

Olive Elementary School

Home of the Tigers!



2022-2023

BUILDING HANDBOOK

NOTE:

**The NPUSC Elementary School K-5 Student and Parent
GENERAL HANDBOOK is located on-line at**

www.npusc.k12.in.us

***To be used in conjunction with the NPUSC General Handbook**

**If you cannot access a computer, you may request a paper copy. Please contact the school
office.**

OLIVE ELEMENTARY BUILDING LEVEL HANDBOOK

TABLE OF CONTENTS

Section VII Olive Handbook Addendum

Car Drop-Off Pattern	Page 11
Car Dismissal Pick-Up Pattern	Page 12
Daily Schedule	Page 9
Electronic Items	Page 9
Fire Drills	Page 8
Lines of Communication	Page 9
Mission Statement	Page 4
Olive Calendar	Page 5-7
Recess Rules	Page 13-14
Request for Teachers Policy	Page 9
Safety & Crisis Plans	Page 8
Staff Personnel	Page 3
Table of Contents	Page 2
Tornado Drills	Page 8
Walkers Pattern	Page 10

OLIVE SCHOOL PERSONNEL 2022-2023

<u>PRINCIPAL</u>	<u>EXTENSION</u>	<u>READING REMEDIATION/H.A.</u>	<u>EXTENSION</u>
BUSH, TARA MRS.	(70421)	MCCLINTOCK, ASHLEY	(70257)
<u>KINDERGARTEN</u>		<u>SOCIAL SERVICE</u>	
CHELMINIAK, RACHEL MRS.	(70431)	MIDDLEBROOK, ALLISON MRS.	(70424)
GILLEN, SARA MRS.	(70462)		
STEPP, KIMBERLY MRS	(70432)	<u>ADMINISTRATIVE ASST/TREASURER</u>	
<u>OPEN</u>		FRIIS, LAURIE MRS	(70420)
<u>1ST GRADE</u>		<u>CAFETERIA</u>	
HEMBREE, JANELLE MRS.	(70453)	BOONSTRA, PAM MRS.	(73128)
RALSTON, RACHEL MRS.	(70429)	COLPITTS, RYAN MR.	
SCHMITT, LIZZY MRS.	(70428)	DALEY, LYNSEY MRS. - Manager	(73128)
		WHALEN, LISA MRS.	(73128)
<u>2ND GRADE</u>		<u>CUSTODIANS</u>	
MISCHAK, RENEE MRS.	(70261)	GRAHL,, KELLI MRS.	(73217)
SCHREIBER, LAURA MRS.	(70487)	MILLS, DONNA MRS.	(70441)
STOMBAUGH, TINA MRS.	(70439)	ROSS, DAVID MR.	(73217)
		<u>HEALTH AIDE</u>	
<u>3RD GRADE</u>		WALKER, CATHY MRS.	(70423)
GOLDEN, MIKAYLA MRS.	(70433)		
MC BRIDE, MARK MR.	(70443)		
SAYLOR, CATHERINE MRS.	(70438)		
<u>4TH GRADE</u>		<u>INSTRUCTIONAL ASST.</u>	
GUMM, CASEY MRS.	(70463)	ADAMS, KRISTINA MRS.	
MOORE, TAMMY MRS.	(70215)	BEEMAN, JULIA MRS.	
YOUNGGREEN, JEN MRS.	(70296)	ROBERTS, TERESA MRS.	
		RYPMA, SHANNON MRS.	
<u>5TH GRADE</u>		SMOUS, BROOKE MRS.	
<u>OPEN</u>	(70442)	SPARKS, ASHLEY MISS.	
DE SHONE, JENNIFER MISS	(70256)	SPENCE, ZOEY MISS	
WOJTYSIAK, ASHLEY MISS	(70447)	TABLER, GABY MRS.	
		TUSZYNSKI, DEBORAH MRS.	
<u>SPECIAL EDUCATION</u>		<u>OPEN</u>	
MOHRBACH, JENNIFER MRS.	(70267)	<u>OPEN</u>	
SMITH, MELISSA MRS.	(70452)	<u>OPEN</u>	
		<u>OPEN</u>	
<u>SPEECH & LANGUAGE</u>		<u>OPEN</u>	
LEE, KATHRYN MRS.	(70482)	<u>LIBRARIAN</u>	
		DEUTSCHER, ANGIE MRS.	(70426)
<u>ART</u>		<u>SECRETARY</u>	
DOMINELLO, VINCENT MR.	(71440)	MILLS, LISA MRS.	(70422)
BLAKE, NICHOLE	(71484)		
<u>MUSIC</u>		<u>SPECIAL EDUCATION ASSTS.</u>	
O'CONNELL, HEATHER MRS.	(70445)	ALLEN, JOELENE MRS.	
		DEUTSCHER, RACHEL	
<u>P.E.</u>		BOGGS, ALYSSA	
REFFO, DANIEL	(71492)	<u>TECHNOLOGY ASST.</u>	
<u>INTERVENTIONIST</u>		STOCKTON, MARSHA MRS.	(70427)
PAPAI	(70448)		



OLIVE SCHOOL VISION STATEMENT

Olive Elementary School provides a **safe and caring** environment. A dedicated team organizes **student-centered** classrooms building 21st Century Skills, working to create **lifelong learners**.

OLIVE SCHOOL MISSION STATEMENT

Our purpose is to ensure high levels of learning for ALL students.

GUIDING PRINCIPLES

In pursuit of excellence in education, we embrace the following:

Community

Education is a lifelong learning process involving committed individuals, families, school and community.

Achievement

It is important to understand that high expectations yield high results, as evidenced by achievement of state and national standards.

Opportunities

It is important to provide students with curriculum and strategies that foster opportunities for educational growth appropriate to different learning styles and academic needs.

Character

It is important to model and teach positive character traits, expecting students to project responsible and respectful citizenship.

Technology

It is important to appropriately employ technology in a way that enhances the presentation, reception and creation of educational content.

2022-2023 OLIVE CALENDAR

(ALL TIMES C.S.T.)

ALL FRIDAYS ARE 45 MINUTE LATE START DAYS

August 2022

8/8-8/10	Teachers Workdays
8/10/22	Summer Stroll/Open House 5:00-6:00 p.m.
8/11/22	Students First Day
8/26/22	Fall Fundraiser begins

September 2022

9/5/22	LABOR DAY - NO SCHOOL
9/9/22	Fall fundraiser ends
9/9/22	Interim Period Ends
9/12-16	Scholastic Book Fair
9/12-14	Grandparents, Family & Friends for Lunch Day
9/14/22	Interim Reports Sent Home
9/19/22	Picture Day
9/23/22	FLEX DAY E - LEARNING FOR STUDENTS

October 2022

10/12/2022	1st Grading Period Ends
10/17/2022	Report cards go home
10/17-19	Parent Teacher Conferences
10/21-24	FALL BREAK - NO SCHOOL

2022-2023 OLIVE (cont.)

(ALL TIMES C.S.T.)

November 2022

11/6/22	*TIME CHANGE* Daylight Saving Time Ends (fall back 1 hour)
11/8/22	NO SCHOOL-ELEARNING DAY-ELECTION DAY
11/15/22	Interim Period Ends
11/18/22	Interim Reports Sent Home
11/23-25	THANKSGIVING BREAK - NO SCHOOL

December 2022

12/8/22	Olive Winter Program
12/20/22	2nd Grading Period Ends/ 1 ST Semester Ends
12/21 to 1/4/23	WINTER RECESS - NO SCHOOL FOR STUDENTS

January 2023

1/4/23	Teacher Work Day
1/5/23	Students return to school
1/6/23	Report Cards/Progress Reports Sent Home
1/16/23	MARTIN LUTHER KING DAY - NO SCHOOL

February 2023

2/6/23	Interim Period Ends
2/9/23	Interim Reports Sent Home
2/13/23	Spelling Bee
2/17/23	FLEX DAY E-LEARNING FOR STUDENTS
2/20/23	NO SCHOOL-SNOW MAKE-UP

2022-2023 OLIVE (cont.)

(ALL TIMES C.S.T.)

March 2023

3/6-10	Scholastic Book Fair
3/10/23	PTO Fun Fair
3/13/23	3rd Grading Period Ends
3/6-17	IREAD
3/13/23	TIME CHANGE Daylight Saving Time Begins (spring ahead 1 hour)
3/16/23	Reports Cards Sent Home
3/13-17	Kindergarten Online Registration
3/15/23	Kindergarten Parent Meeting 5:00-5:45 C.T.
3/27-31	Riley Children's Hospital Fundraiser
Week of 3/20	Spring Program-Date to be determined

April 2023

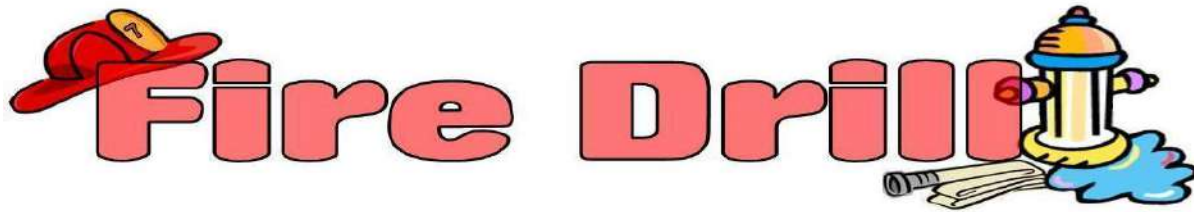
4/3-7	NO SCHOOL - SPRING BREAK
4/20/23	Interim Period Ends
4/25/23	Interim Reports Sent Home
4/17-5/19	ILEARN TESTING

May 2023

5/2/23	NO SCHOOL - ELEARNING DAY - ELECTION DAY
5/1-19	ILEARN TESTING
5/18/23	Field Day
5/19/23	Enrichment Clusters
5/24/23	4th Grading Period Ends – 2 nd Semester Ends – Student's Last Day Report Cards Sent Home
5/25/23	Teacher's Work Day

FIRE DRILLS

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm and strobe alarm lights. There is an evacuation plan posted in each room. Each teacher will instruct students regarding specific procedures. Fire drills are practiced monthly throughout the year.



TORNADO DRILLS

In case of a weather emergency, there will be an announcement on the school PA system. In the event of a power failure, a manual air horn will be used as the alarm. Everyone will go to his/her assigned area in the restrooms. Weather drills are practiced each semester.

SAFETY & CRISIS PLANS

IN THE EVENT OF A DANGEROUS CRISIS SITUATION, Olive School has a well-developed safety, crisis and evacuation plan. The plan was developed in cooperation with law enforcement, medical and safety agencies. Lockdown and safety/crisis drills are practiced monthly throughout the year.

**AS PER SCHOOL SAFETY GUIDELINES, THIS
INFORMATION IS NOT TO BE SHARED.**

GENERAL DAILY SCHEDULE

- 7:00 - Buses arrive, breakfast & supervision
- 7:00 - All students are dismissed to cafeteria and classrooms
- 7:00 - Supervision of students begins
- 7:20 - Tardy Bell
- 1:50 - Dismissal of all bus students
- 1:55 - Dismissal of all walkers & car pick-up students

***NOTE:** All times are CST (Chicago/LaPorte area time zone).

LINES OF COMMUNICATION

Any matter that concerns a teacher or an action taken by a teacher, should first be addressed with the teacher. If the patron is still not satisfied or clear about the situation, then the Principal should be contacted.

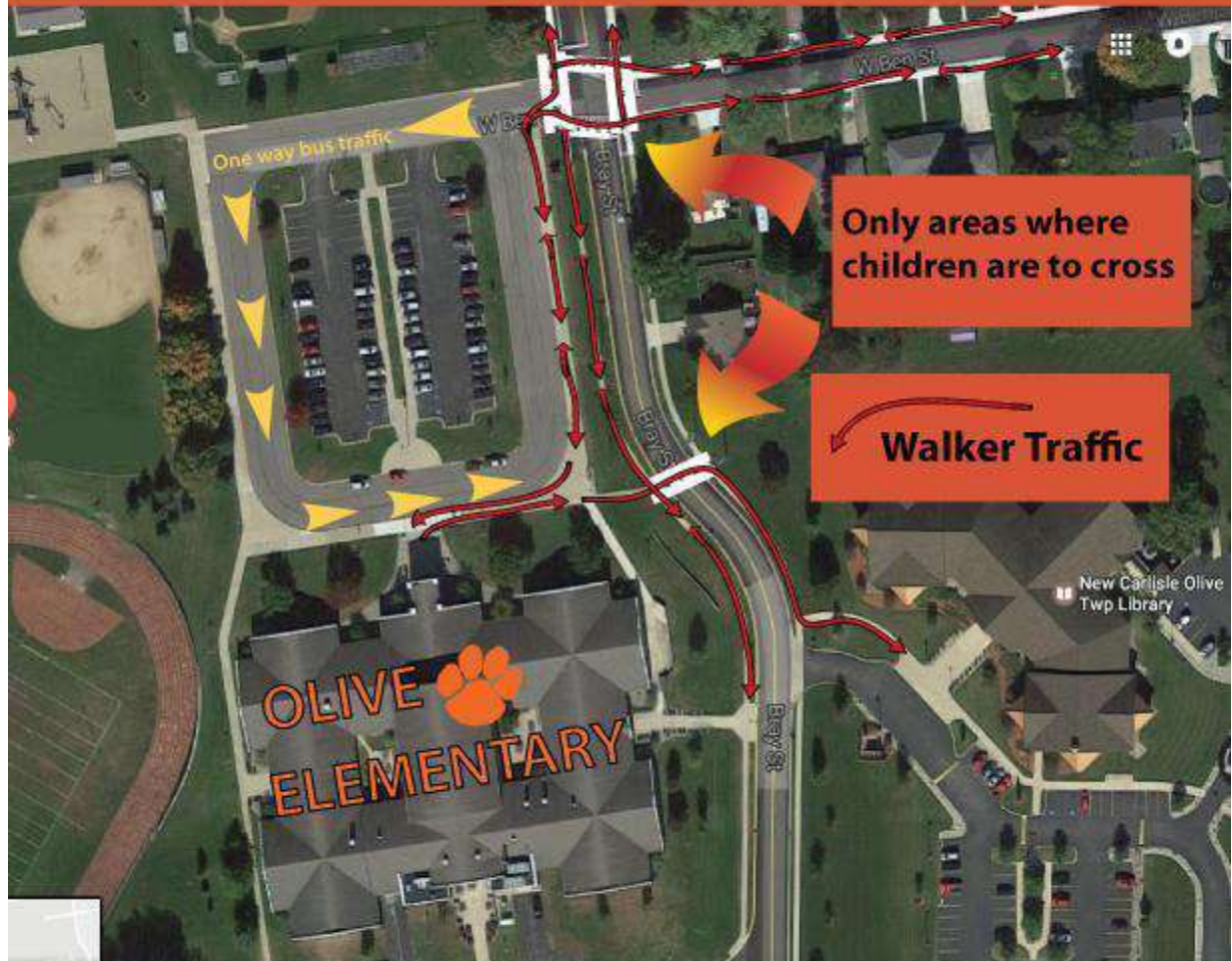
ELECTRONIC ITEMS/CELL PHONES

Electronic devices, (not including cell phones), are not allowed at school, unless the student's teacher has given written permission for the items to be brought. Any such items brought to school will be confiscated and returned only to the parents who will need to come to school to claim the item. Disciplinary consequences may also apply if students bring these items.

If any child brings a cell phone to school, they must leave it in their backpack at all times while on school property and it must be turned off. If the cell phone is out of the back pack, used, or heard while on school property, it will be confiscated until parents can pick it up from the school office and the child may lose the privilege to bring a cell phone to school as well as other disciplinary actions.

We appreciate our parents' and students' support in these areas. These types of items and issues can significantly disrupt learning, cause fights among students, disagreements among parents and take staff and administration time to deal with the resulting problems. While at school, we want our students and our staff focused on learning.

AM & PM Walker Pattern



Page 10

DROP OFF OPTIONS:

- *Park and walk your child to the doors.
- *Wait in the line on Bray Street and unload at the sidewalk slope on Bray
- *Once buses leave the drive, pull in and drop student at the main entrance

Morning Car Drop Off Traffic Pattern



PAGE 11

PICK UP OPTIONS:

- *Wait in your car in the line. We will load your students in the car. Students should get in on the passenger side and be able to buckle themselves
- *Park in the lot and walk up. Wait for your child by the flagpole.

Dismissal Car Pick Up Traffic Pattern



OUTSIDE RECESS RULES

Respect others at all times.

- No put downs, no teasing, no physical violence/pushing, no name calling, no keeping others from playing, no threats, no bullying, etc.

Use equipment properly and safely.

- No climbing up slide, no running on ramps/bars, no jumping off swings, swing straight/properly, do not stand on or jump from benches or walls, etc. No sitting on top of monkey bars or other equipment.

Avoid playing near the swings area or jumping off of the swings.

- Safety – do not play where you could get hit by a swing or person swinging.

Follow Teachers' and Supervisors' directions. The first time.

Immediately stop playing and get into line when the siren/whistle blows for the end of recess.

Turn voices down in line and off as you enter the school building, so you do not disturb other classes.

Tire pieces are for safety reasons not for throwing or playing with.

When balls go outside of the fenced-in area, students must get permission to retrieve the ball and the supervisor must watch the student until back inside the fence.

Tackle football, tackle chase and tag/chase games are not safe and thus not allowed.

Play only in the areas designated by your recess supervisor. Remain inside the playground area of the fence.

Snow, ice, dirt, tire chips or snowball throwing is not allowed.

When a vehicle is entering the back driveway, all students must be confined with-in the fenced area until traffic movement is complete.

INSIDE GYM RECESS RULES

Respect others at all times.

- No put downs, no teasing, no physical violence/pushing, no name calling, no keeping others from playing, no threats, no bullying, etc.

Follow Teachers' and Supervisors' directions, the first time given.

Play only in the areas designated by your recess supervisor

- North side of gym for basketball and/or balls
- Southside of gym by bleachers for jump ropes
- Southside for sit down games and/or group activity as per supervisor
- Stage for coloring/drawing and sit down games (if needed)

Running games such as tag or chase are not allowed. Dodgeball is not allowed.

All students MUST WEAR GYM/P.E. SHOES

Immediately stop playing and get into line when the siren/whistle blows for the end of recess.

Turn voices down in line and off as you enter the hallway, so you do not disturb other classes.

CHARACTER EDUCATION PROGRAM

Our Character Education Program is very successful and well accepted. The program stresses monthly character traits through classroom and school-wide activities and through connection to regular curricular activities. Today, more than ever, our students need to learn more than the “three R’s” (Respect, Responsibility and Do the Right Thing) to become productive citizens of the future. By instilling in our students a strong sense of values we are better preparing them for success as adults. It is our hope parents and students will join us in our efforts to strengthen individuals, families, school and community through character education. As parents, you are your children’s most important teachers and thus can provide valuable reinforcement of character education at home. Here are some important ideas to consider:

- ✓ Children learn by what they see and hear.
- ✓ Talk about trust. Be realistic, but avoid creating distrust of others.
- ✓ Make your expectations clear. Expect honesty, respect, responsibility, caring, kindness, tolerance/patience, fairness, self-discipline and cooperation and demonstrate those qualities yourself as a role model. Let your children know that you trust them.
- ✓ Keep in mind that respect is more than obedience to authority. True respect is a willful concern for the rights of others and a desire to protect and preserve the value of all persons and things.
- ✓ Share stories and literature that teach character lessons.
- ✓ Go out of your way to make your child feel that he or she is an important part of the family. Explain that everyone in the family has jobs to do and is expected to “pitch in.”
- ✓ Do not expect a child to take a responsibility that he or she has not been given. But once you have made your expectations clear, do not accept excuses or do the job for the child
- ✓ Make it a family habit to complement one another.
- ✓ Talk with your child about house rules and school rules. Explain why each rule is needed, for example: to protect the rights of the other family members or school population and to keep them from harm.
- ✓ When you must correct a child, be sure to make it clear and consistent that it is the behavior you disapprove of, not the child. Try to make consequences for improper behavior more a restitution (a way to make it right, apologize, or pay back the wrong) rather than just a punishment.