



**The following information is intended to answer some anticipated questions during your first few weeks at Willow River Area Schools.**

### **Welcome Back Week**

Dress is usually very casual during workshop week. For the Thursday open house the dress should be more formal.

### **Parking**

Parking is provided on a first-come, first-serve basis. Most staff park in the south lot near the Event Entrance. Please do not park in the small Visitor Parking immediately south of the auditorium or in the lot west of the school (outside the Elementary Office) as busses pick up and drop off at that location.

### **Keys**

See your office (Elementary or High School) administrative assistant to get keys to your room and key card to building.

### **Mail**

You will be assigned a mailbox for your incoming mail. Staff mailboxes are located their respective office and should be checked often.

### **Lunch**

You are welcome to purchase school lunches. See your respective administrative assistant to set up an account. The price of adult lunch is \$3.25. There are usually two menu options: hot lunch or salad. Staff members are welcome to eat lunch in the staff break room, some staff members choose to eat with the students in the cafeteria. Others cluster according to shared lunch times. There is a microwave, pop machine, and refrigerator in the staff break room that you may use as well.

### **Dress Code**

While there is no formal dress policy at Willow River, we are confident that you will dress in a manner appropriate for your job. For most positions within our school, "business casual" is a good guide to use when selecting clothing. No blue jeans, please.

**Phone/Copy Machine codes**

Jenny in the District Office will set you up with a phone code and a copy machine code. Contact Rick Frentress (x261) for a copy of the voicemail setup instructions).

**Sickdays**

If you will miss work due to illness, you must call your respective administrative assistant at home 6-6:30am the morning of or no later than 9pm the night prior. Pam's number is 218-658-4376. Wendy's number is 218-380-1871. You are also expected to have a Substitute Teacher Folder easily accessible in your classroom with necessary information for subs and emergency lesson plans readily available.

**Time Off**

If you know in advance that you need to be absent on a certain day, you must fill out a "Time Off Request Form" found on the staff shared drive in the "Forms" folder. Send that form via email to your respective administrative assistant. Once a sub has been obtained you will receive a confirmation email. It is again expected that you will provide lesson plans for your substitute any time you are absent.

**Classroom supplies**

At year's end, your principal will discuss your classroom budget for the next academic year. You will be responsible for placing orders within that budget. More instructions on this process will be provided at that time. If you need basic supplies THIS year, please discuss those needs with your principal.

**Inclimate weather**

At Willow River, we utilize an automated voice messaging service to alert staff of school cancellations or late starts.

**Fire, Tornado, or Lock-down Drills**

School districts throughout Minnesota are required to participate in fire, tornado, and lock-down drills every year. There are at least 5 fire drills and 5 lock-down drills each year, along with 1 tornado drill each April. We will go over the alarms and procedures during New Teacher Orientation.

**Union(s)**

The two unions present within our district are the Teachers' Union (WREA) and the Educational Support Professionals (ESP) Union. Both unions will hold informational meetings during workshop week.

**Paycheck and/or benefits**

Laura Carlson is our Business Manager and is excellent at answering/assisting with any of your questions or concerns.

**Technology problems**

Rick Frentress (x261) or (x229) is our Technology Director. Contact Rick if you are having any problems or questions about technology.

## **Special Ed or Title 1**

Bambi Neumann is the Special Education Coordinator and Nancy Skare is our Title 1 teacher. Bambi will provide the staff with further information on our Response to Intervention (RtI) and Problem Solving Team (PST) referral processes at the first teacher in-service half day in September.

## **Attendance**

Attendance (Elementary) should be submitted every morning via email to Wendy. Attendance (High School) should be submitted every class period via JMC.

## **Student illness**

The health office is usually open from 10-2 each day. Eileen Quittem, school nurse, will provide you with further information about her services and contact information during the first week of school.

## **Grades/testing**

Grades at Willow River are reported quarterly, with additional mid-term reports going home for students in grades 3-12. Our students participate in MCA/BST testing in the spring. During any stage of testing, we ask that you assure quiet passage in the hallways by your students at all times.

## **What is PFK?**

The PFK organization is our active, supportive parent organization. Members of this organization, PARENTS FOR KIDS, are involved in many ways in our school—including, but not limited to: providing some classroom supplies, providing monies for field trips, providing lyceums for our students, running our Book Fairs (held during conferences), etc. They are an absolutely wonderful addition to our school.

## **Additional duties**

You are expected to be present in the hallways prior to school starting each morning, after school each afternoon, and during peak transition times (lunch hour, passing time, etc.). You will be asked to participate in at least one committee this year. Further information about this will be provided during the first week of school. It is WONDERFUL if you can help support the community by patronizing local businesses or attending sporting or other extra-curricular events. PFK also welcomes staff attendance at their meetings.

## **Other policies**

Here are just a few: Snacks or treats brought into classrooms by either the teacher or students must be store-bought (not homemade). This is due to health and safety reasons. Students are allowed to wear HATS inside the building until the first bell in the morning and after the last bell of the day releasing students from class. There is NO FOOD or POP allowed in either gym or the auditorium. High school students (grades 7-12) are NOT ALLOWED to travel through the elementary hallways, except as they exit the building after school.

WELCOME and GOOD LUCK! If you have any questions, please don't hesitate to ask your teacher mentor or principal.