

## **SCOTTSBURG ELEMENTARY MISSION STATEMENT**

The Scottsburg Elementary Staff believes that all students can learn through a unified community effort. We will provide an atmosphere that facilitates learning in order for all students to meet or exceed the Indiana Academic Standards and become contributing citizens in our society.

## **SCOTT COUNTY SCHOOL DISTRICT 2 COMMON CENTS PRECEPTS**

- Respect authority.
- Honor your parents and family members.
- Treat your classmates, teachers, and school staff with respect.
- Speak kindly to and about others.
- Resolve conflicts without using violence.
- Tell the truth.
- Save sex for marriage.
- Stay drug and alcohol free.
- Leave other people's property alone.
- Avoid being jealous of what others have.

## **BENCHMARKS**

Scott County School District 2 has established Benchmarks to help the students be successful. All students are expected to meet the following benchmarks at the elementary level:

- 97% attendance rate
- Meet proficiency level on ISTEP+
- 2.0 G.P.A.

## **SCSD2 GRADING SCALE**

A+ = 100-99	C+ = 79-78
A = 98-92	C = 77-72
A- = 91-90	C- = 71-70
B+ = 89-88	D+ = 69-68
B = 87-82	D = 67-62
B = 81-80	D- = 61-60
	F = 59-0

## CHARACTER COUNTS

**Trustworthiness:** Be honest, don't cheat or steal. Be reliable-do what you say you will do. Have the courage to do the right thing.

**Respect:** Respect others in the class and other classrooms by using a quiet voice in the building. Don't threaten, hit, tease or hurt anyone.

**Responsibility:** Be responsible by doing your class work and homework. Keep trying. Follow directions the first time they are given.

**Fairness:** Listen to others. Take turns-share.

**Caring:** Show kindness to others. Help people in need.

**Citizenship:** Do your share to make our school the best. Cooperate. Respect authority.

## GENERAL INFORMATION

### **Cancellations and Delays**

The Scottsburg Elementary staff will conduct classes according to the planned schedules on delayed start days. Special classes will not be rescheduled. Staff members will be notified of delays and cancellations via the SchoolReach program and WMPI Radio (105.3).

### **Climate Committee**

Staff members who wish to participate are asked to contribute to the climate committee fund at the beginning of each year. The fund covers staff luncheons or treats, gifts for the secretaries and administration at Christmas, Secretaries' Day, and Bosses' Day, and flowers for staff members who are hospitalized or have a death in the immediate family.

### **Confidentiality**

Student information is confidential and should not be discussed with parties outside of school. Special education information is also confidential and should be handled with care. Student records should not be left out on desks. Permanent Records are located in the office and may be checked out but should be returned before the office closes for the day.

### **Consideration for Special Teachers**

Please inform special teachers (Resource Room, Speech, Art, Music, Library, etc.) in advance when students will not be attending class due to other special activities. Special teachers understand that guest speakers and presentations cannot always be scheduled around them. Please keep cancellations to a minimum.

## **Duty Aides**

Aides are available to help with copying, laminating, using the die cut machine, and putting together books. Please fill out a work order and leave it on the desk in the workroom. Aides will also supervise students in the cafeteria and on the playground.

## **Equipment**

**Copiers:** Copiers are located in the workroom and in the basement. If there is a problem with a copier, please contact Heather or Linda.

**Laminator:** The laminator is located in the basement. One person will be responsible for laminating during the school year. Place your items that need to be laminated in the box by the laminator with a work order.

**Ellison Press (Die Cut):** The die cut and dies are located in the basement.

**Binder:** The binder is located in the workroom. It should not be removed from the workroom.

**Intervention Binders:** The intervention binders are located in the workroom. Please feel free to make copies of interventions to use in your classroom. The binders should not be removed from the workroom.

## **Extra Curricular Activities**

Students at Scottsburg Elementary will have an opportunity to participate in the following extracurricular activities:

Basketball (Boys & Girls)	Grades 3-5
Cheerleading (Girls)	Grades 3-5
Destination Imagination	Grades K-5
High Five	Grades K-5
Just Say No	Grades 4-5
History Club	Grades 4-5
MATH Team	Grades 4-5
Peer Mediators	Grades 3-5
Spell Bowl	Grades 4-5
Student Council	Grades 3-5
Teachers' Helpers	Grades 4-5

## **Instructional Day**

Teachers are expected to be at school by 7:45 a.m. and in their classrooms by 7:55 to supervise students as they report to the room. Teachers should remain with students at all times when the students are under their supervision and until 2:55-no student should ever be left unsupervised. Teachers are expected to be in the building until 3:15 unless arrangements have been made with an administrator.

Staff members who leave the school for any reason other than during their scheduled lunch time, must notify the office prior to departing and upon returning. Teachers who leave between 11:15 and 2:30 or arrive between 8:25 and 11:45 will be charged  $\frac{1}{2}$  of a benefit day (annual leave or personal leave).

## **Instructional Planning**

Teachers are expected to plan and conduct instruction according to established state standards and district curriculum. When planning for instruction, teachers should consider the following Indiana Department of Education recommendations.

## **Lunch**

All students and staff have an account for any breakfast, lunch, or milk purchases. Money will be collected in a cafeteria envelope and sent to the office. Students must include their name, PIN number, and teacher name on the envelope. Money is accepted as it is brought to school.

## **Morning Announcements**

Announcements will be made daily at 8:10. Please contact the office if you have something to share. Announcements will conclude with the Pledge of Allegiance, Project Wisdom, and a minute of silence.

## **Parent and Teacher Organization**

There are two regularly scheduled meetings each year. Also the PTO is responsible for two room parties each year. The PTO is also involved in school activities that warrant parent participation. Notices of upcoming PTO meetings will be sent home with students.

## **Lesson Plans**

Teachers are expected to have lesson plans for each instructional day. Lesson plans should be accessible at school and be easily used by a substitute. Lesson plans should include sufficient detail to enable an emergency substitute to conduct instruction. Weekly class schedules and emergency plans should be placed in a folder marked “substitute.” Lesson plans should be submitted via MBC by Monday morning of each week.

### **Powwows**

Powwows should be conducted weekly in your class. The powwows should help to build community in your classroom. Some topics will be provided to you at the beginning of the school year. Documentation should be sent to the office.

### **Professional Development**

Teachers are encouraged to participate in professional growth opportunities. Requests for professional development experiences should be completed by the teacher and signed by the principal **at least two weeks prior** to the scheduled activity. The office should be notified of the need for a substitute when the leave request is submitted. Teachers are also required to establish and pursue individual professional growth points for license renewals.

### **Safety-Emergency Preparedness**

School safety is a priority at Scottsburg Elementary, so it is critical that all staff members understand the “SES Emergency Preparedness Plan”. Safety drills will be conducted according to current state regulations. Unless instructed to do otherwise, teachers should remain with their students during drills or crisis situations and keep class grade books with them. Classroom windows and doors should be closed whenever the room is evacuated. All visitors and volunteers must register at the office before entering any area of the building. Teachers should notify the office of any unfamiliar individuals who are witnessed in the building.

**Fire Drills:** Fire drills are required by law and will be conducted on a monthly basis throughout the school year. Students will receive instructions from their teachers regarding proper procedures for fire drills. We encourage all parents to organize and conduct fire drills at home as well.

**Tornado Drills:** Tornado drills are conducted *one time per semester*. Students will be asked to proceed to a maximum safety area for disaster drills. Students are to remain quiet until the “all clear” has sounded.

**Lock Down Drills:** Tornado drills are conducted *one time per semester*. Students will be asked to proceed to an area in the room away from the door in order to become silent. Students and teachers are to remain quiet and away from doors and windows until the “all clear” has sounded.

**Evacuation Drills:** Evacuation drills are conducted one time per year. Teachers and students will be asked to move in an orderly fashion to the First Baptist Church, which is

just north off of Hyland Street. Students are to remain quiet and sit in the assigned positions until the drill has concluded.

**Bus Evacuation Drills:** Bus evacuation drills are conducted one time per year.

## **Security**

All staff members should promote a secure environment by adhering to the following guidelines:

1. Do not leave money or valuables in your classroom overnight.
2. Make certain that all classroom windows are shut and locked before leaving.
3. Make sure that all exterior doors (except for the front) are locked between 8:30 a.m. and 2:30 p.m. and on evenings and weekends.
4. Make sure to wear your name badge at school.
5. Stop any individuals who are in the hallways without a visitor's badge and direct them to the office.

## **Staff Meetings**

Regular staff meetings will be held before school once a month. Special staff meetings will be scheduled as needed. Teachers are expected to attend all staff meetings unless prior arrangements are made with the building administrators.

## **Student Attendance/Tardiness/Early Departures**

Teachers are expected to maintain accurate student attendance records. Students are expected to attend school according to the guidelines that are stated in the student handbook/folder. When returning to school following an absence, students must bring a note from parents to explain the absence, please send the note to the office. Attendance concerns should be referred to a building administrator.

Make-up work should be sent home when the child returns to school. Teachers will be notified when parents request homework for students who are absent. Assignments should be sent to the office for pick-up.

- **Absent Half Day:** A student is considered absent half day if he/she arrives after 11:30 or leaves before 11:30.
- **Tardy:** Students are considered tardy if they arrive after 8:15 a.m.
- **Early Departure:** Students are considered to be departing from school early when leaving prior to 2:35. Students must be signed out at the office prior to leaving early.

Students are recognized for achieving perfect attendance during each grading period and for the entire school year. Students must meet the following guidelines in order to qualify for perfect attendance awards:

### **For Each Grading Period**

- Student must not be counted absent for any whole or partial day during the grading period.

- Student must not accumulate more than one (1) incident of tardiness **or** early departure during the grading period.

#### For School Year

- Student must not be counted absent any whole or partial day during the entire school year.
- Student must not accumulate more than five (5) incidents of tardiness **or** early departure during the entire school year.

#### **Student Counseling**

To help ensure that students' progress in school and complete school to enhance success in adult life, the following components are implemented by the school counselor:

- Individual and group counseling/skill building for students identified as experiencing at-risk life situations (e.g. divorce of parents, rejection of other students, children of alcoholic parents).
- Brief counseling to children or parents for situational crisis.
- Classroom guidance and teacher consultation.
- Parent counseling, training and education activities.
- Liaison with community services/agencies.

#### **Student Support Team** *(See RTI section of your Teacher Handbook)*

Our Student Support Team (SST) is responsible for helping teachers find suitable interventions for students who are experiencing difficulty in school. The process is not just for students being considered for special education. It is for any student that is experiencing difficulty academically or behaviorally. The SST process should be considered before retaining a student. When a teacher has a concern about a student, the teacher should contact the principal about scheduling an SST meeting and to get the appropriate paperwork. A meeting will be scheduled to discuss possible interventions for the student.

#### **Supervision**

Each member of the Scottsburg Elementary Staff has the responsibility for supervising all students. Together we model positive choices, good behavior and high expectations. Everyone should monitor student conduct in the halls, classrooms, cafeteria, playground and restrooms.

A detailed explanation of conduct expectations is included in the student handbook/folder. Cafeteria, playground, transportation, and other school rules are explained. Teachers should review these rules with students during the first few days of school and periodically throughout the year. Classroom procedures should be displayed in rooms and explained in detail to students at the beginning of the year.

Staff members should handle routine disciplinary issues and supervise any resulting consequences. Students who commit serious offenses or who habitually display inappropriate behavior will be disciplined according to the school behavior policy. Teachers

should maintain records of student disciplinary infractions for reference during parent/student/teacher conferences. When a student is referred to the office for disciplinary reasons, teachers will fill out a discipline record on Harmony which will be used for documentation and communication with parents. Student discipline files will also be maintained in the office. **All staff members are encouraged to recognize positive student behavior with communication to parents.** Sharing good news reinforces appropriate choices and enhances our image within the community.

#### Non-instructional Supervision:

1. Teachers should accompany their classes to and from restrooms, art, computer lab, library, music, lunch, and recess. Students will be held at the room until the teacher arrives.
2. Teachers are to pick up students from the dock doors promptly at dismissal time from recess.
3. Teachers should be in their classrooms by 7:55 as students are permitted to go to their rooms.
4. Teachers or assistants should accompany students to the restroom areas and remain in the hall until the class returns to the room. Try to avoid sending unsupervised students to the restroom.
5. Teachers should supervise students going to the buses and/or back parking lot.

#### **Supplies**

The following supplies are available from the office:

chalk	rubber bands
construction paper (1 order in the spring)	SES envelopes
ink cartridges (2 black per year)	SES stationery
paper clips	tape (masking and scotch)
pens (black and red)	

Teachers may request supplies by sending the appropriate form to the office. Supplies will be distributed within 24 hours.

Each teacher receives \$75 per semester. Purchase order requests need to be submitted August 1-November 30 for the first semester and from January 1-April 30 for the second semester.

#### **Teacher Absence**

Securing quality substitutes can be difficult. Please assist in this process by providing the office with advanced notice of absences whenever possible. Please refer to the contract concerning appropriate use of annual leave days.

#### **Teacher Evaluation**

Certified staff members will be evaluated yearly according to established policies.

### **Title 1**

Title 1 instructional assistants are available to help students experiencing difficulty with math or reading. If you have a student who would benefit from some extra help in either academic area, you will need to contact the Title 1 building coordinator to establish services. Instructional assistants may work with students in small groups, the entire class, or one on one while in your classroom. They will also work with flexible groups in order to give extra support.

### **Volunteers**

Teachers are encouraged to use parent volunteers for non-instructional tasks. Any parent or individual must fill out a background check in order to be used as a volunteer. Please stress the need for confidentiality. Volunteers should register at the front office upon arrival. Volunteers will be recognized during National Volunteer Week in April. Please keep track of all volunteers so we do not forget anyone!

### **Field Trips**

Requests for field trips must be turned into the office 2 weeks before the scheduled date. Any requests with less than 2 weeks notice may be denied. Any collection of donations for a field trip must fill out the ECA packet from Mr. Nauman. This packet must be completed correctly before any funds can be used to attend the trip.

## **COMMUNICATION WITH PARENTS**

### **Report Cards**

Report cards for the first nine weeks will be distributed during the parent-student-teacher conferences that are conducted at the end of the first nine weeks (procedures and guidelines for conducting conferences are outlined below). Report cards will be mailed home at the end of the school year. Report cards for all other grading periods will be sent home with students. Teachers are encouraged to make comments on report cards each time they are issued. Many parents feel that check marks do not give sufficient information concerning student performance. Periodic informal progress reports are also encouraged.

### **Parent/Teacher Conferences**

Conferences form an important link between the home and the school. In addition to reporting student progress, teachers should utilize Parent Information Night to share expectations and clarify instructional procedures/practices. Parents should be encouraged to share any information that will increase our understanding of their child.

### **Guidelines for Conducting Conferences**

1. Provide a pleasant waiting area outside the classroom door.

2. Conduct conferences away from the door to avoid being overheard from the hallway.
3. Establish a friendly atmosphere by conferencing away from the teacher's desk.
4. Stay on schedule-no one likes to be kept waiting!
5. Begin and end the conference on a positive note.
6. Be specific by sharing work samples and citing examples.
7. Provide the parent with information on classroom activities, expectations (academic and behavioral), grading system and homework suggestions.
8. Encourage participation by parents and students. Try not to dominate the conference.

### **SCSD 2 School Calendar**

Please see the attached SCSD2 Calendar for the current school year.