

WHITKO HIGH SCHOOL

2017-2018 FACULTY AND STAFF HANDBOOK

“Rising to the Challenge”



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| W | We believe everyone can learn. |
| H | High expectations result in high personal achievement. |
| I | Instruction must align with research and standards. |
| T | Together we provide a safe, respectful environment. |
| K | Knowledge and students are central to our decision making. |
| O | Opportunities surround us. |

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ACCIDENTS AND INJURIES

Injured students should be sent/escorted/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, the administration should be called immediately. Accident reports will be provided so that records may be kept; please complete an accident report for all student injuries as they may be of extreme value in case of later insurance claims or lawsuits. Accident reports should be sent to the clinic or main office.

ABSENCE REQUIRING A SUBSTITUTE

All absences should be reported in [WillSub](#), even those that do not require a substitute. Be certain that adequate lesson plans are left for your substitute in your room, in your mailbox, or in the office. Teachers should be sure to keep seating charts updated so that the substitute can take accurate attendance.

ANNOUNCEMENTS

Announcements should be submitted to the appropriate persons in a timely manner and should be signed by a faculty member or the administration before submitting. On most days, announcements will be read and/or aired at the beginning of fifth period (some exceptions may occur). Beginning of the day announcements will be read at 8:00 a.m. and end of day announcements will be read at approximately 3:00 p.m.

ATTENDANCE PROCEDURES

Attendance should be recorded and submitted by the teacher through PowerSchool at the beginning of each class period. Students must have an excuse from the office to be dismissed during the day. Students arriving late to a class should be counted as tardy unless they have a pass from the office or another teacher. If the pass is being issued by another teacher, that teacher should pre-arrange the student's tardiness with that student's teacher at the time of the tardy. Students who arrive late with no pass should be counted as tardy.

Teachers are to keep track of individual student tardies:

- 1st and 2nd Tardies: inform student of tardy.
- 3rd Tardy: teacher assigns a 1-hour detention (3:10-4:10 p.m.) | meet with student to discuss, write referral, assign detention.
- 4th Tardy: teacher assigns a 2-hour detention (3:10-5:10 p.m.) | meet with student to discuss, write referral, assign detention.
- 5th Tardy: write referral and submit it to administration; Administration meets with student and assigns Saturday School (8:00am-12:00pm)
- 6th Unexcused Tardy: Determined by the administration | meet with student to discuss, write referral, send to Assistant Principal.

BOMB THREATS

If a bomb threat is received and if it is necessary to evacuate the building, we will use the fire alarm signal (steady ringing alarm) and/or PA system. Please evacuate the building and wait for further instructions. Most likely the gym area will be searched immediately and then students will be escorted to this area until the remainder of the building can be checked. During a bomb threat evacuation, please attempt to scan your classroom/hallway area for any type of package or box that is not known to you as you escort your students out of the building. If such an item is found, contact the office immediately. Do Not Try To Examine The Contents Of The Package.

BULLETIN BOARDS

All classrooms have bulletin boards; teachers are encouraged to use this space in such a manner that that positively contributes to the educational goals of their rooms. Both teacher and student planned bulletin boards are encouraged.

CATS PRIDE

Our CATS Pride program is intended to promote and enhance the values, ideals, and principles that we believe are important in being a great school. CATS Pride is an opportunity for each teacher to meet with a small group of students in an informal environment – a main focus of CATS Pride should be on building rapport and positive relationships with students.

The four tenets of CATS Pride are:

Collaboration/Communication
Accountability
Team-Building
School involvement / School pride

CALENDAR OF EVENTS

A weekly planner / calendar of events will be emailed to teachers. Please post appropriate information on the master calendar no later than the Thursday before the week which you would like your information to be announced (the master calendar located in main office – see Mrs. Bishop). Teachers and sponsors should post major events as early in the school year as possible as to avoid potential conflicts.

CELL PHONES / ELECTRONIC DEVICES

For information pertaining to our student cell phone/electronic devices policy, please refer to the most recent version of our WHS Student Handbook.

Teachers are permitted (and in some instances encouraged) to allow the use of cell phone/electronic devices in their classrooms provided that it is done in such a manner that that positively contributes to the educational goals of their rooms.

Teachers should be diligent and consistent in dealing with cell phone/electronic devices violations.

NOTE: Teachers should not take cell phone calls or have their cell phone on during class time.

CHEATING POLICY

From student handbook:

Unless given permission to work collaboratively, students are to do their own work. If a student chooses to cheat/attempts to cheat, plagiarize, or commit academic fraud (submitting another's work as their own) the teacher will make a copy of the student's work which will be kept on file. Parents will be notified and a conference may be requested.

The following disciplinary action will be taken:

First Offense of the semester: The student will receive a zero (0) on the work involved.

Second Offense of the semester: The student will receive a W/F (withdraw/fail) for the semester for that class.

The above will apply to the student doing the cheating and also any student allowing cheating to take place.

Referrals for cheating and/or academic fraud may be taken into consideration when a student applies to organizations such as National Honors Society; additionally, cheating violations and/or academic fraud may result in a student's removal from any such organization.

Teachers should be diligent in their efforts to proactively assist and mentor students when it comes to cheating (i.e. communication: what cheating is and/is not, when “collaboration” is acceptable and when it is not, what plagiarism is and is not, etc... | supervision: effectively circulating/monitoring during work time so that students are discouraged from cheating, etc...) Teachers should also be consistent in reacting to student cheating: collect evidence, discuss situations with students, written documentation (referral), parent communication, etc...

CLASSROOM / BUILDING SECURITY

When leaving your room at the end of the day:

1. Close windows and adjust draperies.
2. Turn off lights.
3. Lock door.

Frequently it is necessary for a teacher to have a group of students in the building in the evening. Please make every effort to keep your group confined to the room or area in which you are working. Students should not be permitted to roam the halls. When leaving the room or area make certain that windows are closed, lights are turned off and your room is locked. When leaving the building be certain that the outside door is locked, since some door closers drag and do not automatically lock the door when shut.

CLASSROOM CARE

Each teacher is responsible for their room's condition. Each day please check your room for:

1. Writing on desks.
2. Defacing of walls.
3. Unusual amounts of paper in a particular area.

CLASSROOM MANAGEMENT PLAN

Each teacher should have an established classroom management plan; plans should be prepared prior to the start of school and be available upon request. Classroom management plans should include: grading policies for each course taught, behavior expectations, and information pertaining to potential disciplinary consequences. Classroom management plans should align with school goals, school vision and mission, and overall school core values.

CLASSROOM VISITATION

The principal and assistant principal will visit classrooms on occasion for both formal and informal observations and walk-throughs. Teachers should feel free (and are encouraged) to invite other members of the professional staff to observe when applicable.

COMPUTER USE

Staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature

Staff members shall not access social media for personal use on the Corporation's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the principal's approval of that plan in advance.

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

CONFIDENTIALLY

By nature of our work, teachers will have access to a myriad of confidential information; this information must be kept confidential. Please do not allow students access to your computer or students records unless you will be supervising them closely.

CURRICULUM

Teachers must follow Indiana State Standards as outlined by the state Board of Education (IDOE).

CUSTODIAL SERVICE

If custodial services are desired, please fill out a "Custodial Work Request" form and submit to the principal. If you have a complaint about the custodial work, please handle this through the principal as well. In cases needing immediate attention, please call the main office.

DANCES

The advisors of the sponsoring organization are responsible for making certain rules and regulations for dances are properly communicated and administered. All dates for school activities must be cleared through the Principal's office.

Dance Regulations

1. Since they are school sponsored events, all rules and regulations of the Whitko High School student handbook will be in effect at dances (dress code exceptions may occur).
2. No student below 9th grade will be admitted to the dance.
3. No student may leave the building after being admitted to the dance until they are ready to leave permanently.
4. Only students of Whitko High School will be admitted to the dance unless cleared with sponsors in advance.
5. Each club or organization sponsoring a dance must provide at least three chaperones. (Administrators are not included in this number.) At least one of these chaperones should be a female.
6. Each club or organization that sponsors a dance is responsible for paying a security officer. Arrangements will be made by the principal or assistant principal.
7. Dances should conclude by 11:15 p.m., unless approved by principal or assistant principal.

DISCIPLINE

All personnel of Whitko High School (administrators, teachers, secretaries, aides, custodians, bus drivers, etc.) have a responsibility in maintaining high behavioral expectations and proper student discipline. First and foremost, teachers and staff members are to lead by example when it comes to safety, appropriateness, respect, and behavioral expectations. Students are to respect and obey the authority of these people at all times, teachers and staff members are to lead by example at all times.

Maintaining a positive educational environment and student control is a basic responsibility of the teacher. If you need to remove a student from your classroom, write a specific explanation on a disciplinary referral form and send the student to the assistant principal's office. While administrators are available to help teachers/staff members with student discipline problems, it strengthens your position to handle them yourself whenever possible. You are expected to take charge of the classroom environment and handle your problems, but you are also encouraged to ask for advice and assistance when needed.

Teachers cannot permanently remove a student from a course. If a student discipline issue gets to the point where permanent removal becomes a legitimate consequence, a student-teacher-parent-administrator conference must be held.

DISMISSAL OF CLASSES

Students are not automatically dismissed by the bell. It is expected that teachers and students work from bell-to-bell on a daily basis; teachers may keep students beyond the dismissal bell if and when necessary. As a matter of professional courtesy, please inform the office (and other staff members via email) immediately if you keep your students beyond a few minutes.

DRESS

Teachers are to dress in a professional manner. Jeans and/or other casual clothes are not to be worn without administrative approval (examples of casual clothes would include: sweats, sweatshirts, t-shirts, shorts, flip-flops, etc...) Dress should be modest and appropriate in nature and should not be disruptive the educational and/or professional environment. Teacher dress may vary based on teaching duties (example: welding teacher permitted to wear jeans on a daily basis, P.E. teacher permitted to wear shorts while teaching P.E.) and/or in accordance with administrative policy (example: casual Fridays).

DUPLICATING EQUIPMENT

Copy machines are located in the teachers' work room and in the media center. If in doubt about the operation of duplicating equipment, please ask for assistance from the office personnel as the proper use of these machines benefits everyone. Teachers should plan in advance and students should not be sent from class to make copies. If students are sent to the work room or media center, they should have a signed pass and should be reminded to see an adult in the office or media center for permission before using the copy machines.

E-LEARNING

We recognize the need to provide students with an opportunity to participate in an alternative means of instruction when the traditional school day is compromised due to inclement weather or an unforeseen circumstance. E-Learning is an educational option and learning experience that is designed to extend, enhance, supplement and serve as an alternative to classroom instruction.

Our Model

The model Whitko Community Schools has selected would NOT be on the same day as the event. School would not be in session that day. Instead, a later date would be set, most likely a Saturday two or three weeks later, as our "make-up date." No one attends school on the make-up date. Teachers will share their E-Learning lessons with their class. Students will be given 5 days to complete this lesson outside of the typical school day and turn in any work. Each building would allow access after school either Thursday/Friday, or Monday/Tuesday to make tutoring and internet accessible to all students.

Academic work completion/submission and attendance

All work should be completed and turned in to teachers five (5) days after the E-Learning day. If work is not turned in at the end of the fifth day, the student will receive an unexcused absence for the class periods in which the work is missing.

Procedure for extra-curricular activities, including athletic practices

Our typical E-Learning days should not impact these activities. On E-Learning days there can be athletic practices between 8:00 A.M. and 3:30 P.M. Practices and events after 3:30 P.M. will operate as normal.

E-MAIL

E-mail should be used for the majority of written correspondence. Teachers should check their e-mail at least 2-3 times per day and always prior to leaving school in the afternoon. E-mail should be used primarily for school related business; if using Whitko E-mail for personal business, please use professional discretion

in regards to content and frequency of use. E-mail should rarely be used during school hours for personal business and should never be used to send or receive questionable or inappropriately material. Faculty/staff should not assume any element of privacy when it comes to the use of school e-mail.

E-mail should be checked at least once per week during the summer.

EVALUATION OF STAFF

The principal and the assistant principal will conduct evaluations for all teachers; all teachers will be evaluated each year.

For more information regarding evaluations please see the Whitko Evaluation Handbook

FACULTY SIGN OUT

All faculty members must sign out when leaving the building during regular school hours; a “sign out” book is in the front office. When leaving during a preparation period, approval from the administration must be secured. Those teachers that need to leave the building frequently in order to carry out school business should discuss this with the principal. Any time a teacher must be gone from the school for personal reasons, the teachers must have approval from the administration.

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 of a half day, administrative may approve no deduction for partial periods worked such as a teacher becoming 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.

FACULTY SPONSORED ACTIVITIES

ALL activities conducted at Whitko High School are to be under the supervision of a faculty member or advisor. Students are not permitted to work on school related projects or take part in an activity at any time without a faculty member in charge and present. Sponsors should be the last person to leave the building after an activity.

FIELD TRIPS

All field trips must be approved by the school board; 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 during its monthly meeting (typically held on the third Monday of each month). All field trips must contribute to and/or enhance the educational experience of WHS student in a positive capacity. Instructional objectives must be presented (in writing, by the sponsoring teacher) to the building principal for approval before being submitted to the school board.

An alphabetized list (last name/first name) must be given to administration, the attendance secretary, and all teachers at least one week prior to the trip. During all field trips, sponsors should carry with them a list of students to ensure that all students are present and accounted for prior returning to the school. Students must have a parental permission form on file before leaving on any field trip; planned absence forms must be completed by students prior to the day of the trip; planned absence forms require signatures from filed trip participants teachers giving them permission to be absent from class. Administration and/or another teacher may deny individual students permission to go on the trip due to excessive absences, poor grades, or disciplinary considerations. Most trips should be within the limits of our local community. The local community is defined as an area in which the total distance for any trip will permit students to leave after buses arrive at school in the morning and return before school is dismissed in the afternoon. Trips within the immediate community still must be approved by the principal. Pay for field trip bus drivers shall be paid by the club or organization (through Central Office). The use of student driven cars is strictly

prohibited. The Whitko High School dress code applies to students attending field trips; students may be denied field trip privileges if the WHS dress code is violated.

Emergency medical forms must be signed by the parent/guardian for any field trip requiring an overnight stay – these emergency medical forms must be kept by the accompanying sponsor or supervisor (emergency medical forms are available in the front office). An Emergency Medical Form giving parent permission for treatment of a sick or injured student should be carried by the accompanying sponsor or supervisor for any trip beyond a fifty (50) mile radius of Whitko High School.

Overnight field trips require a detailed itinerary be provided to the main office before departure. The itinerary must include: destination(s), itinerary/time line of events and locations, and emergency contact information, including 24 hour phone contact.

It may be necessary to charge students for field trips due to rising transportation costs. It would be the field trip sponsor's responsibility to collect these fees.

Field trips should not be planned for the last two weeks of each semester and/or during ECA testing windows.

FINANCIAL PROCEDURES

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

1. The extra-curricular treasurer will provide an envelope and deposit form to use when depositing money.
2. The organization treasurer or sponsor will turn in all money personally to the extra-curricular treasurer. DO NOT turn in money via the extra-curricular treasurer's mailbox.
3. Extra-curricular money should be kept in the school safe at all times even though the sponsor may not ready to deposit the money. Money must never be kept in the classroom, in desks, or taken home; money should be kept under lock and key at all times.
4. Each organization treasurer or sponsor must check with the extra-curricular treasurer to make sure there are sufficient funds to cover the amount of a purchase.
5. Our school's Purchase Order forms, properly signed by the activity's sponsor, must be used prior to the ordering or purchasing of all materials/goods/products. 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.
6. Any Purchase Order concerning athletics must be signed by the Athletic Director.
7. All checks are written by the extra-curricular treasurer and signed by both the treasurer and the principal; either party may refuse to sign a check if there is any confusion.
8. It must be understood that the high school does not have an open charge account anywhere. No individual has permission to charge anything to the Whitko High School. It takes very little time to get and properly fill out a Purchase Order approved.
9. All receipts and invoices for items purchased must be turned in to the treasurer before the bill can be paid.

FIRE AND TORNADO INFORMATION

Fire and tornado drills will be held regularly during the school year. Drill instructions are posted in each classroom. Teachers may/will be asked to take attendance and account for their students during emergency drills.

FUND RAISERS

While our community is typically supportive in assisting us financially, fund raisers should be kept to a minimum. The faculty member responsible for a proposed fund raiser must complete and submit a

"Fundraiser Form" to the principal (or athletic director for sports related fund raisers) for approval prior to beginning any fundraising activity.

GRADING PROCEDURES

All teachers will record grades by computer via PowerSchool (hardcopy grade books will be provided upon request). At minimum, teachers should record/update student grades on a weekly basis. Textbook numbers, homework grades, quiz grades, test grades, recitation grades, and final exam grades should be recorded.

It is recommended that teachers show a worst-case scenario when it comes to student grades (marking incomplete and/or missing assignments as zeros) throughout the course of each semester as opposed to leaving missing grades blank then changing missing grades to zeros near the end of a semester. It is expected that teachers will take the responsibility of communicating poor/failing grades to both students and parents beyond simply uploading student scores to PowerSchool. Student should rarely fail a class without having been contacted by a teacher in some capacity (phone call, letter, email, etc...) Teachers should document all student/parent communication in regards to poor/failing grades.

At the end of the school year, records will be housed in the high school office for future reference. Complete and accurate records protect the teacher and the school when any questions arise.

Within the first week of the first semester (and second semester if new courses are being taught), each teacher must present, to the principal, a copy of his/her grading procedures for each course he/she teaches.

Grade cards will be issued to students during lunch the Wednesday following the last day of the fall semester. Grades for the second semester will be available in the office one week after school ends. Unclaimed cards will be mailed to the home.

GRADING SCALE

A+	99%-100%	C+	77%-79%	F	0%-59%
A	93%-98%	C	73%-76%		
A-	90%-92%	C-	70%-72%		
B+	87%-89%	D+	67%-69%		
B	83%-86%	D	63%-66%		
B-	80%-82%	D-	60%-62%		

HOMEWORK POLICY

From student handbook:

It is our belief that for students to be successful, it is important that coursework be done inside and outside of the classroom; homework can and should be expected. Teachers should make homework relevant to the work done in class and homework should be practice to solidify, support, and accentuate in-class learning. Work should be meaningful and constructive. Teachers may utilize homework policies and/or disciplinary consequences if students do not complete homework. Student grades will reflect the completion of all work, including outside assignments.

INCLEMENT WEATHER

When weather conditions make it necessary to delay the start of the school day or cancel school for the day, school officials will notify radio stations WOWO (AM 1190), WMEE (FM 97.3), WRSW (AM 1480 & FM 107), WBTU (FM 93.3), and WBCL (FM 90.3). Also TV stations 15, 21, 33, and 16. Students and parents should listen to the radio for school delay/closing announcements. The school delay or closing will be announced as "Whitko Schools" or "Whitko Community Schools". In the event that schools are closed

due to inclement weather, all buildings will be closed to students for the remainder of that day. All activities including athletics, plays, school newspapers, etc., and practices for such activities, will also be canceled. Any exception must be approved by the Superintendent of Schools. It may be in the interest of the student to sign up for textcasting offered by Indiana News Center web site <http://my.textcaster.com/servepopup.aspx?Id=422>. Teachers and other staff members may utilize a phone chain to communicate delays and/or cancellations.

NOTE: Days missed due to inclement weather will be added to the end of the semester and/or made up as previously scheduled “make-up” days.

INTERRUPTIONS

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

KEYS | LOCKING DOORS

Each faculty member will be provided with keys to the appropriate door(s) to his/her teaching area(s). Teachers are expected to lock their rooms when at lunch, out of the room for an extended period of time, and at the end of each school day. Guard carefully against the loss of your keys. Do not let students borrow your keys! If you have keys in your possession that you no longer need or if you need additional keys please see the principal. In addition to locking your classroom door(s), please be certain to close all windows and push exterior doors shut as you leave the building at night and on weekends. Our building is equipped with an alarm system which may be engaged late at night, on weekends, and during vacation periods. Please do not leave exterior doors propped open at any time.

LESSON PLANS

As part of the WCS evaluation system, planning and preparation will be observed and evaluated. It is important that teachers plan their work ahead of time and maintain written lesson plans (lesson plan books will be made available upon request). Teachers should spend a considerable amount of time transforming their established curriculum into daily lesson plans; lesson plans must include/demonstrate:

1. Knowledge of content and pedagogy
2. Knowledge of students
3. Instructional outcomes
4. Knowledge of resources
5. Purposeful/planned coherent instruction
6. Purposeful/planned student assessments

The 4 Questions (should be an integral part of all lessons)

1. What do my students need to know? (instructional outcomes, planning/preparation, success criteria)
2. What will I do to make sure they know it? (instructional strategies, sticky ideas, feedback)
3. How will I know if they know it? (formative/summative assessment)
4. What will I do if they don't/do know it? (remediation/enrichment)

LOCKDOWNS

“Lights-On” lockdown: keep classroom lights on, lock all doors, and continue teaching. Do not allow students to leave your room/secured area until the “all clear” signal is given.

“Lights-Off” lockdown: turn classroom lights off, lock all doors, close window shades, and discontinue teaching, quickly move all students to an area of your classroom/secured area where they are not visible to someone outside of your classroom/secured area. Do not allow students to leave your room/secured area until the “all clear” signal is given.

“Perimeter” lockdown: all school business will go on as normal; no one will be permitted to leave the building until the “all clear” signal is given. Cadet teachers, PCI students, and any student who may not have a regularly scheduled class should report to the media center or study hall.

LUNCH

Adult lunch prices will be determined each year by the cafeteria staff. Teachers will have a 30 minute duty-free lunch each day. As we have a closed lunch period, students will not be allowed to leave the building during their assigned lunch time. All areas where classes are in session are off-limits to lunch students unless given permission and a written pass by a teacher. Please let someone in the main office know if you are leaving the building during your lunch.

MAILBOXES

A mailbox for each teacher and staff member will be provided in the teacher work room. Teachers should check mailboxes upon arrive in the morning, during their prep periods, and before leaving in the afternoon. If students are sent to the office with material to be put in the faculty mailboxes, please have them leave the materials with a secretary to distribute.

MAKEUP WORK

From student handbook:

Credit for make-up work shall be allowed. Make-up work shall be equivalent, but not necessarily identical, to the instruction presented in class. Students are to request make-up work and shall be given one calendar day for each missed day to complete the make-up work. Extended illness shall be handled on an individual basis. Homework assignment requests should be made by calling the school office by 10:00 a.m. Homework may be sent home with another student or picked up in the school office according to arrangements made. Homework will be secured when a student has been absent 2 or more days with a parent contact.

A reasonable amount of time should be allowed for makeup work to be completed. Should the student know in advance that he/she is to be absent, he/she should get the assignments and make other necessary arrangements with his/her teachers previous to the time of absence. Teachers are not required to provide make-up work for unexcused absences or trancies.

MEDIA CENTER SERVICES

The use of the media center depends largely upon the inspiration and guidance provided by the teacher. Even though the library is staffed with a well-trained aide, the teacher should give effective directions to students so that the library may be used to its best advantage. Do not leave students in the media center unattended, the teacher is the primary supervisor. Do not send students to the media center without a pass.

MILEAGE

A teacher shall be paid mileage at the regular rate for mileage paid 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.

NONDISCRIMINATION POLICY

Whitko High School is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origins including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you experience discrimination in such educational programs or activity, written inquiries about

procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Whitko Community Schools superintendent.

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, Indiana 46562-0114, Telephone (574) 594-2658 or (260) 327-3677. Inquiries regarding compliance with Section 504 may be directed to the Director of Special Services, Whitko Community School Corporation, 710 North State Road 5 – Suite B, Larwill, Indiana 46764, Telephone (574) 594-2658 or (260) 327-3677.

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

PARTIES

Teachers should not hold parties in their classrooms unless approved in advance by administration.

PASSES

Students traveling in the building during class time should to have a pass signed by the teacher granting permission as well as communicating information such as: date, time information, and destination. Students not having a pass may be instructed to return to the appropriate classroom.

PLANNING PERIODS

All teachers will be provided with a planning period in the master schedule. This is an unassigned period for the purpose of preparing future lessons, grading student work, collaborating/conferencing with students, parents, or administrators, etc... Planning periods are not free periods.

PROGRESS REPORTS

Progress reports will be given to the students at the mid-term during each grading period.

SCHOOL BOARD AGENDA ITEMS

Teachers are encouraged to communicate with our local school board – especially if you have information/are doing something that should be recognized, celebrated, or acknowledged by the board. Items that you would like to be included on the school board agenda must be given to the principal no later than the 1st Friday of the month. REMINDER: field trip requests must be approved by the board.

SCHOOL BOARD POLICY MANUAL / ADMINISTRATIVE RULES & PROCEDURESAll

Whitko Community Bylaws and Polices may be found online at <http://www.whitko.org/>

SCHOOL HOURS

Staff members will be given key card/fobs that will grant access to the building. Cards/fobs will be set so that different groups will have different levels of access to the building and at different times. See an administrator as to your particular access level.

SEMESTER EXAMINATIONS

Each instructor will give a comprehensive exam or final project. The school will set aside designated time for exams. In a case where two or more teachers teach the same course, they will determine together the content of the exam. In all cases, on the first day of each semester, ALL teachers WILL provide students with an explanation of how the instructor will determine students' grades. This means the students will know on the first day the percentages given for particular course work as well as a final exam if one is given.

SEMESTER GRADES

Point value for letter grades:

A+ = 12	B+ = 9	C+ = 6	D+ = 3	F = 0
A = 11	B = 8	C = 5	D = 2	I = 0
A- = 10	B- = 7	C- = 4	D- = 1	

*Note: Incomplete grades will be changed to a letter grade 10 days following the end of the semester. Any incomplete grades must be reported to the principal at time of issue.

(Weighted Grades)

In our continuing pursuit of academic excellence in the Whitko Community Schools, it is our desire to reward students taking "Honors" courses. Whitko High School will operate on a 12 point grading system which will be used to determine a student's Grade Point Average. Rank in class will be determined solely by Grade Point Average. "Honors" classes will be weighted. The rank in class is based upon the average

of all subjects attempted and weighted. All full time class members, with the exception of foreign exchange students, are included in the ranking which is revised after each semester.

For is a list of the courses included in the Weighted Grading Program see the WHS course description guide.

SMOKING/TOBACCO

Students are not permitted to smoke in the building or on the school grounds. The cooperation of the faculty is necessary to control the problems of smoking in the restrooms, etc. Faculty members should check restrooms periodically and bring any students caught smoking to the office. All buildings and grounds are designated as TOBACCO FREE areas. No one is permitted to use tobacco products on school premises.

SOCIAL MEDIA

Social media shall be defined as internet-based applications (such as Facebook, Instagram, Twitter, etc...) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the Corporation's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal. However, personal access and use of social media, blogs, or chat rooms from the Corporation's network is expressly prohibited and shall subject students to discipline in accordance with Board policy.

STAFF PARKING

Faculty and staff may park in any designated parking spaces. Please do not use the visitor or handicap spaces unless absolutely necessary. Do not park in the drives or on the grass.

STUDENT AIDES

Each teacher will be allowed one student aide. Student aides should be selected and assigned through the guidance department. Any special requests regarding student aides should be directed to the principal. Teachers may allowed a second aide if all other teacher aide requests are fulfilled.

STUDENT HANDBOOK

The WHS student handbook can be found online at <http://whs.whitko.org>. The student handbook is an excellent tool/resource for our students, please reinforce its use.

STUDENT LOCKERS

Students should keep valuables in their lockers and lockers locked at all times; students are not to share lockers – please discourage this habit. Organized student locker clean outs will be held on occasion.

STUDENT RECORDS

Individual cumulative record folders for all students are located in the Guidance Office. They may be used only in the office area; all information pertaining to student records is strictly confidential.

STUDENTS LEAVING SCHOOL GROUNDS

Students will not be permitted to leave the school grounds without permission from the office. This includes running errands for teachers. Teachers are not to excuse students from school at any time.

STUDENTS MISSING CLASS BUT YET IN THE BUILDING

Teachers will not request students from or send students late to another teacher's class during that teacher's class time unless it was previously arranged and mutually acceptable by both teachers. Students are not to be excused from class to go to another classroom to see a student or teacher concerning personal or school affairs. Students are not to be excused from class to work on extra-curricular activities. If at all possible, students are not to be dismissed from class to go to the restroom. If they are given restroom privileges, please write them a pass.

SUBSTITUTE TEACHERS

Each teacher will complete a "Substitute Teacher" information form at the beginning of each semester. This form will be included with your substitute folder to be used in your absence. Completed forms are to be returned to the office by the end of the first week in each semester. When absent, teachers are to leave detailed plans for their substitutes, including lesson plans, attendance rosters, seating charts, and emergency information. Please make substitute teachers feel welcome and assist them as needed.

SUPERVISION

All faculty and staff should consider themselves on supervision assignment at all times. Your cooperation in building supervision will eliminate many problems and assist greatly in maintaining the type of learning environment and school atmosphere we all desire. Any time you have a class or a group of students (during the regular school day or after school) students must be supervised. Do not leave your classroom unsupervised except in an emergency. Notify a teacher next to you if you have such an emergency occur.

Daily student supervision/control is the joint responsibility of all staff members and administration. Each teacher is responsible for supervising his classroom and the adjacent area during passing periods. You are to be in such a position that you can know what is happening both in your classroom and in the hallway during passing periods – this cannot be accomplished sitting behind a desk. We each have the responsibility of correcting improper behavior.

Please be alert to who is entering and leaving the building during passing time. If a visitor enters the building escort them to the office for approval to visit and sign-in if necessary.

Location specific supervision duties will be assigned to all teachers throughout the course of the school year (assigned weekly). Check the weekly activities schedule for your supervisory assignments. If you cannot cover your supervision duty it is your responsibility to find a replacement. All teachers are to be outside their classrooms by 7:50 a.m. (until the 8:00 a.m. bell) and after school from 3:05p.m. until approximately 3:10 p.m.

Before & After School Supervision

Commons

1. Supervise students
2. Try to prevent students from leaving a mess (drink cartons, pop cans, wrappers, etc.) on or under the tables.
3. Students should not sit on the tables.

Parking Lot

1. Watch student drivers.
2. Students should park immediately upon arriving.
3. Make sure students leave vehicles immediately and enter the building.
4. Report driving violations (reckless driving, etc...)
5. No student vehicles should be driving in front of school until buses have departed
6. Students should not go from the building to the parking lot unless they have a pass.

Lower "A" and Upper "A"

1. There are two teachers assigned on each level. Please position yourselves on opposite corners or you might want to walk around your area.
2. Please check the restrooms several times if assigned to Upper A.
3. Please make sure congregated students do not block the hallway.
4. Try to prevent students from littering the floor.

"D" Wing

1. Supervise students in the hallway.

2. Check restroom at the bottom of the ramp.

General Comments

1. Students should at no time be running, jumping on each other, etc.
2. Expect students to act like ladies and gentlemen.
3. Give verbal reprimands where appropriate. You might even make a written note for future reference.

TEACHER DAY

Definitive start and end times for teachers will be determined at the start of the school year and discussed at the first teacher meeting.

TEACHER MEETINGS

Teachers meetings will be held as needed and will be announced by the principal.

TEACHER WORK ROOM

This room is for faculty only – it is not to be used by students. Any exceptions to this should be with permission from office personnel.

Please assist in keeping the faculty work room clean by clearing unused paper, trash, etc. after using this area. Staplers, scissors, paper cutter, and other supplies should be left in the work room.

TELEPHONES

Classroom phones are not for student use. Phone calls will rarely be put through to teachers during instructional time (with the exception of emergency situations); most phone calls will be transferred to a teacher's/faculty member's voice mail. Any personal long distance calls should be charged to the teacher's credit card.

TEXTBOOKS

All rental textbooks and workbooks will be issued to the student by the teacher of the prescribed course. Textbook Rental sheets will be issued to the teacher – two sheets must be completed for each class. The teacher will retain a copy of the Textbook Rental sheet and the other copy should be given to the treasurer. Teachers are to keep detailed records when it comes to students and textbooks.

At the end of the school year, the teacher will supervise the collection of the textbooks. Any student who does not turn return an assigned textbook or has damaged a book will be charged for the cost of replacement or repair. This should be reported to the office.

USE OF SCHOOL FACILITIES

Under no circumstances are students to be instructed to be in the building or be allowed to be in the building after school hours unless a teacher/staff member is present. Do not plan a practice/meeting of any type unless you are going to be here to supervise them.

If you enter the building on a day when the custodians are off duty, please close and lock all doors behind you. Emphasis is placed on locking doors upon entering as well as when exiting the building. If you are in the building at any time on Saturdays or Sundays the above precautions should be taken. If you have students in the building at such times, it is suggested you allow them to enter and exit through only one door.

Teachers are asked to be sure that all room windows and doors in their rooms are locked each evening. Lights should be turned off and rooms chairs lined up.

Coaches and sponsors of various student organizations meeting after school hours, please check any doors that open to the outside. Sponsors who have students in after school hours are responsible to see that students leave the building after their practice session. Coaches, do not send athletes to the shower and leave.

Do not prop doors open at any time.

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, walk-out, 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

When we have adult visitors, please 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 classroom please continue your regular class activity unless circumstances dictate otherwise. Any non-student or non-school personnel must have a visitor pass if they are in the building. This pass will be issued from the main office. Above each exterior door is a sign indicating that visitors are to report to the main office upon entering the building. Faculty and staff members are asked to be aware of visitors and check to make sure they have a badge and/or pass. All visitors must report directly to the office before proceeding to any part of the campus of building. Parents and patrons are always welcome.

If you expect a classroom visitor (including salespersons), please notify the office. Do not arrange for or allow visitors who may be disruptive to the education process and/or your ability to teach. You will be notified upon the arrival of your guest(s) after they have signed in at the front office.

WITHDRAWALS

Students withdrawing from school are to obtain a withdrawal form from the guidance office. On this form each teacher whom the student has in class is to record the current grade and verify all books and materials have been returned. We will try to adhere to this procedure on every withdrawal, especially on withdrawals that result in transfers to other schools.

WORKING AT ATHLETIC EVENTS

We appreciate the effort of staff members that help to supervise our athletic events; assistance in working events is encouraged. A work schedule for athletic events will be issued during each sport season. A form will be provided so you may sign up according to your availability.