

Faculty and Staff Handbook

Pierceton Elementary School



2018 – 2019

August, 2018

Dear Pierceton Elementary Faculty and Staff Members,

Welcome back for a new school year! I am really excited to get this year started.

This handbook contains much of the information you need to have a successful school year. If you think of items that should be added, please don't hesitate to let me know. I want this handbook to be useful and helpful to you.

There are great things going on here at PES. I hope to build on the things that are going well and look forward in assisting in making Pierceton Elementary the best it can be as we strive to build relationships, get the highest student achievement, and create the greatest culture & climate!

Sincerely,

Mike McClain



It is the stated policy of Whitko Community School Corporation not to discriminate on the basis of color, religion, national origin, sex, or handicapping condition.

Faculty/Staff Handbook Pierceton Elementary School

2018-2019

MISSION STATEMENT

The mission of Pierceton Elementary School is to unite with students, parents, and the community to provide a safe, caring, and stable learning environment.

Through high academic expectations and development of character we encourage lifelong learning.

We strive for accountability and mutual support through involvement and close communication with families and the community.

This mission allows all persons in the Pierceton Elementary School Community to attain Excellence for All!



Pierceton Elementary School Vision

Unite the community

- Parents are an integral part of the learning process
- Students have world view

Learning environment

- Organizational strategies are taught and modeled
- Students are part of a learning community where risk taking is valued
- Student success/growth in social/emotional
- Teachers are intentional and reflective; student centered

High academic expectations/development of character/life- long learning

- Teachers feel valued and are comfortable setting high expectations for themselves
- Students are self-motivated and perseverance/endurance is displayed in their learning
- Competent/knowledgeable teachers with passionate/purposeful visions using research-based strategies
- Teachers continue to improve instruction based on new learning
- Student academic success
- Students engaged in learning
- Student success/growth in social/emotional
- Meeting individual student needs through differentiated and whole group instruction
- Teachers are intentional and reflective; student centered

Communication

- Respectful communication is valued
- Staff members show compassion, empathy, and openness with parents and each other

All persons to attain excellence for all

- Collaborative learning environment for staff and students that is supported using personnel resources

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PROFESSIONAL CODE OF ETHICS

6/30/91

This Code of Ethics was developed by the Pierceton Elementary staff during the 90-91 school year. These statements describe the personal and professional ethics that we feel are important to our profession. As we seek to meet the changing needs of students and society, we realize that our personal and working relationships are of paramount importance. Unless our own personal needs are met it will be very difficult to meet the needs of others. We promise to do our best to uphold these standards.

I will be willing to discuss differences with others in an open and professional manner.

I will seek ways to share the responsibility for students with the entire staff.

I will take time to listen to others and communicate personally and professionally; establishing trust and confidentiality.

I will demonstrate cooperation, patience, empathy and an encouraging attitude toward others.

I will support group decisions and school policies.

I will stay abreast of current research and follow effective instructional practices.

I will maintain a professional demeanor in community and school settings.

I will help establish and maintain a friendly, open environment.

If we feel another staff member is acting in a manner inconsistent with this Code of Ethics, we will use the following two-step process.

1. Go to the individual in a professional and not-threatening manner. Ask for clarification regarding the situation and try to understand why the individual acted in that way.

2. If you still feel the staff member is acting in a manner inconsistent with our Code

of Ethics, address the matter in a non-threatening manner using “I messages”.

Example – “I feel frustrated when you do your own thing and don’t abide

by our
grade level decisions because it confuses the students and things don't go
smoothly.”

2018 - 2019 Pierceton Elementary Staff Members

Badskey, Shelly	Head Cook	5365
Baum, Jasmine	4th Grade Teacher	
Bowers, Sharon	Resource Assistant	
Bromley, Katie	Special Needs Pre-school	5112
Bruce, Jenn	Kindergarten Teacher	5108
Cassidy, Laura	Resource Assistant	
Childs, Jeff	Custodian	
Childs, Virginia	Cook	
	4th Grade Teacher	
Cline, Jamie	Technology Coordinator	5225
Clutter, Dana	6 th Grade Teacher	5348
Conference Room		5025
Craig, Stephanie	Title One Assistant	
Culp, Emily	Music Teacher	5129
Downs, Megan	1st/2nd Grade Teacher	5111
Eiler, Rex	Custodian	
Elder, Sara	Educational Diagnostician	5040
French, Colleen	PE Teacher	5305
Gaff, Brandy	Resource Assistant	
Gatchel, Deb	Moderate/Severe Needs Teacher	5222
Gensch, Mary Helen	Title I Teacher	5114
Henson, Stephanie	2nd Grade Teacher	5210
Kelley, Kim	Kindergarten Teacher	5106
Kinney, Tasha	6 th Grade Teacher	5353
Klepinger, Julie	1st Grade Teacher	5362
Lehman, April	Library Clerk	5226
Leininger, Rochelle	6th Grade Teacher	5354
Learning Commons	Circulation Desk	5226
McCammon, Jenni	3rd Grade Teacher	5213
McClain, Mike	Principal	5005
Mikesell, Candace	Cook	
Morgan, Sariah	Guidance Counselor/MHT	5041
Nieto, Christina	Functional Skills Assistant	
Oaks, Mike	Head Custodian	5370

Paulus, Sue	Receptionist	5000
Rhodes, Bill	5 th Grade Teacher	5349
Ringle, Angie	Title One Assistant	
Roberts, Ashley	PLTW Teacher	5350
Rucker, Misty	Lunch Clerk	5362
Slocum, Suzie	2 nd Grade Teacher	5209
Smith, Cate	Speech & Language Pathologist	5218
Speicher, Angie	Mild Interventions Teacher	5125
Speicher, Jessica	1st Grade Teacher	5110
Staff Lounge		5344
Starkey, Laura	Art Teacher/Functional Skills Assistant	5129
Stouder, Hilary	Media Specialist/Instructional Coach	5318
Studebaker, Kayla	Functional Skills Assistant	
	Title One Assistant	
Thomas, Deb	Secretary/Treasurer	5001
Tilton, Betty	Resource Assistant	
Tucker, Barb	Cook	
VanCleave, Andrea	Resource Assistant	
Wagner, Monica	Nurse	5002
Walther, Beth	Title One Assistant	
Weigold, Tonia	Title One Assistant	
Woodard, Beth	5 th Grade Teacher	5352
Wright, Kathy	3 rd Grade Teacher	5214
Wrzesien, Tina	Mild Interventions Teacher	5126

Contact Information

Address:

Pierceton Elementary School
434 S. First St.
Pierceton, IN 46562

Telephone:

574.594.2210
260.327.3677
260.723.0597
260.723.0598

Fax:

574.594.3523

ABSENCE OF THE PRINCIPAL

In the absence of the principal, a designated teacher or staff member (Sariah Morgan, Guidance Counselor) will serve as the acting principal.

ABSENCES REQUIRING A SUBSTITUTE

Teachers should work through the WillSub sub system by 6:30 a.m. on the day of an absence. (It is helpful if you can call the evening before if possible.) Please be certain that adequate lesson plans are sent digitally to substitute@whitko.org. (Additional steps such as notifying Rhonda Snaveley at 574.594.2658 or 260.327.3677 or leaving sub plans on your desk for your substitute are optional). All materials should be laid out. Be sure to keep your seating chart up-to-date so that attendance can be taken accurately.



Please prepare a “Substitute Folder” with generic plans for one day and all necessary procedural information. Please turn this folder into the office by the end of August. (This folder would be used if you were to be unexpectedly absent for a day.)

Personal days are to be used at your discretion. The use of personal days to extend a vacation is discouraged.

For a professional development day, you must complete a professional leave request, have it approved, and contact the substitute coordinator at the Central Office in advance of your absence. **The professional development form should be turned in to the principal at least two weeks in advance** so it can be approved by all of the appropriate parties.

ACCIDENTS AND INJURIES

Injured students should be sent or taken to the clinic immediately so that first aid measures can be taken. If the injury is such that the student should not be moved, please contact the office for assistance. If a child or adult is injured at school, you **MUST** fill out an accident form. Accident forms are available in the school office. This form may be very important in the event of a lawsuit or

insurance claim.

ANNOUNCEMENTS

In an effort to avoid interrupting instruction, we will not have any announcements during the day unless it is an emergency. Please give any announcements to Sue the morning before you wish to have the announcement made. She will enter any announcements into PowerSchool. Whenever possible, announcements for staff members will be done via e-mail to avoid interrupting instruction.



ATTENDANCE PROCEDURES

Whitko Community School Corporation policy states parents are notified with a student has 10 absences without a doctor's note per school year. At 15 absences, the prosecutor is also notified. For this reason it is important that students bring in a doctor's excuse when he/she has been to the doctor. (They are allowed an unlimited number of doctors' excuses.) **All notes for excused absences should be sent to Sue Paulus in the office. She will change the absence to excused in PowerSchool. Please do not keep notes in your classroom.** Please be sure to take accurate attendance each day. Any student arriving after 9:30 am is considered absent in the AM. Any student leaving before 1:45 pm is considered absent in the PM. (Board Policy 5200)

Students who are tardy must first report to the office before going to their classroom. Students will receive an admittance pass in the office. If a student arrives in your classroom without a pass, please have him/her return to the office to get one. (If the student is at breakfast, they do not need an admittance pass.)

Students who go to the dentist, etc. must be met by their parents in the office and signed out. Please send all parents who come to your classroom to the office. Never allow a student to leave your room with a parent without calling the office and notifying them that the parent and student will be in the office shortly to sign out.

BOARD MEETINGS

The Whitko Community School Board meets on the third Monday of each month. Special board meetings may also be called. Board meetings are open to the public. If you have items of business or wish to speak at the meeting, please notify the central office at least one week prior to the meeting.

BOOKSTORE

The bookstore will only be open for a short time each morning. If a student needs pencils, etc., they should be sent down to purchase them at the set time. Students should report to class before coming to the bookstore.

BULLETIN BOARDS

We have many bulletin boards throughout the school. Please be sure to use those near your classroom for displaying student work or sharing important information.

CAFETERIA PROCEDURES

At Pierceton Elementary School, the students are given printed lunch money envelopes to take home on Friday. These are to be returned on the first day of the school week. Questions regarding lunch and lunch procedures can best be answered by the cafeteria clerk.

- Teachers will collect the lunch envelopes. The unopened envelopes will be collected by the lunch clerk from each classroom on a daily basis. Ala carte items must be paid for in advance. Money will not be accepted in the lunch line.
- An accurate lunch count must be entered in PowerSchool each morning.
- The actual lunch count must be made at the point of service. Teachers will bring students into the lunchroom to be seated, and the cafeteria clerk will check each student off as he/she passes through the serving line.
- The district policy is to discourage students from charging lunch. In emergency situations, a lunch will be provided. No child will go without lunch. The parents of students who do not have enough money in their account will be notified.
- Teachers who have students in their class that have milk or other allergies need to make sure that the office and the head cook receive a copy of the letter from the doctor indicating that such allergies exist. Students will be able to pick up orange drink, milk substitute, or a substitute lunch in the cafeteria when they go through the lunch line.
- Students should not bring carbonated drinks in lunches carried from home.
- Please be on time for lunch. It keeps the cafeteria on schedule when classes arrive on time.



CALENDAR OF EVENTS

A calendar of school events will be posted on the Gmail electronic calendar. You will also be receiving notification of events in your weekly staff newsletter. (These come to you via e-mail.) Please make note of events that involve you.



Please record all happenings (grade level and individual class activities) on the electronic calendar. All sports practices and games should be added. This calendar is the one that secretaries refer to when questions arise and when making out the monthly calendar to send home with students. It is also used to reserve various spaces in the building.

The WCTA building representative should contact the principal to arrange monthly meetings that occur at PES.

If you need to use one of the special areas at school, it **MUST** be signed out on the electronic calendar. Please don't plan to use an area without signing up for it.

CAR PICK-UP GUIDELINES

1. Please form grade-level lines inside the foyer area at the north end of the building.
2. Students should walk in a single file when leaving the building.
3. Please have students stand behind the brick pillars (underneath the awning) until their ride arrives.
4. Please remind students that there is to be no running or horseplay.
5. Encourage cars to pull forward as far as possible.
6. After the car pick-up line is empty, remaining students should be escorted to the office in order to be properly supervised.

CELL PHONES

Student cell phones are not allowed unless special permission is given by the teacher. If students **DO** have cell phones, they should be off during the school day and stored in the child's book bag. Teachers should not take cell phone calls, text messages, or have their cell phone ringer on during class time.



CHILD ABUSE

Indiana law requires that any suspected child abuse be reported immediately by the suspecting staff member. If you suspect child abuse, after calling the DCS hotline (arranging classroom coverage to do this as privately as possible, if necessary), please contact both the principal and guidance counselor via email, describing your concerns. (This will give us written documentation.)

CHILDREN OF EMPLOYEES

Children of employees can be good helpers, however, they should stay in your classroom. They should not be in the hallways unattended and should **NEVER** be in the office area, mailroom, gymnasium, or the staff lounge unsupervised. If

they are here with you on the weekends, please keep them with you in your classroom. They should not be in the Learning Commons or in the gym. This helps keep our building “in order” and prevents hard feelings between staff members. The YMCA of Kosciusko County organizes & facilitates a before- and after-school child care service. Please contact them if you wish to utilize that service.

CIVIL RIGHTS COMPLIANCE OFFICER

The Whitko Community School corporation civil rights compliance officer is the superintendent. The phone number for the superintendent is 574.594.2658 or 260.327.3677.

CLASSROOM SCHEDULES

If a special program or other change to your schedule occurs, please be sure to let the special education and related arts teachers know as far in advance as possible as this affects their schedules immensely.

COMMITTEES

All teachers will be asked to serve on committees throughout the school year. Thank you for your participation on these committees; they help to provide valuable experiences for our students and guidance for our educational programs – as well as fun for the staff members! Committees for this year include:



- **Social Committee** – This group is in charge of all activities that promote school culture and spirit for students and staff. Examples include the Spirit Parade, Cub wear, and fifth grade recognition, staff carry-ins.
- **PBIS** – This committee meets to determine how to best implement and make adjustments to our Positive Behavior Interventions. The guidance counselor will hold meetings as needed.
- **High Ability Committee** – This committee meets to determine how to best meet the needs of our high ability students. This committee will meet as needed.
- **Literacy Committee**-This committee will help in making decisions concerning literacy education and instruction. They will meet as needed.
- **Math Committee**-This committee will help in making decisions concerning math education and instruction. They will meet as needed.
- **MTSS (Formerly RtI) team**- This group will meet to discuss the MTSS process within our school. Portions of this team will meet to discuss individual students as needed.

COMPUTER PROCEDURES

Each classroom teacher is provided with a school-owned computer to use in the classroom. Please follow the same policies afforded the students for access to electronic information, services, and networks. Teachers must sign the technology agreement form. The use of school owned computers for personal reasons should not interfere with school purposes or violate Whitko Community School Board policies. All repair and installation work should be done by the media specialist or technology department.

- **Technology Assistant** – Questions regarding computers as part of instruction can be directed to the building technology assistant. This person is responsible for assisting teachers in finding computer resources to teach/reinforce the state standards. Questions about computer hardware should be directed to the computer assistant.
- **If you print something out on the computer lab printer(s), please be sure to pick it up. It is expensive to print in color, so whenever possible please print items in black and white.**

CONFERENCE ROOM

If you need to use the conference room, please be sure to sign up for it on the electronic calendar. This will avoid more than one person planning to use the conference room at a time.

CONFIDENTIALITY

Please remember that by the nature of your work, you will have access to much confidential information. It must be kept confidential. You should share student information with other adults in the building only on a need to know basis.

Student behavior and progress are not appropriate topics for faculty lounge discussions. Do not share information about students in the community or with anyone other than their parents. Please do not allow students to access your computer unless you have the opportunity to closely supervise them.

CONTACTS FOR VARIOUS CONCERNS

Here is a list of the people to contact for various concerns in the PES building:

Copy machine – repair person needed, copy machine supplies are running low	Sue Paulus or Deb Thomas
Building maintenance – keys, doors, windows	Request form outside of Deb’s office
Laminator or other AV equipment	Deb Thomas
Paper or other supplies	Deb Thomas
Extra desks or chairs	Mike Oaks
Purchasing supplies	Mike McClain/Deb Thomas
Purchasing equipment or anything other than supplies	Mike McClain
Professional Days	Fill out form at least 2 weeks in advance (if possible) and give to Mike McClain; schedule a sub via WillSub.
Personal Days or Expected Illness days	Notify Mike McClain and schedule a sub via WillSub.
Illness days – certified staff members	Notify Mike McClain ASAP via text or email. Schedule a sub via WillSub ASAP.
Illness days – noncertified staff members	Notify Mike McClain and immediate supervisor. (Special services assistants and related arts assistants should schedule a sub via WillSub.)
Room Maintenance	Mike Oaks – in writing please.

Anything not listed	Ask Mike McClain or Deb Thomas
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DISCIPLINE

Please develop a discipline plan for your classroom and share it with parents. Discipline issues that are significant in nature & you believe require office documentation should be documented on a Behavior Referral Form (Found in the PES Teacher Share Folder) and shared with the principal.

DISMISSAL

All grade levels should walk their classes to the busses, car pick-up, and walker line. Please remember that if one of your students misses the bus, it is your responsibility to see that someone comes to pick him/her up. Any student who goes home in a different manner than normal needs to have a note from his/her parent or an office notification form giving permission for this change. Please do not take the student's word that they are supposed to change. Sometimes they get mixed up or want to do something different than what their parents want them to do. Students may NOT ride home on a different bus on Fridays due to overcrowding of buses.

DRESS CODE FOR STAFF MEMBERS

Even though there is not a specific dress code for staff members, the staff is asked to dress in a neat, clean, and professional manner. The staff is asked not to wear shorts, leggings with a sweater or shirt, sweat suits, bib overalls, hats, or jeans (except on designated days). Please help present a professional image for our school.

DRESS CODE VIOLATIONS BY STUDENTS

If a student wears inappropriate clothing (causes a disruption), please follow this procedure:

- 1st time up Talk to the student, ask the student to turn the shirt inside out, pin pants, etc.
- 2nd time in Have the student call parents from your room and ask them to bring other clothes.
- 3rd time steps Send the student to the office. Send documentation of the previous (including dates and times) to the office with the student.

DRUG AND ALCOHOL REPORTS

According to Indiana law, teachers are *required to make a written report* to a member of the administrative staff of the school corporation of *any personal knowledge* (not reasonable suspicion) that a person is *using or distributing an illegal substance on school property or within 1000 feet of school property*. If you SEE a student using or distributing an illegal substance, you must make a written report to the principal. The principal must then report the information to a law enforcement officer. School counselors are exempted due to confidentiality laws. Failure to report is a Class A misdemeanor. (This comes from an ISTA publication.)

EMERGENCY PROCEDURES

All staff members should familiarize themselves with the procedures for severe weather, fire, and other emergency situations. It is the responsibility of the person in charge to keep students as safe as possible. Please practice fire and tornado drills with your students during the first week of school. Be sure to know both your regular and secondary exits.



EQUAL ACCESS TO EDUCATIONAL OPPORTUNITY

The Board of School Trustees declares it to be the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the corporation, or social or economic background, to learn through the curriculum offered in this corporation.

EVALUATION OF STAFF MEMBERS

All PES staff members will be evaluated according to the policies and procedures of Whitko Community Schools. Evaluation procedures and guidelines have been mutually developed by teachers and administrators for the Whitko Community School Corporation. Please see the evaluation document for details.

FACULTY/STAFF SIGN OUT

All faculty members must sign out when leaving the building during regular school hours. (This includes lunch in case we need to contact you in an emergency situation.) The SIGN-OUT book is in the front office. Please sign out when you leave and in as soon as you return. Any time a teacher must be gone from the school during the school day for personal reasons, the teacher must have approval from the principal.

FIELD TRIPS

1. All field trip requests must be pre-approved by the School Board. (A request is needed whenever you take students off school property, even to go across the road to the park.) Therefore, **all**



field trip requests must be submitted to the principal by the first Friday of the month so that the Board can take action on the request on the third Monday of the month when they meet. When planning field trips, please be sure they are aligned with state academic standards. Field trips provide valuable experiences for our students, but our instructional time is too precious to use on trips that do not help us meet the state standards.

2. Since all field trips are considered part of the curriculum and help our students to meet state standards, no child should be kept back from a field trip as a consequence for poor behavior. There are exceptions from this rule. Final decisions will be made by the principal.
3. The field trip evaluation form (on the back of the field trip request) should be filled out and turned in upon your return from your trip.
4. Field trips (all of the following requirements are per State Board of Accounts Auditors):
 - a. Money shall be collected (the cost is no longer factored into TBR).
 - b. Money shall be turned into the treasurer daily.
 - c. Form SA-8 shall be filled out & submitted to the treasurer at the time money is submitted to the treasurer.
 - d. Teachers are not to collect money & write personal checks for field trips. If field trip destinations are requiring one lump-sum payment, please notify office staff.
 - e. Parent/guardian chaperones are to pay for their own admission, etc. directly with the outside agency (PES staff do not collect money from parents). If the trip is to have school-made sack lunches, and the parent/guardian chaperone desires a school-made sack lunch, teachers shall notify the lunch clerk to deduct the cost from the student's lunch account.
5. Classroom teachers are responsible for notifying the kitchen (if gone over lunch), related arts teachers, Title I personnel, special services personnel, and the office.
6. Teachers should have field trip permission forms on file for each student. These should go with the class on the trip. Please notify parents before each trip.
7. Teachers should be prompt in leaving school and in returning according to the time indicated on the field trip request form.
8. Do not block the back door of the bus with coolers or other items taken on the field trip. This must be kept clear for emergency exit.
9. If a student is not going on a field trip due to extenuating circumstances, it is the responsibility of the classroom teacher to make arrangements for another teacher to supervise and have appropriate and meaningful work to be completed.
10. Please take emergency contact information and emergency treatment

- consent for each student with you on the field trip.
11. Please schedule field trips before May if possible. It is often impossible to get bus drivers in May, and we don't want to disappoint the students. It is always a good idea to check with Shana Carber about transportation availability. Assistants should not be required to pay entrance fee, etc. on field trips.
 12. If for some reason a field trip must be canceled (weather for example) it does not have to be re-approved by the School Board, **HOWEVER**, you must have the buses rescheduled. Please notify Transportation if you cancel your field trip.
 13. Any school delay causes a field trip to be canceled. (The Director of Operations will make exceptions during fog delays in the late spring. Contact him about this.)
 11. The Transportation Office will handle all of the field trip transportation arrangements.
 12. Parent/Guardian chaperones must arrange their own transportation to & from the field trip destinations.
 13. By September 15, please give the office a tentative list of field trips and the month you expect to take them for the entire year. Place the dates on the electronic calendar.
 14. Staff should not take their **own** children on a field trip. Parent chaperones should not take other children on a field trip.
 15. Please give the receptionist a copy of all field trip handouts. This will enable her to answer questions when parents call.

FINANCIAL PROCEDURES

The following instructions for receiving, disbursing and recording the extra-curricular activity fund money conform to the requirements of the State Board of Accounts. Modifications in these procedures may be made upon approval of the Principal or the Treasurer of the Extra-Curricular Accounts:

1. Extra-curricular money should be kept in the office at all times even though the sponsor is not ready to deposit the money. Money must never be kept in the classroom, in desks, or taken home, but should be kept under lock and key.
2. Our school's purchase order forms (properly signed by the principal) must be used prior to the ordering or purchasing of all materials. The school will not be responsible for bills or invoices for which it does not have a properly signed purchase order. Invoices must accompany purchase orders before payment can be made.
3. All checks are written by the treasurer and signed by both the treasurer and the principal. Either party may refuse to sign a check if there is any confusion.
4. All receipts and invoices for items purchased must be turned in to the treasurer before the bill can be paid.
5. By state board of accounts policy, when money is to be turned in to the treasurer an appropriately completed documentation form (Form SA-8) must accompany all money.
6. Reimbursement will not be made for professional development expenses without an approved professional development request. **YOUR PROFESSIONAL DEVELOPMENT REQUEST MUST BE TURNED IN BEFORE YOU ATTEND A CONFERENCE.**
7. Teachers should NOT ask parents to send in money for anything (other than classroom book orders) without special permission from the principal. We need to be respectful of our families' financial situations.



HOMEWORK

Homework is independent practice that builds skills and responsibility. Please be sure that the students understand how to complete their assignments. Be aware of the assignments given in various subjects so the students do not have excessive amounts of homework. (Elementary-aged children still need time to

play at home.) If homework is not being returned, please contact the parent immediately. Work together with the parent to come up with a plan for getting homework completed and helping the student be successful. Homework should **never** be used for punishment.

ID BADGES

All school employees will be issued ID badges. Employees are encouraged to wear their ID badges.

INTERRUPTIONS

All forms of interruptions, including public address systems and personnel interruptions shall be kept at a minimum.

KEY PROCEDURES

1. Each certified staff member will be issued a key fob for entrance to the building. Possessing your own building key fob is a privilege. Please respect it. Do not loan it to anyone else to use for building entrance. Always check the door after it has been shut to make sure that it latches. Also, please supervise your own children or others that accompany you into the school on weekends and times when other personnel are not here. Make sure that all pod doors and other doors that you have unlocked are locked when you leave.
2. Please do not prop exterior doors open and leave them unlocked when you are here in the building working after hours.
3. As a safety precaution all exterior doors will be locked during the school day. Do not prop them open! Remember that the person on recess duty must take his/her key fob outside with them.
4. Please do NOT let students borrow your key fob.
5. Please report a lost key fob immediately to Deb Thomas and/or Mike McClain.



LESSON PLANS

Lesson plan books will be available upon request. Periodically, the principal will be checking lesson plans. It is important that you plan your work one week ahead and record your plans. Plans should be lying out on your desk during the school day. Such planning not only enhances your teaching effectiveness, but also, is an invaluable aid to a substitute teacher.

LOCKERS

Please do not put tape on the lockers. Remind students that they are not to put locks on their lockers.

LUNCH FOR STAFF MEMBERS

All teachers will have a thirty minute duty-free lunchtime. Special lunches and salads may be offered by the cafeteria. Adult lunch prices are \$3.00 for the 2018-19 school year and lunches may not be charged. Teachers who plan on ordering a lunch or salad should do so before school. A clipboard will be kept in the mailroom. Teachers who are ordering mini-lunch or eating the full school lunch should pay the cafeteria clerk for their lunch ticket in advance. Hot water only will be provided for coffee, hot chocolate, tea, etc.

The cafeteria staff has made the following requests:

- Please do not send students for utensils. Teachers need to go down in person and sign out items.
- Please bring your own coffee cup. Cafeteria cups are not available for staff use.

MAILBOXES AND EMAIL

Mailboxes are provided in the mailroom for each employee. Please check your mailbox when you arrive in the morning, at lunch, and before you leave in the afternoon. Staff members are to keep mailboxes cleaned out. If you send students to the office with material to be put in the faculty mailboxes, have them leave the materials with the secretary. We will distribute the materials. Students should NOT be in the mailroom. Whenever possible, e-mail will be used for correspondence. Do not print emails except in very rare instances. **Please check your e-mail at the beginning of each day, at lunch, and before you leave in the afternoon.** They need your undivided attention. If you supervise an assistant, please be sure he/she has an opportunity to check email on a daily basis.



MATERIALS/SUPPLIES PROCEDURE

1. Whenever you receive new instructional materials or hardware, please add this to your classroom inventory sheet. These are kept in the office. All extra texts are stored in the classrooms or in specially assigned areas. Inform the office when a supply is low.
2. When passing out student texts, please record the number from each book and the condition of the book. Often this list will solve mysteries of lost books. Report to the office any books that do not surface after a reasonable time and any books that have been damaged. Please remember to keep track of books from the leveled reading library too.
3. Use of colored paper should be reserved for newsletters and projects where colored paper will add eye appeal. Daily student work should be run on **white paper**.
4. The cost of paper continues to increase. Please remember this when making copies.
5. If you are running 20+ copies, please use the Riso.
6. Teachers should use both sides of the paper and the booklet feature whenever possible and appropriate in order to save paper and copy machine costs.

MILEAGE

A teacher shall be paid mileage at the regular rate for mileage by the Board for other purposes, for each mile the teacher is required to travel in the course of daily employment with the Board, with “daily employment” being defined as beginning with the first building in which such teacher supervises students and ending with the last building in which such teacher supervises students. Such teacher shall file a regular claim(s) with the Board for mileage reimbursement.

NEWSLETTER AND OTHER INFORMATION SENT HOME

- The school newsletter will go home at the beginning of each month. Please send home a bi-weekly classroom newsletter (electronic or hard copy) in addition to the school newsletter so parents will know how they can support their child’s learning.
- Powerschool Gradebook needs to be updated weekly.
- Homework needs to be communicated on a daily basis, including access to the needed documents through the corporation’s Learning Management Systems.
- If you have an article for the school newsletter, please e-mail it to the principal by the 20th of the month. Articles from teachers are encouraged and welcomed!

Do not send home any information from organizations outside of Pierceton Elementary School unless you have received an email from Deb or Mike McClain saying it has been approved by the superintendent to send home.

OFFICE PROCEDURES/INFORMATION

- Please be considerate of the secretaries. Please do not use the secretaries as your personal secretaries. Do not ask them for personal typing favors or any jobs that are for classroom instruction. If you have questions about this procedure, please contact the principal.
- Student records are not to be removed from the office unless they are signed out. Please do not leave student records in an unsupervised location. No files may leave the building, and all files must be returned to the office by the end of the school day.
- You must sign the access sheet inside the cumulative record file for any student records that you open.
- Any handouts given to the entire student body should be approved by the principal and a copy should be given to the receptionist.
- Please give the office and the principal a copy of all pertinent information sent home with students, such as classroom newsletters, notes about special events, etc. This in answering questions from parents who call in during the day.

PARKING PROCEDURES

Staff parking is available on the north or east side of the building during school hours.



PARTIES

All snacks at classroom parties must come prepackaged. Homemade items cannot be distributed.

PTO MEETINGS

PTO meetings are generally held on the first Wednesday of the month. The dates and times are marked on the school calendar. All staff members are welcome and encouraged to attend these meetings.

PROFESSIONAL DEVELOPMENT

If you attend a professional development meeting or workshop, you will be asked to provide a short in-service on your experience. All professional development requests must be approved in advance of the workshop. **Forms must be turned in at least two weeks in advance.** The professional development form should be completed within one week of your return from your experience.

PUBLIC RELATIONS

We want to continue to publicize the good things we do at PES. The use of social media such as Twitter for sharing pictures from the classroom is encouraged. Teachers are encouraged to send pictures of classroom and school events to the school technology coordinator for sharing via the school's Facebook page. Local media coverage should be coordinated with the front office.

REPORT CARDS/PROGRESS REPORTS

Student report cards will be issued within five school days of the end of the quarter. Exact dates will be determined by the principal. Do not allow midterm reports or report cards to be an unpleasant surprise to parents. Please communicate concerns with parents in writing or by phone. Please document all communication. Every child should receive a numerical rating according to the scale on the report card. This includes special education students. The numbers indicate where the student is in relationship to mastering the standard (not a percentage reached), so they are appropriate for all students.



All students being considered for retention must be discussed during a POD (Pouring Over Data) meeting before spring break, and a parent conference must

be held no later than the spring parent/teacher conference date. Copies of the signed forms should be filed in the student's cumulative folder.

ROOM APPEARANCE

1. Please maintain a safe and attractive room environment. Please keep hallways free from excess storage items, boxes, etc. These items create fire hazards. It is imperative that classrooms remain neat and orderly. Model appropriate organization practices. Please take time each day to imagine what your classroom would look like to a visitor or a substitute teacher.
2. Please attempt to keep counters in some form of organization.
3. Please do not put masking tape, duct tape, or other types of tape onto the carpet or painted walls. Even when the tape is removed the sticky backing will cause dirt to stick to the carpet, causing a problem with cleaning.
4. Please do not put tape, glue or other items on the windows. These harden and cause custodial problems and unsightly messes when the sticky backing hardens in the sun.
5. Nothing flammable can be hung within 35" of the lights. This is a violation of fire code.
6. Any upholstered furniture, curtains, etc. must be treated with fire retardant spray that can be procured from the custodians. It is the teacher's responsibility to do this and to keep the official record of this treatment in your safety packet. The fire inspector may ask to see this documentation when he visits.
7. No extension cords should be used unless they are furnished and approved by the custodial staff.
8. Please have your students empty the trash each evening before dismissal.
9. Please have your students pick up all visible paper, even small pieces, from the floor prior to dismissal.
10. Please stack all student chairs and/or put them on top of the desk so that custodians can run the sweepers each evening.
11. Please notify the custodians of any spills involving sugar, food coloring, milk, or other stains that might damage the carpets.
12. Please instill pride in all of your students for their classroom appearance. This pride will carry over into other aspects of our school such as pride in the restroom facilities (less vandalism) and pride in common areas of the school that we all share.



SCHOOL BOARD POLICY MANUAL/ADMINISTRATIVE RULES AND PROCEDURES

A copy of the school board policy manual and the administrative rules and procedures is available on the district website or at <http://www.neola.com/whitko-in/> . Please refer to this if you have any questions. All board policies and administrative guidelines are expected to be followed.

SCHOOL CLOSING OR DELAYS

When weather conditions make it necessary to delay the start of the school day or cancel school for the day, school officials will post this information on the school website and notify the following radio stations:

WOWO Radio	1190	AM
WMEE Radio	97.3	AM
WRSW Radio	107	FM and 1480 AM
WAJI Radio	95.1	FM
WBTU Radio	93.3	FM
WAWC Radio	103.5	FM
WBCL Radio	90.3	FM
WLZQ Radio	101.1	FM

and the following TV stations:

WPTA	TV 21
WKJG	TV 33
WNDU	TV 16

You can also get phone calls from the corporation through the program “School Messenger.” When there is a delay or cancelation, you will get an automated phone call letting you know.

SCHOOL DAY

The times for the PES day are as follows:

7:35	Teacher day begins*
7:45	Doors open for breakfast
7:55	Busses arrive, students enter and go to classrooms or breakfast
8:05	Classes start - tardy bell
2:55	Dismissal Preparation bell rings
3:00	Dismissal – Students exit building
3:05	Buses leave
3:20	Teacher day ends*



SCHOOL SAFETY

School safety is everyone's responsibility. Please be aware of safety procedures and have the safety packet complete and by the classroom door. Hold a class meeting shortly after each monthly drill. At your class meeting, please discuss these safety issues:

- Fire safety procedures
- Severe weather safety procedures
- Bus safety procedures
- Intruder safety procedures
- Playground safety procedures
- Body safety procedures

SIGN IN/OUT

With the approval of the respective building principal, a teacher may be excused, without the use of any leaves available to the teacher hereinabove and without loss of pay, for a justifiable reason during the time or portion thereof when the teacher does not have assigned duties.

In the event a teacher works part or a half day, administration may approve no deduction for partial periods worked such as a teacher becomes ill near the end of the day and a colleague covering for them or for a teacher trying to make it through a day but is unable.

SMOKING

All Whitko buildings and grounds are designated as TOBACCO-FREE areas. No one is permitted to use tobacco products on the premises.



SOCIAL FUND

Each staff member is asked to contribute to the school social fund. The social committee has developed guidelines as to how this money will be used. This is a way we can show support for our fellow staff members in times of great sadness, illness, or joy.

STAFF MEETINGS

Staff meetings will be held after school once a month or otherwise rescheduled. They will be held in the learning commons. All staff members are invited to attend these meetings. If you have items to be discussed, please add them to the agenda as directed on the agenda.

STAFF NEWSLETTER

All staff members will receive a staff newsletter via email. The newsletter will list important information that you need to know as well as upcoming events for the next week. If you have any announcements that you would like to have included, please email the principal. **Be sure to read your newsletters thoroughly** and be familiar with the information they contain.

STUDENT ADDRESS/PHONE NUMBER CHANGES

If a parent gives you a phone number or address change, please record that information for your use and also report it to the office.



STUDENT HANDBOOK

Each student will receive a handbook containing and school policies. This handbook is written for the parent and student to read together. Please ask the students to read it with their parents. Please review the handbook with your class during the first week of school.

STUDENT SUPERVISION

Once students arrive at school they become our responsibility, and we are liable for their supervision and safety. Please help assure this safety as much as possible by:

- Being in your room or at your door when students begin to enter the building at 7:55,
- Being present at your additional before- or after-school duty per the additional duties roster.
- Being in your classroom whenever students are present,
- Issuing students passes if they are to report to your classroom at recess,
- “Handing off” your class to the next adult who is responsible for them,
- Keep your class with you until the 3:00 bell rings,
- Accompanying your class to and from other locations in the building, and
- Meeting your students at the door at the end of their recess time.

Students enjoy being greeted with their name and a smile in the morning. You can be a great start to their school day!

If you need to leave your classroom in an emergency situation (restroom), please inform a teacher in a classroom close to yours and ask her/him to please watch your children for a few minutes.

STUDENT WITHDRAWAL

When a student moves, please bring copies of their current report card and any additional academic records (such as an MTSS plan) to the office so complete records may be sent to their new school and complete the “Report of Students Transferring To/From Another School” form. Also make sure the receptionist has a list of any school books or library books that need to be returned. Do not send workbooks home with students who move. They are given a refund. Please use the remainder of the workbook for the next new student.

SUPPLIES

Each grade level will be given an amount of money each year (pending funding) to purchase items need for their classroom. Once you spend this money, other items that need to be purchased are up to the teacher to find funding for. Teachers applying for grants start by filling out [this form](#).

TELEPHONE CALLS

All telephone calls during class time will be sent directly to voicemail unless it is an emergency. This will help protect the instructional time of our students.

In case of an emergency, call x5000

Please charge all personal long distance calls to your home phone, use your cell phone, or use a calling card.

Students are not to use the phone in your room unless under the guidance of an adult.

TIME OUT GUIDELINES

- Students may be placed in buddy classrooms for short periods of time (a maximum of 15 minutes) to help them regain control of their behavior and emotions. There should be a paper trail so that we know how many days a student has been in a buddy classroom during the school year.
- The classroom teacher will make sure that the student has ample work to complete during his/her time in the buddy classroom.
- Students may only be put in in-school suspension by the principal. If you need to have a student removed from your classroom for longer than the 15-minute time-out, please contact the principal via phone call or email.
- The classroom teacher will check on any of their students in in-school suspension at lunch time to make sure they are completing work and are acting appropriately. Please deliver the student’s lunch to the front office.

USE OF SCHOOL FACILITIES

The Association shall be entitled to the use of school buildings for Association meetings, except that such buildings shall not be used by any member of said Association during any teacher's strike, walkout or work stoppage. The Whitko Classroom Teachers Association may use the individual teacher mailboxes including email to distribute Association materials within a school building, and a copy of such materials, if requested, shall be provided the building principal and the superintendent by the Association. The Association may provide a bulletin board for use of Association business in each building. Bulletin Board size, style, installation, and location shall receive approval of the building principal. Announcements of meetings of the Association may be submitted to the building principal for inclusion with regular announcements; such requests are subject to the established procedures for announcement by each building principal.

VISITORS

We invite parents to visit the school and classes at any time. A 24-hour notice is appreciated. When we have adult visitors, please help make them feel welcome. Please greet them when you meet them in the halls and ask if you may assist them. If they visit your classes, please continue your regular class activity unless circumstances dictate otherwise.

All visitors must have a visitor pass if they are in the building. This pass will be issued from the main office. Faculty and staff members are asked to be aware of visitors and check to make sure they have a badge. The badge must be visibly displayed. If a visitor does not visibly display a badge, please escort them to the office to get one. If the guest refuses, please contact the office.

Please do not allow children to bring friends and/or a relative to spend the day. It would be appropriate to suggest that the guest might want to join them at lunch time.

Staff members are asked not to bring their own children or young relatives to school during class time. This will protect instructional time for our students.

WALKER DUTY GUIDELINES

1. Line up in the north atrium area with car pick-up students.
2. Be seated in single file.
3. Children may talk quietly.
4. Walk outside in single file staying on the sidewalk.
5. Do not walk on the grass.
6. No running.
7. Remind children to look carefully before crossing the street.

WHITKO PUBLIC NOTIFICATION STATEMENT

It is the policy of the Whitko Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), Title IX (Educational Amendments 1972), the Equal Pay Act of 1973, and Section 504 (Federal Rehabilitation Act of 1973).

Inquiries regarding compliance with Title IX may be directed to the Superintendent, Whitko Community School Corporation, P.O. Box 114, Pierceton, IN – Telephone (574) 594-2658; Inquires regarding compliance with Section 504 may be directed to the Director of Special Services, Administration Center, P.O. Box 114, Pierceton, IN – Telephone (574) 594-2658.

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the Superintendent who acts as the Corporation's Civil Rights Coordinator.

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 401 South State Street, Room 700, Chicago, Illinois 60605-1202.

Procedure

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Corporation's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the corporation's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the School Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the School Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois, 60605-1202

Inquiries concerning the nondiscriminatory policy may also be directed to
Director, Office for Civil Rights, Department of Education, Washington, D.C.
20201

HAVE A WONDERFUL SCHOOL YEAR!

