

Employee Handbook



2022-2023 Western Intermediate School

Russiaville, IN

Teaching Learning Growing Caring Excelling

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Mission of Western Intermediate School

To Educate and Inspire Today's Students for Tomorrow's Opportunities.

Western Intermediate Belief Statements

- 1. Positive relationships and mutual respect among and between students and staff enhance student self-esteem and learning.**
- 2. Developmentally appropriate learning activities enhance learning at all levels, taking into account differences in learning styles and abilities.**
- 3. Teachers, students, parents, and the community share the responsibility for the support of the school's mission.**
- 4. Challenging expectations increases individual student performance.**
- 5. Each student is a valued individual with unique physical, social, emotional and intellectual needs and is capable of achievement.**
- 6. A safe, physically comfortable, and stimulating environment promotes learning.**

ABOUT THE STUDENTS

Students at each grade level are given a home room teacher. In 3rd grade, students stay with this teacher for the entire day. In 4th grade two classes will be self-contained, and 5th grade students go between three classrooms during the day. Accelerated and advanced curriculum is offered. We offer full inclusion to Special Education students, but provide them with extra assistance, modified programs, and instructional assistance. There are special area classes that are offered to each student, they include music, art, physical education, Intro to World Language and Culture, and Tech class.

ABSENCE FROM SCHOOL - PRINCIPAL/ASSISTANT PRINCIPAL

On occasion, the building admin will not be available to assist with discipline. In the event the building admin is not available, contact the secretary who will arrange for another corporation administrator or the school counselor to assist you with the problem.

ABSENCE FROM SCHOOL - STUDENTS

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

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

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

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

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

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

1. Class Absences

Each teacher ***must*** accurately report attendance on the computer by 9:15 a.m.

2. Absences

Advance permission for being absent from school may be obtained and the student may be granted an excused absence if she/he is involved in a school sponsored activity. Permission may be granted by the principal if the student's parents or guardians have made contact with the WIS office.

- a. Excused Absence-An excused absence is given to a student for his own illness, death in the immediate family, or other valid reason approved by the administration.
- b. Unexcused Absence- All other cases of absence will be considered unexcused. This includes instances where the students stay home to work or habitually miss the bus. Assignments for any unexcused absence

should be given to the student but no credit should be allowed.

3. Tardy to Class

Any student arriving in the classroom after 8:50 a.m. must present an ADMIT SLIP. The first unexcused tardy will not require a penalty. For subsequent unexcused tardiness, the student will be expected to make up the time during that day's recess period.

1. Tardy 5 times Conference with the Principal and School Guidance Counselor
2. Tardy 6-9 times Lunch Detention: The student will serve a lunch detention for each tardy.
3. Tardy 10-14 times One session of After-School Detention (3:40-4:30PM)
4. Tardy 15+ times 1 day of Alternative Classroom Setting (ACS) plus an additional parent conference held with the Principal and Guidance Counselor. Additional days of ACS or Friday Extended School may be assigned at the discretion of the principal.

Make-Up Work

Pre-arranged Unexcused Absence – Parents must notify the WIS office at least one week in advance. Missed assignments resulting from a pre-arranged trip/family vacation or other circumstances not considered to be excused absence will be handled in the following manner:

Assignment for Credit - Any test or major project may receive credit if completed and/or turned in on the first day of return, or other date specified by the classroom teacher.

Assignment for No Credit- Any quiz, "pop quiz," daily homework, or daily participation grades given on the day/days in question will receive no credit. NOTE - Failure to pre-arrange an unexcused absence will result in NO CREDIT (a zero) for any assignment missed on the day in question.

Unexcused Absence for Disciplinary Reason - Any daily assignment or test that is missed on the day/days a student is removed from school will receive NO credit. (Exception - students in In-School Suspension will receive full credit for all daily assignments, tests, and major projects).

Absence From School (Teachers)

For unexpected illness, please call Barb Runyon at (765) 432-8539 the evening before **9:00 p.m. or between 5:00- 7:00 a.m.** If possible, please call the office before 3:30 p.m. on the day you are absent to let us know if you will be back the next day. Every effort will be made to procure the best possible substitute for your class.

If you request a ½ day sub for the a.m., subs will be asked to stay until 12:15 p.m. Likewise, p.m. only subs will arrive at 12:15 p.m. to sub for the afternoon.

Teacher absence report forms: Please fill these out in advance whenever possible (Personal leave, field trip or professional improvement leave). When not filled out in advance, for other reasons such as illness or death in the family, please return them *promptly* to the aide in the Intermediate School office after your return to school.

Preparation for Substitute

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

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

Attendance

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

Accident Reports

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

WHAT TO DO IN CASE OF AN ACCIDENT

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

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

Administrative Policy Manual

School board policy manuals are available in the Superintendent's office, the Intermediate School Office, and from the administrative staff. This manual can be helpful in following school board policy. If teachers have any questions, they should consult the Principal.

Administrative-Teacher Relationship

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

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

Aides/Paraprofessionals

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

Announcements

Announcements will be read daily at 8:50 over the intercom. Have any announcements that you may have in the Intermediate office before 8:40 a.m. Weekly announcements are available on the Western website. Other announcements will be made over the P.A. system **as deemed necessary** and at the end of the day, but these will be kept to a minimum.

Area Procedures

Lunchroom Procedures

Student Self-Check

- a. Be responsible
 - b. Focus on food
 - c. Respect others
-
1. Speak in a quiet voice (line and lunchroom).
 2. Be patient in line.
 3. Do not toss milk cartons.
 4. Do not trade food.
 5. Clean your own eating area (table and floor).
 6. Less talking/more eating.
 7. Only talk to students at your table.
 8. Remain seated with both feet on the floor.
 9. Raise your hand if you need something.

10. Do not throw trash/food.
11. No food is to be taken out of the lunchroom.
12. Table washers/sweepers need to clean their areas daily.
13. Walk as you enter/leave the lunchroom.
14. Students will give complete and quiet attention to the adults in charge in the lunchroom.
15. Talking must be in restaurant voices.
16. Each classroom will have assigned tables for lunch.
17. Do not play with your food.

Playground Procedures

Student Self-Check

- a. Safety first
- b. Respect the environment
- c. Respect others
- d. Respect equipment

The following rules are designed for the health and safety of all students.

1. Share all playground equipment.
 2. Use approved language.
 3. Win/lose-respect others.
 4. If you take equipment out, you return the equipment.
 5. Play fair, follow game rules.
 6. Recess time is over when the whistle sounds.
 7. Line up calmly to enter the building.
 8. All talking stops at the building doors or at lining up point.
 9. Do not run in the building after entering from the playground.
 10. Stay on the playground.
 11. Do not throw rocks, mulch, dirt, snow, ice, etc.
 12. Use all equipment safely.
 13. Slides—up the ladder, down the slide, sit down at all times. Do not play at the top of slides. Slide down slides feet first, sitting position only, one person at a time.
 14. Report all injuries/accidents to an adult on duty.
 15. Ask for permission to retrieve a ball that goes outside of the playground boundaries.
 16. Bring items from home at your own risk with your teacher's permission.
 17. No jumping off of a swing.
 18. Do not twist swing chains.
 19. No tag on playground equipment.
 20. No sports balls on playground equipment.
- * Parents and/or other family members are not allowed to attend recess.

- A. Excuses - To provide fresh air, exercise, and a break in routine, all students are to play outdoors at recess unless they have a weekly doctor's excuse or

a daily excuse signed by the parent. Parent excuses will be accepted for one week, after which the school nurse will contact the parents. Students are expected to dress appropriately for the weather.

- B. Play Areas - Students are to play in designated areas on the blacktop, mulch, or grass.
They are not to play near the creek, where cars are parked, or in the woods.
- C. Ball Retrieval - Students must get permission from the teacher or aide before crossing any road or fence to retrieve a ball.
- D. Building Entry - If a student must go inside the building during the play period, permission must be granted by a teacher on duty.
- E. Entrances - Students are not to play in the entrances, make loud noises, or bounce balls off the walls of the building.
- F. Baseball - Do not bring baseballs or hard balls to school.
- G. Dangerous Activities - Skateboards, roller skates, roller blades, sliding on ice, piggyback-riding, snowball throwing, and rock throwing are not permitted.
- H. Swings - Students are to swing facing the playground. Only one student should be on the swing at a time.
- I. Slides - No loitering at top or bottom or horsing around. Use ladder. One person slides down at a time. Do not jump off the slide. Do not slide down head first.
- J. Touch Football - In games of tag or touch football, the person tagged is responsible for stopping and acknowledging that s/he has been tagged. Tagging is to be done by hand only, without unnecessary force. Students are not to do anything that causes another person to fall to the ground. The privilege shall be withdrawn if students begin to tackle or block.
- K. Parallel Bars/Monkey Bars - do not walk on top of or across any of the bars.
- L. Equipment - Carry playground balls and basketballs to and from the playground.
- M. Line - Students are to line up promptly and quietly at the end of recess. Equipment should be held quietly as students enter the building. Do not bounce balls in the hallway.
- N. Injuries - A teacher shall take the child to the nurse (or send another child to the nurse with him/her) and write an accident report when appropriate. If another child is responsible for the injury, report to that child's teacher and/or the principal.
- O. The consumption of gum, candy, drinks or other food items in the classroom will be determined by individual classroom teachers. Consumption of food, gum, candy and drinks will NOT be permitted in the hallways, playground, gym, library, technology lab or other areas without teacher/administrator approval.

Auditorium/Gym Assembly Procedures

Student Self-Check

- a. Respect others.
- b. Display self-control.

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

Hallway Procedures

Student Self-Check

- a. Keep it slow.
- b. Respect our building.
- c. Respect others.

1. Quiet in the hallways.
2. Walk in the hallways.
3. Listen and follow the instructions given to you by the adult in charge.
4. Stay with your class at all times.
5. Keep hands and feet off the walls.
6. Follow the designated routes to the buses.
7. All students are to keep hands and feet away from the walls, bulletin boards, and any hall displays.
8. The wearing of shoes with wheels is not permitted. Please remove the wheels before coming to school.
9. Students and their parents will be financially responsible for vandalism and/or damage to the walls in the hallways.

Restroom Procedures

Student Self-Check

- a. Hush
- b. Flush
- c. Respect others

1. Use very low voices in the restroom.
2. Use approved language.
3. All toilets must be flushed.
4. No running or pushing.
5. Turn off the sink.
6. Wait your turn.

7. Keep hands, feet, and eyes to yourself.
8. Shake as much of the water from your hands into the sink before using the hand dryer.
9. Do not hang out in the restroom.
10. Do not hang or climb on the restroom interior walls or doors.
11. Students and their parents will be financially responsible for vandalism and/or damage to restroom facilities.
12. Respect for other students is expected.
13. Improper behavior such as hitting, shoving, climbing, loud talking, horsing around, and running are not permitted in the restrooms.
14. Students must wait their turn in the restroom.

Arriving and Leaving School

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

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

Assignments to Students

Place all assignments somewhere students can easily copy them.

Homework should:

- Contribute to the educational process.
- Be an extension of classwork.
- Be related to curriculum objectives.
- Be no more than 5 minutes per age of student

Auditorium Request

Auditorium requests should be made online at the Panther Web site through SchoolDude.

Book Rental

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

materials. Request for additional materials to be used in the classroom is to be made in the spring prior to the closing of the school for the following school year's use.

Bus Passes

In order for a student to ride home on a different bus, they must have a note from a parent. The student needs to bring the note to the office to receive a bus pass. The bus pass must be presented to the bus driver in order to ride that bus.

Cafeteria

Student Lunch Breakfast and Milk

Lunch count is to be recorded and put on your door by 9:30 a.m. each morning.

Monday is the normal day for collecting lunch money. Please send all lunch money to the kitchen no later than 10:00 a.m.

Adult Lunches Milk

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

Changes in Personal Status

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

Classroom Emergency

If a student or teacher is in danger in the classroom, or if the teacher needs immediate assistance due to a classroom disruption, please contact the office, extension 2000, the office aide, extension 2001, or the Principal, extension 2030.

Class Procedures

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

Class Rosters

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

Clubs, Activities and Athletics

WIS offers a variety of clubs and activities for students to participate in. Some activities involve a selection process. Information on the various offerings is available in the intermediate school office. The following is a list of clubs and extracurricular offerings at WIS:

AMTAG

Little Hoosiers Club

Student Council

Student Ambassadors

Communication with Parents

Telephone calls are the best means of communicating with parents, for good news and bad. Please keep a simple log of these calls/emails so you can refer back to them.

The next best way is a student behavior referral, with reply required. If you have any qualms about your letter, show it to the principal before sending. You might want to have a copy in the office; this is your choice. On any written communication, be sure the grammar and spelling is impeccable. Please write only observed facts, not motivation. If you quote anyone directly, tell who you are quoting. Always document serious behavior problems and unusual events for your file.

One parent teacher conference will be scheduled for each student. For serious situations, additional parent teacher conferences are necessary. Please notify the office of the date, time, and persons involved in the conference. The principal may be invited to participate at your option.

Convocations and Teacher Responsibilities

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

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

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

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

Definitions

- A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:
1. either:
 - a. promotes, sponsors, or assists in, or
 - b. participates in, or
 2. requires as a condition of membership or continued membership

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

- B. "Criminal gang activity," as used in this policy, means to:
1. actively participate in a criminal gang;
 2. knowingly or intentionally commit an act:
 - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
 - b. for the purpose of increasing the person's own standing or position within a criminal gang;
 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
 4. threaten another person because the other person:
 - a. refuses to join a criminal gang;
 - b. has withdrawn from a criminal gang; or
 - c. wishes to withdraw from a criminal gang;
- when engaged in by a student who attends a Corporation school.

Procedures for Reporting and Investigating Suspected Criminal Gang Activity

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

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

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

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

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

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

reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

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

DISCIPLINE

A. Student Behavior, K-12

1. Each faculty and staff person is responsible for maintaining safe and proper behavior in his/her own classroom and for helping maintain safe and proper behavior in and about the school.
2. Students who misbehave are subject to reprimand and/or punishment, including detention, suspension, and expulsion. Whenever possible parents should be contacted and their assistance requested in curbing inappropriate behaviors.
3. The purpose of discipline at Western Primary School is to lead youth to develop a wholesome system of values and the capacity and will for self-direction in conduct. It is the responsibility of the staff to direct students in fulfilling these purposes.
4. We all realize the importance of student control. Since each of us are individuals with different attitudes and personalities, it is immediately recognized that we will not use the same methods to gain this goal of student control and good teacher-pupil rapport. Therefore, the following suggestions are general guidelines in our quest for good student control:
 - a. Sarcasm has proven too many times to do more harm than good.
 - b. An entire group is never to be penalized for something that only one or part of the group has done.
 - c. Not one of us appreciates embarrassment, so we should refrain from making fun or light of a student in front of his/her peers.
 - d. Friendliness is a valuable asset, but teachers should be careful that they do not become too friendly with one, two, or just a few students.
 - e. Teachers may find it helpful to formulate, distribute, and discuss with students their own individual classroom behavior guidelines. Students should understand the teacher's expectations.
 - f. If it becomes necessary to dismiss a student from your class, send him/her to the administration office with a note explaining the situation. Call ext. 2000, 2001, 2031 or 2030 to inform the office a child is coming to the office. The parent will be notified of the action taken by the office and the behavior of the student. In-school and out-of-school suspensions, and expulsions will be administered by the Principal Administration. Teachers are not to use corporal punishment. Each teacher must maintain a record of student discipline problems. Each teacher shall, when pupils are under his/her charge, have the right to take any action that is then reasonably necessary to carry out or to

prevent an interference with the education function of which he is then in charge.

- g. Teachers do not have the right to suspend students from school. Exclusion of a student from any educational function within a teacher's supervision shall not extend for a period of more than one day without the approval of the principal or her designee. Teachers are expected to enforce the rules of the school. Failure to enforce the rules creates consistency problems amongst the staff and makes it tougher for those who do enforce the rules. Please note the suggestions for classroom control stated below.

B. Suggestions for Classroom Control

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

DISMISSAL PROCEDURES

- 3:30 **Bell rings** – Teachers lead students out the bus door for loading.
3:25 Car riders dismissed to foyer.

Duplication for Teachers

Please plan to give **24 hours** notice if you want the office to make your copies. Teachers are free to make their own copies anytime. Be specific when filling our Request for Duplicating form. Please make classroom sets and use overheads whenever possible in order to conserve copies. Black and white copies for personal use will be billed at \$.05/copy. Color copy requests should be at a minimum and must be pre approved by principal. Class calendars, etc. will be on colored paper not color printed.

Duty Assignment and Supervision

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

EMERGENCY PROCEDURES

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

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

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

A. Body Spills

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

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

B. Bomb Threat

- Listen for instructions from the principal. Make a visual observation of the classroom/work area but DO NOT open cabinets, doors or move objects. If anything suspicious is found, DO NOT TOUCH IT! The bomb can be almost anything from a bundle of dynamite to an ordinary object (briefcase, toolbox, pieces of pipe, etc.) You will be searching for something that doesn't belong in the classroom/work area.
- Check the absentee list, and on each absent from class, at the time the threat was received. Account for all students, check halls and restrooms.

- If at any time the threat is determined to be valid, the standard fire drill procedure evacuation will take place. Evacuate at least 300 feet from the building. An alternate location will be used if inclement weather is present or a prolonged search is needed.
- When building is reported safe, administration will inform staff of any change in schedule and a short debriefing will take place.

C. Fire Drill

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

Listed below are doors and alternate doors to be used in case of fire and fire drills.

<u>Rooms</u>	<u>Fire Exit</u>	<u>Alternate Exit</u>
Office & Nurses office	Door A	Door B
Kitchen & Custodial Staff	Door B	Door A or C
KASEC, Cafeteria, Title Office, Counselor's Office, Music, Art	Door C	Door D or B
All 4th Grade Classrooms	Door D	Door E
All 3rd Grade Classrooms, Library, Computer Lab	Door E	Door D
Special Ed Classrooms, All 5th Grade Classrooms	Door F	Door E
Gym	Door G	Door E

The second alternate exit is through classroom windows. If it becomes necessary in an actual emergency to break a window, direct students to stand as far from the window as

possible and to turn their backs and shield their eyes while the teacher breaks the window.

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

D. Intruder in the Building

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

A. Nuclear Attack Plans

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

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

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

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

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

National Fallout shelters in our school district are as follows:

Alto United Methodist Church
Western High School

New London Friends Church
First Baptist Church, Russiaville

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

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

F. Tornado

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

G. Winter Storm/Flash Flood Emergencies

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

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

1. Students will remain in their classroom with their teacher who will lead their activities.

2. First aid will be administered in the office health room.
3. Staff personnel without classroom assignments will be available in their respective halls to help where needed.
4. Teachers are responsible for keeping record of their students, i.e. illnesses, go home, unusual behavior, or first aid given.
5. Teachers and staff shall stay with the students until all danger has passed.

Employee ID Badges

All employees are required to wear their ID badges anytime they are in the buildings. These badges should be displayed either on a lanyard or on a clip that is chest-level. If a badge is lost or damaged there will be a \$5.00 charge for a replacement.

Encroachment of the Time of Other Teachers and Students

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

Equipment and Classroom Appearance

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

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

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

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

ETHICS

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

Faculty Meetings

Faculty meetings will be held Wednesdays as scheduled and as they are needed (the principal will give prior notice). Staff attendance is expected unless previous

arrangements are made with the principal.

EDUCATIONAL FIELD TRIPS

The school organizes educational field trips to enhance the instructional program. All students are expected to participate in educational field trips as it is tied to the curriculum. A field trip fee may be assessed to pay for admission and transportation charges.

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

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

Fundraisers

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

General Faculty Information

It is imperative that our staff work together at their grade level in order to accomplish the same goals for each subject. Please make sure you attend all grade level meetings, and work closely with your peers, in the various subject areas. Each team will assign 5 teachers to recess duty - 1 to study room, and 3 to lunch daily, other duties may be assigned throughout the year. They will need to give us a schedule each 9 weeks of their plan. Respecting your colleagues is imperative.

Grade Book

Each teacher is responsible for entering their grades on the computer. Reminders will be sent out to let staff know when grades need to be posted. The office will run a roster

of all grades awarded, to each student, at the end of the school year.

Grade Evaluation

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

Grading Scale (Report Card)

The school year will be divided into 4 nine-week grading periods. Mid-term reports will be sent home between report cards to help the parent and student monitor his/her progress. These reports will list assignments and the grades the child has earned on each completed assignment. Missing assignments will also be noted. The following scale has been adopted by the Board for use on a corporation wide basis:

GRADING SCALE

- He/she attempts to contribute to class activity.
- A student who receives a "CR" grade should be one who:**
- Is not working up to passing level but give an all out effort
- A student who receives a F grade should be one who:**
- Contributes practically nothing to class activities,
 - Seldom does assignments satisfactorily.
 - Fails to make up work that has been missed.
 - He/She does very poor work on tests.

NOTE: If you have any questions about a student's ability, please check his/her records. Incompletes must be removed before permanent records are run. **NO INCOMPLETE CAN STAND AS A FINAL GRADE.**

A+ = 100

A = 99 - 93

A- = 90 - 92

B+ = 87 - 89

B = 83 - 86

B- = 80 - 82

C+ = 77 - 79

C = 73 - 76

C- = 70 - 72

D+ = 67 - 69

D = 63 - 66

D- = 60 - 62

F = 59 below

CR - Credit-poor work but student is working to capability

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

- Is accurate and thorough.
- Faithfully completes regularly assigned work promptly in a superior manner and often completes projects beyond assigned work.
- Makes up all work missed without being reminded - in most cases minimum amount of help.

- Outstanding students contribute to class activities.

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

- Is usually accurate.
- Faithfully completes regularly assigned work in a satisfactory manner and makes up work missed without being reminded.
- Usually contributes something of value in class activities.
- He/she does well on tests.

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

- Contributes to class discussion, but not always to the point.
- Does regularly assigned work reasonably well, may need average amount of supervision, eventually make up work missed, but usually has to be reminded to do so.
- He/she attempts to contribute to class activities.

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

- Works up to his or her ability.
- Does poorly on tests, mainly because of inability to read adequately.
- Students are provided an opportunity or allows a student to recover from a failing grade.

GRADING WITH SKYWARD

Skyward's Family Access allows parents to access grades, attendance, discipline and homework information via the internet. The program is available for parents of Western students in grades 1-12. Teachers need to enter grades from tests, projects and homework on a timely basis in order for parents to access the student's information. It is best practice to enter at least 2 grades per week in core subjects.

Honor Roll

There will be an Honor Roll published at the end of each nine weeks.

"A" (Gold Honor Roll)-A student who receives all "A" grades for each class for which she/he is enrolled.

"A/B" (Silver Honor Roll)-A student who receives all "A" or "B" grades for each class for which she/he is enrolled.

Lesson Plans

Lesson plans which are current and complete will help lead to a sound class program and usually indicate a dedicated and organized teacher. Try to update your lessons weekly.

Mail Boxes

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

Memos

Email will be sent to staff when the office needs to get information to you, please open them as soon as you notice that you received the email. Occasionally notes will be put

in the mailboxes.

Permanent Records and Enrollment Cards

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

Pool

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

Postage

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

Press Releases

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

Professional Development

If you are interested in professional development, forms are located in the Western Intermediate office. The white form is for a professional development activity in which the cost will be paid from your own professional development stipend. The yellow form indicates that the professional development activity will be paid out of a separate fund. You must have Board approval for conferences.

Religious/Patriotic Ceremonies and Observances

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

regular school program.

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

Repairs (Equipment)

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

School Funds

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

Staff Dress/Appearance

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

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

Student Activities- Extra-curricular/Co-curricular

The Administration will have full supervision of this program. All extra/co-curricular activities both during and after school must be cleared, approved, and scheduled through the administration.

It is important that students in all extra-curricular activities display qualities of good citizenship. A student in the extra curricular program that engages in activities that violate this principle, whether on school premises, or off, during, before or after school hours, or during vacation periods, including summer vacation, will be removed from participation in the extra-curricular program if the building principal determines that the student's behavior warrants such action. Action that may result in removal includes violation of any State Law or any school rule (which could lead to suspension or expulsion) included in the student handbook.

Student Assistants

If you feel that you need a student assistant, notify the Intermediate School Office and an effort will be made to assign a student to you. A letter or email of request must be filled out by the student, parent and teacher, then approved by the principal before assistants are assigned to your class. Intermediate School teachers may only have **one assistant per day**. Teachers may not have their own children as assistants. Student assistants are **not** to enter grades or be responsible for supervising other students. Teachers may not request students during their preparation period. As your assistant, this student must remain under your supervision at all times during the period that he/she is assigned to you.

Student Attitudes

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

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

Student Participation in Extra Curricular/Co-curricular Activities

In order to participate in an extra-curricular or co-curricular activity, a student must be in school half of the day in order to participate that evening or night, or the last day preceding the activity if a week-end or vacation day is involved. The principal on their own merit will handle individual problems.

After School Extra-Curricular Activities

No student is to be given permission to remain in the building or on the school grounds unless he/she is with a group supervised by a teacher or some adult who is in charge of the student or students.

Extra/Co-Curricular Fund

All funds taken in by the school-sponsored activities must be deposited in the office daily and all payments should be made by check. Under no circumstances should funds be retained in the classrooms.

Study Rooms

Students are to be provided with Study Room Instructions by the assigning teacher. Please assess carefully when any one student is habitually in the study room. If this is a problem, please contact the home room teacher. Recess, social, and relaxing times are essential for good mental health and social development. A modified program may be needed. Students are not permitted to miss more than 10 minutes of recess per day

per wellness policy.

Supplies

Supplies that you anticipate needing for next school year should be requisitioned on the form provided during the second semester of the school year. Other supplies may be available in the office.

Teacher Evaluation

The purpose of RISE (teacher evaluation and development) is to improve the quality of instruction. The intent of the improvement process is to promote staff growth and development through cooperative effort among teachers, administrators, and the general education community. The evaluation process is continuous, and will follow Western's RISE evaluation plan.

Cell Phones/Telephones

The telephone should be used for school business. Please try to limit personal phone calls.

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

Testing

The ILEARN and NWEA will be given to all 3rd, 4th, and 5th grade students. IREAD-3 will be given to all 3rd graders. Information will be provided to the teachers prior to the testing.

Textbooks

Teachers are responsible for assigning textbooks to each student in their classroom. Teachers must have the correct book number assigned to each student recorded on the sheet provided or another paper, along with the condition of each book assigned. If a book is returned in acceptable condition, allowing for normal wear, check the Returned column. If a book is damaged or lost, complete TEXTBOOKS LOST or DAMAGED form. Be sure to check for writing, especially in books new this year.

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

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

Transportation of students in your car

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

the principal.

Visitors

Students will not be allowed to bring visitors to school. If there are to be any exceptions it must be cleared with the administration.

We welcome parents and other patrons to visit the school. They should receive a Visitor's Pass from the office.

Do not bring young children to school on a salaried day (Records, Reports, In-service, Orientation Days).

Visitation by Business People

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

A Profile for Action in Cases of Suspected Drug and/or Alcohol Abuse

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

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

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

A KEY SYMPTOM is a sudden and completely inexplicable change of behavior. Staff members of the school corporation must exercise extreme caution in relating symptoms to possible drug abuse. Sudden changes in behavior might include, but are not restricted to:

- (a) periods of excessive sluggishness
- (b) excessive giggling
- (c) excessive nervous energy

- (d) tendency to withdraw
- (e) glassy eyes

Guidelines-for Teachers

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

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

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

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

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

Guidelines for Nurse

The nurse on duty in the Health Clinic should:

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

Guidelines for Principal

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

- (a) Use his/her own prerogative in dealing with each individual case.
- (b) Have turned over to him/her any drug or suspected drug confiscated in the investigation of a particular incident and written report made of same.
- (c) Notify parents or guardians to be present during the interrogation of any student by security personnel or law enforcement officers.
- (d) Make a final decision as to when to ask for aid from the county sheriff. This law enforcement agency will respond as soon as possible and if aid is needed, appropriate action will be taken. This does not constitute an arrest.

Policy Statement

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

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

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

MISSION STATEMENTS

Corporation

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

Primary School

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

Intermediate School

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

Middle School

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

High School

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

WELLNESS POLICY INTRODUCTION

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

Over the last twenty years, obesity rates have doubled in children aged 6-11 and tripled in

adolescents aged 12-19. Research indicates that overweight children and adolescents are more

likely to remain overweight or become obese adults, putting them at risk for developing diseases

such as diabetes, heart disease, cancer, and stroke. Physical inactivity, excessive caloric intake,

and genetic make-up, one can change unhealthy eating habits and physical inactivity. Health

and wellness is a lifelong commitment, with its foundation established during childhood.

Children need access to healthful foods and opportunities to be physically active in order to

grow, learn, and thrive. *“Schools have more influence on the lives of young people than any other*

social institution except the family, and provide a setting in which friendship networks develop,

socialization occurs, and norms that govern behavior are developed and reinforced” (Healthy

People 2010). The Child Nutrition and WIC Reauthorization Act of 2004 (Section 204 of

PL108-265) requires that every school district take responsibility for the health and well-being

of all students throughout the school day by implementing a local wellness policy.

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

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

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

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

Nutritional Guidelines for Foods and Beverages Sold and Served on Campus

National School Lunch Program/School Breakfast Program

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

Eat a variety of foods; choose a diet with plenty of whole grain products, vegetables, and fruits; choose a diet moderate in sugars and salt; and choose a diet with thirty percent (30%) or less calories from fat, and less than ten percent (10%) calories from saturated fat.

Lunches must provide, on average, over the course of the school week, at least 1/3 of the Recommended Dietary Allowance (RDA) for protein, iron, calcium, and vitamins A & C.

Breakfasts must provide, on average, over the course of the school week, at least 1/4 of the RDA for protein, iron, calcium, and vitamins A & C.

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

Meals will be served in a safe and sanitary manner.

Vending Machines

Primary and Intermediate School

Vending machines will not be accessible to students.

Students are prohibited from entering Teachers' Lounges.

Middle and High School

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

Vending machines dispensing water will be accessible all day.

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

Students are prohibited from entering Teachers' Lounges.

A la Carte, Student Stores, and Fundraising

Primary and Intermediate

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

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

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

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

Food-based fundraising is not allowed during school hours, except for those meeting the guidelines of the Healthy Kids Act.

Middle and High School

A la carte sales are permitted within the following guidelines:

All food and beverage items must qualify as **Better Choices**.

Beverage Better Choices include

Fruit and vegetable drinks containing 100% real juice and no added caloric sweeteners

Water and seltzer waters that do not contain added caloric sweeteners

Low fat and fat free milk, including flavored milk, soy milk, and other similar dairy and non-dairy calcium fortified milk

Isotonic beverages such as Gatorade and PowerAde

Food Better Choices include

Not more than 30% of total calories from fat

Not more than 10% of total calories from saturated and *Trans* fat

Not more than 35% of weight from sugars that do not occur naturally in fruits, vegetables, and dairy products.

Items containing **more than 210 calories per serving** may not exceed the following portion limits:

1.75 ounces (oz.): Potato chips, crackers, popcorn, cereal, trail mixes, nuts, seeds, dried fruit, jerky

2 oz.: Cookies and cereal bars

3 oz.: Bakery items, including pastries, muffins, and donuts

3 oz.: Frozen desserts, including ice cream

8 oz.: Non-frozen yogurt

Regarding entrée items and side dish items, including French fries, etc., the food item cannot exceed the portion that is served as part of the school lunch or breakfast program.

Beverages may not exceed 20 ounces, excluding water. No candy, food, or beverage will be sold in student stores/bookstores, except water. Fast food and beverages are not allowed to be brought in by students during school hours. Food-based fundraising is not allowed during school hours, except water.

Rewards, Celebrations, and Field Trips

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

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

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

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

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

Other School-Sponsored Events

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

Nutrition Education

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

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

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

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

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

Physical Activity

I. Physical Education

A. All physical education will be taught by a certified physical education teacher.

The district will teach a health and physical education curriculum that follows Indiana state recommendations and promotes wellness and healthy living.

Students should spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

Student involvement in interscholastic or intramural sports will not be substituted for meeting the physical education requirement.

II. Recess

A. All elementary school students, Grades 1-5, will have the opportunity for at least 20 minutes a day of supervised recess, preferably outdoors.

B. Daily recess breaks should encourage moderate to vigorous physical activity providing a clean, safe environment with adequate space and equipment.

C. On a day when inclement weather or unplanned circumstances have shortened the school day, the school corporation does not have to provide physical activity.

III. Extracurricular & Other Activities

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

Other School-Based Activities

I. Child Nutrition Programs

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

II. Eating Environment

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

III. Other Health Promotion Activities

- A. Community Involvement**
 - 1. The district will make efforts to keep school spaces and physical activity facilities open for use outside school hours, as well as on weekends and school vacations, as long as district policies concerning safety are adhered to at all times.**

2. **Community members will serve on the Wellness Committee and help guide and monitor compliance with the District Wellness Policy.**

Monitoring and Policy Review

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

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

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

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

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

Out of Office Voice Mail Message Instructions

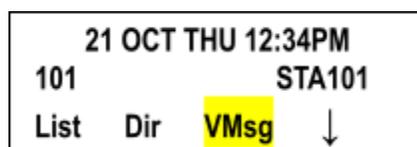
Overview

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

You can record and store up to 5 different voicemail greetings (they are numbered 0 – 4). We recommend that you always keep greeting #0 as your default greeting when you are at school. This greeting should not need to be changed very often. Your standard practice would be to record an appropriate greeting (as greeting #1) when you are going to be out of the office and change your active greeting to #1. When you return, just go into your voicemail and change your active greeting to #0 (it will already be recorded).

To check messages at your desk

1. Press **VMsg (in the display)**
2. Dial security code if it has one.



To record a greeting for your mailbox

(Callers hear your greeting before leaving you a message.)

1. Push **VMsg + Greet + Choose GR1 for your main greeting.**
2. Then choose one of the following from the screen

Push **Lstn** to listen to your greeting (if recorded).

Push **Rec** to record a new greeting.

Push **Erase** to delete your greeting

Push **Back** to exit without changing your greeting.

To record a name for your mailbox

(This is what the callers hear when using the dial by name directory)

1. Push **VMsg + More> + Name.**
2. Then choose one of the following from the screen

Push **Lstn** to listen to your name (if recorded).

Push **Rec** to record a new name.

Push **Erase** to erase your name (and use your extension number instead).

Push **Back** to exit without changing your name.

To set up a security code for your mailbox

(A security code prevents unauthorized access to your mailbox.)

1. Push **VMsg + More> + Set up + Code**
2. Enter **4 digit code and press 7 to set**

To check messages from a remote location

1. As soon as you hear the company's greeting, Press # (for remote logon)
2. Enter your extension number
3. Then the system will ask for your password

While listening to your message, watch your screen for options or you can also dial these options as well

While listening you can:

RE	Record a REply	73	B	Backup a Few Seconds	2
MF	Have Message Forwarded	63	BB	Backup to the Beginning	22
MC	Make Call to Sender	62	G	Go Ahead a Few Seconds	4
TI	Hear Msg TIme, Date, Sender	84	*	Pause/Resume Listening	*
SA	SAve Message	72	VU	Turn Volume Up	88
E	Erase Message	3	VD	Turn Volume Down	83
RL	Reverse Listening Order	75	VN	Restore Volume to Normal	86
L	Listen to Next Message	5	#	Exit Listen Mode	#

Sample Out of Office Message

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

CLUBS, EXTRACURRICULAR ACTIVITIES

Little Hoosier Sponsors

Tiffany Herrera

Gifted/Talented Coordinator

Liz Douglass

Student Council Sponsors

Allison Turner, Melissa Burkhalter

AMTAG classes change yearly depending on sponsors and student interest.

Little Hoosier Sponsor Responsibilities

- ✓ Sponsor meeting—monthly meeting preparation
 - Get snacks
 - Get material for program
 - Arrange for compensation for speakers
- ✓ Student meeting—monthly
- ✓ Officers—monthly—meet during lunch/recess
- ✓ Forms and letters
 - Construct forms
 - Collect forms and money for field trips, activities
 - Make sure all Little Hoosiers got forms and turned them in
- ✓ Two all day Saturday field trips
 - Sponsor often makes a trip ahead of time to make arrangements
- ✓ Once every other year—2 day overnight field trip
- ✓ Two evening field trips (after school until approximately 7:00 p.m.)
- ✓ Arranging for snacks
- ✓ Contacting parents

*Meetings run monthly from September through March. The overnight field trip is usually in April. Sponsors meet once in the summer for pre-planning.

Student Council Sponsor Responsibilities

Student Council is an opportunity for each classroom to have a voice in shaping our school. Each class elects a representative and an alternate. The student council meets once a month (generally just the representative and officers). The students are asked to vote on issues and projects. The sponsor helps explain the issues and assists in choosing projects that best match our students. The sponsor meets with the officers before the meetings to prepare them. They are supposed to run the student council meetings. This allows them to develop their leadership skills.

Student Council has several projects and fundraisers throughout the school year. Some of the projects have included: walking for the children of Haiti, caroling at the nursing home, organizing canned food drive for Kokomo Rescue Mission, collecting winter items for Coats for Kids, cleaning the school grounds, sponsoring family movie nights, and sponsoring the Penny Pitch (a celebration for the fundraiser for Howard Regional Health System). The Student Council also has fundraisers to help various organizations. They have helped raise funds for the Haitian Children's Relief Fund, Howard Regional Health System, the American Red Cross, the Women's Shelter, and the Kokomo Rescue Mission.

Gifted and Talented Coordinator Responsibilities

The Gifted and Talented Coordinator needs to disperse information to the G/T and advanced ability level teachers. This would include conference information, pamphlets, and books. The G/T coordinator is the liaison between the administration and the teachers. They try to meet with the teachers to assess their needs and discuss their needs with administration. The G/T coordinator assists with setting up in-service days for the teachers to coordinate curricular/academic efforts.

AMTAG Teachers

AMTAG teachers are responsible for teaching their class(es) weekly from September through February. At the end of February, WIS presents an AMTAG night in which the students demonstrate what they have learned throughout their time in AMTAG.

Intermediate School **Tornado Plan** **Area and Order Information**

The following is the current plan. A tone will sound several times indicating a tornado has been sighted or that a tornado drill is in effect.

North Hallway Girls Restroom

<u>Order</u>	<u>Room</u>
1 st	324

North Hallway Boys Restroom

<u>Order</u>	<u>Room</u>
1 st	329

2nd	326	2nd	331
3rd	328	3rd	327

Rm 318 - to old nurse's office (Room 309)
 Rm 319 - to old nurse's office (Room 309)
 Rm 317 - to men's faculty restroom
 Rm 314 - to old Nurse's office (Room 309)
 Rm 316 - to the old office (Room 309)
 Rm 315 - to women's faculty restroom

Music Room

<u>Order</u>	<u>Room</u>
1st	305 - (art)
2nd	307 - Teacher Lounge
3rd	303 - (music)stay in room
1st	301 - Room 343
2nd	341 - -Room 341

Special Areas Hallway

Rm 344 - (North end)
 Rm 343 - (North end)
 Rm 356 - (Middle)
 Rm 353 - (Middle)
 Rm 358 - (South End)
 Rm 355 - (South End)

South Hallway

Girls Restroom

<u>Order</u>	<u>Room</u>
1st	354
2nd	349
3rd	351

South Hallway

Boys Restroom

<u>Order</u>	<u>Room</u>
1st	346
2nd	347
3rd	345

Southwest Hallway

Girls Restroom

<u>Order</u>	<u>Room</u>
1st	375
2nd	330 ½ class

Southwest Hallway

Boys Restroom

<u>Order</u>	<u>Room</u>
1st	328
2nd	330 ½ class

- *During Media Center: AV Room 371
- *During Gym: Students go to the Team Room.
- *Office: Women's Bathroom
- *During Lunch: Students go to normal pre-determined safe area
- *Kitchen staff: to the kitchen storage area.

Teachers should not worry about shutting windows or drapes. The last student out of the room should shut the classroom door.

Students should crouch with arms and hands covering heads facing interior walls. There is to be no talking so that any instructions from teachers or PA can be heard immediately. Classes will be dismissed to return to regular routine by announcement over PA or by other designated adults.

As with any emergency, teachers should use their best judgment. If there does not seem to be enough time to get to your assigned area, lead your class to the nearest designated shelter area or interior hallway wall away from windows and/or glass doors.

In discussing tornado drills, direct students who are separated from the class to take shelter at the nearest designated shelter area.

SPECIAL ASSIGNMENTS FOR FIRE DRILLS, TORNADO DRILLS, AND BOMB THREATS DOORS

During a tornado drill, please stand inside the assigned door.

During a fire drill or bomb threat, please stand outside the assigned door.

- A. See that any student arriving at school can find his/her teacher and class.
- B. Turn away visitors during fire drills or bomb threats.
- C. Invite visitors to go to the nearest safe area during tornado drills.

Tornado drill assignments:

- Check for: Crouching
 Arms covering heads
 Silence

FIRE DRILL PROCEDURES

Fire drills are practices for emergencies we hope will never occur. The way you respond during a drill is probably the way you will respond in an actual emergency. To prevent panic and promote safety, students are to be quiet and orderly during drills and to look to the teacher for instruction. **Teachers are to take a class roster with them during a fire drill.** To assure that everyone gets out of the building even in dense smoke, students are to hold hands during fire drills. Once outside, drop hands, stay with your class group, and take roll. If any student who is present that day is not with your class, ask another adult to supervise your class while you locate the principal to report the student missing.

Listed below are doors and alternate doors to be used in case of fire and fire drills.

Teachers, be sure to use all doors at each exit. Move quickly to the west playground area.

<u>Rooms</u>	<u>Fire Exit Doors</u>	<u>Alternate Exit Doors</u>
307-320	North	(East)
321-333, 375	West	(Southwest)
301-306, 341-345	East	(North)
346-358, 373, Gym	Southwest (Gym)	(West)

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

For classes in special areas, classroom teachers are to join their classes and take attendance. Students who are not with their classes at the time of the fire drill are to go to

the nearest exit and join their class on the west playground area.

ANNUAL ASBESTOS NOTIFICATION FOR PARENTS AND EMPLOYEES

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) required the inspection of all buildings in the school district for asbestos. The District has complied with this act. A management plan documenting these inspections is on file for public review. Upon request you may view the plan, which is located at the assistant superintendent's office, as well as at each principal's office in all buildings. Western School Corporation annually notifies all parents, teachers, and other employees by posting this notice. The asbestos identified in our management plan will be checked every 6-months by our trained staff to scrutinize any changes in the material, which could cause a health hazard. Additionally, in compliance with EPA guidelines, Western School Corporation will have an asbestos inspection every three years by a licensed asbestos company. Any questions regarding our district's Asbestos Management Plan should be directed to our Assistant Superintendent's Office at 765-883-1455.

MULTIPURPOSE FACILITY / WEIGHT ROOM

Student Use

- Students in the Multi-Purpose Facility and/or Weight Room must be supervised by their respective coaches, or weight room coordinator.
- Students are to be dressed in proper attire (shorts, T-shirts, tennis shoes – **No Spikes**).
- Students will not abuse equipment in any way. Infractions will result in suspended use of the facility for a time to be determined by the Administration.
- This is a work area! Abuse of equipment could result in injury. Students causing a disturbance will be asked to leave.

- Weight Room - Students are not to lift alone. When using free weights you must have a spotter. Replace all weights on racks and do not leave weights on the bars.
- The treadmills, bicycles, elliptical trainers, and climbers are not to be used by students until they have received proper instruction and are under the supervision of the weight room coordinator or supervisor.
- Students are not to bring students from other schools or other guests to use the facility.
- The Multi-Purpose Facility and weight room are not open for student use except for interscholastic team practice and contests or as outlined under Community Use.
- No pop, sports drinks, or food is allowed in the Multi-Purpose Facility and/or weight room at any time (water bottles only).

Community Use

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