

# **Whitko Elementary Schools**



**Staff Handbook  
2022-2023**

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### **ABSENCE OF THE PRINCIPAL**

In the absence of the principal, a designated teacher or staff member will serve as the acting principal. Please check with the office staff for that information if needed.

### **ABSENCES**

All absences should be reported in our sub system, 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. Please prepare a “Substitute Folder” with generic plans for one day and all necessary procedural information. Personal Days are to be used at your discretion. The use of personal days to extend a vacation is discouraged

### **ADDITIONAL PROCEDURES**

The intent of this handbook is to provide guidance to Whitko Elementary Staff. Additional procedures for staff may be communicated by your building principal.

### **ACCIDENTS AND INJURIES**

Injured students should be sent or taken to the clinic immediately so that first aid measures can be taken. Any student with an alleged injury to the head should be sent to the office, even if there are no visible signs of injury. 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. They may be of extreme value in case of later insurance claims or lawsuits.

### **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 the office the morning before you wish to have the announcement made. We will enter any announcements into PowerSchool. Whenever possible, announcements for staff members will be done via email to avoid interrupting instruction.

### **ATTENDANCE PROCEDURES**

Whitko Community School Corporation policy states parents are notified when a student has 10 absences without a doctor’s note per school year. At 15 absences, the prosecutor could be notified. For this reason it is important that students bring in a doctor’s excuse when he/she has been to the doctor. **All notes for excused absences should be sent to the office. 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 be logged into the attendance computer by their parents or office personnel before going to the classroom.

Students who have appointments during the day must be met by their parents in the office and signed out. If the student is returning that same day, the parent or office personnel will sign them back in and admit them to their classroom.

### **BOARD MEETINGS**

The Whitko Community School Board meets on the third Monday of each month. 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. Special School Board meetings may also be called.

### **BULLETIN BOARDS**

All classrooms have been provided with bulletin board space which you are encouraged to use in such a way that it will contribute to the educational goals for which you are striving and establish an atmosphere that enhances learning. Bulletin boards should be updated regularly.

### **CAFETERIA PROCEDURES**

The office has printed lunch money envelopes for students to take home to parents. Teachers will collect those envelopes and return to the office.

- An accurate lunch count **MUST** be entered in PowerSchool each morning.
- The district policy is to discourage students from charging lunch. In emergency situations, lunch will be provided. No child will go without lunch. The parents/guardians of students who do not have enough money in their account will be notified.
- Teachers who have students in their class that have food allergies such as dairy and nuts, need to make sure that the office and the cafeteria manager receive a copy of the letter from the doctor indicating such an allergy exists. Students will be able to receive an alternate drink, milk substitute, as they go through the line. Areas are designated for students with nut allergies.
- Students should not bring carbonated drinks in lunches carried from home.
- Please be on time for lunch. This helps the cafeteria staff stay on schedule.

### **CALENDAR OF EVENTS**

A calendar of events will be posted on the Gmail electronic calendar. You will also receive notification of events in your weekly staff newsletter. Additional information for events will often be included in the calendar and can be accessed by clicking on the event. Teachers are encouraged to check the calendar and record all happenings (grade level and individual class activities) on the electronic calendar.

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

### **CELL PHONES**

Student cell phones are for emergency use only. They must be off during the school day and stored in their book bag. Cell phones out of the book bag or turned on during school should be

confiscated and sent to the principal. Teachers should not use their cell phones for personal use 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 in private if necessary), please contact both the Principal and Guidance Counselor/MHT. Fill out the appropriate form and turn that in to the Principal for documentation.

### **CIVIL RIGHTS COMPLIANCE OFFICER**

The Whitko Community School Corporation civil rights compliance officer is the Superintendent. The phone number of the Superintendent is 260-327-3677 or 574-594-2658.

### **CLASSROOM SCHEDULES**

If a special program or another change to your daily schedule occurs, please be sure to notify special education teachers and related art teachers in advance, especially if this affects their schedule directly.

### **COMMITTEES**

All staff members are expected to participate in committees used to develop and implement the school improvement plan and to provide valuable experiences for our students and guidance for our education programs. Staff members may also be asked to serve on additional committees as the need arises. Each building has specific committees. If you have questions about committees, please see the Principal.

### **COMPUTERS/DEVICES**

Each classroom teacher is provided the use of a school owned computer that is to be left in the classroom. An additional Chromebook has been given to teachers to take back and forth from home and taken to various meetings and Professional Development opportunities. Please follow the same policies afforded the students for access to electronic information, services and networks. Teachers wishing to have these privileges must sign the technology use agreement form. The use of school owned computers for personal reasons should not interfere with school purposes or violate Whitko School Board policies. All repair and installation work should be done by the technology department.

### **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 the faculty lounge discussions. Do not share information about students in the community or with anyone other than their parents/guardians. Please do not allow students access to your computer unless you have the opportunity to closely supervise them. **Student files should remain in the records room whenever you are not working directly with them.**

### **CONTACTS FOR VARIOUS CONCERNS**

Copy Machine, office equipment	Secretary
Building maintenance, Room Maintenance	Whitko Maintenance Request Portal Under Whitko Bookmarks
Extra desks or chairs	Head Custodian
Purchasing Supplies	Principal/Treasurer
Professional Days	Professional Development Leave Form Under Whitko Bookmarks
Anything Not Listed	Principal/Secretary

### **DISCIPLINE**

Please develop a discipline plan for your classroom and share it with parents. Discipline issues that are significant in nature and you believe require assistance from the office, please fill out a Behavioral Referral Form and share it with the Principal.

### **DISMISSAL**

All grade levels should walk their classes to the busses (and if your school requires you to walk them to car pick-up and walker lines). 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 parents or an office notification form giving permission for this change. Please do not take the student's word that they are going home a different way. If you have a question about a particular student and how they are getting home, please call the office before 2:45 PM to allow time to contact the parent.

### **DRESS CODE FOR STAFF MEMBERS**

Staff members are asked to dress in a neat, clean, and professional manner. Please do not 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 your school.



### **DRESS CODE FOR STUDENTS**

The Dress Code for students is listed in the Student Handbook. If a student violates the dress code, your first step is to discuss the dress code with the student and if the student can, have him/her change or turn the shirt inside out. If multiple offenses occur, please contact the parent and the office.

### **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 1,000 feet of the 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 (SRO). School Counselors are exempted due to confidentiality laws. Failure to report is a Class A Misdemeanor.

### **ELEARNING**

Scheduled eLearning Days: Three eLearning Days are scheduled during the school year. Students will complete eLearning at home while teachers participate in professional development activities. Teachers should have students download any needed materials for eLearning before they leave school the day prior to the eLearning Day to ensure students can complete their work with or without internet access.

Unscheduled eLearning Days: In the event that school needs to be canceled, an unscheduled eLearning Day will occur. On unscheduled eLearning Days, teachers must have all lessons uploaded to Google Classroom by 10 AM. Teachers will be available for students who need assistance throughout the day via email, messaging, or phone calls.

eLearning Day Procedures: Teachers will upload an attendance Google Form to Google Classroom each eLearning Day. In order to be marked as in attendance for that day, the student must complete the attendance form. Following each eLearning Day, teachers will mark attendance in PowerSchool, reflecting the information collected on the attendance google form. Teachers should follow the IDOE Guidelines for the **minimum** student commitment for each eLearning Day:

Pre-K	30 minutes
Grades 1-2	45 minutes
Grades 3-4	60 minutes
Grades 5-6	90 minutes

The instructional design of eLearning content should follow the [NIET Instructional Design for Virtual Learning](#).

### **EMERGENCY PROCEDURES**

All staff members should familiarize themselves with the procedures for severe weather and other emergency situations. Please practice fire and severe weather drills with your students

during the first week of school. Please be sure to know both your primary and secondary routes. A variety of emergency procedure drills will be conducted throughout the year.

### **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, or social or economic background, to learn through the curriculum offered in this corporation.

### **EVALUATION OF STAFF**

Evaluation procedures and guidelines have been mutually developed by teachers and administrators for the Whitko School Corporation. Please see the District's evaluation documents for details.

### **FACULTY SIGN OUT**

All faculty members must sign out when leaving the building during regular school hours. The SIGN-OUT book is in the front office. Please sign out/in when you leave and as soon as you return. Any time a teacher must be gone from the school for personal reasons, the teachers must have approval from the principal.

### **FIELD TRIPS**

All field trips must be **pre-approved** by the School Board. All field trip requests must be submitted to the office/principal. It will then be entered onto the Field Trip Request Form online. Once we receive confirmation, you will be notified.

- Since all field trips are considered a 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 to this rule. Final decision will be made by the Principal.
- Classroom teachers are responsible for notifying the cafeteria, related arts teachers, Title 1 Personnel, special education staff, and the office.
- Teachers should have field trip permission forms on file for each student. These should go on the trip with you. Please notify parents of all field trips.
- 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.
- Please take emergency contact information and emergency treatment consent for each student with you on the field trip. Contact the nurse for special treatment for students.
- If for some reason a field trip is 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.
- Field Trip Money Collection:
  - Money shall be collected (the cost is no longer factored into TBR).
  - Money shall be turned into the treasurer daily.
  - Teachers should not collect money and write personal checks for field trips. If field trip destinations require one lump sum, please contact office staff.
  - Parent/Guardian chaperones are to pay for their own admission, etc. directly with the outside agency. If the field trip is to have school-made sack lunches, and the

parent/guardian chaperone desires a sack lunch, teachers shall notify the cafeteria and deduct the cost from the student's account.

- Please give the office a copy of the field trip handouts and times. This will help enable us 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 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.
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
7. Teachers should NOT ask parents to send in money for anything (other than classroom book orders) without permission from the Principal. We need to be respectful of our families' financial situations.

### **HOMEWORK**

Homework is an 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. If homework is not being returned, please contact the parent/guardian. Work together with them to come up with a plan for getting homework completed and helping the student to be successful. Homework should **NEVER** be used for punishment.

### **ID BADGES**

All school employees will be issued an ID Badge. Employees are asked to wear their ID Badges during the school day.

### **KEYS - LOCKING DOORS**

Each faculty member may be provided with entry fobs to designated outside doors and a key to his/her teaching or work area. Guard carefully against loss of your key fob and key(s). Any lost key or fob should be reported immediately to the office. Do not let students borrow your keys!

### **LESSON PLANS**

Teachers are expected to do intentional lesson planning one week ahead. Such planning not only enhances your teaching effectiveness, but also is an invaluable aid to a substitute teacher. Lesson plans should include, at a minimum, the daily goal and a check for understanding. Occasionally the administrator may ask to see lesson plans.

### **LUNCH**

All teachers will have a thirty minute duty-free lunchtime. Special lunches and salads may be offered by the cafeteria. These need to be ordered by 9 AM each day. Lunches may not be charged. A clip board is located in the mailroom for staff lunches.

### **MAILBOXES AND EMAIL**

Mailboxes are provided in the office for each teacher. Please check the mailbox when you arrive in the morning and before you leave in the afternoon. Teachers 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. Whenever possible, e-mail will be used for correspondence. Please check your email at the beginning of the day, during lunch, and before you leave. If you supervise an assistant, please be sure he/she has an opportunity to check email on a daily basis.

### **MATERIALS/SUPPLIES PROCEDURE**

- Whenever you receive new instructional materials or hardware, please add this to your classroom inventory sheet. All extra texts are stored in the classrooms or in specially assigned areas.
- When passing out student texts, please record the number from each book and the condition of the book.
- Use of colored paper should be reserved for newsletters and projects where colored paper will add eye appeal.

### **MILEAGE**

If a teacher is required to travel in the course of their daily employment with the Board, the teacher shall be paid mileage at the regular rate. "Daily employment" is defined as beginning with the first building in which the teacher supervises students. The 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 bi-weekly, or weekly, classroom newsletters in addition to the school newsletter so parents will know how they can support their child's learning. **Please share your classroom newsletter with the principal/office to help facilitate parent inquiries and questions.**

- PowerSchool Gradebook needs to be updated weekly.
- Homework needs to be communicated on a daily basis, including access to the needed documents through Google Classroom.
- If you have an article for the school newsletter, please email it to the office or Principal by the 20th of the month. Articles from teachers are encouraged and welcomed!

Please do not send home information from any organization outside of the Whitko School Corporation unless you have received it from the office saying it has been approved by the Superintendent to be sent home.

### **OFFICE PROCEDURES/INFORMATION**

- Please be considerate of our secretaries. Do not use them as your personal secretary. Please don't ask them for personal typing favors or any jobs that are for classroom instruction.
- 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.
- Any handouts given to the entire student body should be approved by the Superintendent and or Principal. A copy should be given to the office.
- Please give the office and the Principal a copy of all pertinent information sent home with students, such as newsletters, notes about special events, etc. This helps in answering questions from parents who call in during the day.

### **PARTIES**

All snacks at classroom parties must come prepackaged. Homemade items cannot be distributed. Healthy snacks are encouraged but not required. Please be aware of allergies.

### **PTO MEETINGS**

PTO Meetings will be held throughout the school year. All staff members are welcomed and encouraged to attend these meetings. These meetings will be posted on the electronic calendar and posted on the staff weekly newsletter.

### **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 experience. **The Professional Development Form under Whitko Bookmarks must be filled out two weeks in advance.**

### **PUBLIC RELATIONS**

We want to continue to publicize the good things we do within our Elementary Buildings. The use of social media such as Facebook and Twitter for sharing pictures from the classroom is encouraged. Teachers are encouraged to send pictures of classroom and school events to the office for sharing via the school's Facebook page. **PLEASE BE AWARE OF STUDENTS WHO HAVE OPTED OUT OF SOCIAL MEDIA.** 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, unless the quarter ends right before a break. Exact dates will be determined by the Principal. Do not allow midterm reports and report cards to be an unpleasant surprise to parents/guardians. Please communicate concerns with parents in writing or by telephone. Please document all communication. Every child should receive a numerical rating according to the scale on the report card (6th grade is different). This includes special needs students. The numbers indicate where the student is in relation to mastering the standard (not a percent 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 filled in the student's cumulative folder.

## **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 [Whitko School Board Policies](#). Please refer to this if you have any questions. All board policies and administrative guidelines are expected to be followed.

## **SCHOOL DAY**

The times for the elementary school day are as follows. They may be some differences between the building with buses and dismissal of walker and car riders:

<b>7:35 AM</b>	Teacher day begins		<b>2:55 PM</b>	Dismissal Preparation Bell
<b>7:45 AM</b>	Breakfast is served		<b>3:00 PM</b>	Dismissal- Students exit building
<b>8:05 AM</b>	Classes start-tardy bell		<b>3:20 PM</b>	Teacher day ends

In addition to the school day schedule, teachers are expected to attend a TAP Cluster Meeting on Monday mornings each week. The cluster time will begin at 7:35 AM and end at 8:40 AM. Cluster meetings are subject to change based on school need as determined by the school TAP Leadership Team.

## **SCHOOL SAFETY**

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

- Fire Safety Procedures
- Severe Weather Safety Procedures
- Intruder Safety Procedures
- Playground Safety Procedures

- Body Safety Procedures

### **SIGN IN/OUT**

With the approval of the 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 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 teaching trying to make it through a day but is unable

### **SMOKING/TOBACCO**

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

### **SOCIAL DUES**

Elementary School employees will be asked to contribute to the social fund. The committee has set the guidelines that will determine which occasions warrant the use of this money.

### **STAFF MEETINGS**

Meetings could be called before or after school for discussion or emergencies. If you have items to be discussed, please give them to the Principal.

### **STUDENT HANDBOOK**

Student Handbooks will be posted online on the Whitko website. Parents will be asked to sign a statement at registration time acknowledging this. They may also request a copy from the office. A student handbook will be given to each classroom teacher. You are also asked to review it with your class.

### **STUDENT SUPERVISION**

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

- Being in your room, at your door, or at your assigned area when students begin to enter the building
- Being present at your additional AM/PM duty per the schedule
- Being in your classroom whenever students are present
- Accompanying your class to and from other locations
- Being in your classroom when students return from recess, or meeting them at the recess door
- “Handing off” your class to the next adult who is responsible for them
- Keeping your class until the dismissal bell has rung.

Other adults in the building may cover these responsibilities for you as needed.

### **STUDENT WITHDRAWAL**

When a student moves, please bring copies of their current report card and any additional academic records to the office so complete records may be sent to their new school. Please make sure the office 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 for those. Please use the remainder of the workbook for the next new student.

### **SUPPLIES**

Each grade level or classroom teacher will be given an amount of money each year to purchase items needed for their classroom. Once you spend this money, other items that need to be purchased are up to the teacher to find funding for. Many times grants are available for such occasions.

### **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 your students.

Please charge all personal long distance calls to your home phone, use your cell phone privately, 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 can be placed in a buddy classroom for short periods of time 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 can only be placed in the ISS Rooms by the Principal. If you need a student removed from your classroom, please notify the office.
- The classroom teacher will check on any of their students in ISS at lunchtime 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 Whitko Classroom Teachers 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 to the building Principal and the Superintendent by the Association. The Association may be provided 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 announcements by each building Principal.

### **VISITORS**

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 class, please continue with your regular activities unless circumstances dictate otherwise.

All 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. Faculty and staff members are asked to be aware of visitors and check to make sure they have a badge and/or pass. The badge must be visibly displayed. If a visitor does not visibly display a badge they will be directed to the office to get one. If the guest refuses, please contact the office.

### **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 04 (Federal Rehabilitation Act of 1973).

- Inquiries regarding compliance with Title IX may be directed to the Superintendent.
- Inquiries regarding compliance with Section 504 may be directed to the Director of Special Services

Any person who believes that he/she 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 he/she 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. He/She may initiate formal procedures according 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, he/she may submit a signed statement to 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 10 (10) business days.

**STEP 3**

If the complainant remains unsatisfied, he/she 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 representatives 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 Street, Room 700, Chicago, Illinois 60605-1202