREN AT RISK ALTERNATIVE EDUCATION POLICY

The Board of Education of the Solon Springs School District recognizes the need to provide alternative education programs for “at risk” students. Children at risk means dropouts – a child who ceased to attend school, continues to reside in the school district, does not attend a public, private, or vocational, technical, and adult education district school or home-based private educational program on a full time basis, has not graduated from high school and does not have an acceptable excuse under s.118.15(1)(b) to (d) or 3 Stats: (s.118.153.(1)(b), pupils who have been absent from school without acceptable excuses, pupils who are parents, and pupils who have been adjudicated delinquent and who are also behind in basic skills or credits earned.

ELEMENTARY NOTIFICATION OF RETENTION PROTOCOL

Understanding that the discussion of the possible retention of a student is a very personal and difficult matter, staff at Solon Springs will make every effort to present this information in a manner that is timely and private. Staff members will follow these steps when making a retention recommendation:

- Teacher will give written recommendation to principal no later than February 1. Recommendation will include student name and specific areas of concern.
- Principal will arrange for observation of student(s) by school psychologist.
- No mention of retentions will be done during regular parent/teacher conferences held in the classrooms.

- A separate meeting will be scheduled with the parents. At this meeting, the classroom teacher and principal or guidance counselor must be present. This meeting may take place in lieu of regular parent/teacher conferences. If it does not take place in lieu of the parent/teacher conference date, it must take place before the 2nd semester parent/teacher conference date.

MEDICAL EXAMINATION

Medical examinations shall be required of all school employees upon entering the system as defined under Section 118.25, Laws of Wisconsin, 1980. This shall include a mantoux skin test or x-ray for tuberculosis. The current charges at the St. Luke's/Mariner Clinic, Superior, WI will be the amount paid toward this physical and tuberculosis test, unless paid by insurance.

Further physicals after the above entry physical and test will be required on an individual basis, if such need is suspected.

RELATIONS WITH CHURCHES

Because the Board of Education recognizes local churches as important partners in the development of the district's young people, every effort shall be made to schedule school activities so as they will interfere as little as possible with regularly scheduled church services, church instruction sessions, and church youth meetings.

Wednesday night has been designated as Family Night in Solon Springs. Therefore, non-voluntary school activities should not be scheduled on that night after 5:00 p.m. Exceptions may be league scheduled activities over which the individual school does not have control, or school sponsored activities of a voluntary nature. School sponsored activities of a voluntary nature will only be permitted after 1:00 p.m. on Sundays. Only under extreme circumstances will Sundays be used for non-voluntary school sponsored activities. If the occasion should arise, clearance must be given by the district administrator.

When conflicts to this schedule arise, every effort will be made to work out a mutually acceptable schedule with the Solon Springs Ministerial Association.

USE OF TOBACCO PRODUCTS

The Board of Education prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

PROCEDURE FOR ASSIGNING STAFF FOR EXTRA-CURRICULAR GAME DUTIES

- Interested staff will meet with the athletic director who will distribute a list of available dates and duties open.
- Teaching staff will work among themselves to equitably divide duties.

- The athletic director may make minor changes to the duty schedule based on available staff and administrative assignments.
- For tournament games and events taking place prior to the start of school, the athletic director reserves the right to assign staff from among those who express an interest. Completed timesheets and reimbursement forms are to be turned in by Friday prior to payroll. Time sheets turned in after that time will be processed on the next scheduled payday. NO EXCEPTIONS WILL BE MADE.

JOB DESCRIPTION FOR EXTRA-CURRICULAR EVENTS

- Be ready to begin your job no later than one half hour before game time. Please don't fly in the door at 5:30 for a 6:00 start.
- All Staff must wear their name tag.
- You are responsible for setting up your work area, i.e. ticket table, score table, score clock. Score table personnel should check to make sure the microphone, scoreboard and warm-up music are in working order.
- Supervision personnel should:
 1. Check that the doors are closed to other portions of the school.
 2. Check to see that locker rooms are ready.
 3. Escort visiting team to locker rooms.
 4. Stop students from entering the gym with jackets on.
 5. Watch for visitors taking food or soda into the gym.
 6. Small children (3rd grade and under) should be seated by their parents.
 7. Treat all unsupervised small children the same when sending them back to their parents, no matter if they are the child of a school employee.
- All staff workers are effectively on supervision duty. If you see something amiss, address the issue immediately. If the issue requires administrative assistance, notify the Game Manager.
- Fill out your timesheets and submit them to the bookkeeper on the Friday before payroll is due. Although the bookkeeper has a copy of the worker schedule, you will not be paid if you have not submitted a timesheet.
- Notify the athletic director and bookkeeper in writing if you are going to switch a game with someone. This can be as simple as tossing a note in the appropriate mailbox or sending an e-mail.
- Common courtesy is appropriate when greeting fans to our school. However, please be sure that you are fulfilling your duties and not spending the majority of your time socializing.

REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES

Transportation

School vehicles are available for you to use when attending school conferences, meetings, or workshops. If you choose to drive your own vehicle and a school vehicle is available you will not be reimbursed for mileage. Charges for a taxi or air limousine are reimbursable. An explanation should accompany any claims in excess of \$5.00 per taxi or limousine. You will need to fill out a reimbursement request form,

attach a copy of the receipts and turn it into the bookkeeper. The reimbursements are distributed with the paychecks.

Lodging Expenses

Accommodations will be arranged by the administration office. Lodging expenses will be supported by receipts. NO TRAVEL EXPENSES FOR A SPOUSE SHALL BE REIMBURSABLE. Employees shall observe posted hotel check-out hours in order to avoid a charge for the day of departure. You will need to fill out a reimbursement request form, attach a copy of the receipts and turn it into the bookkeeper. The reimbursements are distributed with the paychecks.

Meal Expenses

The actual cost for meals, including taxes and tips, will be allowed up to but not in excess of:

Breakfast	\$ 7.00
Lunch	\$ 8.00
Dinner	\$16.00

If a receipt is not submitted, the minimum rate of \$2.00 per meal will be reimbursed. An official convention banquet is acceptable as an exception to these limits. All exceptions must be documented.

No reimbursement will be allowed for the cost of alcoholic beverages.

Reimbursement for meals for employees will be allowed on trips which meet the following conditions:

- Breakfast – provided the employee leaves home before 6:00 a.m.
- Lunch – provided the employee leaves the district before 10:00 a.m. and returns after 2:00 p.m.
- Dinner – provided the employee leaves the district before 5:00 p.m. and returns home after 7:00 p.m.

You will need to fill out a reimbursement request form, attach a copy of the receipts and turn it into the bookkeeper. The reimbursements are distributed with the paychecks.

Registration Fees

All registration fee receipts must be attached to the reimbursement request form. The conference dates and specific meals included in the fee should be attached to the receipt.

Telephone

Toll calls for school district business are reimbursable when date, place, and person called are attached to the reimbursement request form.

PURCHASING CLASSROOM SUPPLIES

To order supplies for your classroom, a requisition form needs to be filled out and turned in to the bookkeeper for approval before being ordered. The administrative secretary will then place the order.

If you have items that you would like to pick up yourself, you may fill out a requisition form ahead of time for the approximate amount of the purchase, hand it in for approval and once it has been approved you may go ahead and get the item(s). After you make the purchase fill out a reimbursement form, attach a copy of the receipt(s) and turn it into the bookkeeper for payment. The reimbursements are handed out with the paychecks.

LOST CHECK REPLACEMENT

If you have lost a check that has been drawn against one of the school district's accounts, you will be assessed a fee of \$30.00 to replace this check. This is the same \$30.00 fee the bank charges the school to issue a stop payment on a lost check. Please notify the bookkeeper immediately if you have lost a check so that the necessary steps can be taken to stop payment and reissue the check.

CLASS ADVISORS AND OTHER DUTIES

Senior Class Advisor	Dave Zosel
Class of 2019 Advisor	Matt Ryder
Junior Class Advisor	Megan Gaynor
Class of 2020 Advisor	Jen Makela
Sophomore Class Advisor	John Bass
Class of 2021 Advisor	Nikk Adams
Freshman Class Advisor	John Fendt
Class of 2022 Advisor	Dale Rajala
8 th Grade Class Advisors	Judy Fortuna Brian Langlee
7 th Grade Class Advisors	Bruce Meyers Adam Bielmeier
6 th Grade Class Advisor	Nathan Ahlberg
Graduation Advisor	Joanne Zosel
AODA Coordinator	Russ Nelson

Athletic Director
 Equity Coordinator
 IMC Coordinator
 Reading Coordinator
 Safety Director
 Technology Coordinator

Nathan Ahlberg
 Dale Rajala
 Megan Gaynor
 Beth Zamzow
 Mark Dahlberg
 Dave Zosel

CLUBS AND ORGANIZATIONS

Forensics
 Solon Springs Honor Society
 "S" Club
 Student Council
 Yearbook

Elizabeth Reedy
 Joanne Zosel
 Nathan Ahlberg
 Bruce Meyers
 Megan Gaynor

Hall Duty schedule 2018-19 Hall duty begins at 8:00 when students arrive.

Date	Personnel	Supervision Area
September 4 - 7	Brian Langlee	Commons
	Adam Bielmeier	Hall- Art Room
	John Fendt	Hall – Tech Room
	Michele Brown	Breakfast Line
September 10 - 14	Megan Gaynor	Commons
	Nikk Adams	Hall – Art Room
	Judy Fortuna	Hall- Tech Room
	John Bass	Breakfast Line
September 17 - 21	Bruce Meyers	Commons
	Russ Nelson	Hall – Art Room
	Jennifer Makela	Hall- Tech Room
	Julie Fromm	Breakfast Line
September 24 - 28	Nathan Ahlberg	Commons
	Bill Elowson	Hall – Art Room
	Dale Rajala	Hall- Tech Room
	Becky Semborski	Breakfast Line
October 1 - 5	Joanne Zosel	Commons
	Dave Zosel	Hall – Art Room
	Matt Ryder	Hall- Tech Room
	Tami Klinzing	Breakfast Line
October 8 - 12	Brian Langlee	Commons

	Adam Bielmeier	Hall – Art Room
	John Fendt	Hall- Tech Room
	Michele Brown	Breakfast Line
October 15 - 19	Megan Gaynor	Commons
	Nikk Adams	Hall – Art Room
	Judy Fortuna	Hall- Tech Room
	John Bass	Breakfast Line
October 22 -26	Bruce Meyers	Commons
	Russ Nelson	Hall – Art Room
	Jennifer Makela	Hall- Tech Room
	Julie Fromm	Breakfast Line
October 29 - Nov. 2	Nathan Ahlberg	Commons
	Bill Elowson	Hall – Art Room
	Dale Rajala	Hall- Tech Room
	Becky Semborski	Breakfast Line
November 5 - 9	Joanne Zosel	Commons
	Dave Zosel	Hall – Art Room
	Matt Ryder	Hall- Tech Room
	Tami Klinzing	Breakfast Line
November 12 - 16	Brian Langlee	Commons
	Adam Bielmeier	Hall – Art Room
	John Fendt	Hall- Tech Room
	Michele Brown	Breakfast Line
November 26 - 30	Megan Gaynor	Commons
	Nikk Adams	Hall – Art Room
	Judy Fortuna	Hall- Tech Room
	John Bass	Breakfast Line
December 3 - 7	Bruce Meyers	Commons
	Russ Nelson	Hall – Art Room
	Jennifer Makela	Hall- Tech Room
	Julie Fromm	Breakfast Line
December 10 - 14	Nathan Ahlberg	Commons
	Bill Elowson	Hall – Art Room
	Dale Rajala	Hall- Tech Room
	Becky Semborski	Breakfast Line
December 17 - 21	Joanne Zosel	Commons
	Dave Zosel	Hall – Art Room
	Matt Ryder	Hall- Tech Room
	Tami Klinzing	Breakfast Line
January 2 - 4	Brian Langlee	Commons
	Adam Bielmeier	Hall – Art Room
	John Fendt	Hall- Tech Room
	Michele Brown	Breakfast Line

January 7 - 11	Megan Gaynor	Commons
	Nikk Adams	Hall – Art Room
	Judy Fortuna	Hall- Tech Room
	John Bass	Breakfast Line
January 14 - 18	Bruce Meyers	Commons
	Russ Nelson	Hall – Art Room
	Jennifer Makela	Hall- Tech Room
	Julie Fromm	Breakfast Line
January 21 - 25	Nathan Ahlberg	Commons
	Bill Elowson	Hall – Art Room
	Dale Rajala	Hall- Tech Room
	Michelle Zeller	Breakfast Line
Jan. 28 - Feb. 1	Joanne Zosel	Commons
	Dave Zosel	Hall – Art Room
	Matt Ryder	Hall- Tech Room
	Tami Klinzing	Breakfast Line
February 4 - 8	Brian Langlee	Commons
	Adam Bielmeier	Hall – Art Room
	John Fendt	Hall- Tech Room
	Michele Brown	Breakfast Line
February 11 - 15	Megan Gaynor	Commons
	Nikk Adams	Hall – Art Room
	Judy Fortuna	Hall- Tech Room
	John Bass	Breakfast Line
February 18- 22	Bruce Meyers	Commons
	Russ Nelson	Hall – Art Room
	Jennifer Makela	Hall- Tech Room
	Julie Fromm	Breakfast Line
Feb. 25 - March 1	Nathan Ahlberg	Commons
	Bill Elowson	Hall – Art Room
	Dale Rajala	Hall- Tech Room
	Michele Brown	Breakfast Line
March 4 - 8	Joanne Zosel	Commons
	Dave Zosel	Hall – Art Room
	Matt Ryder	Hall- Tech Room
	Tami Klinzing	Breakfast Line
March 18 - 22	Brian Langlee	Commons
	Adam Bielmeier	Hall – Art Room
	John Fendt	Hall- Tech Room
	Michele Brown	Breakfast Line
March 25 - 28	Megan Gaynor	Commons
	Nikk Adams	Hall – Art Room
	Judy Fortuna	Hall- Tech Room

	John Bass	Breakfast Line
April 1 - 5	Bruce Meyers	Commons
	Russ Nelson	Hall – Art Room
	Jennifer Makela	Hall- Tech Room
	Julie Fromm	Breakfast Line
April 8 - 12	Nathan Ahlberg	Commons
	Bill Elowson	Hall – Art Room
	Dale Rajala	Hall- Tech Room
	Becky Semborski	Breakfast Line
April 15 - 19	Joanne Zosel	Commons
	Dave Zosel	Hall – Art Room
	Matt Ryder	Hall- Tech Room
	Tami Klinzing	Breakfast Line
April 22 - 26	Brian Langlee	Commons
	Adam Bielmeier	Hall – Art Room
	John Fendt	Hall- Tech Room
	Michele Brown	Breakfast Line
April 29 - May 3	Megan Gaynor	Commons
	Nikk Adams	Hall – Art Room
	Judy Fortuna	Hall- Tech Room
	John Bass	Breakfast Line
May 6 - 10	Bruce Meyers	Commons
	Russ Nelson	Hall – Art Room
	Jennifer Makela	Hall- Tech Room
	Julie Fromm	Breakfast Line
May 13 - 17	Nathan Ahlberg	Commons
	Bill Elowson	Hall – Art Room
	Dale Rajala	Hall- Tech Room
	Becky Semborski	Breakfast Line
May 20 - 24	Joanne Zosel	Commons
	Dave Zosel	Hall – Art Room
	Matt Ryder	Hall- Tech Room
	Tami Klinzing	Breakfast Line
May 27 - May 31	Brian Langlee	Commons
	Adam Bielmeier	Hall – Art Room
	John Fendt	Hall- Tech Room
	Michele Brown	Breakfast Line
June 3 - 6	Megan Gaynor	Commons
	Nikk Adams	Hall – Art Room
	Judy Fortuna	Hall- Tech Room
	John Bass	Breakfast Line

**PAYROLL SCHEDULE
2018-2019**

			<u>Time Sheet Due Date</u>	
<u>2018</u>				
August	31	26	pay begins for 18-19 200+ days starting payroll, 20 pay begins-Teachers	August 24
September		14	Hourly pay begins, HSA Qtrly pmt, Labor Day, Board Pay	September 7
		28		September 21
October	12			October 5
		26	Cross Country, Volleyball, JHGBB, Crisis Management	October 19
November		9		November 2
		23		November 16
December		7	Thanksgiving pay, Board, HSA Qtrly pymt	November 30
		21	JHBBB, 1 st ½ AD, S-Club, GBB, BBB	December 14
<u>2019</u>				
January		4	Christmas pay	December 28
		18	New Year's pay	January 11
February		1		January 25
		15		February 8
March		1	HSA Qtrly pmt	February 22
		15	Board pay, MSVB, Pep Band, 2 nd ½ GBB, BBB	March 8
		29		March 22
April		12		April 5
		26		April 19
May		10		May 3
		24	20 pay ends -teachers, 26 pay lump sum Mark Trans, Softball, Baseball, Forensics, Yearbook, Sub-call, Crisis Mgmt, Media Specialist, Vocal Music, Instrumental Music, National Honor Society, Student Council, 2 nd ½ S-Club, AD	May 17
June		7	HSA Qtrly pmt, Board, Memorial Pay	May 31
		21	Hourly Pay Ends	June 14
July		5	12 month starting payroll	June 28
		19		July 12
August		2		July 26
		16	26 Pays End	August 9

1. **EXTRA CURRICULAR PAY SCHEDULE:**

In an effort to efficiently process payroll and extra curricular contract payments the following schedule has been developed to be used for the 2018-2019 school year. These payments will be issued on separate payroll checks on the following dates:

October 26, 2018:	Cross Country, Volleyball, JHGBB
December 21, 2018:	JHBBB, 1 st half – AD, S-Club, GBB, BBB
March 15, 2019:	2 nd half – GBB, BBB, Full-Pep Band, MSVB
May 24, 2019:	Softball, Baseball, Forensics, Vocal Music, Instrumental Music, Honor Society, Student Council, Yearbook, and 2 nd half – S-Club, AD

Any extra curricular contract payments made on dates other than those set above will be combined with regular payroll processing using separate coding to differentiate regular pay from extra curricular pay and will be paid in the first payroll date following the completion of the contract.

PLEASE NOTE:

Final Extra Curricular pays are handed out by the AD upon completion and submission of the season ending materials listed in the coaches' handbook.

A timesheet will need to be handed in to receive payment for any other extra curricular pays i.e., timekeeping, ticket taking, supervision and etc. These timesheets will need to be turned in by the Friday prior to the week of payday.

REQUEST FOR STAFF LEAVE

I, _____, hereby request the following day/days of leave,
EMPLOYEE'S NAME

_____ for:
DAY(S) MONTH DAY YEAR

TYPE OF LEAVE REQUESTED

- _____ * SICK *(for employee only)
- _____ * FAMILY EMERGENCY *(as per Master Agreement)

(Explanation Required)

- _____ PERSONAL
- _____ VACATION
- _____ WITHOUT PAY
- _____ MATERNITY
- _____ FEDERATION LEAVE (as per Article V. Sec. G. of Teacher's Master Agreement)
- _____ PROFESSIONAL LEAVE (Teacher Self-development as per Article V. Sec. F. of Teacher's Master Agreement)
- _____ OTHER LEAVE (class trips, workshops, conferences, etc.)
- _____ CESA WORKSHOP _____ **REGISTERED ON CESA PORTAL**
- _____ **NOTIFY LISA SICKLER OF NEED FOR SUBSTITUTE, IF NECESSARY**

PROFESSIONAL TRAVEL

- _____ * EXPLANATION OR MEETING AGENDA ATTACHED
- _____ * REGISTRATION \$ _____
- _____ * HOTELS \$ _____
- _____ * MEALS \$ _____
- _____ * MILEAGE (POV) \$ _____

STUDENT TRAVEL

- _____ BUS TRIP REQUEST (see reverse side)
- _____ NOTIFY MR. GARAY OF NUMBER OF STUDENTS TO BE OUT
- _____ REQUEST FOR FIELD DAY TRIP
- _____ PARENT PERMISSION SLIPS TURNED INTO OFFICE

* Budget Code/Funding Source

Signature of Employee

Date Requesting Leave

Signature of Supervisor

APPROVED

(1) _____
Building Administrator/ Principal

(2) _____
Bookkeeper (if registration is required)

(3) _____
Date of Final Approval

TRANSPORTATION REQUEST FORM

This is authorization for transportation on a vehicle owned by the School District of Solon Springs to transport students to and from school sponsored activities in accordance with state statutes 40.53 (4).

This form must be submitted to the district transportation director (District Administrator) at least 72 hours before the planned activity. All blanks must be filled in before authorization is approved. A minimum of 15 students must be attending an event before authorization is approved.

Bus ___
Van ___
Car ___

DATE OF TRIP: _____

DESTINATION: _____

TIME OF DEPARTURE: _____ TIME OF ARRIVAL: _____

DATE RETURN TRIP: _____

TIME OF DEPARTURE: _____ TIME OF ARRIVAL: _____

ACTIVITY: _____

NUMBER OF STUDENTS ATTENDING: _____

LUNCH OR DINNER ACCOMMODATIONS: _____

CHAPERONE OR ACTIVITY DIRECTOR: _____

ADMINISTRATOR/PRINCIPAL AUTHORIZATION: APPROVED: _____

NOT APPROVED: _____

BUS DRIVER'S REPORT

I certify the above trip was made as authorized and reported herewith.

DEPARTURE TIME: _____ ARRIVAL TIME: _____

RETURN TRIP DEPARTURE TIME: _____ ARRIVAL TIME: _____

TOTAL HOURS: _____

NUMBER OF STUDENTS/ADULTS: _____

MILEAGE/ODOMETER READING WHEN LEAVING: _____ ON RETURN: _____

COMMENTS RELATED TO STUDENTS CONDUCT:

Requisition Form

Staff _____

Vendor _____

Function # _____

Address _____

Subject _____

Date _____

Telephone _____

Fax Number _____

Page #	Quantity	Catalog #	Description	Unit Price	Total

Order Total _____

Shipping _____

Grand Total _____

Extra Curricular Time Sheet
Classroom Substitute Timesheet

Name: _____

Date: _____

Extra Curricular Duty

Event Date	Job Title/Event	Start/End Time	Hours	Rate	Total Fee

Classroom Teacher Substitute

Date	Staff Subbed For	Period	Hours	Rate	Total Fee

Employee Signature

Timekeeper, Scorekeeper, Crowd Control \$43.00

Ticket Taker, Bus Chaperone \$43.00

Game Manager \$60.50

Classroom Teacher Substitute Rate: \$20.00

Completed timesheets are to be turned in by Friday prior to payroll.

SCHOOL DISTRICT OF SOLON SPRINGS

8993 E. Baldwin
Solon Springs, WI 54873

STUDENT INJURY REPORT:

Student Name: _____ Grade: _____

Date of Injury: _____ Time of Injury: _____

Reported By: _____

Where Injury Incurred: _____

Type of Injury (to the best of your knowledge)
i.e. head, neck, foot, etc.

- Procedure Followed:
1. _____
 2. _____
 3. _____
 4. _____
 5. _____

- Parent/Contact Person Notified:
- | | |
|----------|-------------|
| 1. _____ | Time: _____ |
| 2. _____ | Time: _____ |
| 3. _____ | Time: _____ |
| 4. _____ | Time: _____ |

Action Taken:

