

WES-DEL MIDDLE/HIGH SCHOOL

TOGETHER

EVERYONE

ACHIEVES

MORE



**"COMING TOGETHER IS A BEGINNING. KEEPING TOGETHER IS PROGRESS.
WORKING TOGETHER IS A SUCCESS."**

FACULTY HANDBOOK 2023-2024

FACULTY HANDBOOK

WES-DEL MIDDLE/HIGH SCHOOL 2023-2024

WELCOME TO WES-DEL!

BE A WARRIOR TODAY!

It is a great honor to be the principal of Wes-Del Middle/High School. An honor, because of the tremendous students and staff which make this school a very special place. At Wes-Del, students are the center of our purpose and mission. We go above and beyond for every student. We work tirelessly to ensure each of the students who walk through our doors and classrooms receives a top-notch education. Our personal mission as educators is to reach every student, every day. In our efforts to do this, we will create positive lifelong relationships that will not only influence the student, it will influence each of us. Each year in education, we realize the joys and victories within our profession. Each of us is very fortunate to work in a career, where we are able to make a true difference in the lives of so many.

The journey we will take this year will have some sharp curves, hills, straight and narrow paths. We will not turn around, but will strive to reach our goals and continue to promote a culture of excellence for all Warrior families. We must continue to concentrate on the processes that spur continuing advancement: evaluating what we have, determining what we can do to improve, and identifying what we need to make those improvements.

Our best days are not behind us - we will reach new heights, and we will transform the future for all "Warriors!" It's an exciting time to be a Warrior!

Warrior Pride,

Mr. Perdue

THE HISTORY OF WES-DEL

The early pioneers of Harrison and Washington Townships were interested in the education of their youth and their preparation for the future. Historical records indicate that the first school was held in a private home in 1833. Throughout the years, education was provided by subscription and maintained in private homes and log cabins. Later the townships were divided into districts, and one room schoolhouses were built in each district. Shortly after the Civil War the residents of Gaston selected a site near the center of town for their school. In 1896 a six room building was built to serve the educational needs of the community. Later three more rooms were added to complete the square building. In 1923 consolidation of the school districts required more space, and a new gymnasium and classrooms were added. An elementary building was constructed in 1958 near the original building site.

A school was built in 1924 in Harrison Township to serve elementary and high school students. Prior to this time the elementary students were taught in the district schools and the high school students were transferred to nearby schools. An addition was added to the original building in 1959.

Residents of the two townships voted to merge in May of 1964, and the present school corporation became an entity on July 1, 1964. The Board of School Trustees instituted immediate studies on the problems of overcrowding and inadequate facilities for the student population. In early fall of that year a decision was reached to build a new junior-senior high school and to renovate the Harrison building. As a result of the studies, negotiations were initiated with School Buildings Incorporated of Gary and Indianapolis, to provide the facilities, via a lease rental plan, on a schedule designed for earliest occupancy of the building. Many hours of meetings and planning occupied the winter months, and on October 11, 1965, the ground was broken for the much needed school. Due to the unique cooperation and planning of personnel from the private financing firm, the architect and contractors, and with the school authorities, the building was occupied the following year. The conversion of the Harrison School was completed during the summer months, providing a complete elementary school that now meets the current standards of the State of Indiana.

On September 6, 1967, the new school opened its doors to the students of Harrison and Washington Townships. The school officials considered the period of planning, building, and completing this project to be a record in Indiana and complimented the experience, resources, and cooperation of the educational facility developer.

VISION STATEMENT

The successful completion of Wes-Del Middle/High School will have prepared students socially, emotionally and academically to become lifelong learners in an ever-changing and increasingly diverse world culture.

MISSION STATEMENT

Our mission is to reach every student every day by developing lifelong learners, encouraging individual growth, providing a safe learning environment, supporting community traditions, and promoting respect.

Small School - Big Opportunities

SCHOOL SONG

Original music and lyrics

Push onward Warriors
For we know that we have victories to win
Push onward Warriors
For we're behind our mighty men
So let's give cheers for our Warriors
As we fight to put our banners in the sky
So boys let's go – let's fight
And win this game tonight
For our dear ole Wes-Del High

ADMINISTRATIVE STAFF

Adam Perdue.....Principal

Daniel Hanson.....Assistant Principal

Amy Cullum.....Administrative Office Assistant

Kye Denney.....Athletic Director

Verti McFalls.....Athletic Secretary

Melea Goldstein.....School Counselor

Rachael Jamison.....Registrar

Travis Staab.....Behavioral Specialist

Tori Perdue.....PowerSchool/Communications Administrator

Jason Slopsema.....Director of Student Learning

Josh Burkett.....Director of Rural Transformation Zone

Kelly Christy.....Corporation Special Ed. Director

Sara Pierce.....Corporation Nurse

Debbie Phipps.....Nursing Assistant

Scott Stafford.....School Resource Officer

Kasie Turnbill.....Food Service Director

WES-DEL ADMINISTRATOR DUTIES 2023-2024

ADAM PERDUE - PRINCIPAL

- Instructional Programs 6-12
- School Improvement Plan
- Building Level Evaluation Coordinator
- Building Level Primary Evaluator
- Student Handbook
- Faculty Handbook
- School & Community Relations
- State Assessment Administrator 9-12
- School Messenger Administrator
- NWEA Coordinator
- Facility Usage Coordinator
- Building Level Budget
- Purchase Order Approval
- Building Level Staff Development Coordinator
- Field Trip Approval
- Building Level 504 Coordinator
- Crisis Plan/Emergency Drills
- School Safety Specialist
- Graduation

DANIEL HANSON - ASSISTANT PRINCIPAL

- Student Discipline 6-12
- Building Level Primary Evaluator
- Student Handbook
- Saturday School Coordinator
- Substitute Teacher Coordinator/Scheduling
- Substitute Teacher Orientation
- Crisis Management Team
- Credit Recovery Administrator
- PLTW Coordinator
- Textbook/Curricular Materials Coordinator
- Sexual Harassment Coordinator
- In-School Suspension Coordinator
- School Safety Specialist
- Assist Building Level Staff Development
- School Improvement Team
- Attendance Officer

KYE DENNEY - ATHLETIC DIRECTOR

- Athletic Programs 6-12
- Athletic Budget
- Athletic Facilities Coordinator
- Athletic Handbook
- Coaching Primary Evaluator
- IHSAA Sportsmanship Coordinator
- Title 9 Coordinator
- Concessions/Ticket Coordinator
- Student Discipline 6-12
- Crisis Management Team
- School Improvement Team

MELEA GOLDSTEIN - SCHOOL COUNSELOR

- Master Schedule
- Dual Credit Coordinator
- Advanced Placement Coordinator
- College/Military Liaison
- College Visit Coordinator
- ACT Supervisor
- SAT Supervisor
- PSAT Supervisor
- Red Ribbon Week Coordinator
- Crisis Management Team
- Freshman Orientation
- Course Catalog/Description
- AP Testing
- Testing Coordinator 6-12
- Scholarship Committee
- Parent/Teacher Conference Coordinator
- High School Awards Program Coordinator
- Graduation
- School Improvement Team
- High Ability Coordinator
- MS Data Coordinator
- Crisis Management Team
- 6th Grade Orientation
- Middle School Awards Program Coordinator

IF YOU HAVE A QUESTION ABOUT...

	Name	Room	Ext. #
Academics	Mr. Perdue	Main Office	1202
Athletics	Mr. Denney	Athletic Office	1203
School Resource Officer	Mr. Stafford	Front Office	1220
Building Maintenance	Mr. Perdue	Main Office	1202
Bus Issues	Mr. Hanson	Main Office	1215
Master Calendar	Mrs. Cullum	Main Office	1200
Tech Support	Mr. Davis	Tech Office	1219
Counseling	Mrs. Goldstein	Guidance Office	1205
Curriculum Issues	Mr. Perdue	Main Office	1202
Discipline/Referrals	Mr. Hanson	Main Office	1215
ECA/Clubs	Mr. Perdue	Main Office	1202
Field Trip Approval	Mr. Perdue	Main Office	1202
Grading	Mrs. Goldstein, Mr. Perdue	Guidance Office, Main Office	1205, 1202
Health Services	Mrs. Phipps	Nurse's Office	1216
Homebound Inst.	Mr. Perdue	Main Office	1202
Instructional Calendar	Mr. Perdue	Main Office	1202
Locker Issues	Mrs. Jamison	Guidance Office	1204
Media Center	Mrs. Skinner	Media Center	1207
Payroll	Mrs. Fowler	Central Office	1301
Personnel Concerns	Mr. Perdue	Main Office	1202
Gradebook/PS	Mrs. Perdue	Tech Office	1219
Saturday School	Mr. Hanson	Main Office	1215
School Safety	Mr. Perdue, Mr. Hanson	Main Office	1202, 1215
Student Records	Mrs. Goldstein	Guidance Office	1205

Textbooks	Mr. Perdue, Mr. Hanson	Main Office	1202, 1215
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2023-2024 DAILY SCHEDULES

Teacher Contracted Hours

7:45 to 3:15

REGULAR SCHOOL DAY SCHEDULE

Period 1	8:00 – 8:46
Period 2	8:50 – 9:36
Period 3	9:40 – 10:26
Period 4	10:30 – 11:16
Period 5 (A)	11:20 – 11:50
(B)	11:50 – 12:20
(C)	12:20 – 12:50
Period 6	12:54 – 1:40
Period 7	1:44 – 2:30

TWO HOUR DELAY SCHEDULE

Period 1	10:00 – 10:26
Period 2	10:30 – 10:56
Period 5 (A)	11:00 – 11:30
(B)	11:30 – 12:00
(C)	12:00 – 12:30
Period 3	12:34 – 1:00
Period 4	1:04 – 1:30
Period 6	1:34 – 2:00
Period 7	2:04 – 2:30

Wes-Del Middle/High School Professional Development 2023-2024

Reserve the following days & times for
professional development:

Every Wednesday 2:30 to 3:15

Focused Professional Development Opportunities:

Mondays: Department and Leadership Team
Meetings

Tuesdays: Technology Trainings

Wednesdays: Building Level Faculty & Staff
Meetings

Thursdays: Professional Learning Communities

Fridays: Flexible

*****Be sure to check our shared calendar, weekly!**

WES-DEL MIDDLE/HIGH SCHOOL
ANNUAL
PARENT/STUDENT/TEACHER CONFERENCES

The administration and faculty at Wes-Del Middle/High School invites you to attend Parent/Student/Teacher annual conferences the week of October 16 - 20.

All parents are encouraged to attend conferences with their child, as student progress will be reviewed. Teachers welcome the opportunity to review grades with each parent and their child. Your child's teacher will reach out to schedule an appointment to discuss progress. The conference may be face to face, phone, or zoom conference the week of October 16-20. Please look for more information to come as we get closer to time! We look forward to this opportunity to discuss your child's academic progress at Wes-Del!

WES-DEL POLICIES AND PROCEDURES

Abuse – Report of Abuse/Neglect Situations

Indiana Law states that **any adult** who has reason to suspect that a child has suffered abuse and/or neglect is obligated to report that information to the proper legal authorities. For those of us who have contact with many students every day, we assume a great responsibility in this area. It is important that we keep our eyes and ears open for information regarding these situations. Our school corporation has established a policy of having designated reporters in each school building who are responsible for reporting suspected abuse/neglect situations to Child Protective Services. For both schools the appropriate points of contact will be the school counselor, Melea Goldstein. If you as a teacher or staff member become aware of any information that gives you reason to suspect that a student has been abused or neglected, report that information immediately to the designated reporter. In the absence of one of these people, report the information to a building administrator or the nurse.

Accident Reports

Accident reports are required by law to be on file in the office of the superintendent when a student is injured in a school activity. They are to be completed in full by the supervising teacher and submitted to Mr. Perdue's office within 24 hours of the accident. They will then be reviewed and sent over to the central office.

Announcements

Your classes are expected to be quiet and attentive during announcements. Announcements initiated and requested by you must be emailed to the Registrar before 9:00 AM. Interruptions over the P.A. the remainder of the day will only be made if approved by Mr. Perdue, Mr. Hanson or Mr. Denney. All announcements written or made by students must be approved by a sponsor and/or Mr. Perdue.

Anti-Bullying

Wes-Del Middle/High School has established a policy where we will not tolerate bullying in any form. We want and expect all members of the school community to be committed to ensuring a physically and emotionally safe environment. We value the rights of all people to live, learn, and work without fear. The faculty and staff of Wes-Del Middle/High School have a responsibility to be diligent in monitoring, addressing and stopping bullying activities.

Appointment with Principal

Mr. Perdue's office is open for your comments and suggestions, which are sincerely encouraged. Because of the varying duties of the administrative staff and their efforts to be in the classroom with the students, the administrative staff may not be as readily available as in the past so you may have to make an appointment to visit with an administrator. If you need to make an appointment, see Mrs. Cullum for possible times and dates.

Attendance Policy (Faculty/Staff)

Attendance is set forth per contract for teachers. Attendance is very important for student success, both by the student and by the instructor. Please make sure that if you are going to be out you notify the administration as soon as possible. Unpaid leave requests are to be filed with the superintendent's office and can only be approved by the school board prior to the date of absences. It is the employee's duty to verify the number of sick/personal days they have and be mindful of not using days that you do not have.

Attendance Procedure

Accurate records of attendance and tardiness must be kept and submitted by each teacher each hour through PowerSchool. Do not let students take attendance. Please make sure that you record and submit attendance within the first few minutes of the beginning of each period. For a student to receive an excused absence the student must have a note signed by his or her parent or guardian, or have the parent contact the office by 9:00 a.m. on the day of the absence or the day following.

* Accurate record of excused and unexcused absences must be kept by each teacher for the purpose of granting credit for make-up work.

Auditorium Policies

1. Any teacher who wishes to use the auditorium for class time or after school practices must sign-up in advance for the time slot on the auditorium schedule with our front office. All equipment must be properly secured at all times.
2. If a teacher wishes to use the auditorium for extended practices to prepare for a program or concert in the auditorium, please follow the procedure outlined below:
 - a. Clear date with Auditorium Manager on master calendar.
 - b. Present scheduled practice and performance times.
 - c. Clear date with Mrs. Cullum.
3. Backstage rooms are off limits to unauthorized students. All supplies and materials are property of the drama department and may not be used without permission.
4. Proper care and security must be utilized when using the auditorium.
5. Food and/or drink are not permitted in the auditorium.

Books

Requests for additional books or consumables should be directed to Mr. Hanson. All orders should include book title, publisher, ISBN #, cost, and address for ordering. For accurate accounting of textbook condition and location, each teacher will complete and file textbook inventory and record forms. One copy must be sent to the office of Mr. Hanson.

Calendars

The main office keeps the official master activity calendar of events for Wes-Del Middle/High School. If your club or organization wishes to add an event, contact the Office Administrative Assistant for possible dates and times.

Activities to be placed on the master calendar in Mr. Perdue's office should be cleared by Mr. Perdue at least one week before the scheduled activity begins. This calendar will be used for both the high school and middle school.

Class Lists

Class lists are available for each semester. See Guidance if you haven't received yours.

Classroom Care

Classroom windows should be closed at the end of each day. Attempts of "all lights off in all areas not in use" should be made whenever possible. This includes all electronic devices when not in use. Frequent checks of desks, tables, chairs and walls should be made in an effort to prevent marking on such equipment. **Students are not to sit on desks, tables, or backs of chairs.** Immediate notification should be made to the office if equipment is damaged or broken. Windows in classroom doors are not to be covered. Window blinds are to be operated by the teacher only. All blinds should be left in the down position at the end of each day.

Clinic Information

The school nurse is available as needed. Should an emergency occur, the nurse can be contacted by radio. The clinic is located in the hallway between C and D hallway.

Computers (Teachers)

Memos, agendas, etc. will be transmitted through email. Teachers are responsible for this information.

Evaluation of student progress must be entered accordingly:

- Grade books must be updated weekly.

Computer Lab - Rules for Usage

1. Labs will be on a first come, first served basis.
2. No food or drink is allowed in the labs at any time.
3. Assign students to a workstation and monitor the equipment during and after use. They should use the same station each time they come to the lab. (Seating charts are required.)

4. A teacher must be present in the lab while students are working. Please check the schedule to ensure that there is a teacher assigned to monitor the labs before sending any student.
5. There is to be absolutely no tampering with the equipment.
6. No one should use the computer on the teacher's desk or move the server at any time. This is dedicated only for use in updating the server.
7. When you are finished, please have the students push their chairs back under the desks and make sure all computers, printers and monitors are turned off.
8. No student should tamper with or change any information on someone else's network.

Consumables

Due to the ever-increasing cost of consumables such as workbooks, lab manuals, practice sets, etc., each teacher should consider carefully the usefulness and educational value of these materials before requesting items. If you do request items, you must use the majority of the material.

Convocations

All faculty members must attend and disperse among the students for scheduled convocations. Take necessary measures to insure student courtesy and respect for the performer or the program. Misbehaving students will be excused to the office by any observing faculty or staff members. Any time a teacher's class leaves the classroom, that teacher must accompany them.

Copy Machine

Machines for faculty use are located in the high school and middle school. All machines are to be used by faculty (no students). You may use the copy machines between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday. Faculty members are strongly urged to limit copies whenever possible. Additionally, it is imperative that copies are made prior to the beginning of class. **DO NOT SEND STUDENTS TO MAKE CLASSROOM SETS OF COPIES DURING CLASS TIME.**

Crisis Management

Guidelines of crisis are printed in the Crisis Management Handbook and are to be used when deemed appropriate.

Delay of School

All teachers will be notified by telephone via school messenger system as early as possible in the event of a school closing or a delay of school by the superintendent or his designee. Local television and radio stations also carry the announcements on a regular basis. You may also find delay information via social media by following Mr. Perdue's twitter account: [@WDPrincipal](#) and on facebook at [Wes-Del Middle/High School Facebook Page](#)

Diagnostic Evaluation of Student

Often the need arises for a thorough professional diagnostic evaluation of a student's progress. In some instances the teacher may want to refer a student for testing. The referral should be

made through the guidance office. Teachers who have a student in class that has been referred for testing may be asked to complete observation forms on that student. These completed forms should be returned to the guidance office as soon as possible to move the testing and evaluation procedure as rapidly as possible. Please remember that these forms will be shared with parents.

Dress Code

Faculty members are encouraged to dress in a manner which distinguishes them as professionals and as adults for all school functions. Throughout the year there will be times to wear jeans and other spirit wear.

Drop and Add Courses

Students will only be allowed to drop/add courses within the first 8 school days of the beginning of each semester. Do not initiate this action. Refer problems to the guidance office. Students will not be allowed to change sections for preference of teacher.

Evaluations

With the implementation of the RISE evaluation model teachers will be evaluated based on their previous year's rating. If you have questions regarding the number of times you will be evaluated please make sure you see your evaluator. Additionally, the use of student learning objectives are required under the evaluation process. Understand that the use of the evaluation is to ensure that teachers are performing to their highest ability and that students are receiving the best instruction possible.

Extra-Curricular Funds

All money is to be turned in to the treasurer by the end of the business day in which it was received. Money should be placed in an envelope and indicate the amount, source, account to be credited, date and name of the person turning it in. Under no circumstances should you keep cash or checks beyond the business day. Please do not wait until the day a check is needed by requesting it to be written. Never use cash to purchase supplies.

Extra-Curricular Supervision

Sponsors of all extra-curricular groups are accountable for the care, discipline and actions of their groups regardless of the time of day, locations, circumstances or reasons. Never should students be left in the building without supervision. Sponsors are responsible for students staying after school for meetings until the last student leaves. Security of the building against vandalism is everyone's duty.

Faculty Meetings

Faculty meetings will be the second Wednesday of each month. Meeting agenda will be sent out prior to each meeting. It is expected that teachers refrain from scheduling after school appointments during these times. Additionally, coaches should make arrangements for their athletes to be supervised during this time. Also sponsors should not schedule meetings during faculty meeting times.

Field Trips

Must be a requirement of your course and not an option for students.

- A. Anytime you are away from the building with students during school hours, permission must be obtained via properly completed "Field Trip" forms. The forms will include a medical release section which must be signed by the parent/guardian. Field trips should be approved and placed on the calendar at least seven days in advance.
- B. Upon approval, send notice home to be signed by parent giving full details of the trip.
- C. Field trips which cross periods must be limited and not scheduled all at the end of the school year.
- D. Make transportation arrangements through the transportation director. KEEP VEHICLES CLEAN.
- E. Make arrangements for the classes you are leaving at school. Have lesson plans available for substitute teachers to follow during your absence.
- F. Notify colleagues via interschool mail of your trip, naming those students who will be with you. This notification should be at least three days in advance.
- G. Make sure students know what you expect of them in the way of conduct. Normal school rules will apply.
- H. Do not plan field trips during the last week of any grading period, last two weeks of the semester, the week prior to any vacations or during the month of May.
- I. Out of state or overnight trips require School Board approval at least 30 days in advance.
- J. Sponsors or coaches of all trips and/or extracurricular events must accompany students on the bus while traveling.

Fundraising

Any fundraising activity must have prior approval of Mr. Perdue. Confirmed dates with regard to sales must be available before approval. Proper reports must be filed within two weeks of the end of the sale. Food fundraising opportunities must be limited to after school hours.

Grading

It shall be each teacher's responsibility to give, record and defend grades assigned. Within five (5) school days from the beginning of school or each grading period each student will be given, in writing, the requirements necessary to earn A, B, C, and D. Special projects, homework, tests, participation, weights, etc. should be included. A copy of these requirements will be submitted to the principal. Semester exams will be given for all students in grades 9 through 12 on the last day that each class meets for the semester.

High School (Nine (9) week grading period)

1. Each grading period will count as 45% of the semester average.
 2. Exams will be given at the end of each semester which will count towards 10% of the overall semester average.
 3. All teachers will notify students of their grade at midterm of each grading period.
 4. All teachers will accept late assignments for 50% until the end of the 9 week grading period.
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4. Students who are absent one or both days of the semester exams must make-up the missed exam(s) on the first day following the regularly scheduled exams. Make-up exams will be administered in the high school media center on this date starting at 3:15 p.m. Students taking make-up exams must arrange for their own transportation. Exams cannot be taken early or during the regular school day without administrative permission.
All students must complete the semester exams in order to receive credit for that semester.

GRADING SCALE

All teachers will use the following grading scale:

100 – 98	A+	79 – 77	C+
97 – 93	A	76 – 73	C
92 – 90	A –	72 – 70	C –
89 – 87	B+	69 – 67	D+
86 – 83	B	66 – 63	D
82 – 80	B –	62 – 60	D –
		59 – 0	F

GPA & CLASS RANK DETERMINATION

General Courses	A+	4.25
	A	4.0
	A-	3.667
	B+	3.333
	B	3.0
	B-	2.667
	C+	2.333
	C	2.0
	C-	1.667
	D+	1.333
	D	1.0

D-	.667
F	0

Wes-Del uses a weighted grading scale and the following courses have additional weight added to them.

Honors Courses

AP/Dual Credit Classes

English 9 H	English 11 AP/DC	Chemistry DC
English 10 H	English 12 AP/DC	Principles of Computing DC
Trigonometry	Pre Calculus AP	Psychology DC
	US History DC	Information Technology Fundamentals
	Government DC	Computer Science DC
	Economics DC	Introduction to Engineering Design DC
	Calculus AP	

WEIGHTED GRADING SYSTEM

1. Weighted course grades will apply to college-prep, Honors, Dual Credit, or Advanced Placement (AP) classes in grades nine (9) through twelve (12) that are taken at Wes-Del.
2. Weighted course grades will be utilized only for cumulative grade average and class rank. All class rankings including the determination of class valedictorian and class salutatorian will be based on eight (8) semesters of high school credit or a combination of (8) semesters of high school and college credit.
3. A four (4) point grading system will be utilized in implementing weighted course grades. (A+ = 4.25, F = 0)
4. .50 points will be added to college-prep and Honors classes.
1.0 points will be added to Advanced Placement classes and Dual Credit classes.
College courses taken while enrolled at Wes-Del will be weighted the same as Advanced Placement classes in determining class rank.
5. The letter grade a student actually receives will appear on the report card and permanent transcript.
6. The courses marked with an asterisk (*) on the course offerings list are weighted courses.

Graduation

Teachers are strongly encouraged to attend graduation exercises.

Hall Supervision

Teachers are expected to supervise their classroom and the adjacent area during passing periods throughout the day.

Schoology

Schoology is provided as a communication device between the teacher and the students/parents. Teachers are expected to keep in-contact with their students and families. This is our Learning Management System (LMS). Contact Tori Perdue at tperdue@wes-del.org if you need assistance.

In-School Reassignment

Teachers are expected to supply assignments for students assigned to in-school reassignment as requested.

Illness

Call Mr. Hanson immediately after an absence becomes imminent. If calls are made on the morning of absence, they must be received between 5:45 – 6:30 a.m. in order that sufficient time is available with the attempt to secure a substitute. Assignments or instructions for your class must be available. Schoology is a great tool to use in your absence.

Keys

Teachers are responsible for their keys and the use of them at all times. All keys are to be checked with Mrs. Cullum (Front Office).

Leaving the Building during the Day

Personnel may not leave the building during school hours without first making arrangements with Mr. Perdue, Mr. Hanson or Mr. Denney before leaving.

Media Center Procedures

The media center is designed for study and leisure reading. It offers supplementary materials to students and faculty in the form of books, periodicals, vertical file materials and audio visual aids. Also, see our Tribal Grounds schedule and stop in for coffee & snacks!

***Passes** to the media center are to be issued by the teacher for whom the assignment is being prepared. Do not write a pass just to pass time or visit.

***Classes** must be accompanied by the teacher who is responsible for their conduct while in the library. Teachers must sign up as far in advance as possible on the appropriate calendar to bring a class to the library for research. Experience indicates that one to two days per assignment is sufficient for most projects as now our students have many of the available resources at their disposal via their Chromebook.

***Reserve books and other materials** will be organized for a class whenever needed. Please give the media center personnel some advance notice in order to get the material collected and a sign with the teacher's name and class name.

***Periodicals** are an excellent source of current information. These items should be requested at the desk and can circulate for a two week period.

***Sirs** are loose leaf reprints of articles collected in popular topics. These are circulated as an overnight item. The fine is 10 cents per night, and the teacher needs to teach students responsibility with these and all media center items.

***Bibliographies** can be prepared for any teacher when needed, but advance notice is needed for preparation.

Mail

Check your faculty mailbox & e-mail daily. Both regular mail and inter-school communication may be found there. Please remember that your mailbox is not a storage site for items and should be cleaned out daily.

Maintenance/Repair

Any suggested or needed maintenance or repair should be sent to the attention of Mr. Perdue. Please make sure you fill out the appropriate maintenance request form and turn it into the high school office.

Master Class Schedule

A master class schedule will be made available to all teachers. If you have any questions regarding the Master Class Schedule you should contact Mr. Perdue or Mrs. Goldstein.

Money

In order for money to be counted and deposit slips completed all money must be turned into Mrs. McFalls by 12:00 p.m. each day. "Holdover" money must be kept and becomes the responsibility of the teacher. Never should money be left unattended. Never leave money in the building overnight. Anytime you accept cash from a student, write a receipt. If you receive a check, it must be turned in prior to the conclusion of the work day in which it was accepted.

Passes

Teachers should not issue passes to students to areas where the teacher will not be there to supervise. A teacher should not issue a pass for a student to go to another teacher's area without prior consent from that teacher. The teacher has a right to accept or reject the students' pass or request for a pass when the teacher feels the student will or has abused the pass privilege. Teachers are responsible for students wandering in the halls, knocking on another teacher's door, interrupting other classes, etc., when those offending students are assigned to your class or your supervision time. Under no circumstances should one student be sent to see another student during class time.

Permanent passes are not to be used or issued and avoid sending more than one student at a time.

Perfect Attendance

The following standards must be met to be awarded perfect attendance on Honor's Day at Wes-Del.

A student cannot:

1. be late to school.
2. be absent from any class period.

A teacher cannot use any sick days or personal days.

Personal Business

Appropriate forms to initiate personal business are available through our main office.

Phones

Telephones located in individual classrooms are for faculty and staff use only. If a student needs to use the phone they may do so during passing periods or at lunch.

Postage

First-class postage, over the course of a year, becomes expensive. Extra-curricular organizations and clubs are requested to purchase and use their own postage. Regular school correspondence should be left in the office for postage to be affixed.

Professional Development

Professional Development meetings will be scheduled by the school administration and will be geared towards school-wide initiatives.

Professional Leave

Requests for Professional Leave and reimbursement must be approved by the school board. Obtain a request form from the principal. All requests are to be submitted to the office of Mr. Perdue in person.

Recognition of Student Achievement

Quite often Wes-Del's students receive accolades, awards or similar achievement recognition. Curricular or extracurricular groups, teams and organizations also many times receive meritorious acclaim. It is the responsibility of the teacher or sponsor to identify and to report such occurrences. Such notice should be sent to the office if an intercom announcement would be appropriate. It is also encouraged that such announcements be sent to the local media. Please inform Mr. Perdue of students who have been recognized.

Referral

At any time, if it is deemed necessary by the teacher that communication with the office in regard to a student is necessary, the PowerSchool Referral report should be used. The form should be filled out as completely as possible by the teacher.

Please remember that the referral form will go home with parents so please keep the narrative concise and pertinent to the infraction. Commentary that goes beyond statements of rules infractions should not be included and will be deleted by the administration.

Students should be informed that a referral is being sent. All referrals will be mailed home and/or an electronic copy will be in the student's file. Do not request or state action you desire on the referral. As always it is the administration's discretion as to the discipline that a student will receive. Referrals must be written and sent to the office immediately after the offense took place.

Refreshments in Classrooms and Hallways

Unless advanced approval is given, there should be no eating or drinking in the classroom or hallways by students or teachers.

Report Cards

Report cards will be sent home every 9 weeks. Students will be given a midterm grade at the approximate middle of each grading period.

Requisitions

Contact Mrs. Cullum (front office) for proper forms and procedures. Requests for supplies should be directed to Mrs. Cullum who will get the supplies from the supply room if any are available. Students should not be sent down to the office to request supplies for a teacher.

Restricted Areas

Teachers should never use the intercom system except in case of an emergency, without request and permission. The faculty preparation area will be off limits for students.

The entire corporation's grounds are to be smoke and tobacco free. (School Board policy) Additionally the areas of the school grounds which are off limits are outlined in the student handbook.

Rules (Classroom)

A written copy of the classroom rules are to be given to each student by the end of the second full day of classes. A copy of these rules is to be submitted to Mr. Perdue no later than the second full day of classes.

Saturday School

Teachers are needed to monitor Saturday School Detention. A stipend will be paid and it is expected that the Saturday School Rules will be closely adhered to.

School Day

Teachers are contracted to be in the building ready for duty from 7:45 a.m. until 3:15 p.m. Your promptness and diligence to adhere to this contracted time is appreciated.

School Owned Equipment

You must receive permission from Mr. Perdue to remove school owned equipment from the building.

Students Leaving School During the Day

Students will never leave the building during the day without signing out in the office and parent permission being obtained. Students needing to enter their cars during the day must have permission through the office

Study Halls

The following rules will be enforced:

1. Students are to be in assigned seats.
2. Students will bring materials to study.
3. Students are expected to be in their seats when the bell rings.
4. Tardy policy is in effect.
5. Students will not be excused from study hall without a pass which was obtained in advance.
6. There is to be no talking during study hall.
7. No food or drinks, games, or radios will be allowed in the study hall.
8. Cooperation concerning library and computer lab policies are to be followed all the time.
9. **NO SLEEPING WILL BE PERMITTED IN STUDY HALL CLASSROOMS.**

Substitute Teachers

1. Substitute teachers are important visitors in our building. Please be as friendly and helpful as you can to these visitors.
2. When a substitute visits your class be sure to leave materials that are appropriate and that will last all hours. Your responsibility to your students does not end when you are absent.

Tardies

Students are expected to be in their respective classrooms when the bell rings.

Students arriving late to school and are tardy will be marked as such by the teacher. Any student arriving more than 10 minutes late will be counted absent and marked as such by the office.

Students who are late to a class during the day should be informed by the teacher that tardiness will not be tolerated. The teacher must record in PowerSchool. When a student has passed the threshold for discipline, an automatic discipline referral will be generated and the offense will be dealt with.

Teacher Assistants

Students who will be serving as assistants this school year will be located in the high school office and athletic office. There will be two students available each period in each office.

Teachers are not to excuse students from study hall unless prior consent is given by Mr. Perdue or Mr. Hanson.

Warning Bells for Drills

- Fire Alarm - Loud Buzzer
- Tornado Alarm - Siren over P.A. System
- Emergency Routes - Fire and tornado route diagrams are to be posted in all rooms.

**WES-DEL COMMUNITY SCHOOLS
REQUEST TO ATTEND CONFERENCE**

Name/Title of Conference: _____

Location: _____

Dates: _____

Requested by: _____

What do you hope to gain by attending this conference? _____

Expenses Requested to be Reimbursed: _____

Conference Fee: _____

Other(Please Explain): _____

-----Office Use Only-----

Principal's Action:

_____ Approved

_____ Disapproved

Fund/Acct to Pay

for Conference:

Signature

Date

Superintendent's Action:

_____ Approved

_____ Disapproved

Signature

Date

Expenses to be Reimbursed:

_____ None

_____ Conference Fee: _____

_____ Other: _____

**Wes-Del Community Schools
Field Trip Request Form**

Field Trip Request Date _____ Day and Date of Trip _____
_____ This trip is **not** during a regular school day.

Group/Grade _____

Name and Type of Activity _____

Destination _____

Contact Person _____

School of Contact Person _____ Phone _____

Departure Time _____ Estimated Time of Return _____

of Students _____ # of Adults _____ Number of Buses required _____

Passenger Pick Up Area _____

Cost of Transportation _____ To be Paid by _____

Special Driver(s) Requested _____

Lunch Plans _____

Purpose of the Trip (Educational Objective) _____

_____ Map to destination attached

_____ Money collection arranged with school bookkeeper

_____ Copy of Parent letter/permission form attached

_____ Background checks on file for adult chaperones

Signed by Teacher _____

(To be completed by principal)

Approved and Request forwarded to Supt. _____ Denied _____ Check with Me _____

Signed by Principal _____ Date _____

GENERAL WORK ORDER

WES-DEL MIDDLE/HIGH SCHOOL

TEACHER'S SIGNATURE _____

PRINCIPAL'S SIGNATURE _____

DESCRIBE WORK TO BE DONE

IDENTIFY THE ROOM(S) INVOLVED IN THIS WORK

ROOM NUMBER _____

WORKERS TO PERFORM THE WORK

BUILDING AND GROUNDS SUPERVISOR AUTHORIZATION MUST BE SIGNED PRIOR TO
COMMENCEMENT OF WORK

SIGNATURE

TITLE

DATE ____/____/____

**Thank you for all you do for our
students and families!**

Have a great year!

Go Warriors!