

BELOIT ELEMENTARY SCHOOL

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BELOIT ELEMENTARY SCHOOL

This section of the personnel handbook will contain information for teachers and staff regarding the elementary building. It will include procedures, expectations and basic understandings for the normal operation of our building.

Beloit Elementary Principal

SCHOOL HOURS:

7:40 to 8:00	Breakfast is served
8:00 to 8:05	Students allowed to enter their classrooms
8:05 to 3:25	Hours for grades K-6
8:05 to 11:05	Hours for A.M. Pre-School
12:25 to 3:25	Hours for P.M. Pre-School
8:00 to 3:25	Teachers should be in their rooms when students are in the rooms.

LUNCH TIMES:

<u>Grades</u>	<u>Approximate Schedule Times</u>		
Kindergarten	11:00	to	11:31
1st Grade	11:10	to	11:41
2nd Grade	11:20	to	11:51
3rd Grade	11:30	to	11:58
4th Grade	11:40	to	12:11
5th Grade	11:50	to	12:21
6th Grade	12:00	to	12:31

BELL SCHEDULE:

7:40	<u>First Bell</u> Students allowed in the building.
8:00	<u>Second Bell</u> Students dismissed from breakfast area. Teachers are expected to be in their classrooms.
8:05	<u>Third Bell</u> Morning classes begin. There is a bell at the end of each special class in the area of that class.
12:20	<u>P.M. Pre-School</u> should start to arrive.
3:25	<u>Student Dismissal Bell</u> Teachers are also free to leave, but need to remember that parents picking up students might re-enter the building with a question or something else that could come up. Please use common sense in regard to your departure time at the end of the day.

ARRIVAL AT SCHOOL:

Teachers are to arrive at school prior to the students being dismissed from the breakfast area. Students should arrive according to the bell schedule.

TEACHERS SHOULD BE IN THEIR CLASSROOM WHEN THE STUDENTS ARRIVE.

DISMISSAL FROM SCHOOL:

Students are dismissed at the 3:25 P.M. bell. Please see that students who ride the bus do not waste time getting to it. **Teachers should be in the halls or in their classroom until the students are gone.**

ENTRANCE AND EXIT FROM BUILDING:

ENTRANCES

East Main Door	Any students
North Gym Door	Bus children and other students

EXITS

Students may exit any door at the end of the day unless a staff member specifies a certain door.

FIRE SIGNAL: Constant ringing of buzzers in halls.

The teacher or paraprofessional working with handicapped students will assist these students out.

Follow this procedure for vacating the building: **(All teachers will take their grade book with them).**

Pre-School	Exit through nearest door
Kindergarten	Exit through East Kdg. doors
1st Grade	Exit through South door
2nd Grade	Exit through East main door
3rd Grade, Art & Music	Exit through East main door
4th, 5th, and 6th Grades	Exit through West door
Gifted	Exit through West door
P.E.	Exit through North Gym doors
Band & Library	Exit through South Library door
Autism/Low Incidence Room	Exit through South classroom door
Williams' Class	Exit through West classroom door
Engelbert & Brassfield's Class	Exit through West classroom door
Speech	Exit through classroom door

TORNADO SIGNAL: Will be announced through the intercom. Tornado shelter is in the basement of the Library. Follow this procedure for moving to the basement. If the electricity would fail, a constant repeating whistle would be blown by office personnel or a custodian walking through the halls to alert the areas of the building. **All teachers will take their grade book with them.**

Kdg., 1st, 2nd	Left side of hall use North stairs
Art & P.E.	Left side of hall use North stairs
Autism/Low Incidence Room	Left side of hall use North stairs
Sp. Ed. & Title Area	Use South stairs
Speech	Use North stairs
Library	Use North stairs
3rd & 5th Grades	Right side of hall use South stairs
4th & 6th Grades	Right side of hall use South stairs
Gifted & Vocal Music	Right side of hall use South stairs
Pre-School	Proceed to basement

The teacher or paraeducator working with handicapped students will assist these students.

A separate sheet with routes for Tornado Drills and Fire Drills will be given to each area. See that

these procedures are posted clearly in your room. Also, post diagrams of exit routes to the basement or outside. Please ask for new diagrams if yours is missing.

EMERGENCY RESPONSE PLAN:

Follow district policy – practice twice a year. Please keep your crisis plan easily accessible to you and a substitute teacher.

ENROLLMENT:

Pre-enrollment sheets are sent home in March to all students presently enrolled. After the pre-enrollment sheets are returned, that information is placed in the computer, making all necessary changes.

In May, teachers are expected to split their class roster into 3 groups.

Class assignments will be finalized at the end of May.

IN-SERVICE:

A certain amount of time is always used during our first few days for specific in-service activities. This includes building meetings and district in-service. Teachers need to be aware of this required time. If you need more time, please plan your schedule.

PDP's are required for all staff members. Your PDP's need to be filled out to coincide with our school improvement plan. PDP's will be discussed at our first general session meeting for all staff.

PERMANENT RECORDS:

These are stored in the cumulative record files in the office vault. This information is confidential and at no time are these records to be left in the classroom unless under lock in the teacher's closet.

Preschool through 1st grade teachers, at the end of each school year, are to record grades, indicate promotion or retention and add other comments of importance. Keep in mind that you should never enter any information that would prejudice a teacher. All information is to be recorded in BLACK permanent ink. Do not use flair tip pens.

Teachers should also fill out report cards in BLACK permanent ink. The school secretaries will see that CAT Test information is placed in the cumulative records when it arrives each year.

KDG through 6th grade teachers do not have to fill out report cards or cumulative records. Our Skyward program figures the grades.

Records are sent on to other schools by mail, after we receive a written request signed by the receiving school and parent authorization.

HEALTH:

Our school nurse should be the person responsible for calling parents when a child is ill. Please send sick children to the school nurse or to the office if the nurse is gone for another emergency.

If you have a concern about a child's health, please share your concern with the school nurse. She will take appropriate action and keep the building principal informed on unusual happenings when parents or outside agencies need to be contacted.

Anytime we have a suspected broken bone, keep the student in that location and have someone bring the nurse or the principal to the injured person.

SUBSTITUTES:

In case of illness or some other emergency and you cannot make it to school, please call the principal at home between 6:30 to 6:45 so they will have time to find a substitute. When Mr. Marshall is out of town, call Lisa if you need a substitute.

Cell Phones for Byron Marshall 324-1094 (personal) or 569-1378 (school)

Cell Phone for Lisa Seamans 738-0425

LESSON PLANS:

Grade levels will turn in lesson plans which will consist of Reading/Language Arts, Math, Science & Social Studies. This will be part of the Friday PLC report.

If you are being evaluated, you will turn yours in every week during your evaluation period. Each teacher will indicate which standard, benchmark, and indicator taught in Reading and Math on their lesson plans.

PROFESSIONAL LEARNING COMMUNITY:

Grade levels will turn in a report each week over collaboration of student improvement based on results. Please turn the form in to the principal.

STUDENT CONDUCT:

Goal: To provide a framework for students to practice responsible self-discipline.

It is our belief that the BES conduct system will help students become responsible, self-disciplined young adults. We believe that a safe and orderly environment provides an atmosphere that is conducive to learning; one which enables students to maximize their individual potential and succeed as lifelong learners.

Be sure to review the following with students:

1. Walking in halls at all times. (Please see that students are single file and are not talking while walking with your class in the hall or even in small groups when walking to lessons or on some special assignment. Your teaching associates want it quiet when students are passing their rooms.) Please stress this on a consistent basis.
2. Appropriate restroom behavior.
3. Proper handling of food in the lunchroom.
4. Proper care for the building and its equipment.

5. After lunch, students walk directly back to their room without waiting for friends or stopping in the halls.
6. Park bikes in bike racks immediately upon arrival of school.
7. Proper behavior and following all bus rules.

Our students need to understand that children are expected to respect adults in our building. All staff are expected to correct misbehavior by students that is observed.

Teachers and staff are expected to use common sense when correcting any situation. Children need to be corrected, but they need to be corrected with dignity.

LUNCHROOM DISCIPLINE:

The lunchroom discipline procedure states that the student will be given two warnings for his/her behavior. On the third offense, the student will be removed from the lunchroom. Once removed from the lunchroom, that student will serve a 30 minute detention the following school day. There will be a sheet for the parent to sign and the student to bring back the following school day. This sheet will explain why the student was removed from the lunchroom.

The lunchroom supervisors will be in charge of behavior in the lunchroom. Teacher cooperation is expected if they ask for some follow through with student discipline.

Teachers should take some time to discuss manners and procedures in the lunchroom with their classes. 6th grade should discuss Saturday school.

Student(s) may be moved to other areas of the lunchroom after the first warning to prevent future problems in the lunchroom for that day. This will not count for a detention. If the student(s) refuses to move to the new location, they will be removed from the lunchroom and it will count for a detention the following day.

CONDUCT SYSTEM

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Conduct System

1. BES will be using a card system. The type of card used varies from primary to intermediate grades.
2. **The 3rd through 6th grade students will be using their planner regularly for a communication device for parents/ teachers and a pass to leave the classroom to go to**

other locations in the school. Student planners will be checked periodically by teachers.

3. Accumulation of warnings on the conduct card for minor violations will result in the following discipline:
 1. Warning
 2. Time off recess
 3. Time after school
 4. Time out of class
 5. Parent Conference
 6. Saturday School (4th – 6th grade)
 7. In School Suspension
 8. Out of School Suspension

These are in the order of severity, but any and all may be used as needed by the teacher and principal. The discipline that students receive will be determined by the age, severity, and frequency of their actions. Parental notification will occur by either phone or letter or both.

What Are Major Violations?

Major violations will be taken care of by Mr. Marshall.

Major violations include, but are not limited to, the following:

- Theft
- Alcohol/drug, tobacco use/possession of paraphernalia
- Vandalism
- Truancy
- Forgery
- Threatening behavior to staff/students
- Fighting
- Cheating
- Profanity/obscene gestures
- Bomb threat/false fire alarm
- Harassment
- Refusal to follow instruction of authority/insubordination
- Weapons (described in the Board Policy)
- Misuse of the Internet/sending inappropriate e-mail/going to unacceptable areas on the Internet
- Lunchroom problems

THIS IS NOT AN ALL-INCLUSIVE LIST. ACTIONS NOT LISTED WILL BE HANDLED BY THE ADMINISTRATION AS DEEMED NECESSARY. MR. MARSHALL HAS THE RIGHT TO ADJUST CONSEQUENCES IF NECESSARY.

Conduct for Special Classes

A notebook will travel to each special class. The special class teacher will date and document problem(s) that are transferred to cards by the classroom teacher.

Homework Completion

Student planners will be checked before leaving school each day for the first month of school and periodically thereafter.

Students could stay in for recess if homework is not completed.

If work is still not complete, teachers will contact parents to request their child stay before or after school to finish work that day or the following day.

ATTENDANCE:

All notes sent from home to inform the school of an absence or a future absence, must be brought to the office and given to our secretary to record. The office will then notify the teacher of the absence. Parents are expected to notify the school by a phone call or note for any absence of their child. Also, the parent needs to call each day that their child is ill if the child is ill multiple days in a row. If a child goes to the doctor's office, the office will need a copy of the doctor's note or a yellow copy from the office before it is an excused absence, and then it will be filed with the school nurse.

If parents know that their child is going to take a family vacation during school time, the student is responsible for making up the work before he/she leaves for the vacation. Please try to schedule appointments and vacations on days off.

When your child returns to school after his/her absence, he/she will need to report to the office for an admittance slip before they go to class. This will also help us keep track and have notice of why a student was absent. By having the student report to the office before going to the classroom, we will be able to know which students have unexcused absences and need a note sent to their parents. Students must be at school no later than 11:45 through the end of the day to participate in programs, etc., unless approved by Mr. Marshall.

TRUANCY/TARDIES:

The following procedures shall be used in determining truancy in USD #273 (reference from Kansas Statutes Annotated KSA 72-111 and KSA 72-1113):

1. Whenever a child is required by law to attend school and such child is not enrolled in school such child is truant.
2. A student is truant from school if he/she is unable to provide a bona fide parental excuse. If a student is absent (without a valid excuse) for three consecutive days, five or more days in any semester, or students who are absent for significant part of the school day (three hours past the start of school). The student shall be reported to the county attorney (if student is over 13) or Social and Rehabilitation Services (SRS) (if student is under 13).
3. A valid excused absence is parental consent for absence from school for the following reasons:
 - Illness
 - Funeral of family member
 - Doctor's appointment

- Attendance at school approved and/or related subject
- Other reasons, which in the judgment of the principal, are reasonable and necessary
- The principal, in consultation with the school nurse, will determine exceptions

Children are tardy when not in their rooms by 8:05 a.m.

Please have students here on time.

We believe your child's attendance is very important for their success in school. We also believe it is important for your child's safety that parents and the school know where your child is during school hours. The law mandates that we enforce our attendance policy. We appreciate your support in improving and enforcing our attendance policy.

RETENTION POLICY:

The classroom teacher will analyze a variety of information (grades, Dibels assessment, state assessment, map attendance, behavior, etc.) and present this to MTSS. The members of the MTSS team, will include but not be limited to, the original MTSS team, parents, and other teachers working with the student, school psychologist and principal. At this point, the parents and teacher will be aware of the concerns of the student and the possible recommendation of retention. This MTSS team meeting will occur during the third quarter. This team will make the decision for retention of the student prior to April 15. The team will gather the information to make the decision for the best interest of the student.

MULTI-TIERED SYSTEM OF SUPPORT:

Educators, parents and community leaders have concerns about all students experiencing learning and behavior problems. Although classroom teachers can and do meet the needs of many students, there are situations where teachers need assistance. The goal at Beloit Elementary School is to expand the use of various resources and expertise in the school and community to address student needs. School personnel and parents of students may make requests for assistance. For further information concerning the Multi-Tiered System of Support process, please contact the Beloit Elementary School Office.

LUNCH AND BREAKFAST PROGRAMS:

The breakfast program.

1. Adults may purchase breakfast for \$2.00 and lunch for \$3.10
The student cost is \$1.30 for breakfast and \$2.20 for lunch.
2. No partial meals will be served at breakfast.
3. We will allow students in at 7:40.
4. Students put their books and coats in their designated grade level area on the east side of the multi-purpose room.
5. Students eating proceed to the breakfast line as we do for lunch. Those not eating stay

seated in their designated grade level area if they have entered the building. Those not eating who did not enter the building, are to wait outside until the 8:00 bell.

6. **????** will check off the names of students eating breakfast on the computer.
7. When students are finished eating, they return their tray to the window and then go and sit down where they put their books.
8. At the 8:00 bell, all students will proceed to their rooms as directed by the adult in charge of breakfast duty.

Teachers need to take lunch count first thing in the morning. Record this information and send it to the office by 8:40 each day.

The daily lunch attendance slips are to be filled out as your class goes through the lunch line. A table will be set up at the point of entrance for picking up trays.

A weekly roster will handle all meals for all staff members. You deposit \$5.00 increments in your lunch account. The price of a full meal or partial meal will be subtracted from your account each time you eat. Any time you go into a minus balance you will have to add to your account to start the next day.

SUPPLIES:

Specific things for your room should be ordered in the spring. Teachers have a budgeted amount. Some things may be ordered during the school year as long as you have money remaining in your budget. Purchase orders must be used and approved.

General supplies of clips, chalk, etc., are in the cupboard in the office. Help yourself to those items. If you don't see it, ask the secretaries for assistance.

FACULTY LOUNGE, WORKROOM AND BREAKS:

The faculty lounge located in the West hallway is for all staff members use. Lunch tables are provided for all staff eating at school. You may eat in your classroom but please dump your trays in the lunchroom.

- We all need to help in keeping the lounge clean.
- Please use the trash cans for paper and food things that need to be thrown away.
- Pop cans should be thrown in the can under the candy machine.
- PLEASE, DON'T LEAVE ITEMS IN THE REFRIGERATOR FOR A LENGTHY TIME.
- DON'T LEAVE OPENED, PARTIALLY FILLED POP CANS IN THE REFRIGERATOR OVER NIGHT.
- REMINDER: CHILDREN ARE NOT ALLOWED TO HAVE POP IN YOUR CLASSROOMS. If you are drinking pop yourself, it will need to be in an unadvertised, enclosed cup.

If you are asking for anything to be run on the copy machine, please check with your fellow teachers so we can run it all at once for the whole grade.

Remember, the copy machine by the mail boxes in the office may be run by anyone.

The workroom also holds supplies of construction paper for teachers use. Keep the shelves neat as we do keep a running inventory of this paper.

Finally, some discussions that go on in a faculty room need not go any further than that room. Use common sense in this area also. **Once you start talking about student problems or concerns, you should move to a more private place. Please remember about confidentiality of student information.**

FACULTY SEVEN:

These people help with staff parties, needed gifts, etc.

The following have been nominated.

One from grades Pre-School, K, 1, 2	Kristin Lawrence
One from grades 3 & 4	Tara Pruitt
One from grades 5 & 6	Tracy Travis
Two from other certified staff	Kayla Hamilton
	Kris Lewis
Two from non-certified staff	Megan Gronewoller
	Susan McConaghy

The following guidelines were established in May of 1990. Revised in May of 2005.

Gifts for people leaving our district.

1-5 years	\$15 - \$20
6-10 years	\$20 - \$30
11 or more years	\$30 - \$40

Baby Quilts:

Made for the first child born after being employed.

(If we have people on the staff who will take on the task.)

Flowers/Plants:

Hospitalization - Staff members \$12.50 to \$15.00.

Births of employees.

Funerals for spouse, parents of employee (not spouse's parents), and children of employee.

Cards should be sent to spouses and children of employees that have been hospitalized.

COLLECTING BEYOND FLOWERS:

We will need to collect money for our funeral fund this year. Any staff that wishes to be included on the card should contribute \$10.00 at this time. With this money we have just given a check for the family to use as needed.

FACULTY FUND:

Money in the faculty fund is used to purchase gifts as listed in the guidelines already mentioned. We also purchase all the coffee, tea, and hot chocolate for the faculty room.

Thus, we need to collect...

\$15.00..... Dues, used for retirement/leaving gifts, plants, listed above, misc. for the lounge, and staff luncheon at end of the year (mandatory)

\$10.00..... Funeral Fund (optional)

TELEPHONES:

Students should still use the phone by the office for most calls made by them. A teacher could, for a time saver or an emergency, allow a student to use their classroom phone to make a call. All phones in classrooms and in the hallways automatically go to the first open line when making a call, meaning there is no danger of cutting someone off.

All phones require you to press a 9 before getting a line, with the exception of phones in the office, principal's office, lounge, library, band room, counselor's room, and psychologist's room.

The following are BES intercom numbers:

Adams, Connie	308	Fincham	333	Meyer	310
Adams, Cris	363	Fischer	353	Niemczyk	305
Barrett	384	Fouts	311	Palen	352
Baxa	313	Greif	312	Pearson	332
Becker	381	Gronewoller	301	Porter	361
Bonebrake	387	Ham	331	Pruitt	342
Bourbon	309	Hamilton	307	Roberts	385
Brassfield	371	Harbaugh	377	Reiter	390
Brown	378	Isbell	391	Remus	322
Cox	343	Kitchen	380	Seamans	300
Custodians	370	Lawrence	321	Seyfert	323
Eck	351	Lewis	374	Tiernan	341
Ellenz, Michelle	383	Marshall	303	Tobald	376
Ellenz, Rachel	304	Martin	387	Williams	373
Engelbert	372	Mason	343	Wolken	331
Faculty Room	386	McGrath	375		

RECESS:

This is up to classroom teachers to schedule and supervise. You may take a maximum of two (2) recess periods a day, limited to roughly fifteen minutes each. Extra recesses may be rewarded for positive reinforcement of good classroom work and behavior. If more than one class is at recess together two adults should be supervising. Please move around and make yourself visible while on duty!

EXPECTATIONS:

We are professionals working with children. We have a certain amount of items we need to cover in the district curriculum. This however, does not limit us to challenge students with their daily work during the school year. We need to use the school hours and all days to the fullest extent with the required and enrichment work we can offer our students. Even during the last week of school as we start to finalize our records, our students should not be turned loose for an over abundance of extra recess and free time. Please plan for the whole school year.

Activities within the classroom should be for the purpose of improving our student's academic progress.

Teachers need to use their planning time to work with team members, document your improvement discussions, work on individual classroom needs and take time just to unwind.

NOTES HOME:

Keep parents informed of problems. Progress reports will be sent home as needed (D or below or not making appropriate progress). Don't let students get so far behind and not inform them until report card time only. Good notes can be sent periodically too. Good P.R. is a must.

MAIL BOXES:

Please check them three times daily. Once in the morning before 8:05 and once after we have had a chance to run lunch notices at approximately 1:30 P.M. Also, please check your boxes right before school is dismissed as there could be important information for the students that they will need to take home before they leave for the day or notes for the teachers.

POSTING ATTENDANCE:

Each teacher will take a daily count and send a list of those absent to the office each day by 9:00 A.M. Be sure that you list all tardies on your attendance slips each day. The office (Kelsey or Mr. Marshall) will call the parent if a student is absent without a note or a call from the parent.

Kelsey & teachers need to talk with me about any suspected attendance problem. Be sure I am informed as soon as a child is absent three days in a row, or on the fifth day of being absent in a semester. When I am informed about the possible problem, I will call or send a letter about a possible attendance problem, if absences are unexcused.

Attendance awards will be given out for those with perfect attendance each nine weeks and for the whole year.

P.E. EQUIPMENT:

It will be checked out by the P.E. teacher. You are responsible for what you check out. To get new equipment you need to check in the damaged equipment. Excess loss of equipment, will be charged against your classroom budget when ordering supplies.

ASSISTANCE:

The office is willing to help with typing and some duplicating but No Rush Orders should be expected. When aides are available they should be used as much as possible.

MEETINGS:

Administrator's meetings are scheduled at 9:00 A.M. on Mondays. Building meetings will be scheduled on a regular basis. Other meetings have been put on your calendar. Teachers may also request a meeting be scheduled for needed information, bringing up concerns, or sharing workshop ideas which have been learned by a staff member's attendance.

PARKING:

Most teachers and staff are to use the parking area around the center island in the north parking lot. Eight spaces are reserved for the principal, 2 secretaries, speech clinicians, school suburban, and 3 handicapped.

TESTING DATES:

AIMS WEB will be given to all students K-6 in the fall and spring.

CLASS SCHEDULE:

Teachers should turn in a copy of their class schedule. It should include times when different subjects are taught.

EVALUATION:

A schedule of formal evaluations will be handed to teachers being evaluated. Those that are scheduled will receive written evaluations by Mr. Marshall, and be asked to fill out the teacher self-evaluation form. These will be completed within state law time lines. All classrooms will be visited and evaluations could be written at the discretion of the principal. Non-tenured teachers will also have peer evaluations. This is optional for tenured teachers.

Teachers in charge of paraeducators / aides are responsible to fill out evaluations for those people.

Classroom teachers are responsible for your teacher's aide.

Mr. Walters is responsible for evaluations of the custodians.

Mrs. Martin is responsible for evaluations of the cooks.

Mr. Marshall is responsible for evaluations of the secretaries.

All those responsible for evaluations should be communicating with the principal, any possible problem areas with the staff they are responsible to evaluate.

AIDES:

- Ms. Strnad is assigned to grades K-3.
- Mrs. Bonebrake is assigned to grades 4-6, plus a specified time to run the Risograph copier in the office vault.
- Mrs. Martin is assigned to Miss Becker's room, special education bus and some in school help when not driving.

We also have a number of paraeducators assigned to specific special education teachers.

The aides perform a variety of tasks including typing, grading papers, bulletin boards, recess supervision, duplicating papers, and many other jobs the teachers feel necessary to assist them in the flow of the classrooms.

INTRA BUILDING COMMUNICATIONS:

Daily announcements are put on the internet site. Check these daily for any possible changes or additions.

Individual notes could be put in your mailboxes.

In the faculty room, you can find announcements which we receive from colleges and universities about classes to be offered. Other items that might be of importance to someone will also be posted in the faculty room.

Finally, at the end of each day at 3:20 P.M., announcements will be made to students and teachers as necessary.

CURRICULUM PLANNING AND DEVELOPMENT:

Our curriculum committee, known as B.I.C.C., meets on a regular monthly basis. All sub-committees dealing with curriculum are chaired by members of B.I.C.C. Minutes of these meetings are posted in the faculty room each month. Specific areas that have resulted in updating textbooks, or maintaining the books that were presently in use that year are listed below as a reminder of the areas studied.

1996-97	- Started the year with new reading textbooks.
1996-97	- We purchased new Math for the 1997-98 school year.
1997-98	- We purchased new Social Studies for the 1998-99 year.
1998-99	- We purchased new Science for the 1999 - 2000 year.
	We also purchased Saxon Phonics for the 1999-2000
1999-2000	- We purchased new Language Arts.
2000-2001	- We purchased new Reading textbooks.
2001-2002	- We purchased new Math textbooks.
2002-2003	- We purchased new Social Studies textbooks.
2003-2004	- We purchased new Science textbooks.
2004-2005	- We purchased new Language Arts/Reading.

2005-2006	- We purchased new Music textbooks.
2006-2007	- We will be looking at new Math textbooks.
2007-2008	- We purchased new Math textbooks.
2008-2009	- We purchased new Social Studies textbooks.
2009-2010	- Did not purchase new textbooks.
2010-2011	- Did not purchase new textbooks.
2011-2012	- Did not purchase new textbooks.
2012-2013	- Did not purchase new textbooks.
2013-2014	- We purchased new Math textbooks

SCHOOL COMMUNITY RELATIONS:

Communication with our parents to keep them informed of the things going on in our building is considered very important. Teachers are encouraged to have things sent home in writing if you have different projects or events going on. Some of this can be handled by letting Lisa know what she could put in the school newsletter that is sent home the first Friday of school and then the last week of each month. Teachers are encouraged to submit information for the Newsletter by the 20th of each month.

Other means of communication with our parents include parent night, which is held the first full week of school. Teachers should discuss what they feel important that parents know in their rooms. A suggested list of things, but not limited to them, would be.

- | | |
|---------------------------------|--------------------------------|
| 1.) Grading | 5. Areas of school improvement |
| 2.) How much homework to expect | 6.) Attendance & tardies |
| 3.) Classroom schedule | 7.) Parties that will be held |
| 4.) Discipline procedures | 8.) Assessments |

Parent/Teacher Conferences are held at the end of the first nine weeks and the end of the third nine weeks. During this school year, conferences are scheduled on Thursday, October 24, 2013; and Thursday, February 20, 2014.

P.T.O. Executive Board for 2013-2014: President – Brennan Eilert; Vice President – Heather File; Secretary – Jennifer Adolph; Treasurer – Tammy Emmot; Teacher Representatives –Tara Pruitt, Chrissy Greif, & Amanda Seyfert; Parent Representatives – Erin Stewart, Katie Cheney, Mandy Gerstner & Rebecca Brummer; Administrator – Mr. Marshall.

Site Council Members: President – Doug Twaddell; Vice President – Kristen Kadel; Parent Representatives – Kara Loomis, Kim Budke, Cassie Kopsa, Darsey Offutt, Angie Porter; Staff Representatives – Melanie Bourbon, B Fincham, Cris Adams, Donna Eck; Administrator – Mr. Marshall.

Finally, besides the above, additional notes will be sent as needed and the newspaper and radio stations are informed of special events at school. Teachers are asked to submit information to The Beloit Call for special things going on in your rooms.

NON-SMOKING AREAS:

The Kansas Legislature and Board of Education has declared all school owned buildings in the Unified School District to be non-tobacco areas. This includes all buildings at Beloit Elementary School, Beloit Jr.-Sr. High School, and Board of Education Office and the concession stand area at Trojan Stadium.

We try to educate students about the importance of not being a user of tobacco products. We need to set the example for our students.

Our school is posted with signs that say DRUG FREE / GUN FREE SCHOOL. BY LAW, THIS MEANS NO DRUGS WITHIN 1000 FEET OF THE BUILDING AND NO GUNS ALLOWED ON SCHOOL PROPERTY.

Other General Information of Importance:

Grade Level Information for Parents:

Thursday, August 8th
8:00 A.M. – 4:00 P.M. PS Screening & Open House

Tuesday, August 13th
6:00 P.M. Preschool Parent Night
6:30 P.M. Kindergarten Parent Night

Wednesday, August 14th
12:00 P.M. - 1:00 P.M. Kindergarten Open House

Thursday, August 22nd
Grades 1st through 6th – General information will be given at a later date.
6:30 PM - Mr. Marshall will speak to parents in the multi-purpose room
7:00-7:30 PM – Parent Night for Grades 1st through 6th

Parties

Halloween -	Thursday, October 31 st
Christmas -	Friday, December 20 th
Valentines -	Friday, February 14 th
Easter ----	Thursday, April 17 th

Program Dates:

December 12 th	(Thursday)	4 th Grade Program
December 16 th	(Monday)	6 th Grade Program at the Municipal Bldg.
January 27 th	(Monday)	3 rd Grade Program
February 13 th	(Thursday)	KDG Program
March 10 th	(Monday)	Senior Citizen's Program
March 13 th	(Thursday)	2 nd Grade Program
April 7 th	(Monday)	1 st Grade Program
May 1 st	(Thursday)	5 th Grade Program at the Municipal Bldg.
May 11 th	(Sunday)	High School Graduation – 2:00 PM
May 14 th	(Wednesday)	Intramural Track Meet
May 16 th	(Friday)	Preschool Program
May 21 st	(Wednesday)	Fun Day Races
May 22 nd	(Thursday)	Last Day of School

STAFF DEVELOPMENT PDP'S:

ALL CERTIFIED STAFF ARE TO HAVE A PDP ON FILE. Fill it out and have it finalized by the Tuesday after Labor Day. Remember that any changes or additions to an PDP must be before the event happens. It must be approved by the building principal, prior to going.

EMPLOYEE COUNCIL REPRESENTATIVES:

Barb McGrath
Shauna Remus
Sherry Tiernan
Tami Roberts
Robi Clark

This is the group elected by you to discuss concerns. If you have things that need brought up, talk to these people.

SICK CHILDREN PROCEDURES:

Children that are sick should be sent to the nurse, or the office if she is not here.

Teachers should never send sick children home without checking with the nurse or the office.

MISCELLANEOUS:

- Please only open one package of construction paper at a time.
- Don't take more supplies than you need.

- Get messages for the daily announcements to the office by 3:00.
- Communicate with each other to avoid problems.
- **Be on time with special classes.**
- Have a substitute folder ready. I would like you to turn in a class schedule for your individual class. Please put your name at the top and 2013-2014 Schedule at the top. I also want a note at the top of it as to where I can find your substitute folder filled out completely. I do want your schedule turned in by the Monday after the first full week of school. I have discarded all previous schedules, so I do need a new one from everyone.
- **When you get a note regarding the reason a child is absent, please initial it and send it to the office.**
- Textbooks are in your rooms. Workbooks have been put in one of the three rooms. Take what you need and return any extras to the office. If you need any more, ask.
- Room Mothers. . . Take care of this during parent night or before that, by hand selecting a person from your roster that you think would work.
- Kool Aid in classrooms - take care of the carpet. Call Dean or Joyce immediately on spills.
- Children need to know that bus drivers do not want them coming onto the bus with open cans of pop. Bus riders just need to wait until they get home to drink a pop that they receive at the end of the day.
- Inventories - Kelsey will hand out inventory sheets as soon as possible with a return date.
- HALLWAY BEHAVIOR... Teachers are responsible for students walking single file and walking quietly in the building.
- **PLEASE SET PROCEDURES AND ROUTINES FOR YOUR CLASSROOM TO FOLLOW ON A DAILY BASIS.**
- Post Fire Drill and Tornado Drill procedures... Especially alternate Fire Drill.
- Desk Conditions - School Property... Please discuss with students the importance of respecting school property. Make sure that you note any problems with student desks or chairs. Students need to point out any damages so you can mark it down on some record, maybe in a grade book. This way, students will get the impression that we will be watching for damage. We expect to find things the same way we gave it to them to use.

Post the next two items on Fire and Tornado Drills

FIRE DRILL PROCEDURES

Fire Signal:

Constant ringing of Buzzers.

Procedure for vacating the building...

South Pre-School room	Exit through west door.
North Pre-School room	Exit through east door.
Kindergarten	Exit through east doors.
1st Grade	Exit through south doors.
2nd Grade	Exit through east main doors.
3rd Grade	Exit through east main doors.
4th Gr. through 6th Gr.	Exit through west doors.
Gifted	Exit through west doors.
Band & Library	Exit through south library doors.
IRC K/2, IRC 3/4, IRC 5/6	Exit through west door.
Title	Exit through west door.
Art	Exit through east main doors.
Music	Exit through east main doors.
P.E.	Exit through north gym door.
Speech	Exit through classroom door.

Be sure to close doors in the hallway as you leave your room.

Teachers must have their grade book or class list.

NO TALKING During Fire Drills.

Handicapped children needing assistance are the responsibility of the adult working with that student at the time of the fire signal.

TORNADO DRILL PROCEDURES... **NO TALKING**

Tornado Signal:

Voiced instructions over the intercom. If electricity fails a continuous repeating whistle will be blown by a person walking quickly up & down the hallways.

Classes walk single file out of their rooms. In the halls classes get to a double line as quickly as possible and proceed to the basement stairs.

Unless otherwise directed by the staff at the top of the stairs, classes should plan on using the following staircases...

North Staircase

Any Library Class

Kindergarten

1st & 2nd Grades

P.E. Classes

Art

Speech

South Staircase

IRC K/2, 3/4, 5/6, Resource Room

3rd & 5th Grades

4th & 6th Grades

Vocal Music & Gifted

Title

Supervision Assignments to see that students get down the staircases in an orderly fashion...

Bottom of South Stairs.....

Mrs. Brassfield & Miss ????

Bottom of North Stairs.....

Mrs. Engelbert & Miss Becker

Top of South Stairs.....

Mrs. McGrath & Mrs. Lewis

Top of North Stairs.....

Mrs. Meier

In the Band Room.....

Mr. Harbaugh & Mrs. Brown

<<<ALTERNATE>>> Sit in the Hallways outside your classroom closest to the office. Double line on each side of the hall facing the wall. Be at least 20 feet from the outside exits.

Handicapped children needing assistance are the responsibility of the adult working with that student at the time of the tornado signal.

Emergency Response Plan – Practice twice a year. Follow Board Policy procedure. Please check your Emergency Response Plan.