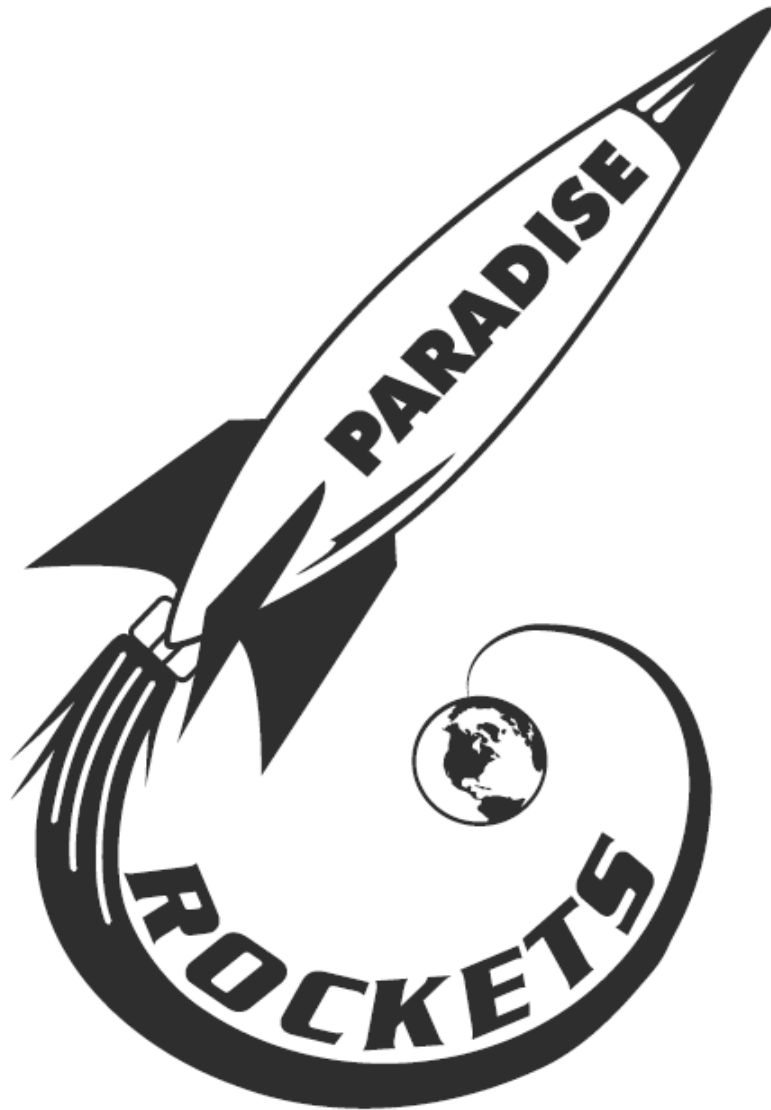


# Whitefish Township Community Schools Employee Handbook



7221 Highway M-123

Paradise, Michigan 49768

(906) 492-3353

(906) 492-3254 fax

[www.eup.k12.mi.us/whitefish](http://www.eup.k12.mi.us/whitefish)

The purpose of this handbook is to provide guidance to all Whitefish Township Community Schools (WTCS) employees in proper operational procedures. Employees should also refer to the Student Handbook to understand student expectations and be able to properly enforce them. Both handbooks are guidelines that are subject to changes according to Board of Education action and NEOLA policy updates. If questions arise with either document, please consult with the Superintendent.

### **Mission of the School**

The mission of Whitefish Township Community Schools is to facilitate lifelong learning, promote responsible citizenship, and maximize future career opportunities. **This is done through the guidance, leadership, and daily interactions of our staff. The staff are to remain professional, caring, and promote positive relationships with our students.**

### **District Goals**

To aid in the fulfillment of the above mission statement, the following goals have been established:

1. Students will develop the ability and skills to use knowledge and information to solve problems and reach logical conclusions.
2. Students will develop the skills to use their current education as a base for future learning and as a step to adapting to a changing world.
3. Students will graduate WTCS with skills that will allow them to be success members of society where they will demonstrate understanding, acceptance, and an ability to be responsible for their actions.
4. Students will be knowledgeable about local, state, national, and global affairs
5. Students will have the opportunity to grow intellectually, physically, morally, emotionally, and socially at WTCS.

### **Daily Schedule**

The school day is 8:30 am to 3:38 pm, Monday – Friday. The bus will depart at 3:00 on Monday through Friday with the last 38 minutes of school (7<sup>th</sup> Hour) being counted as instruction seminar. Because staff members are riding the school bus, we can do this without having to have the student learn anything while on the bus. Staff are required to be at school 10 minutes before the start of the school day and in their classrooms when classes begin at 8:30 am. Staff are expected to not leave the school grounds prior to the departure of the buses at the end of the work day. If you must leave the school grounds during your prep time or your duty-free lunch, you must inform the office before leaving. **Staff will receive free lunch for monitoring playground on rotation.**

### **Whitefish Township Community Schools Employee Non-negotiables**

*Below are non-negotiables that will be implemented and enforced this school year for all employees at Whitefish Township Community Schools. Issues that arise from not abiding to these non-negotiables will result in the following disciplinary actions:*

1. Verbal Warning
  2. Written Reprimand
  3. Non-paid Disciplinary leave up to five days
  4. Non-paid Disciplinary leave up to ten days
  5. Dismissal of employee
1. **All Staff will not, at any time, speak negatively about any of the students that come to our school. Our job is to be part of the solution to any issues that they have.**
  2. **All Staff will not be on their cell phones during class time and will be actively engaged with the students in their classroom.**
  3. **All Staff will not, at any time, speak negatively about any of their colleagues. If there are concerns with teaching approaches or pedagogy of a colleague, set up a meeting to discuss with Mr. McKee.**
  4. **All Staff will be a positive member of our learning community and, when available, attend extra-curricular events. All Staff will attend Graduation.**
  5. **All Staff will have their rooms tidy at the end of the school day. This means stacking of student chairs, clean off student desks/tables, and pick up large items off the floor.**
  6. **All staff will teach with their doors closed, locked and students will not be left unattended unless of an emergency or notifying the office before stepping out.**

### Hierarchy of Whitefish Township Community Schools Staff

Roles	Responsibilities
Board of Education	Set policy, budget, goal setting, and provide resources necessary for the school and students to be successful.
Administrator	Day-to-day operations, policy enforcement, staff evaluations, discipline of staff and students, any matter that relates to staff and student safety
Professional Staff	Providing high quality education to each and every student they have per class period, ensure that policies set forth by the Board of Education are followed for themselves, provide least restrictive learning environment, maintain an up-to-date gradebook, and ensure that all materials laid out in the handbook are followed.

Staff that have questions about policy, daily operations, enforcement of policies, or questions regarding decisions are to email or write the SUPERINTENDENT DIRECTLY. Failure to do so or failure to follow these steps will result in disciplinary actions. We are here to educate the students and the decisions that the SUPERINTENDENT make are the final decisions. You do not need to agree with them but you will follow them. If at any point a staff member goes against direct instruction from the administrator, there will be a letter put in their file (first time) or placed on administrative leave (non-paid).

#### Reasons for nonrenewal of contract

All teachers in the state of Michigan are at-will employees and can be nonrenewed at the discretion of the Board of Education and/or Superintendent. Even if you have received effective or highly effective ratings in your teacher evaluations, if there are issues that have arise outside of teaching, you may be nonrenewed.

#### Staff Daily Checklist

During each class period staff are to do the following:

1. Meet students at the classroom door
2. Be prepared to educate the students in attendance
3. Ensure that rigorous and effective teaching practices are being met
4. Move about the classroom and be available to help students
5. Refrain from using their cell phone while students are present (exception: pictures)
6. Create a positive environment for our students, your colleagues, and guests at the school.

#### Substitute Policy

According to NEOLA staff have until 7:00 am to request a substitute teacher. Staff are to monitor their leave time and they are not to exceed their allotted time. If they go over their allotted time in a school year, leave will not be accepted, and staff will have to come to work or face disciplinary actions.

#### Bell Schedule

<b>1<sup>st</sup> Hour</b>	8:30-9:27	<b>AM Session</b>	<b>8:30 – 11:15</b>
<b>2<sup>nd</sup> Hour</b>	9:30-10:27		
<b>3<sup>rd</sup> Hour</b>	10:30-11:27		
<b>Lunch</b>	11:30-12:00	<b>Lunch</b>	<b>11:15 – 12:00</b>
<b>4<sup>th</sup> Hour</b>	12:00-12:57	<b>PM Session</b>	<b>12:00 – 3:00</b>
<b>5<sup>th</sup> Hour</b>	1:00-1:57		
<b>6<sup>th</sup> Hour</b>	2:00-2:57		
<b>7<sup>th</sup> Hour</b>	3:00-3:38	<b>7<sup>th</sup> Hour Seminar</b>	3:00-3:38

#### School Climate

All employees at WTCS are members of the educational team that is needed to help our students succeed. In order to provide the best environment for our students, it is important that we maintain a clean, cared-for classroom. Setting the example for the students in staying organized is a great life tool to pass on. **Keep your classroom clean and free of clutter.** Ensuring that the students take pride in our school and the things inside of it should be a priority for all staff members. If misuse is witnessed, refer the student to the point system of our Student Handbook and send them to the office.

### Health & Safety

Keeping all students and employees safe is a main goal at WTCS. It is vital that we work together to help make that happen. All employees should watch for areas of safety concerns and report them to the office for referral to maintenance. Refer all first aid needs to office staff. In the event of an emergency refer to the EMERGENCY OPERATION PLAN. This plan should be located near your teaching area. You should also familiarize yourself with it so that you are ready for anything that may occur. Always keep your classroom door locked during the school day. Please get in the habit of teaching with your **door closed and locked** as well. Make sure that your window coverings work and can be easily set.

### School Improvement

School Improvement is a constant goal of the Administration and Board of Education. All staff members are invited to share in the discussion about school improvement throughout the school year. The Board of Education supports the concept of school improvement as established by the State Board of Education and will seek to create and/or maintain effective schools as defined by State guidelines. In addition to adopting a Mission Statement and Educational Philosophy for the District, the Board shall create, as needed, policies which support the School Improvement Process.

### Field Trips

Field Trip Request Forms are available in the school office. Forms must be submitted **a minimum of 72 hours (3 days) prior** to travel and approved by the Superintendent. Please ask for assistance if needed. Field Trips are not to be used as rewards. If you are scheduling a field trip for the sake of a reward, please discuss with the Superintendent prior to planning. Our student population should be afforded all the opportunities to participate in extra educational trips and if withholding them is due to something outside of their control, a parent not returning a form or something to that extend, we need to evaluate how we are doing things.

### Certification

All staff members are expected to stay up-to-date on their certification and renew before expiration dates are met. **This is the staff member's responsibility to maintain. Failure to do so may result in nonrenewal of their teaching contract.** It is up to the teacher to make arrangements for renewal, pay for renewal, ensure credits are completed for renewal, and turn in a copy of their renewed certificate as soon as possible to the office. Teachers are also required to complete a list of professional development and turn in to the office at the conclusion of the school year. These are to be printed out from the MDE website and turned in to the office prior to the last day of school.

### Student Discipline Procedure

The purpose of the disciplinary policy of Whitefish Township Community Schools has two goals:

1. To help promote self-discipline in the individuals.
2. To promote and maintain an atmosphere conducive to learning and education.

After exhausting general discipline rules and consequences within the classroom the student is referred to the administrator. It should be the goal of **every staff member** to provide the least restrictive environment for all students.

### Procedure for classroom insubordination:

1st offense- A warning by the teacher

2nd offense- Disciplined by the teacher (Lunch Detention (Monitored by staff member that gave the detention), Removal from classroom for extended period)

3rd offense- Referral to administrator by the teacher

Action	Consequence
Cell Phone Violation	1. Phone will be confiscated and returned at end of school day. 2. Phone will be confiscated, and a parent will need to pick up from school. 3. Phone will be confiscated, and student will be suspended for three days. 4. Student will be charged with incorrigibility and suspended for seven school days.
Tardies	1. Warning by teacher 2. Office referral 3. One lunch detention 4. One lunch detention and work crew assigned for lunch time 5. One day of In School Suspension <i>All tardies after 5 will result in loss of privileges such as field trips, extracurricular participation, and student access to school sponsored events.</i>

Insubordination	<ol style="list-style-type: none"> <li>1. Parents notified by phone and lunch detention</li> <li>2. In School Suspension up to three days</li> <li>3. Out of School Suspension and parent meeting</li> <li>4. Student will be unenrolled from the school by parent</li> </ol>
Inappropriate Displays of Affection	<ol style="list-style-type: none"> <li>1. Lunch Detention</li> <li>2. Clean up around the school with lunch detention</li> <li>3. Up to three days of In School Suspension</li> <li>4. Parent Meeting and up to three days of Out of School Suspension</li> </ol>
Inappropriate Language	<ol style="list-style-type: none"> <li>1. Lunch Detention</li> <li>2. In School Suspension</li> <li>3. Out of School Suspension</li> </ol>
Cheating	<ol style="list-style-type: none"> <li>1. Zero on the assignment and letter placed in student's file</li> <li>2. Parent Meeting and Out of School Suspension</li> <li>3. No credit for the semester in the class</li> </ol>
Fighting	<ol style="list-style-type: none"> <li>1. Lunch Detention and Parent notified by phone</li> <li>2. Out of School Suspension</li> <li>3. Expulsion Hearing</li> </ol>
Bullying	<ol style="list-style-type: none"> <li>1. Parents notifies by phone and meeting scheduled</li> <li>2. In School Suspension</li> <li>3. Electronic Privileges revoked and loss of extracurricular opportunities</li> <li>4. Out of School Suspension</li> <li>5. Expulsion Hearing</li> </ol>
Damage to School Property	<ol style="list-style-type: none"> <li>1. Monetary Charge for replacement</li> <li>2. Expulsion Hearing</li> </ol>
Possession of Tobacco	<ol style="list-style-type: none"> <li>1. Parent Meeting</li> <li>2. Out of School Suspension</li> <li>3. Expulsion Hearing</li> </ol>
Possession of Weapon	<ol style="list-style-type: none"> <li>1. Expulsion Hearing</li> </ol>

The list is NOT all-inclusive or limited to the following.

***The school administrator has discretion to make exceptions in extreme circumstances***

### **Discipline of Students**

#### **Lunch Detention**

Students will be served their lunch then proceed with their teacher that issued the detention to their classroom where they will sit in silence and eat. Upon completing their lunch, they may be asked to complete simple tasks around the classroom or sent to the office to complete tasks there.

#### **In-School Suspension**

A student may be assigned in-school suspension because of actions. While serving in-school suspension, students are expected to do their assigned daily work. Staff are expected to provide these assignments to the main office in a timely fashion. They may also be required to do community service. All work must be completed without access to technology. Arrangements will need to be made with teachers for alternative assignments if technology needs to be used.

#### **Out-of-school Suspension**

Out-of-school suspension may be assigned consequently for more serious offense. While serving an out-of-school suspension, a student must not participate in any school activities and are not permitted on school grounds. They are expected to make up all work missed for a reduced percentage that will be determined by the individual teachers.

### **Code of Conduct for Students**

Students are expected to conduct themselves in a reasonable, orderly manner always. It will be also expected that they will display the highest level of respect for all members of the school community. The commission of, or participation in, activities that are among those defined as criminal under the laws of the State of Michigan is prohibited. This includes activities in school buildings, on school property, or at school sponsored events. Disciplinary action may be taken by the school regardless of whether criminal charges result.

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Whitefish Township Community Schools, the Board of Education has adopted the following regulations along with guidelines for consequences when these regulations are violated. These regulations apply to all students for all activities of Whitefish Township Community Schools. This list is not intended to be exhaustive, and included, but is not limited to the following:

Definitions: Every effort will be made to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. These exclusions may fall in the following categories:

### **Code of Conduct for Staff**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally confidential information as they may secure;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. refrain from using position or public property or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

### **Dress Code for Students**

Although no dress code can itemize every item that is unacceptable for school, the following guidelines will be expected and enforced by all staff at Whitefish Township Community Schools:

- The Administration will make the final determination regarding dress and grooming.
- Students are not allowed to wear their coats to class. Lockers are provided for the storage of these items.
- Students are not permitted to wear clothes i.e. jeans with holes or rips of any size in any locations.
- Shoes, sandals, or appropriate boots must always be worn (no slippers or house shoes).
- All students wearing shorts/skirts must be covered to point on their thigh so when the student is standing with arms in a relaxed position, fingertips will still rest two inches above the bottom edge of the shorts.
- All pants and shorts are required to be worn at the waistline.
- Tops must be long enough to tuck in at waistline; no skin on the torso should be exposed.
- Undergarments should never be exposed.
- Shirts must cover shoulders by at least three inches of material. Girls' tops should not expose cleavage.
- Clothing, jewelry or any other items that promote gang, cult or racist activities are prohibited.
- Clothing which advertises, promotes, or contains alcoholic beverages, tobacco products/promotions, illegal substances, weapons, inappropriate adult themes or obscene matter in print, pictures, or symbols are not permitted.
- Heavy chains or belt/pocket chains are not to be worn.
- Hats and head garments cannot be worn in the building at any time. (Exceptions may be made for special occasions, i.e., homecoming activities). Hats and head garments will be confiscated. Students who are representing our school at an official function or public event may be required to follow the specific dress requirements.
- Sagging is not permitted.
- Pajama pants are not permitted. Pajama pants are **NOT** to be worn to school. No sweat pants, pajama pants or other pants are to be worn inside out, including pockets.
- Du-rags, sunglasses or picks and combs are not to be worn in the hair.

***The Superintendent will be the sole influencer of the dress code. Staff questions on the dress code as it relates to student apparel are to consult with the administrator before making any contact with the students or parents.***

### Dress Code for Staff

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance.

**Exception: Staff may dress casual on field trip days or Fridays if they pay the required amount at the beginning of the school year or weekly. Staff that wear jeans during the regular work week will receive a written reprimand in their file. The Superintendent has the sole discretion to allow for other “Dress Down Days.”**

### Gum and Candy

Gum chewing is based on individual classrooms. Candy or snacks are not to be eaten outside the lunchroom unless it is a teacher-sponsored activity. Students are not allowed to have “energy drinks” on school grounds. Students are not allowed to take food outside of the cafeteria and not allowed to have food stored in their lockers.

### Sexual Harassment

Please reference our NEOLA policies on the website to access this information and stay updated. To begin a complaint procedure, notify the Superintendent of a problem and secure proper complaint forms needed to complete the filing process.

### Professional Development

All staff members are expected to attend ALL Professional Development that is on the school calendar unless otherwise approved by the Superintendent.

### Expenditures

Teachers have \$250 available for classroom supplies. Receipts are required for reimbursement. Staff need to make sure that they are getting all of taxes taken off the items that they are purchasing as the school will not reimburse these. Staff need to submit the items that they would like to be purchased to the office in a timely manner. All purchasing will take place through the main office this year and staff are expected to keep track of the amount that they are spending. **If a staff member spends over the \$250 contractually allotted amount, the difference will be taken from the employee through payroll deductions.**

### Teacher Evaluation

In accordance with Michigan Department of Education, we will be using the *Thoughtful Classroom* approach to teacher evaluations this school year. On the right is a guideline of it and all staff are asked to participate in the regionally offered trainings so that we can make our teaching the best for our students. You are responsible for completing the self-evaluation, development of at least two goals and any and all requirements as asked by the Superintendent in a timely manner. You will need to stay logged in with Standards for Success and ensure that you are visiting this website once per month. Evaluations are a huge part of the legal obligations of being a professional teacher in Michigan and for the 2020-2021 school year, staff are expected to maintain all parts of this program without the prompting of the administrator.

### Illuminate

**Grades are to be entered into Illuminate within 48 hours of the assignment being collected.** It is also important that teachers keep a secondary gradebook so that there is a back-up record of each student’s work and grades earned. Teachers are expected to have assignments entered into their gradebooks at least weekly at all K-12 levels.

<b>Organization, Rules, and Procedures</b> How do you organize your classroom to enhance learning and establish rules and procedures that clarify expectations?	<b>Preparing Students for New Learning</b> How do you establish your purpose, activate students' prior knowledge, and prepare students for learning?	<b>Positive Relationships</b> How do you build meaningful relationships with your students--and among students--to promote learning?
<b>Deepening and Reinforcing Learning</b> How do you help students solidify their understanding and practice new skills?	<b>Presenting New Learning</b> How do you present new information and provide opportunities for students to actively engage with content?	<b>Reflecting on and Celebrating Learning</b> How do you help students look back on their learning and refine their learning process?
<b>A Culture of Thinking and Learning</b> How do you develop a classroom culture that promotes serious learning and sophisticated forms of thinking?	<b>Applying Learning</b> How do you help students demonstrate their learning and what kinds of evidence do you collect to assess student progress?	<b>Engagement and Enjoyment</b> How do you motivate students to do their best work and inspire the love of learning?
<b>Professional Practice</b> How do you demonstrate commitment to professional learning and contribute to the school community?		

## **Curriculum Maps & Evidence of Teachings**

ALL Teachers are required to turn in a curriculum map listing what standards they taught during the week, month, or marking period. These curriculum maps may be done electronically or by hand. Failure to turn in lesson plans or present standards taught will result in disciplinary action.

### **Teacher Dress Down Fridays**

Staff are invited to Dress Down (e.g. blue jeans, hoodies, etc.) every Friday or last scheduled school day of the week. This is a voluntary practice that will cost each participating member \$1 per Friday or \$35.00 for the whole school year. The money collected will be set aside to be used at the discretion of the staff and for the purpose of student enrichment or staff support. The final decision for use of the money will be held by the staff members that participate. All other school days, staff are expected to present themselves in a professional manner and come to school groomed and cared-for. This means no blue jeans, t-shirts, or sweatshirts allowed except when taking part and have paid for Dress Down Fridays or when arrangements have been made prior or a field trip. Any other time, not approved before hand, will count as insubordination and receive a write up in the file of the staff member. Five write ups in a year are grounds for termination.

### **Other Staff Duties**

Staff are expected to be at as many events for the school and our students as they can be at. Staff are encouraged to attend the monthly school board meetings and are encouraged to attend all community nights. Staff should look to promote their students and their classrooms during these events and provide materials that can be viewed in the hallway during these times. All STAFF are required to attend graduation.

### **School Lunch and Breakfast Costs**

Staff are given a duty-free lunch period but are strongly recommended to eat lunch and breakfast with the students at the tables with the students. Staff are given lunch and breakfast for a cost of \$4.00 for lunch and \$3.00 for breakfast. If the staff member eats breakfast or lunch, it will be recorded, and they will be charged accordingly. If they agree to participate in playground supervision roles throughout the school year, compensation for this will be created in a method agreed upon by the professional staff union, the administrator and the board of education. Monthly bills will be provided to the staff members and payment will be expected in a timely manner. Failure to pay your bill will result in payroll deductions.

### **7<sup>th</sup> Hour Seminar**

For the 2020-2021 School Year we are going to try our bus seminar program again. For the first marking period we are going to host our 7<sup>th</sup> hour seminar on the school bus. During this time, student will be under the guidance of two highly qualified teachers. They will have this time to work on work, ask questions, and get help with classroom work that they have. If at the end of the first marking period, we see a drastic number of students needing additional "traditional" support, we will increase of instruction time to include this time in the classroom and not on the bus. Whitefish Township Community Schools is trying to seek out the most effective and efficient ways of educating our student population.

**The following pages serve as a copy of forms available to staff members in the office. You may want to make a copy of these and keep for your records. (Compensation Form, Referral Form, School Vehicle Usage Form, Field Trip Form, Purchase Agreement Forms)**

### **Child Find Notice**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district, PSA or Charter School is required regarding child find responsibilities. School districts, intermediate units and charter schools are required to conduct child find activities for children ages 3-26 who may be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the school district where the child attends. Private School- The school district within whose boundaries the non-profit private school is located is responsible for child find activities. The school district responsible for child find activities for students placed by their parents in a for-profit private school is the district of residence.

Whitefish Township Community Schools Child Find Policy requires that all children below twenty-six years of age residing within the district who have a disability and who need special education and related services are located, identified, and evaluated in accordance with all federal regulations and state standards. If you suspect that your child may have a disability, please contact:

#### **Consent**

Schools cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. The school district, Charter, PSA or nonpublic will ask for parents written consent to evaluate a child. A procedural safeguards document will be provided to the parent upon the district receiving parental consent to evaluate a child for a suspected disability.

For students transferring from in state or out of state- the school will review enrollment data and educational performance in the prior district. If the student is already special education eligible, the district will implement the current IEP or hold a new IEP within 30 school days of enrollment. If the student has had a history of poor performance in school, the student will be processed through the SAT process for consideration of a need for support and ultimately an evaluation for special education eligibility.

#### **Evaluation Process**

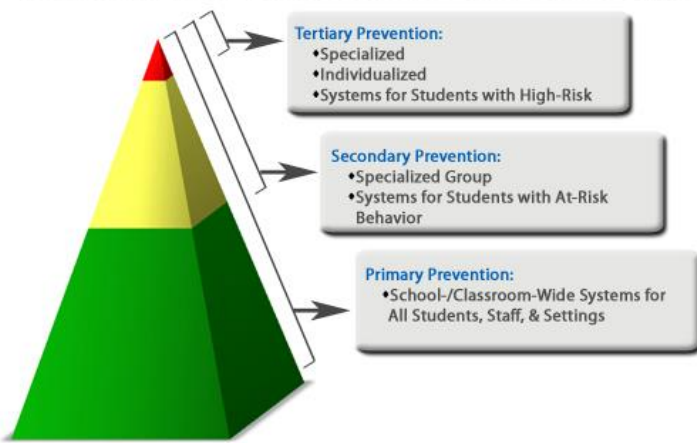
When parental consent is obtained, the district has 30 school days in which to conduct the evaluation(s) and hold an Individualized Education Planning (IEP) meeting.

Documentation of Child Find activities- required to maintain documentation of identification procedures, dates of entry into school, or notification by parents of concerns regarding developmental or education progress by their child, and dates of screening in the student's permanent records.

If you have any questions about this, please contact Thomas McKee at (906) 492-3353 or [tmckee@eupschools.org](mailto:tmckee@eupschools.org).



## Continuum of School-Wide Instructional & Positive Behavior Support



## What is PBIS?

PBIS (Positive Behavior Interventions and Supports) is an organized, data-driven system of interventions, strategies, and supports that positively impact school-wide and individualized behavior planning. Using the most current best practices, strategic teams are trained to positively impact behavior at three key behavioral tiers: Universal or primary (whole school); Secondary (individual child or group of at-risk children); and Tertiary or Intensive (children with complex needs and behaviors that severely impact the child, school and/or community functioning).

### Why is it so important to focus on teaching positive social behaviors?

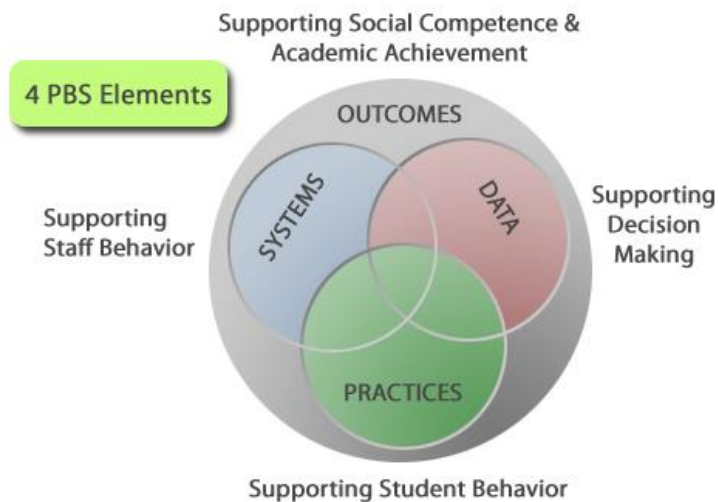
Frequently, the question is asked, "Why should I have to teach kids to be good? They already know what they are supposed to do. Why can I not just expect good behavior?" In the infamous words of a TV personality, "How is that working out for you?"

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based

strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBS is to establish a climate in which appropriate behavior is the norm.

### What is a systems approach in school wide PBIS?

An organization is a group of individuals who behave together to achieve a common goal. Systems are needed to support the collective use of best practices by individuals within the organization. The school-wide PBIS process emphasizes the creation of systems that support the adoption and durable implementation of evidence-based practices and procedures and fit within on-going school reform efforts. An interactive approach that includes opportunities to correct and improve four key elements is used in school-wide PBS focusing on: 1) Outcomes, 2) Data, 3) Practices, and 4) Systems. The diagram below illustrates how these key elements work together to build a sustainable system:



- Outcomes: academic and behavior targets that are endorsed and emphasized by students, families, and educators. (What is important to each learning community?)
- Practices: interventions and strategies that are evidence based. (How will you reach the goals?)
- Data: information that is used to identify status, need for change, and effects of interventions. (What data will you use to support your success or barriers?)
- Systems: supports that are needed to enable the accurate and durable implementation of the practices of PBIS. (What durable systems can be implemented that will sustain this over the long haul?)

### What does this mean for staff?

- All staff must recognize and acknowledge children who are following the school-wide expectations.
- All staff must be ready to give out SOAR

TICEKTS to students in the classroom and throughout the building.

- All staff must know the Behavior Flow Chart and be consistent with their responses.
- All staff must complete an Office Discipline Referral Form if a child's response to a problem behavior indicates the need.
- Teaching staff must post the School-wide Expectations Posters in their class and other areas that children often use.
- All staff need to CELEBRATE successes as much as possible!

## Team Information

### Whitefish Township Community Schools PBIS Mission Statement:

*Whitefish Township Community Schools is committed to proactively teaching students appropriate behaviors essential to valuing self, valuing others, and valuing learning.*

**STAFF MEETINGS WILL OCCUR EVERY WEDNESDAY AT 8:15 – 8:30 THROUGHOUT THE YEAR AND ALSO ONE MONTHLY MEETING A MONTH AFTER SCHOOL ON THE SAME NIGHT AS THE SCHOOL BOARD MEETING.**

## WHITEFISH TOWNSHIP COMMUNITY SCHOOLS EVACUATION PLAN

1. **Fire Drill:** (solid single horn) - Everyone evacuate to grass area by bus parking lot.
2. **Off-site Evacuation:** (verbal message: "off-site evacuation" to each room) Controlled cross Highway M-123 to Our Lady of Victory Catholic Church (key required for entry). Traffic controlled by designated staff, utilizing reflective vests and traffic control signs.
3. **Severe Weather/Tornado Drill:** (verbal message: "tornado drill" to each room) Students assemble in the hallway facing lockers; assume position facing lockers, place hands over their heads in a protective manner.
4. **Lockdown Drill:** Inside Lockdown - (verbal message: "we are in an inside lockdown at this time" to each room). Doors will be locked, windows will be closed and shaded, lights turned off, students will quietly gather to a designated area of the classroom. Any students outside will be immediately brought into the building. No students will be allowed outside of the room during this time.
  - a. **Lockdown In Between Classes:** Students are to seek shelter in bathrooms, kitchen, classrooms, or somewhere out of the hallway. Staff are to lock their doors and not open them for anyone.
  - b. **Lockdown during Lunch:** Students are to make their way to the kitchen and shelter-in-place there remaining quiet and sitting down away from the window and door.
  - c. **Lockdown during Recess:** Recess monitor will receive word that there is a lockdown and students will follow these commands. One whistle- freeze and listen. Two whistles-gather and line up to go inside. Three whistles- get in the woods and make your way to the Methodist Church.

