

# **WESTERN PRIMARY SCHOOL**

## **EMPLOYEE HANDBOOK**

**2022-2023**



## **Table of Contents**

Western Primary School Mission Statement / Vision	Page 4
About the Students	Page 4
Absences from School (Principal)	Page 4
Absences from School (Students)	Page 4
Absences from School (Teacher)	Page 7
Accident Reports	Page 7
Administration Policy Manual	Page 7
Administration / Teacher Relationship	Page 7
Aides / Paraprofessionals	Page 8
Announcements	Page 8
Area Procedures	Page 8
Arriving / Leaving School	Page 9
Asbestos Notification	Page 9
Assignments to Students	Page 9
Auditorium Requests	Page 10
Book Rental	Page 10
Building Map	Page 44
Bus Pass	Page 10
Cafeteria	Page 10
Changes in Personal Status	Page 12
Classroom Emergency	Page 12
Class Procedures	Page 12
Class Rosters	Page 12
Communication	Page 12
Convocations	Page 13
Criminal Gangs and Criminal Gang Activity	Page 13
Dealing with Students	Page 15
Discipline	Page 16
Dismissal Procedures	Page 17
Duplication for Teachers	Page 17
Duty Assignments and Supervision	Page 17
Emergency Procedures	Page 17
Employee ID Badges	Page 21
Encroachment of Time on Other Teachers/Students	Page 21
Equipment and Classroom Appearance	Page 21
Ethics	Page 21
Facility Requests	Page 21
Faculty Meetings	Page 22
Field Trips	Page 22
Fundraisers	Page 22
General Faculty Information	Page 22
Grades	Page 22
Grade Evaluation	Page 24
Grading with Skyward	Page 24
Homework	Page 24
Hours	Page 25
Housing Keeping	Page 25
iPads	Page 27
Lesson Plans	Page 27
Mail Boxes	Page 27
Memos	Page 27
Multipurpose Facility	Page 27

Nurse	Page 29
Permanent Records and Enrollment Cards	Page 30
Phone Tree	Page 30
Pool	Page 30
Postage	Page 30
Press Release	Page 30
Recess/Visitors	Page 30
Religious / Patriotic Ceremonies and Observances	Page 30
Repairs	Page 31
Reporting Child Abuse	Page 31
Restraining Students	Page 31
Retention Policy	Page 31
Schedules	Page 32
School Funds	Page 32
Skyward Family Access	Page 33
Skyward Home Access Instructions	Page 33
Staff Dress / Appearance	Page 33
Student Assistants	Page 33
Student Attitudes	Page 33
Study Rooms	Page 34
Supervision	Page 34
Supplies/Materials	Page 34
Teacher Evaluation	Page 35
Telephones/Cell Phones	Page 35
Textbooks	Page 35
Transportation of Students	Page 35
Video tape/Online videos/Film /Movie Policy	Page 35
Visitors	Page 35
Visitation by Business People	Page 36
Voice Mail Instructions	Page 36
WSC Mission Statements	Page 37
WSC Policy Statement	Page 37
WSC Profile for Suspected Drug/Alcohol Abuse	Page 37
WSC Wellness Policy	Page 39

# WESTERN SCHOOL CORPORATION MISSION STATEMENT

**"To Educate and Inspire Today's Students for Tomorrow's Opportunities"**

## **ABOUT THE STUDENTS**

Students at each grade level are assigned to a homeroom teacher. In grades K-2, students, with the exception of some special education students, stay with this teacher for the entire day. We offer full inclusion to Special Education students, but provide them with extra assistance, modified programs, and instructional assistance. Special area classes may include music, art, physical education, and **STEM** are offered to each student.

## **ABSENCE FROM SCHOOL - PRINCIPAL**

On occasion the building principal or **assistant principal** will not be available to assist with discipline. In the event the building principal or **assistant principal** is not available, contact the secretary who will arrange for another corporation administrator or the school counselor to assist you with the problem. Discipline problems are handled most effectively the day they occur.

## **ABSENCE FROM SCHOOL - STUDENTS**

The following information on student absence is consistent with information handbooks for all Western Schools.

Every effort will be made to monitor the attendance of the students and to keep parents informed of their child's attendance record for the benefit of the student and parent. **A student who is absent for six (6) days within the school year, (unless under a physician's care) is exhibiting excessive absenteeism and she/he will be monitored closely by the attendance officer and may be required to have a physician's statement for further absences. (Excerpt from Board Policy)**

**A parent may call in 6 times to excuse their child from school without documentation. Additional absences after 6 will require documentation in order to be excused. Students who are absent beyond 6 days are exhibiting excessive absenteeism. Parents will receive a letter from the school after the 6<sup>th</sup> absence to notify them of the need for documentation for additional absences.**

**Attendance shall be required of all Corporation students, except those exempted or by provisions of State law, during the days and hours that the school is in session.**

**Parents will receive documentation upon the 5th unexcused absence and may be required to attend a conference with the School Counselor, Principal, and/or enter an attendance contract upon additional unexcused absences. Students who accumulate 10 or more unexcused absences will be subject to the actions outlined in "School Response" chart below. Transfer students may have their transfer status revoked due to excessive absences.**

<b>Number of Unexcused Absences</b>	<b>School Response</b>
5 Unexcused Absences	<ul style="list-style-type: none"><li>• Notify the student's parent/guardian in writing that on the 10<sup>th</sup> unexcused absence, a referral will be made to Child Protective Services and/or Probation.</li></ul>

10 Unexcused Absences	<ul style="list-style-type: none"> <li>● Notify the student’s parent/guardian in writing that the following will occur in addition to normal school procedures. <ul style="list-style-type: none"> <li>○ A probable cause affidavit for habitual truancy will be completed and submitted to Juvenile Probation and/or the Department of Child Services</li> </ul> </li> <li>● Update the student’s information in the Quest Case Management System</li> </ul>
15 Unexcused Absences	<ul style="list-style-type: none"> <li>● Notify the student’s parent/guardian in writing that the following will occur in addition to normal school procedures. <ul style="list-style-type: none"> <li>○ Referral to Juvenile Probation and/or the Department of Child Services; Juvenile Probation and/or the Department of Child Services will then forward the case to the Prosecutor’s Office to determine if the case will be sent to the Juvenile Referee or Superior Court III for charges against the student or student’s parent/guardian.</li> </ul> </li> <li>● Update the student’s information in the Quest Case Management System</li> </ul>

The following are considered valid reasons for school absence. Missed assignments can be made up and full credit received:

1. illness of the student
2. death in the immediate family
3. court appointment (where the student is on trial or required as a witness)
4. quarantine
5. exclusion because of exposure to communicable disease
6. required religious observance
7. special events determined to have educational value by the principal
8. certain school-sponsored activities

A. Additional Information

Additional information regarding student attendance is found in the Parent-Student Handbook.

B. Admit to School After Absence

Parents are required to send a note unless there is a parent phone call. Absences will be considered unexcused until a parent note is provided or a phone call is received from the parent explaining the absence. If a student is absent five days or more they must bring a doctor’s excuse upon return.

C. Excessive Absences

There is a difference between not feeling well and being too sick to attend school. Children with temperatures above the normal range should be kept home and will be

sent home if they are ill and have such a temperature while at school. When in the opinion of the principal attendance is becoming a problem, the following may occur:

1. Requirement of a doctor's excuse
2. Un-excusing the absence
3. Referral to Child Protective Services

Under normal conditions this process will begin when a student has missed **10** or more days not under a doctor's care.

D. Make up Work

Parents are encouraged to call the office to request make-up work before 9:00 A.M. if the student expects to be absent more than one day. Arrangements for making up missed assignments shall be made by the student/parents with each teacher. Credit will be given for all work made up due to an **excused absence**. The designated time limit is one (1) day for each day's absence to a maximum of five (5) days.

E. Teacher Responsibilities

1. Notify the office of any child absent for three consecutive days.
2. Notify the office/principal of any student who is frequently absent or who exhibits a noticeable pattern of absenteeism.
3. Daily absence is to be reported to the office by 9:30 a.m. Any changes that occur during the day shall be sent to the secretary or office aide.

F. Unexcused Absence

All other cases of absence will be considered unexcused. This includes habitually miss the bus or go on vacations. In case of unexcused absences, for example family vacations during days in which school is in session, students will not have the opportunity to earn credit for work missed and will receive zeros and no credit for the daily assignments. However, students are encouraged to do the work missed so they will not have a gap in their learning.

Trips - Prior notification for a family trip the student's parent must notify the administration about the upcoming trip at least one (1) week in advance. Students are to make **PRIOR** arrangements with teachers concerning the completion of any missed assignments due to a trip.

Assignments may be made up under the following conditions:

1. Only major assignments and not daily work may be made up.
2. All work that is to be made up must be done prior to the trip.

NOTE: Since the school calendar includes considerable vacation time, the school discourages any additional vacation days. Policy Statement: No absence will be approved which will cause the student to violate the attendance policy.

\*Teachers will be notified before the upcoming trip by administration if it is excused.

G. Unexcused absence for disciplinary reason

Any assignment that is missed on the day/days a student is removed from school or classes will receive  $\frac{1}{2}$  **credit for daily work** (due no later than when the student returns). **Missed tests, quizzes, and major assignments** are due or taken on the day the student returns for **full credit**.

H. ATTENDANCE eLearning

During days of eLearning a student must make contact with his/her teacher OR show an attempt at the school work in order to be counted present. Students are provided with phone numbers and email address of their teacher(s) for this purpose. Students who do not contact their teacher(s) on the day of eLearning OR who do not make attempts on their assignments by the morning of the next school day **WILL BE MARKED ABSENT** for the day of eLearning.

## **ABSENCE FROM SCHOOL - TEACHERS**

### **A. Absence Reports**

Please complete REPORT OF ABSENCE by 9:00 A.M. on the day you return. Teachers, please get the TEACHER'S REPORT (SUBSTITUTE EVALUATION) form from the office if you have a concern you need to report. Your honesty will help in selecting good subs. Your comments are especially helpful. Substitutes don't see the forms.

### **A. Preparation for Substitute**

Please prepare a notebook or folder prominently labeled FOR SUBSTITUTE TEACHER, to be kept on your desk with class record book, breakfast envelopes, your plan book, and attendance register. Your folder and/or plan book include:

1. Index of what the folder contains.
2. Three days advance plans should be in your plan book.
3. Up-to-date seating chart(s) and roster (s).
4. All schedules pertaining to your class(es) and your non-teaching duties with your information clearly marked.
5. Names of students who can provide useful information.
6. Location of teacher's editions of texts and workbooks and of other essential materials.
7. Emergency plans for fire and tornado drills, bomb threats, intruder in the building, as well as other everyday information.
8. A listing of any student requiring special watchfulness or a child who may be subject to occasional serious medical problems.

### **C. Attendance**

All staff are expected to serve as role models and mentors for our students. Staff should lead by example in regards to attendance at school. Personal days are discouraged from being utilized either before or after a break for the purposes of extending a vacation.

## **ACCIDENT REPORTS**

Accident reports are required by law to be on file in the office of the principal and superintendent for any student injured in a school activity or on the school grounds. They are to be completed in full by the supervising teacher or the teacher who witnessed or reported the accident. Forms are available in the Health Center or from the principal's secretary.

### **WHAT TO DO IN CASE OF AN ACCIDENT**

1. Remain calm and take charge
2. Assist injured-apply first aid-not treatment
3. Send for nurse and administrators
4. The office or nurse shall contact parent about accident as soon as possible
5. Fill out an accident report form

When persons are injured at school, first aid may be administered if deemed necessary; however, the school nurse or an administrator should be notified immediately. No unauthorized medication or medicines should ever be administered by a school employee.

## **ADMINISTRATIVE POLICY MANUAL**

School board policy manuals are available online. This manual can be helpful in following school board policy. If teachers have any questions, they should consult the Principal.

## **ADMINISTRATIVE-TEACHER RELATIONSHIP**

The administration realizes its responsibility to the total school program. It desires to aid the entire staff in as many ways as possible. The duties of the administrators are shown on a sheet in this handbook. This should be a help in the total organizational pattern so that questions or procedures can be directed to the proper office or person. The office of the Principal is always open to the entire staff.

Many office reports are necessary for attendance, civil rights, State Department and other evaluations. Promptness in meeting deadlines is essential.

## **AIDES/PARAPROFESSIONALS**

Aides are hired to improve our program by providing assistance to individual students and small groups as needed. Please plan work with students, tutoring, make-up work, circulating during study time, etc. as the aide's primary assignment.

## **ANNOUNCEMENTS**

Announcements will be read daily at 9:00 a.m. over the intercom. Have any announcements that you may want read in the Primary office before 8:45 a.m. Weekly announcements are available on the Western website. Other announcements will be made over the P.A. system **as deemed necessary** and at the end of the day, but these will be kept to a minimum.

## **AREA PROCEDURES**

### A. Restroom Procedures

1. Use the restroom quietly.
2. Wash hands quietly before exiting.
3. Walk to the teacher quietly. No running.
4. Respect other people's privacy and the school property.
5. Teachers/aides should monitor restrooms when whole class breaks are taken.
6. Teachers/adults should not use student restrooms unless there is an emergency.

### B. Hallway Procedures

1. Classes should be monitored at all times.
2. Students are to face forward.
3. Students should line up head behind head.
4. Students are to walk quietly in the hall.

### C. Lunchroom Procedures

1. Students are to speak in a quiet voice (line and lunchroom).
2. Students are to use good manners.
3. Students should sit on their pockets and have their feet under the table.
4. No trading food.
5. Students are to keep their hands and feet to themselves.
6. No talking during quiet times.
7. Only talk to students at your table.
8. Students are to clean up after themselves.
9. Raise your hand if you need something.
10. Do not throw trash/food.
11. Only unopened packaged food items may leave the lunchroom.

### D. Playground Procedures

1. Respect others, be kind.
2. Take good care of our playground and equipment.
3. Recess time is over when the whistle sounds.
4. Line up calmly to enter the building.
5. All talking stops at the building doors.
6. Stay on the playground.
7. Do not throw rocks, mulch, dirt, snow, ice, etc.
8. Use all equipment safely.
9. Slide down slides feet first, sitting position only, one person at a time.



10. Report all injuries/accidents to an adult on duty.
11. Ask for permission to retrieve ball that goes outside of the playground boundaries.
12. No items from home without your teacher's permission.
13. No jumping off of a swing.
14. Do not twist swing chains.
15. No tag on playground equipment.
16. No sports balls on playground equipment.

E. Auditorium/Gym Assembly Procedures

1. Pay attention.
2. Sit quietly and respect others.
3. Hands/feet to yourself.
4. Follow directions.
5. Thank you—applause.
6. No booing, whistling, or negative comments aloud.
7. Look to your teacher for dismissal at the end of the program.
8. Show appreciation/respect to all visitors.
9. Sit with pockets on the floor (gym assemblies).
10. Keep feet on the floor (auditorium assemblies).
11. Sit straight in the seat (auditorium assemblies).
12. No bouncing in the seats (auditorium assemblies).

## **ARRIVING AND LEAVING SCHOOL**

Please arrive at school early enough each morning to care for your responsibilities. The buses arrive at 8:40 and all certified staff members should arrive by 8:30 a.m (M, T, TH, F). The buses arrive at 9:10 am on Wednesday and all certified staff members should arrive by 8:20 am for Professional Learning Communities (PLC). The regular school day ends at 3:30 p.m. and teachers may leave at 3:50 p.m.

If you need to work with students before or after school for make-up work, or for extra help, please be aware that these students should remain in your room and should be under your supervision until dismissal. **Please do not allow students to roam the halls before/after school.** If it becomes necessary to leave school during the day, notify the office prior to your leaving. Arrangements will be made at that time to have someone cover your class.

## **ASBESTOS NOTIFICATION**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) required the inspection of all buildings in the school district for asbestos. The District has complied with this act. A management plan documenting these inspections is on file for public review. Upon request you may view the plan, which is located at the assistant superintendent's office, as well as at each principal's office in all buildings.

Western School Corporation annually notifies all parents, teachers, and other employees by posting this notice. The asbestos identified in our management plan will be checked every 6-months by our trained staff to scrutinize any changes in the material, which could cause a health hazard. Additionally, in compliance with EPA guidelines, Western School Corporation will have an asbestos inspection every three years by a licensed asbestos company. Any questions regarding our district's Asbestos Management Plan should be directed to our Assistant Superintendent's Office at 765-883-1455.

## **ASSIGNMENTS TO STUDENTS**

Place all assignments where students can easily copy them.

Homework should:

- Contribute to the educational process.

Be an extension of class work.  
Be related to curriculum objectives.

## **AUDITORIUM REQUESTS**

Auditorium requests may be submitted by going to the Pantherweb and clicking on Auditorium Request under Helpful Information.

## **BOOK RENTAL**

A book rental system is operated in accordance with the regulations of the Indiana State Board of Instruction. The purpose of this system is to make available all needed textbooks at a financial savings to each student and his family. Teacher editions will be furnished to you for the classes you teach. These books are to be kept in your classroom. Ordinarily the book rental fees should cover the cost of the required materials. Request for additional materials to be used in the classroom is to be made in the spring prior to the closing of the school for the following school year's use.

## **BUS PASS**

In order for a student to ride home on a different bus, they must have a note from a parent. Return the note to the student so they may present it to the bus driver.

## **CAFETERIA**

### A. Adult Lunches

Visitor lunch orders will be placed to the kitchen by 9:30 a.m. Please make a note on the morning class lunch count. Adult visitors requesting a lunch should place their lunch order prior to 9:30 A.M.

### B. Breakfast Program (Grades K, 1 & 2)

The breakfast program will be open to all students in grades K-5. Students will receive four food items. Breakfast will be served from 8:40 to 9:00 a.m. daily.

Here is a summary of the program:

1. Upon entering building, student goes immediately to their homeroom.
2. Student lets teacher know that he/she would like to participate in the breakfast program.
3. Teacher gives student his/her "card" with the student's PIN number on it then directs the student to the cafeteria before other assignments or errands are assigned.
4. Student gives PIN card to cashier and goes through the breakfast line.
5. After eating breakfast, student returns to class no later than 9:05 a.m.
6. Cafeteria personnel will post student's account for breakfast and return all cards by the end of the day.
7. Students participating in the breakfast program are not to be penalized by being assigned work during their breakfast time.

### C. Lunch Count

Each teacher's lunch count should be digitally submitted to the kitchen before the class begins. Be sure to include the number for extra lunch milk.

### D. Teacher in Classroom – Lunch/Milk Money Collection

1. Encourage students to limit payments to Monday or first day of the week. However, never turn down a payment because it isn't the first day of the week. Payments may be in the form of cash, check, or credit card with VISA, Mastercard and American Express being accepted.
2. Teacher collects lunch/milk money from one student at a time. Teacher verifies amount given by each student, places money in student envelope and records date and amount followed by teacher's initials.

3. Student envelopes are placed in class envelope and brought to the kitchen office by 10:00 A.M.
  - a. If payment is made on a day other than Monday or the first day of the week:
    - a. Send student with their envelope to the kitchen the same day the money is sent to school.
    - b. The kitchen will credit student's account and return envelope.
  - b. All envelopes will be returned to teachers by the next school day.
4. Periodic Lunch balance reports will be sent home, teachers to remind students of days lunch money collected and assist in collection of monies owed.
5. When envelopes become worn or lost, please send a note to the kitchen. New ones will be made for you.

#### E. Lunchroom Procedures

1. Students carrying both lunch and drink should be at the very front of your line and will quickly move to the tables.
2. Students carrying a lunch from home and wishing to purchase a school drink should be in alphabetical order next in line and then students purchasing a school lunch should be in alphabetical order.
3. Fast food and soft drinks are not permitted in the school cafeteria as part of our Federal School Lunch Guidelines and cannot be carried to or consumed in the cafeteria.
4. Students enter at scheduled times.
5. Students may enter through both cafeteria doors.
6. Students are to sit in designated areas.
7. There will be a no talk time for students as they enter.
  - a. Story / CD's during no talk times.
  - b. Staff are welcomed to use the overhead projector.
8. Students may have "talk time" after the story.
9. Dismissal should begin approximately 20 minutes after students get their trays.
10. Students are taken back to classrooms.

\*Teachers may switch duties with assigned aides

It is felt that this system will enable the school to maintain confidentiality at the point of delivery and speed the process of moving students through the lunch lines in an efficient manner.

#### F. Lunchroom Rules

The following rules were written to help make the lunchroom a learning experience as well as to provide a wholesome atmosphere for the student's noon meal:

- Students are expected to line up at the serving window by brought lunch, then alphabetical.
- Students then receive their tray of food and ½ pint of milk.
- Students are to sit in assigned area.
- Students may talk to their neighbor in low voices and are expected to display appropriate table manners.
- Students are to remain seated unless permission to leave their seat is granted by the supervising teacher or aide.
- At the end of lunch students will dispose of paper, place eating utensils in the appropriate containers and return their tray to the dishwasher window.

Any time students are assembled for any reason we find that a few do not wish to conform to acceptable behaviors. Misbehavior in the lunchroom will have consequences per the classroom teacher or principal.

Sharing of food will not be permitted. Students will be silent and orderly during dismissal back to their classroom.

G. Kitchen Personnel will:

1. Enter data into computer.
2. Print letters to parents when student's accounts become low or delinquent.
3. Remind teachers of which students are receiving delinquent lunch money notices.

H. Faculty and Staff Lunch

Each employee will be assigned a PIN number for entry and identification in the computer. Employees will place their lunch orders each morning by 9:30 a.m. with the kitchen on the clipboard found in the kitchen. Employees are to keep a pre-pay lunch account balance if having lunch provided by the kitchen.

I. Adult Lunches (\$2.65/day) / Milk (\$.30)

Record your lunch order on the student count slip or stop in the kitchen so the cooks know how much to prepare.

## **CHANGES IN PERSONAL STATUS**

If you change your name, address, or telephone number, please notify the school office and the superintendent's office.

## **CLASSROOM EMERGENCY**

If a student or teacher is in danger in the classroom, or if the teacher needs immediate assistance due to a classroom disruption; emergency radios and/or the phone system shall be used to notify the front office.

## **CLASS PROCEDURES**

Each teacher shall be in class, on time, ready for class and shall expect the same of every student. The class will be dismissed by the teacher at the designated time, or when the activities have ceased, whichever is later. Teachers need to make students aware of classroom procedures.

## **CLASS ROSTERS**

Teachers will be given a class roster during or before Teacher's Orientation Day. Any information needed about teaching assignments should be discussed with the principal.

## **COMMUNICATION**

A. Communication With Parents

Telephone calls and e-mails are probably your quickest and best means of communicating with parents, for good and bad news. Please keep a simple log of these calls and e-mails.

B. Communication With Staff

Good communication is essential for schools to be effective. Improving communication is an ongoing goal. The primary tools used for staff communication are PA announcements, weekly e-mails/memos and staff meetings when needed. Staff is expected to check e-mails at least once a day.

C. Conferences

On any written communication, please write only observed facts, not motivation. If you quote anyone directly, tell who you are quoting. One parent-teacher conference per child will be scheduled for each student, K-2. For serious situations, additional parent-teacher conferences are necessary. The principal may be invited to participate at your option.

Divorced parents requesting Parent-Teacher Conferences are encouraged to meet with the teacher at one time on any conference day, separate conferences on conference days will not be scheduled. If absolutely impossible to schedule both parents at the same time, an

additional conference may be scheduled at the teacher's discretion on any other day but conference day. The principal may sit in on the conference if asked by the teacher and/or parent.

D. Web Pages

Some suggestions of items for your web page are: behavior expectations, grading scale, and homework expectations as well as information concerning your educational background and teaching experience. If you do not keep your web page up-to-date, please delete it.

## **CONVOCATIONS AND TEACHER RESPONSIBILITIES**

Convocations will be held in the auditorium or gymnasium. For convocations in the auditorium, students will be assigned seats by class with their teacher. Teachers and aides are to sit in their assigned area for their class. Please sit in the area assigned to you, intermingled among the students. All teachers are expected to attend all school convocations and grade level programs and to assume the duty assigned by the administration except during prep times. Only those who have responsibilities for the program itself or those who have received permission from the principal are exempt from this requirement. Please do your part in helping to keep the convocation orderly.

## **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY**

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

### **Definitions**

- A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:
1. either:
    - a. promotes, sponsors, or assists in, or
    - b. participates in, or
  2. requires as a condition of membership or continued membership  
the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
- B. "Criminal gang activity," as used in this policy, means to:
1. actively participate in a criminal gang;
  2. knowingly or intentionally commit an act:

- a. with the intent to benefit, promote, or further the interests of a criminal gang; or
- b. for the purpose of increasing the person's own standing or position within a criminal gang;
- 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
- 4. threaten another person because the other person:
  - a. refuses to join a criminal gang;
  - b. has withdrawn from a criminal gang; or
  - c. wishes to withdraw from a criminal gang;

when engaged in by a student who attends a Corporation school.

**Procedures for Reporting and Investigating Suspected Criminal Gang Activity**

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than 2 instructional day(s) of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than 5 instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within 10 instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on an annual basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

## **DEALING WITH STUDENTS**

- A. Evaluation of Students' Work  
It's vital that students and parents know how you grade and how you count each facet of their work. See student handbook and this document for approved grading scale.
- B. Every Child is an Individual  
Please look at each for his/her own qualities and don't compare him/her verbally or in your mind to a brother or sister.
- C. Missed School Work  
When school starts late or is closed altogether, adjust your expectations regarding the amount of instructional material, to be covered. Please resist the impulse to assign excessive homework.
- D. Missing Students  
If you ever return from recess or a special class and find a student missing, or if a student doesn't return from the restroom or an errand, please let the principal know at once. Check the watch list for any students who can be released only to a parent-designated individual. Be sure you know to whom you are releasing a student under any and all circumstances. If you have a student involved in a custody dispute the office needs a copy of the court's order before we can place a child on special watchfulness.
- E. Scheduling for Speech, Learning Disabilities, MIMD, Title I, and Special Areas  
Please try to schedule so students miss study time or other work, which need not be made up. Children are not to miss recess or special subjects to make up work missed during speech, special education, or Title I sessions.

It is also strongly discouraged to keep students from special area classes for discipline or make-up work purposes. These classes are an important part of our total program and are not to be slighted.

F. Study Rooms

Students are to be provided with work by the assigning teacher. If a student is kept in for disciplinary reasons be sure they have work to do in the study room.

## **DISCIPLINE**

A. Student Behavior, K-12

1. Each faculty and staff person is responsible for maintaining safe and proper behavior in his/her own classroom and for helping maintain safe and proper behavior in and about the school.
2. Students who misbehave are subject to reprimand and/or punishment, including detention, suspension, and expulsion. Whenever possible parents should be contacted and their assistance requested in curbing inappropriate behaviors.
3. The purpose of discipline at Western Primary School is to lead youth to develop a wholesome system of values and the capacity and will for self-direction in conduct. It is the responsibility of the staff to direct students in fulfilling these purposes.
4. We all realize the importance of student control. Since each of us are individuals with different attitudes and personalities, it is immediately recognized that we will not use the same methods to gain this goal of student control and good teacher-pupil rapport. Therefore, the following suggestions are general guidelines in our quest for good student control:
  - a. Sarcasm has proven too many times to do more harm than good.
  - b. *An entire group is never to be penalized for something that only one or part of the group has done.*
  - c. Not one of us appreciates embarrassment, so we should refrain from making fun or light of a student in front of his/her peers.
  - d. Friendliness is a valuable asset, but teachers should be careful that they do not become too friendly with one, two, or just a few students.
  - e. Teachers may find it helpful to formulate, distribute, and discuss with students their own individual classroom behavior guidelines. Students should understand the teacher's expectation.
  - f. If it becomes necessary to dismiss a student from your class, send him/her to the administration office with a note explaining the situation. Call ext. 1000, 1001 or 1030 to inform the office a child is coming to the office. The parent will be notified of the action taken by the office and the behavior of the student. *In-school and out-of-school suspensions, and expulsions will be administered by the Principal.* Teachers are not to use corporal punishment. Each teacher *must* maintain a record of student discipline problems. Each teacher shall, when pupils are under his/her charge, have the right to take any action that is then reasonably necessary to carry out or to prevent an interference with the education function of which he is then in charge.
  - g. Teachers do not have the right to suspend students from school. Exclusion of a student from any educational function within a teacher's supervision shall not extend for a period of more than one day without the approval of the principal or her designee. Teachers are expected to enforce the rules of the school. Failure to enforce the rules creates consistency problems amongst the staff and makes it tougher for those who do enforce the rules. Please note the suggestions for classroom control stated below.

B. Suggestions for Classroom Control



1. Classroom control and maintenance of discipline are often areas which cause concern for teachers. Experienced teachers will agree that it is better to be quite demanding during the first weeks of school and then be able to relax more as the weeks pass. Teachers should be able to:
  - a. Be in your classroom before the students arrive.
  - b. Maintain a seating chart.
  - c. Have a plan for each day's activities.
  - d. Remain in the room and with the students while the class is in session.
  - e. Handle minor student problems, such as talking, not bringing paper and pencil to class, etc.
  - f. End class activities a few minutes early to allow for collection of papers and organizing of materials.
2. Additional suggestions, which help in maintaining classroom control, include:
  - a. Learn the names of the students as soon as possible.
  - b. Being enthusiastic and courteous.
  - c. Show a tactful sense of humor.
  - d. Avoid assignment of additional schoolwork as a form of punishment.
  - e. Avoid the use of threats with students.
  - f. Avoid a "know-it-all" attitude.
  - g. Not acting as though one continually expects trouble. Good classroom control contributes to an enjoyable classroom atmosphere in which effective learning and teaching can take place.

### **DISMISSAL PROCEDURES**

3:30 **Bell rings** – Teachers lead students to door I for bus loading.

### **DUPLICATION FOR TEACHERS**

The Primary School Office is responsible for all duplication. It is important that teachers plan well ahead for their duplicating needs. Please plan to give **three day** notice. Be specific when filling our Request for Duplicating form. Please make classroom sets and use overheads whenever possible in order to conserve copies. Black and white copies for personal use will be billed at \$.05/copy.

### **DUTY ASSIGNMENT AND SUPERVISION**

Teachers and support staff are assigned duties for the following areas: dismissal and arrival, recess, and lunch room. It is expected that all teachers will share the responsibility of preserving discipline at these times in the halls, classrooms, grounds, and restrooms. All teachers and support staff should be visible in the halls. **Teachers and support staff on lunchroom or playground duties should spread out and observe all areas.** The discipline of the school is the mutual responsibility of all staff members and should be shared accordingly.

### **EMERGENCY PROCEDURES**

Become thoroughly familiar with all emergency plans for your class. Discuss and practice intruder, tornado and fire drills with your class during the first week of school. Be sure that fire and tornado escape routes are posted in your room at all times. You can expect monthly drills.

During a drill, students are to be quiet, orderly, and efficient. Take a class roster with you and take roll outside. If a student is missing, notify the administrator.

If your class is in a special area at the time of a drill, join them on the playground or their tornado safe area.

#### A. **Body Spills**

1. Put on disposable or utility gloves before coming in contact with all blood or other body spills.

2. Use paper towels to absorb spill; then place used towels in appropriate leak-resistant bag.\*
3. Flood spill area with a freshly-prepared bleach solution (1 part household bleach to 9 parts water) less than 24 hours old, or with a hospital-grade, EPA-approved tuberculocidal disinfectant.
4. Clean flooded area with paper towels or put on drying agent and sweep.
5. Place used paper towels and other debris in appropriate leak-resistant bag.
6. Remove soiled disposable gloves by turning inside out. If wearing utility gloves, remove and then disinfect appropriately.
7. Place closed bag in appropriate waste container. Disinfect contaminated equipment (sweeper, broom, and dustpan).
8. Immediately wash hands with soap and running water for 10 seconds or more.

\*Use bags with biohazard symbol when spill is extensive and blood (liquid or dried) can be released from the paper towel or other materials when handled. These bags must be disposed of according to the Indiana Infectious Waste Rule.

B. Bomb Threat

- Listen for instructions from the principal. Make a visual observation of classroom/work area but DO NOT open cabinets, doors or move objects. If anything suspicious is found, DO NOT TOUCH IT! The bomb can be almost anything from a bundle of dynamite to an ordinary object (briefcase, toolbox, pieces of pipe, etc.) You will be searching for something that doesn't belong in the classroom/work area.
- Check absentee list, and on each absentee from class, at the time the threat was received. Account for all students, check halls and restrooms.
- If at any time the threat is determined to be valid, the standard fire drill procedure evacuation will take place. Evacuate at least 300 feet from the building. An alternate location will be used if inclement weather is present or a prolonged search is needed.
- When building is reported safe, administration will inform staff of any change in schedule and a short debriefing will take place.

C. Fire Drill

The signal for a fire drill is a loud continuous discordant horn. See the card posted in each room for escape routes. They are practices for emergencies we hope will never occur. The way you respond during a drill is probably the way you will respond in an actual emergency. To prevent panic and promote safety, students are expected to be quiet and orderly during drills and to look to the teacher for instruction. To assure that everyone gets out of the building even in dense smoke, students are to hold hands during fire drills. Teachers, be sure to use all doors at each exit. Once outside, drop hands, stay with your class group, and take roll. Teachers are to stay with your class group as you move well back from the building. We will meet in the parking lot to the west of the building. If a student or teacher is separated from his/her class at the start of the fire drill, that person is to use the exit for the room/area where he/she is, at the start of the fire drill. Once outside, keeping back from the building, that person is to join his/her class. A student in this situation should ask an adult to help. Teachers are not to leave their classes but are to direct the student and watch as he/she rejoins class. Teachers are to take a class roster and take attendance outside. If a student is missing, notify the administrator.

Listed below are doors and alternate doors to be used in case of fire and fire drills. (see page 43 for door locations)

<u>Rooms</u>	<u>Fire Exit</u>	<u>Alternate Exit</u>
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1 thru 4	Door R	Door A
5 & 6	Door O	Door R
7 & 8	Door K	Door J
9 & 10	Door J	Door K
11 thru 14	Door K	Door J
15 thru 18	Door O	Door R
19 thru 22	Door R	Door A
A thru D	Door J	Door I
E thru I	Door I	Door J
J	Door J	Door I
Library	Door K	Door R
Cafeteria	Door O	

The second alternate exit is through classroom windows. If it becomes necessary in an actual emergency to break a window, direct students to stand as far from the window as possible and to turn their backs and shield their eyes while the teacher breaks the window.

For classes in special areas, classroom teachers are to join their classes and take attendance. Students who are not with their classes at the time of the fire drill are to go to nearest exit and join their class on the west playground area.

#### D. Intruder in the Building

1. First person to notice intruder (person with a weapon or person who is upset or acting out of control) will notify principal.
2. Principal or designee will announce over the P.A. system: **“There is an intruder in the building; We are in a Level 3 lock-down situation.”**
  - a. This message is an indication for staff to:
    1. Assess the situation and area around you
    2. All exterior doors remain locked
    3. All classes being conducted outside will be notified of where to take their students
    4. Classroom doors are to be closed and locked
    5. Students seek immediate safety in a classroom or wherever they can
    6. Blinds are pulled shut (including covering hallway door windows) and lights are turned off
    7. Teachers with cell phones and iPads should turn them to silent and keep handy as a possible way to be contacted by administration
    8. Classroom activity is to stop and students are to be informed of the threat
    9. Students and staff are to be ready to follow our “Run, Hide, Fight”/ALICE philosophy

#### E. Nuclear Attack Plans

A nuclear attack on the United States would most likely be preceded by a period of international tension and crisis. Sufficient time would be available for protective measures to be taken, including the temporary relocation of residents of possible target to areas of lower risk. Howard County is designated as an area of “low risk”.

The Natural Disaster warning notifies the public that a disaster is imminent. Essential emergency information will be given to the public by radio stations.

Should a nuclear attack on the United States be launched with little of prior warning, the only option for students and staff is to go to the shelter in Western High School. It would provide protection from nuclear fallout radiation.

If there were adequate warning, students would be transported to their homes. Use of below-ground space in homes and in public shelters is emphasized.

If students are on the school bus or in the community, they should be taken to the nearest National Fallout shelters.

***National Fallout shelters in our school district are as follows:***

Alto United Methodist Church  
Western High School

New London Friends Church  
First Baptist Church, Russiaville

Teachers and staff personnel shall stay with the students until all danger has passed.

1. One or two staff personnel shall be designated as in charge of first-aid.
2. Take roll of students. Be sure all are accounted for.
3. Note on class roster if someone is not present or leaves the group to go to first-aid, go home, or to home of an authorized person.
4. Be sure to note specific names and addresses of those to whom students are released if other than parents.
5. Note time any student is released.
6. Note any unusual behavior or first-aid given.
7. If child is released for medical attention, write their name in ink on their body. (Should the child become unconscious and not able to give name, they will have identification.)

F. Tornado

1. The following is the current plan. A tone will sound several times indicating a tornado has been sighted or that a tornado drill is in effect.
2. Teachers should not worry about shutting windows or drapes.
3. See card posted in each room for the safe location where you should move your classroom. As with any emergency, teachers should use their best judgment. If there does not seem to be enough time to get to your assigned area, lead your class to the nearest designated shelter area or interior hallway wall away from windows and/or glass doors.
4. The last student out of the room should shut the classroom door.
5. Students should crouch with arms and hands covering heads facing interior walls. There is to be no talking so that any instructions from teachers or PA can be heard immediately.
6. In discussing tornado drill, direct students who are separated from the class to take shelter at the nearest designated shelter area.
7. Students are to remain quiet and in the protective position until the all clear notice is received from the office or by other designated adults.

G. Winter Storm/Flash Flood Emergencies

- The National Weather Service warning notifies the public that a disaster is imminent.
- Essential emergency information will be given by public radio stations.
- If there is adequate warning, students are to be transported to their homes.

In event traveling home is impossible, the following procedures will be followed:

1. Students will remain in their classroom with their teacher who will lead their activities.
2. First aid will be administered in the office health room.
3. Staff personnel without classroom assignments will be available in their respective halls to help where needed.

4. Teachers are responsible for keeping record of their students, i.e. illnesses, go home, unusual behavior, or first aid given.
5. Teachers and staff shall stay with the students until all danger has passed.

### **EMPLOYEE ID BADGES**

All employees are required to wear their ID badges while at work. Badges should be displayed on a lanyard or a clip at chest level. A \$5 charge will be assessed to replace a badge that is lost or damaged.

### **ENCROACHMENT OF TIME ON OTHER TEACHERS AND STUDENTS**

No teacher shall request the services or presence of a student during times which are scheduled by the student in a class other than the said teacher's class unless prior approval has been obtained from the other teacher involved.

### **EQUIPMENT AND CLASSROOM APPEARANCE**

Each teacher shall consider the room in which he is teaching as his home and maintain its appearance and condition as he would if it were. The teacher shall expect proper respect from the students for school property as directed orally and/or by example. If defective equipment develops or is present, the teacher shall notify the principal's office at the earliest convenience of those concerned.

Teachers and students are to share responsibility of good housekeeping within the classroom. Teachers should be sure that all windows and doors are closed and locked and lights turned off when leaving the room at the end of the day.

*Students should **NOT** use teacher's keys unless it is an absolute emergency and the teacher is willing to assume full responsibility. Keys, valuables, and grade books should not lie around where others might have access to them.*

School equipment should not be removed from the school without prior approval of the Principal.

### **ETHICS**

All school employees must respect the confidentiality of information which comes to their attention during the performance of their assigned roles and responsibilities. This includes information with respect to students' records, performance, behavior, family matters, etc. and with respect to staff members' teaching methods, performance, family matters, etc. When community members try to elicit confidential information, please respond by saying "My ethics don't permit me to discuss these matters". If you are asked to recommend a teacher for the next school year's placement it would be wise not to make the recommendation unless you have formally observed the person you are recommending in a classroom setting.

### **FACILITY REQUESTS**

1. You **MUST** give at least two weeks' notice for a facility request. This applies to any request that must be sent to the administration building for approval.

This does not apply to any request to use the Big Room, computer lab, playground, the west gym, etc. during the school day. Those are internal requests that can be made to the principal.

2. Paper request are no longer accepted. All facility requests **MUST** be sent in via the online process.

### **FACULTY MEETINGS**

Most Faculty meetings will be conducted on Wednesday's from 8:20 to 9:00 a.m. during our Professional Development sessions. Other Faculty meetings will be scheduled as needed (the principal will give prior notice). Staff attendance is expected. Please notify the principal when you will be unable to attend.

## **FIELD TRIPS**

The school organizes educational field trips to enhance the instructional program. In order for a student to be included in a field trip, behavior, attendance, completed assignments, and the ability to follow school rules will be taken into consideration. Therefore, the classroom teacher(s) and building principal will make the final decision on who may attend a field trip. A field trip fee may be assessed to pay for admission and transportation charges.

The following procedures need to be followed for ALL field trips.

1. Check the school calendar to see that there are no conflicts of time and date.
2. Discuss the nature of the field trip with the Principal and have it approved prior to any discussion with the students.
3. Get permission from the place to be visited.
4. Send "Parent Permission" form home with each student. This form is a **must** for **each** field trip. The teacher should include a note explaining the nature of the trip, what is expected to be accomplished, how the trip will be used in teaching and the cost of the field trip.
5. The cafeteria will need to be notified if there are any changes in lunch numbers or menu needs.
6. Before you leave on a field trip, be certain that students know what you expect of them in the way of conduct, dress, etc. They are representing Western Primary School. Normal school bus rules apply on the bus. **You must also take the emergency medical release form for each student going on the field trip.** Those forms can be picked up in the office. Please notify the office a day in advance of the field trip.
7. Count the students when leaving and count them again when you are ready to return to WPS from the place you visited. Provide a time for the students to use the restroom if the length of the trip necessitates such.
8. **The Nurse must be informed of the field trip upon approval from the principal.** At this time the nurse will determine if she will need to assist on the field trip and will have time to get a substitute. She will also need to be informed the day before leaving on the field trip to gather all medication for those attending the field trip.

## **FUNDRAISERS**

Fundraisers that are not school related need office permission before any selling of the goods may occur. Any school club or program wanting to raise money must turn in a fundraiser form, for approval, from the principal, at least two weeks prior to the fundraiser.

## **GENERAL FACULTY INFORMATION**

It is imperative that our staff work together at their grade level in order to accomplish the same goals for each subject. Please make every attempt to attend all grade level meetings, and work closely with your peers, in the various subject areas.

## **GRADES**

### A. Grading Criteria (Elementary)

The following guideline provides criteria, which describe the characteristics of a student who is functioning at different levels or proficiency according to the Corporation's grading system.

**A student who receives an A grade should be one who consistently:**

- Demonstrates outstanding scholarship and a high level of achievement of specific knowledge and skills.

- Evidences understanding and proper application of fundamental concepts of the subject area.
- Goes beyond the goals established for the class in achievement and contribution; independently applies knowledge and skills to new situations.
- Completes assignments thoroughly, accurately, and promptly.
- Frequently demonstrates originality and initiative.
- Expresses himself/herself, both orally and in writing, clearly and effectively.
- Evidences unique perception and depth of study in the field (Intermediate only).
- Intermediate citizenship grade based on classroom behavior each six (6) weeks.

**A student who receives a grade of B should be one who frequently:**

- Demonstrates above-average scholarship and achievement in the designated subject area and in mastery of specific knowledge and skills.
- Does his/her assignments less thoroughly and accurately than the A student but with above-average quality; occasionally contributes creatively; usually applies knowledge and skills independently.
- Demonstrates some originality and initiative.
- Expresses himself/herself, both orally and in writing, clearly and effectively.
- Shows the capability to do advanced work in the field (Intermediate only).
- Maintains a high level of self-discipline and appropriate classroom behavior (Primary only).

**A student who receives a C grade should be one who:**

- Demonstrates average scholarship and achievement of specific knowledge and skills.
- Is responsible and participates in class activities.
- Evidences normal growth in relation to his/her capabilities and skill.
- With help, applies knowledge and skills to new situations.
- Frequently requires individual direction and supervision in order to complete his work.
- Achieves sufficient subject matter mastery to enable him/her to proceed to some advanced work in the subject, but is not capable of extensive advanced work (Intermediate only).
- Usually maintains an acceptable level of self-discipline and appropriate classroom behavior (Primary only).

**A student who receives a D grade should be one who:**

- Is below average in mastery of the knowledge and skills established by the course of study.
- Seldom completes an undertaking without teacher direction and encouragement.
- Seldom applies knowledge and skills to new situations.
- Evidences little growth other than that developed through class association; rarely demonstrates originality and initiative.
- Has difficulty expressing self adequately, either orally or in writing.
- Generally fails to make up work she/he has missed if absent.
- Is unlikely to be unsuccessful in advanced work in the field (Intermediate only).
- Sometimes demonstrates a low level of self-discipline and/or inappropriate classroom behavior (Primary only).

**A student who receives a F grade should be one who:**

- Does not fulfill the course requirements as established by the course of study.
- Infrequently completes assignments and generally fails to make up work she/he has missed if absent.
- Does not or cannot apply knowledge and skills to new situations.
- Rejects teacher assistance and leadership; does not demonstrate originality and initiative.
- Generally does not take part in class activities.

- Does not express himself/herself adequately.
- May frequently demonstrate a low level of self-discipline and/or inappropriate classroom behavior (Primary only).

#### B. Grading Scale

The following grading scale has been approved by the Western Board of School Trustees for use in grades 1 & 2:

A+	100	B+	87 – 89
A	93 – 99	B	83 – 86
A-	90 – 92	B-	80 – 82
C+	77 – 79	D+	67 – 69
C	73 – 76	D	63 – 66
C-	70 – 72	D-	60 – 62
		F	59
Cr. – Low achievement but working to capability			
S – Satisfactory Progress			

Progress reports will use criteria and markings developed at each grade level.

### **GRADE EVALUATION**

Each student is to have, in addition to the regular teaching and evaluation program, a semester grade. The nine weeks grade is an average of the work done during the nine-week period. The semester grade is an average of the two nine week's grades.

### **GRADING WITH SKYWARD**

Each teacher is responsible for entering their grades on the computer. The office will run a roster of all grades awarded, to each student, at the end of the school year.

### **HOMEWORK**

We at Western Schools encourage parents to:

- Show a positive interest in their children's homework as well as their schoolwork.
- Cooperate with the teacher to make homework more effective.
- Provide children with a suitable place to do homework, away from the TV or pre-school children.
- Set a definite time for each day of the week for homework and stick to it.
- Serve as "helpers" with assignments, but do not complete the assignments for the child.
- See that assignments are completed neatly.
- Talk to your children about their attitudes toward schoolwork and homework.

In the interest of variety and in order to give pupils an opportunity to develop different kinds of skills, not all assignments will be written assignments. Some will require the student to read, to interview, to cut out, to collect, to study, to do research, to listen to a particular radio program or watch a special TV program. Generally we do not encourage big homework assignments on weekends; but a short weekend assignment can give parents an opportunity to help and encourage proper homework technique.

### **HOURS**

#### A. After-School Activities

Teachers keeping children after school for any type of activity must remain at school until children are picked up by parents. If you keep children after school for any reason, be sure to notify parents in advance.

#### B. Late Arrival

Any student arriving in the classroom after 8:50 must present an ADMIT SLIP. Mark the



student absent in Skyward and the office will update the information as students arrive.  
Exception: Late buses.

C. Late Start School Days

All corporation personnel are expected to be at school at regular time unless conditions are such that their safety is endangered. When school is delayed due to snow, ice, or fog, use your best judgment.

D. Leaving the Building

Faculty and staff leaving the building during any work day for lunch time or during their preparation time are to ~~sign out and then sign back in at~~ notify the Primary Office showing leaving and returning times.

E. Student Arrival

All classroom teachers must be in their rooms by 8:40 A.M. and should start collecting lunch money when the first bus arrives. All special area teachers have been assigned supervisory areas. Students should be quiet and given work to do when they arrive at school. Children are not permitted in the Big Room before school starts. Students taking part in the breakfast program should check in with the homeroom teacher and immediately go to the Big Room (See Breakfast Program-Page 9).

Kindergarten, First & Second Grade School Hours

Students Arrive	8:40 – 8:50
Tardy Bell	8:50 (M, T, TH, F) & 9:20 (W) Classes Begin
Dismissal	3:30

In the event that weather and/or road conditions cause a two hour delay classes will begin at 10:50 and dismiss at 3:30.

F. Student Departure

All children should be gone from the building by 3:50 each evening with the exception of those students participating in after school activities. Teachers may leave at this time. The principal may ask for a staff member to stay for a later time. If a bus is late, the teacher with the bus duty can be asked to remain until the bus arrives.

## HOUSEKEEPING

A. Bulletin Boards

Educationally attractive bulletin boards create student interest and room atmosphere. Student work is especially desirable.

B. Classroom Clean-Up

Please be sure to have students pick up paper, etc., from the floor each afternoon and place student chairs on top of student desks or tables.

Housekeeping needs should be communicated directly to the custodian responsible for your work area.

C. Coffee, Etc.

Due to the possibility of fire and accident, coffee makers will not be used in the classroom.

D. Lights

Please turn out the lights in your room when you leave at any time.

E. Microwaves, Refrigerators, etc.

These items are not allowed in classrooms.

F. Money

PLEASE DO NOT LEAVE ANY MONEY IN YOUR DESK AT ANY TIME. Any monies stolen must be replaced by the teacher. If you do not want to carry money with you, please bring it to the office properly marked before 3:50 and we will lock it up for you.

- G. Windows and Blinds  
Open all blinds, close and latch all windows before going home. Blinds should be pulled together and in an open position to maintain a uniform appearance from outside the building.
- H. Animals  
All staff should get permission from the principal prior to allowing an animal to be brought in. Some students have health conditions which can be seriously affected by allergies to animals.
- I. Attendance Register  
Record attendance carefully in Skyward after the tardy bell (8:50 a.m. on regular school day, 10:50 a.m. on two-hour delay).  
a) Do not rely on your lunch sheets for attendance purposes.  
b) A full day's absence is an absence of 3  $\frac{3}{4}$  hours or more.  
c) A half day's absence is an absence of 1  $\frac{1}{2}$  hours or more. Students arriving after 10:30 or leaving before 2:00 will be recorded as having a half-day's absence.
- J. Book Company Orders  
~~Teachers are to place orders directly with publishers of their choice.~~
- K. Parent-Student Handbook  
Please read areas specified on Orientation Day at the beginning of each grading period. Emphasis should be placed on the throwing of rocks, snowballs, rough play, and the importance of good attendance.
- L. Permanent Records  
As soon as you are finished with these, please return them to the office. You are welcome to check them out at any time. Permanent records are not to be taken outside of the Primary School building. Permanent records must be signed for each time they are removed from the permanent record file.
- M. Telephone Calls  
Employees are not to make personal calls from the classroom while students are in the room, except in case of emergency. Calls forwarded to the classrooms should be returned during lunch or preparation period times.
- N. Unused Workbooks or Textbooks  
Please return all unused workbooks and textbooks to the office. Keep the inventory current.

## **iPADS**

Teacher issued iPads are property of WSC. All material on the iPads should be considered as school appropriate and expectations are as indicated on WSC's acceptable usage form.

## **LESSON PLANS**

Lesson plans should be made for three days in advance when you leave school at night. Plans should have enough detail so a substitute will know how to proceed. The plan book should be left on your desk with the substitute's folder.

## **MAIL BOXES**

The mailboxes are located in the reception area workroom. It is requested that teachers check their boxes before school starts and before leaving the building and keep materials removed from it.

## **MEMOS**

E-Mail will be sent to staff when the office needs to get information to you, please open them as soon as you notice that you received the e-mail. Occasionally notes will be put in the mailboxes.

## **MULTIPURPOSE FACILITY / WEIGHT ROOM**

### **Student Use**

- Students in the Multi-Purpose Facility and/or Weight Room must be supervised by their respective coaches, or weight room coordinator.
- Students are to be dressed in proper attire (shorts, T-shirts, tennis shoes – **No Spikes**).
- Students will not abuse equipment in any way. Infractions will result in suspended use of the facility for a time to be determined by the Administration.
- This is a work area! Abuse of equipment could result in injury. Students causing a disturbance will be asked to leave.
- Weight Room - Students are not to lift alone. When using free weights you must have a spotter. Replace all weights on racks and do not leave weights on the bars.
- The treadmills, bicycles, elliptical trainers, and climbers are not to be used by students until they have received proper instruction and are under the supervision of the weight room coordinator or supervisor.
- Students are not to bring students from other schools or other guests to use the facility.
- The Multi-Purpose Facility and weight room are not open for student use except for interscholastic team practice and contests or as outlined under Community Use.
- No pop, sports drinks, or food is allowed in the Multi-Purpose Facility and/or weight room at any time (water bottles only).

### **Community Use**

- All residents of the Western School District are eligible to use the facilities as scheduled below.
- The use of the track and weight room is free to all Western residents. Residents attending an aerobics class will be charged a fee to cover the cost of the instructor.

- A membership card or student ID is required to be admitted to the Multi-Purpose Facility and/or Weight Room. Membership cards are available through the office of the Assistant Superintendent.
- Members are not to bring guests in on their membership. Individuals from outside the Western School district will not be allowed to use the facilities.
- Dressing room and shower facilities will not be provided.
- There are to be no children under 6<sup>th</sup> grade in the weight room at any time.
- Middle School students are not to be in the weight room at any time unless supervised by their parent or coach.
- No pop, sports drinks, or food is allowed in the Multi-Purpose Facility and/or weight room at any time (water bottles only).
- Proper dress for the Multi-Purpose Facility and/or weight room is sweats or athletic shorts, T-shirts, tennis shoes (**No Spikes**) and work-out attire.
- Weight Room - Replace all free weights on the racks. Please do not leave free weights on the bars.
- When the treadmills, bicycles, elliptical trainers, and climbers are busy, please do not use the equipment for more than 30 minutes per person.
- Cages and Courts are only available as outlined below.
- Abuse of equipment or not following rules will result in the loss of privileges to use the facility.

### **Hours of Operation and Use**

#### **Monday – Friday (Day Use)**

<b>Hours</b>	<b>August - May</b>	<b>Summer (June &amp; July)</b>
5:00 a.m. – 7:00 a.m.	Western Patrons and School Employees – Use of Track and Weight Room	Western Patrons and School Employees – Use of Track and Weight Room
5:00 a.m. – 6:00 a.m.	Scheduled Aerobics (participation fee for instructor) – Open to Western Patrons and School Employees	Scheduled Aerobics (participation fee for instructor) – Open to Western Patrons and School Employees
6:00 a.m. – 7:00 a.m.	Inside of Track – School Use Only	Inside of Track – School Use Only
7:00 a.m. – 2:30 p.m.	School Use as Scheduled through Central Office	Athletics & Band – Scheduled through the Athletic Director

2:45 p.m. – 6:00 p.m.	Athletics & Band – Scheduled through the Athletic Director	Closed or Scheduled through Central Office
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**Monday – Thursday (Evening Use)**

<b>Hours</b>	<b>August - May</b>	<b>Summer (June &amp; July)</b>
6:00 p.m. – 9:00 p.m.	Western Patrons and School Employees – Use of Track and Weight Room	Western Patrons and School Employees – Use of Track and Weight Room
6:00 p.m. – 9:00 p.m.	Cages & Courts – Western/Russiaville Youth Sports – Scheduled through the Athletic Director	Cages & Courts – Western/Russiaville Youth Sports – Scheduled through the Athletic Director

**Saturdays**

<b>Hours</b>	<b>August - May</b>	<b>Summer (June &amp; July)</b>
8:00 a.m. – 12:00 p.m. (noon)	Athletics & Band – Scheduled through the Athletic Director	Closed or Scheduled through Central Office
12:00 p.m. (noon) – 4:00 p.m.	Western Patrons and School Employees – Use of Track and Weight Room (except as Scheduled for School Contests or Events)	Closed or Scheduled through Central Office
12:00 p.m. (noon) – 4:00 p.m.	Cages & Courts – Western/Russiaville Youth Sports – Scheduled through the Athletic Director (except as Scheduled for School Contests or Events)	Closed or Scheduled through Central Office

**Sunday and Holidays** - Closed or Scheduled through Central Office by completing a Facility Request

**NURSE**

A. Accident Reports

Your signature is necessary to indicate you were fulfilling your supervisory responsibility.

B. Child Abuse or Neglect

If you have any reason to suspect child abuse or neglect, notify the principal, who will provide a form for reporting.

C. Health Pass

Teachers sending students to the nurse must send a HEALTH PASS with the student. Emergencies will not require a pass. Minor scrapes and scratches can be handled using the first aid material provided for your room. Be sure to follow up with the nurse to see that the appropriate personnel and/or parent(s) have been made aware of the reason a student was seen by the nurse except in cases of routine administering of medication or very minor first aid treatment.

D. Request for Administration of Medication

During school hours no student is to take any medication, prescription or nonprescription (including cough drops), without written authorization by parent and doctor. A parent note will be sufficient for cough drops. Chronic conditions will be dealt with as exceptions as provided for in current law.

### **PERMANENT RECORDS AND ENROLLMENT CARDS**

All permanent records are to be kept in a file in the office. You are welcome to check them out for a short time, but they are never to be taken from the building.

### **PHONE TREE**

The Primary phone tree will be used in emergencies when the automated calling system is not functioning.

### **POOL**

Remain with your students during classes at the pool. If this time occurs during your scheduled preparation period, the special area teacher should go to the pool and supervise OR please trade special area time with a colleague in order to reschedule your prep and/or lunch time. If you cannot work this out satisfactorily, please consult with the principal.

### **POSTAGE**

The school will care for postage for all school business. Your correspondences may be turned into the office before 12:15 p.m. in order to be mailed the same day.

### **PRESS RELEASES**

All publicity pertaining to school activities must be cleared through the principal's office by presenting a copy of the intended news release or posters to the principal at least twenty-four hours before distribution. Please take time to let the public know of the excellent projects that you and your students are undertaking.

### **RECESS / VISITORS**

Parents and/or other family members are not allowed to attend recess.

### **RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES**

The following is from the Western School Board Policy book: Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family. Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays or various religions are encouraged. Celebration activities involving non-religious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

Professional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. However, no student shall be compelled to participate in the reciting of the Pledge.

### **REPAIRS (EQUIPMENT)**

Report all faulty equipment repairs to the principal's office in writing (maintenance request form). Forms are available in the office. The principal will contact the custodian/maintenance so that repairs may be made as quickly as possible.

## **REPORTING CHILD ABUSE**

By policy of the Western School Board, all schools are to comply with the Indiana Child Abuse Law, Public Law 135.

To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, will immediately report to the principal, who will advise the employee of proper report requirements to the Child Protection Service of the County Welfare Department.

School employees and officials will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. School employees are asked not to attempt to investigate, only to report.

## **RESTRAINING STUDENTS**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parent or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstance that led to the use of the restraint and or seclusion. The Seclusion and Restraint Plan is available online at: [www.western.k12.in.us](http://www.western.k12.in.us)

## **RETENTION POLICY**

Each building principal, as the superintendent's designee, shall be responsible for establishing guidelines for procedures in retaining students. It is expected that principals will consult with teachers and parents before deciding whether a student is to be assigned to the next grade or retained.

**Principals have the responsibility for making the final decision for each student's next year class placement.**

### Primary School Retention Criteria

Students who have the ability to master grade-level skills but whose performance is well below grade level and below Indiana Standards should be considered for retention.

Retention guidelines and academic cut scores have been developed to help guide parents, teachers and administration when making a decision on retention.

Students who have **not met** the following guidelines/cut scores may be recommended for retention:

#### \*Kindergarten

- \*90% on letter naming (lower and upper case)
- \*85% on letter sounds (does not include long vowel sounds)
- \*50% on sight word identification
- \*90% recognition of numerals out of order 0-20
- \*50% counting of objects to 100
- \*90% writing numerals to 20
- \*Student has an RtI Plan

Students who have **not met** the following guidelines/cut scores may be recommended for retention:

\*1<sup>st</sup> Grade

- \*75% Reading accuracy
- \*25 words per minute Reading Fluency
- \*Achieves a reading level “F” or above
- \*50% correct on the End of Year Math assessment
- \*Earned Passing Grades in all Content Areas
- \*Student has an Rtl Plan
- \*Student previously “Conditionally Promoted”

Students who have **not met** the following guidelines/cut scores may be recommended for retention:

\*2<sup>nd</sup> Grade

- \*Meet or exceed Reading Lexile Level 500
- \*86% Reading accuracy
- \*75 words per minute Reading Fluency
- \*Meet performance expectations on grade level assessments
- \*Demonstrate mastery of Math Addition Facts
- \*Earned Passing Grades in all Content Areas
- \*Student has an Rtl Plan
- \*Student previously “Conditionally Promoted”

Primary School Retention Procedures

For students being considered for retention, the teacher will confer with parents after the end of the third nine-week grading period. The teacher will provide parents with the Response to Instruction (Rtl) Action Plan and data to support the concern, including information on work habits, examples of work, grades on daily assignments, quizzes and tests. The teacher will let parents know that retention is a possibility if work does not improve substantially. The teacher will record these conferences of PRINCIPAL-PARENT-TEACHER CONFERENCE form with copies to parent, teacher, and principal. The principal may be invited to participate at the teacher’s option. Conference participants are asked to sign the bottom of the PRINCIPAL-PARENT-TEACHER form.

For any student who is to be recommended for retention, the teacher will schedule a conference after the middle of the last nine-week grading period to include classroom teachers and both parents if possible. The principal may be invited to participate at the teacher’s option. The conference will be recorded on an “End of Year Conference” form with copies to parent, teacher, and principal. All participants are to sign the form.

**SCHEDULES**

Teachers will be given a schedule of classes during or before Teacher’s Orientation Day. Any information needed about teaching assignments should be discussed with the Principal.

**SCHOOL FUNDS**

Teachers will collect money from students *only if it has been cleared* with the office. It is the responsibility of the people in charge of each activity to see that monies are not spent unless there is provision made for paying all bills. *You must have a purchase order before you buy anything.* No bills will be paid if a purchase order is not made out in advance and approved by the principal.

**SKYWARD FAMILY ACCESS**

Skyward Family Access allows parents to access grades, attendance, discipline and homework information via the internet. The program is available for parents of Western students in grades 1-12. Teachers need to enter grades from tests, projects and homework on a timely basis in order for parents to access the student’s information.



## **SKYWARD HOME ACCESS INSTRUCTIONS**

If you would like to access Skyward from home go <http://skyward.western.k12.in.us> You will use your user ID and password.

## **STAFF DRESS / APPEARANCE**

As professional educators, your appearance sends strong messages to children and parents. As outlined in Board Policy, staff members shall present themselves in a manner consistent with their professional responsibilities.

- Piercings and/or body art that would be considered distracting or unprofessional should not be worn or visible.
- Denim jeans are permissible to wear on Fridays and/or special days such as field trips or special activity days. Jeans should be of a good quality, not frayed, worn out, or having holes.
- In most situations, t-shirts should not be worn as part of the normal school attire. On Western spirit wear on Fridays, special occasions or dress –up days and other unique approved occasions appropriate t-shirts will be permitted.
- Staff should not wear shorts unless they are a necessary component of their position (such as physical education teacher) or it has been approved by their administrator (special days/circumstances).

## **STUDENT ASSISTANTS**

If you feel that you need a student assistant, notify the Primary Office and an effort will be made to assign a student to you. A form must be filled out and approved by the principal before assistants are assigned to your class. Teachers may only have one assistant per day. Student assistants are ***not*** to enter grades. Teachers may not request students during their preparation period. As your assistant, this student must remain under your supervision at all times during the period that he/she is assigned to you.

## **STUDENT ATTITUDES**

A healthful academic and social atmosphere is essential to an efficient school. This atmosphere can be cultivated with the development of proper attitudes on the part of the student toward to school. The proper attitude can be stimulated by the teacher by:

1. Exhibiting a friendly, cheerful attitude.
2. Practicing fairness at all times.
3. Being firm and just in relations with students.
4. Not humiliating a student in front of his peers.
5. Being democratic whenever possible in classroom decisions.
6. Noting behavioral deviations which could be triggered into problems and dealing with them promptly.
7. Attempting to handle his own disciplinary situations thereby teaching self-reliance.
8. Referring problems which cannot be dealt with properly within the classroom to the proper office.
9. Requiring suitable titles to be used by students when addressing teachers and by teachers when speaking to or of another teacher in the presence of students.

## **STUDY ROOMS**

Students are to be provided with Study Room Instructions by the assigning teacher. Please assess carefully when any one student is habitually in the study room. If this is a problem, please contact the

home room teacher. Recess, social, and relaxing times are essential for good mental health and social development. A modified program may be needed.

## **SUPERVISION**

### **A. Cafeteria**

Employees on cafeteria supervision are expected to be up circulating around the room assisting students, supervising students, and offering assistance to students as needed.

### **B. Halls**

Classroom teachers are expected to supervise students in the halls while passing.

### **C. Playground Duty**

Be certain to fulfill your responsibility as scheduled to protect your legal position and the corporation's, particularly with respect to accident reports.

1. If a child has been sent to the office because of injuries or for discipline, be sure the homeroom teacher is informed if the student is not returning to the classroom with the other children.
2. Teachers are not to stand in a group when supervising the playground but are to be sure coverage is as complete as possible for all areas. Recess duty is an assignment that has to be taken seriously at all times.
3. Any student injured on the playground is to be brought in to the office by a teacher on playground duty if the injury is serious or another student if injury seems minor. You must use your best judgment on sending and/or accompanying students, especially if a head injury is experienced. When in doubt, call for the nurse.

### **D. Recess**

Recess provides fresh air, a break in routine, and a chance to run and yell. Outside recess is scheduled daily except in very cold or rainy weather. Students are expected to dress appropriately and to play outdoors unless they have a weekly doctor's excuse or a daily excuse signed by a parent. Boots, mittens, caps, and scarves are encouraged in cold weather. Consult the In/Out sign at the teacher workroom. Recess is to be outdoors unless:

1. It is raining, or
2. It is announced on the PA that recess will be indoors.

## **SUPPLIES/MATERIALS**

1. Please examine carefully all materials, free and purchased, before distributing to students.
2. Do not allow anyone to use computer disks brought from home in school equipment without checking with the technology department in advance.
3. Unless purchased by the school corporation, computer programs are not to be placed on hard drives unless approved by the administration. (Also, refer to signed Acceptable Use Policy Statement.)
4. A reminder that the equipment, software and files found on the computers remains the property of the school corporation.
5. Supplies that you anticipate needing for next school year should be requisitioned on the form provided during the second semester of the school year. Other supplies may be available in the office.

## **TEACHER EVALUATION**

The purpose of Western's Excellence in Education Program is to improve the quality of instruction. The intent of the improvement process is to promote staff growth and development through cooperative effort among teachers, administrators, and the general education community. The evaluation process is continuous, and will follow Western's Excellence in Education evaluation program.

## **TELEPHONES/CELL PHONES**

The telephone should be used for school business only. Please try to limit personal calls. There are phones in the Primary School Office, teacher's classrooms, teacher's lounge, conference rooms and workrooms. Long distance calls may be made from any of the phones. Except for Emergency situations personal cell phones should not be used in the classroom. All calls, text messages, postings, etc. should be made before or after school, or during your lunch/prep period. Personal cell phone use as a teacher in a classroom should be limited to non-classroom times only.

## **TEXTBOOKS**

Teachers are responsible for assigning textbooks to each student in their classroom. Teachers must have the correct book number assigned to each student recorded on the sheet provided or another paper, along with the condition of each book assigned.

If a book is returned in acceptable condition, allowing for normal wear, check the Returned column. If a book is damaged or lost, complete TEXTBOOKS LOST or DAMAGED form. Be sure to check for writing, especially in books new this year.

<u>Fine</u>	<u>Problem</u>
\$1.00	Minimal Markings
\$1.00-4.00	Defacement
\$5.00	Rebinding books 1-3 yrs old
\$3.00	Rebinding books 3-5 yrs old
Cost of book	Lost/Destroyed Book

Teachers are to return all unused workbooks and textbooks to the office. We need these to keep the inventory current. We will issue these as new students register.

## **TRANSPORTATION OF STUDENTS IN YOUR CAR**

Students are not to be transported in an employee's car without special permission from the principal.

## **VIDEO TAPE/ONLINE VIDEOS /FILM /MOVIE POLICY**

It is the policy of Western School Corporation to prohibit the use of films/videos, which contain unusual violence, sex, nudity, profane language, and/or immoral material at any time in the school, or at school-sponsored functions. Subject, but not limited to this policy would be video/films rated "PG-13", "R", "X", or "NR-17". Any exceptions to this policy must be cleared by the building principal and a screening committee consisting of the school librarian, two teachers (one selected by the principal, and the other selected by the teacher requesting the film/video to be shown) and the building principal. All films/videos shall be curriculum-related. **All films/videos should be previewed by the teacher before being shown to students** or the screening committee. Once a film/video has been previewed and approved for use, the title of the film/video shall be placed on a list of "previewed films/videos" and need not be previewed in the event another teacher requests the same film/video. In cases where the teacher disagrees with the decision of the previewing committee and/or principal, the teacher may appeal the decision to the superintendent. Films/videos of questionable nature are generally not in the best interest of their students and use is discouraged.

## **VISITORS**

### A. All Visitors

All visitors must sign in at the office upon entering the building.

### B. Personal Visitors

If your own children are of school age and are visiting the building, please be sure they sign in at the Office and secure a visitor's pass. **Visitor ID's will be checked when attending lunch with a WPS student.**

C. School Days

Pre-school children and children from other school districts are not permitted to visit classrooms during school hours unless permission is granted from the principal. Staff members should not bring their own children to school on days Western students are in attendance unless permission is granted from the principal.

\*Parents and/or other family members are not allowed to attend recess.

D. Young visitors – Records, Reports, In-service, & Orientation Days

Please do not bring young children to school on a salaried day.

## **VISITATION BY BUSINESS PEOPLE**

Any representative who wishes to speak with students will make an appointment with the Administration and at that time, a place to meet will be provided. Teachers, ***DO NOT*** ask any sales representative to speak to your class. All fund raising activities must be approved and scheduled by the principal well in advance of the sale.

## **VOICE MAIL INSTRUCTIONS / OVERVIEW**

In an effort to improve communication, we are encouraging office staff to indicate when they are out of the office for a significant part of the day by way of your voice mail. This is a way of communicating that you are not available to return messages so our customers know not to expect a call back right away.

You can record and store up to 7 different voicemail greetings (they are numbered 1 - 7). We recommend that you always keep greeting #1 as your default greeting when you are at school. This greeting should not need to be changed very often. Your standard practice would be to record an appropriate greeting (as greeting #2) when you are going to be out of the office and change your active greeting to #2. When you return, just go into your voicemail and change your active greeting to #1 (it will already be recorded).

### **To access your voicemail from home**

- 1) Call 883-5576 from home
- 2) Press the \* key during the greeting
- 3) Enter your mailbox number
- 4) Enter your security code
- 5) Following prompts

### **To access your voicemail from school phone**

- 1) Press the Message button (if light is flashing) or dial extension# 7777
- 2) Enter your password
- 3) Follow prompts

### **Record/Change Your Greeting**

- 1) After accessing your mailbox:
  - a) Choose option 1 (changing you greeting)
  - b) Select a greeting number (1 thru 7)
  - c) To review, press 1
  - d) To re-record, press 2
  - e) To save, press 9

### **Change your Security Code**

- 1) After accessing your mailbox:
  - a) Choose option 2, then 3
  - b) Enter your new security code
  - c) Enter your new security code again
  - d) To save, press 9

Sample Out of Office Message

"This is Trisha Teacher and I will be out of the office on Thursday, March 31<sup>st</sup>. Please leave your name and brief message and I will return your call when I return. If you need immediate assistance please dial extension 1234 for Sara Secretary.

**WSC MISSION STATEMENTS**

**"To Educate and Inspire Today's Students for Tomorrow's Opportunities"**

**WSC POLICY STATEMENT**

The Western School Corporation does not discriminate on the basis of religion, race, color, national origin, gender, disability or age in its programs, activities or employment.

It is the policy of the Western School Corporation to provide an equal opportunity for all students to learn through the curriculum offered in this Corporation regardless of race, color, creed, disability, religion, sex, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background.

If any person believes that the Western School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and/or (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint to the Corporation's Civil Rights Coordinator, Randy McCracken, Western School Corporation, 2600 S 600 W, Russiaville, IN 46979.

**WSC PROFILE FOR ACTION IN CASES OF SUSPECTED DRUG AND/OR ALCOHOL ABUSE**

The behavior of a student at WSC who has taken a drug can manifest itself in a variety of ways. There are times when this behavior can be quite obvious and thus be disturbing and possibly detrimental to the student himself and to others. At other times, the behavior can suggest that a student is having a drug effect but this behavior will not cause him/her to draw undue attention to him. These profiles for action are designed to give direction for handling cases where the most noticeable and disturbing behavior is evident and when the student is not capable of functioning properly in the classroom or in the school. It should be kept in mind that there are causes other than the illegal use of drugs which may produce behavior of a similar nature; epilepsy, diabetes, hypertension, and other disorders are often medicated with drugs which produce similar effects. This outline will serve to give direction to teachers and other staff members for handling of students who demonstrate behavior of a questionable nature. In all cases, all school personnel should exercise professional behavior. A good rule to apply in these cases would be for each person involved to ask himself: (1) who needs to be aware of this incident, (2) who is responsible for making them aware, (3) what action on my part is necessary for the overall well-being of the student and school? This will eliminate the gossip type discussion that might occur in these cases and thus protect the student.

The above student behavior falls within the responsibility of the Western School Corporation when such conduct occurs:

- a. On school grounds during and immediately before or after school hours
- b. On the school ground at any time when school is being used by any group -or-
- c. off the school grounds at a school activity, function, or event.

The symptoms of drug abuse vary according to the types of drug, previous physical condition of the user, and comparisons with unusual behavior patterns.

**A KEY SYMPTOM** is a sudden and completely inexplicable change of behavior. Staff members of the school corporation must exercise extreme caution in relating symptoms to possible drug abuse.

Sudden changes in behavior might include, but are not restricted to:

- a. periods of excessive sluggishness
- b. excessive giggling
- c. excessive nervous energy
- d. tendency to withdraw
- e. glassy eyes

#### Guidelines-for Teachers

If a teacher observes a student in the hallway, lunchroom, classroom or on school property who appears to be under the influence of drugs and who is not functioning properly, the teacher should:

- a. Accompany the student to the Health Clinic as quickly and discreetly as possible and present the student personally to the school nurse.
- b. If the nurse is not in the Health Clinic the teacher should call for an administrator to come to the Health Clinic.
- c. Describe to the nurse or administrator the behavior observed and then return to his/her assigned location.
- d. Give a written statement of the incident to the administrator.

In cases where the student will not willingly accompany the teacher to the Health Clinic, the teacher should:

- a. Send another teacher or reliable student to get assistance of an administrator.
- b. Encourage the student to remain in the classroom or building, exercising good judgment and reasonable restraint.
- c. Keep the student under observation until assistance arrives.

Teachers who do not feel it is advisable to leave their classrooms under such conditions should send a reliable student for an administrator or ask for a colleague either to supervise the classroom or to accompany the student to the Health Clinic.

#### Guidelines for Nurse

The nurse on duty in the Health Clinic should:

- a. Isolate as quickly as possible any student whom she/he suspects is under the influence of drugs whether the student is brought to the Health Clinic by a staff member or comes of his/her own volition.
- b. Call an administrator to the Health Clinic immediately.
- c. Post the student's health record based on the student's statement, teacher's description of behavior, and the nurse's observation.
- d. In emergency cases where it is the judgment of the nurse that hospitalization is necessary, the same guidelines should apply as for handling other emergencies where hospitalization or a physician's attention is deemed necessary.

#### Guidelines for Principal

The principal of the school is directly responsible for the health and safety of the faculty and students. Therefore, he/she should be totally informed of suspected drug abuse situations in the building. The principal should:

- a. Use his/her own prerogative in dealing with each individual case.
- b. Have turned over to him/her any drug or suspected drug confiscated in the investigation of a particular incident and written report made of same.
- c. Notify parent or guardian to be present during the interrogation of any student by security personnel or law enforcement officer.

- d. Make a final decision as to when to ask aid from the county sheriff. This law enforcement agency will respond as soon as possible and if aid is needed, appropriate action will be taken. This does not constitute an arrest.

## **WSC WELLNESS POLICY**

### **INTRODUCTION**

*The mission of Western School Corporation is to provide a safe and challenging atmosphere for quality, value based education for all students which will enable them to become responsible citizens, adaptable to a changing society.*

Over the last twenty years, obesity rates have doubled in children aged 6-11 and tripled in adolescents aged 12-19. Research indicates that overweight children and adolescents are more likely to remain overweight or become obese adults, putting them at risk for developing disease such as diabetes, heart disease, cancer, and stroke. Physical inactivity, excessive caloric intake, and genetic make-up, one can change unhealthy eating habits and physical inactivity. Health and wellness is a lifelong commitment, with its foundation established during childhood. Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. *“Schools have more influence on the lives of young people than any other social institution except the family, and provide a setting in which friendship networks develop, socialization occurs, and norms that govern behavior are developed and reinforced” (Healthy People 2010).* The Child Nutrition and WIC Reauthorization Act of 2004 (Section 204 of PL108-265) requires that every school district take responsibility for the health and well-being of all students throughout the school day by implementing a local wellness policy.

### **Section 204 of Public Law 108-265: Local Wellness Policy**

(a) IN GENERAL – Not later than the first day of the school year beginning after June 30, 2006, each local education agency participating in a program authorized by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.) shall establish a local school wellness policy for schools under the local educational agency that, at a minimum-

- 1) Includes goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness in a manner that the local educational agency determines is appropriate;
- 2) Includes nutrition guidelines selected by the local educational agency for all foods available on each school campus under the local educational agency during the school day with the objectives of promoting student health and reducing childhood obesity;
- 3) Provides an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C 1779) and section 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C 1758(f)(1), 1766(a)), as those regulations and guidance apply to schools;
- 4) Establishes a plan for measuring implementation of the local wellness policy, including designation of 1 or more persons within the local educational agency or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy; and
- 5) Involves parents, students, and representatives of the school food authority, the school board, school administrators, and the public in the development of the school wellness policy.

The following guidelines outline the wellness initiatives developed by the Western School Corporation Wellness Committee.

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## **Nutritional Guidelines for Foods and Beverages Sold and Served on Campus**

### **National School Lunch Program/School Breakfast Program**

Meals must meet the USDA nutritional standards and be consistent with the advice of the Dietary Guidelines for Americans, 2005.

- ◆ Eat a variety of foods; choose a diet with plenty of whole grain products, vegetables, and fruits; choose a diet moderate in sugars and salt; and choose a diet with thirty percent (30%) or less calories from fat, and less than ten percent (10%) calories from saturated fat.
- ◆ Lunches must provide, on average, over the course of the school week, at least 1/3 of the Recommended Dietary Allowance (RDA) for protein, iron, calcium, and vitamins A & C.
- ◆ Breakfasts must provide, on average, over the course of the school week, at least ¼ of the RDA for protein, iron, calcium, and vitamins A & C.

Meals will be served with consideration toward variety, appeal, and taste.

Meals will be served in a safe and sanitary manner.

### **Vending Machines**

Primary and Intermediate School

Vending machines will not be accessible to students.

Students are prohibited from entering Teachers' Lounges.

Middle and High School

Vending machines will not be accessible to students throughout school hours, with exceptions:

**Vending machines dispensing water will be accessible all day.**

**Healthy food and beverage vending options, following Section III.B guidelines, will be made available at the conclusion of the school day.**

Students are prohibited from entering Teachers' Lounges.

### **A la Carte, Student Stores, and Fundraising**

Primary and Intermediate

A la carte sales are permitted, but are limited to milk.

Additional a la carte items, if any, will be noted on the lunch menu.

No candy, food, or beverage will be sold in student stores/bookstores, except water.

Fast food and beverages are not allowed to be brought in by students during school hours.

Food-based fundraising is not allowed during school hours, except water.

Rewards, Celebrations, and Field Trips

All Schools: Teachers are encouraged to utilize the guidelines for a la carte items, Section III.B, for classroom incentives and rewards.

Food and beverage should not be withheld as a means of punishment. Schools are encouraged to utilize the guidelines for a la carte items, Section III.B, for all classroom parties/celebrations.

**Food and beverages that do not meet the nutrition and portion size guidelines for a la carte items, Section III.B, should be limited.**

**Healthy party snack ideas will be provided to parents and teachers through a variety of sources, which may include take-home materials, newsletters, and postings on the district website.**

Meals served by the school for classroom field trips must meet the nutritional standards under the National School Lunch Program/School Breakfast Program as outlined in Section I.A.

### **Other School-Sponsored Events**

Activities such as, but not limited to, athletic events, dances, festivals, or after-school meetings offering food and beverage are encouraged to follow the guidelines for a la carte items, Section III.B.



## **NUTRITION EDUCATION**

All instructional staff, grades K-12, is encouraged to incorporate nutrition and wellness education into daily lessons, when appropriate.

Nutrition and wellness education will be provided to students and parents through a variety of sources, which may include take-home materials, newsletters, and postings on the district website.

Nutrition and wellness education will be provided to faculty and staff through a variety of sources, which may include in-services, handouts, newsletters, and postings on the district website.

Each school building is encouraged to enroll in USDA's Team Nutrition and support the goals and values of the program.

Positive nutrition and wellness themes will be integrated during meal periods, when appropriate, to emphasize the benefits of healthy eating and physical activity.

### **Physical Activity**

#### **I. Physical Education**

- A. All physical education will be taught by a certified physical education teacher.
- B. The district will teach health and physical education curriculum that follows Indiana state recommendations and promotes wellness and healthy living.
- C. Students should spend at least 50% of physical education class time participating in moderate to vigorous physical activity.
- D. Student involvement in interscholastic or intramural sports will not be substituted for meeting the physical education requirement.

#### **II. Recess**

- A. All elementary school students, Grades K-5, will have the opportunity for at least 20 minutes a day of supervised recess, preferably outdoors.
- B. Daily recess breaks should encourage moderate to vigorous physical activity providing a clean, safe environment with adequate space and equipment.
- C. On a day when there is inclement weather or unplanned circumstances have shortened the school day, the school corporation does not have to provide physical activity.

#### **III. Extracurricular & Other Activities**

- A. All schools will encourage students to participate in extracurricular physical activity programs, such as clubs and intramurals that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.
- B. The Middle and High school will offer interscholastic sports programs for boys and girls, as appropriate.
- C. It is recommended that schools provide brief exercise breaks throughout the school day and discourage extended periods (more than two hours) of inactivity.

## **Other School-Based Activities**

### **I. Child Nutrition Programs**

- A. Schools will notify parents of the availability of free and reduced-priced meals through the National School Lunch and Breakfast Programs.
- B. Each school will make every effort to eliminate the overt identification of students eligible while participating in the programs.

### **II. Eating Environment**

- A. Meals should be scheduled as close to the middle of the day as possible, between 11 a.m. and 1 p.m., within an attractive, pleasant, and sanitary environment.
- B. Meals should be scheduled in order to provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch, with adequate space to eat and socialize.
- C. Elementary schools are encouraged to schedule recess before the lunch period so students are less distracted and ready to eat.
- D. Students will have access to wash hands before any meal or snack is offered.
- E. Tutoring, club meetings, and other activities should not be scheduled during meal periods, unless students may eat during that time.

### **III. Other Health Promotion Activities**

- A. Community Involvement
  - 1. The district will make efforts to keep school spaces and physical activity facilities open for use outside school hours, as well as on weekends and school vacations, as long as district policies concerning safety are adhered to at all times.
  - 2. Community members will serve on the Wellness Committee and help guide and monitor compliance with the District Wellness Policy.

## **Monitoring and Policy Review**

In each school, the principal will ensure compliance with those policies in his/her school and will report on the school's compliance to the Food Service Coordinator.

The Food Service Coordinator will ensure compliance with established district-wide policies and report to the Superintendent.

Bi-annually, the Food Service Coordinator, along with the Wellness Committee, will meet to review policy compliance, assess progress, and determine areas in need of improvement.

The Committee will, as necessary, revise the wellness policy and develop specific action steps to be taken in order to reach implementation goals.

An annual wellness policy update will be provided to the school board and distributed to all parent/teacher organizations, school principals, and other school personnel in the district.

### **\*VI. Hunger-Free Kids Act**

The USDA has established nutrition standards for all foods and beverages sold in school – beyond the Federal child nutrition programs in schools. The law specifies that the nutrition standards shall apply to all foods sold:

- \*outside the school meal programs
- \*on the school campus, and
- \*at any time during the school day

\*includes a la carte in the cafeteria, in school stores, snack bars, vending machines, fundraisers and other venues

\*VII. Fundraisers

All foods that meet the regulatory standards may be sold at fundraisers on the school campus during school hours. **No exempt fundraiser foods or beverages may be sold in competition with school meals in food service area during meal service.** The standards would not apply to items sold during non-school hours, weekends, or off-campus fundraising events.

# WESTERN PRIMARY

