

**HOME OF THE TIGERS!**



**2016-2017**

**\*BUILDING HANDBOOK**

**NOTE:**

THE NPUSC ELEMENTARY SCHOOL K-5 STUDENT AND PARENT  
GENERAL HANDBOOK IS LOCATED ON-LINE AT

[WWW.NPUSC.K12.IN.US](http://WWW.NPUSC.K12.IN.US)

**\*TO BE USED IN CONJUNCTION WITH THE NPUSC GENERAL  
HANDBOOK**

**YOU MUST READ THIS WITH YOUR CHILD. THE INFORMATION IN IT  
PERTAINS TO ALL ELEMENTARY SCHOOLS. IF YOU CANNOT ACCESS A  
COMPUTER, YOU MAY REQUEST A PAPER COPY. PLEASE CONTACT  
THE SCHOOL OFFICE.**

## OLIVE ELEMENTARY BUILDING LEVEL HANDBOOK

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# Olive School Personnel



**PRINCIPAL**

BUSH, TARA MRS.

**Extensions**

(70421)

**KINDERGARTEN**

BURRIS, AMY MISS  
CHELMINIAK, RACHEL MRS.  
GILLEN, SARA MRS.  
STEPP, KIMBERLY MRS.

(70430)  
(70431)  
(70462)

**1<sup>ST</sup> GRADE**

RALSTON, RACHEL MRS.  
STEPNIEWSKI, MAGGIE MISS  
TAYLOR, JANELLE MISS

(70429)  
(70428)

**2<sup>ND</sup> GRADE**

MISCHAK, RENEE MRS.  
SCHREIBER, LAURA MS.  
STOMBAUGH, TINA MRS.

(70261)  
(70487)  
(70439)

**3<sup>RD</sup> GRADE**

GOLDEN, MIKAYLA MRS.  
HEETER, BRANDI MRS.  
MC BRIDE, MARK MR.

(70433)  
(70438)  
(70443)

**4<sup>TH</sup> GRADE**

GUMM, CASEY MRS.  
MOORE, TAMMY MRS.  
PFEIL, JAN MRS.

(70463)  
(70215)  
(70450)

**5<sup>TH</sup> GRADE**

BEHM, LINDA MS.  
FLAGG, MONICA MRS  
WOJTYSIAK, ASHLEY MS.

(70442)  
(70444)  
(70447)

**SPECIAL EDUCATION**

ARELT, ZEDA MRS.  
SMITH, MELISSA MRS.

(70434)  
(70452)

**ART**

DOMINELLO, VINCENT MR.  
KIL, PAUL MR.

(73137)

**MUSIC**

O'CONNELL, HEATHER MRS.

(70445)

**P.E.**

SCHROEDER, JULIE MRS.

(70464)

**SPEECH & LANGUAGE**

LEE, KATHRYN

(70482)

**READING REMEDIATION/H.A.**

PAPAI, BARB

(70463)

**SOCIAL SERVICE**

MIDDLEBROOK, ALLISON MRS.

(70424)

**ADMINISTRATIVE ASST.**

DE LAURENTIS, JOYCE MS.

(70420)

**BUILDING TECHNOLOGY ASST.**

STOCKTON, MARSHA MRS.

(70427)

**CAFETERIA**

ABBOTT, JULIE MRS.  
DALEY, LINDSEY MRS.  
HEDINGTON, BETTY MRS.  
HILL, LYNN MRS.  
SEEMILLER, VAL MRS.  
SERRY, DIANE MRS.

(73128)  
(73128)  
(73128)  
(73128)  
(73128)  
(73128)

**CUSTODIANS**

GRAHL, KELLY MRS  
MILLS, DONNA MRS.  
SMITH, PAUL MR.

(73217)  
(70441)  
(73217)

**INSTRUCTIONAL ASST.**

ALLEN, JOELENE MRS.  
JENNINGS, ADRIAN MRS.  
KOWNACKI, LAURA MRS.  
OSBORNE, TERESA MRS.  
PARISH, SHANNON MRS.  
PETERS, SHANNON MRS.  
SPENCE, CARYN MRS.  
TUSZYNSKI, DEBORAH MRS.  
WELLS, DEBRA MRS.  
WILHITE, DEVICKA MRS.

**LIBRARIAN**

HUNTER, CHRISTINE MRS.

(70453)

**NURSE**

LENIG, ANGIE MRS.

(70423)

**RECEPTIONIST**

MILLS, LISA MRS.

(70422)

**REMEDIAL ASST.**

HENNING, CATHY MRS.

**SPECIAL EDUCATION ASSISTANTS**

BECK, JANICE MRS.  
WINNICKI, CAROLE MRS.

(73144)  
(73117)

## **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**

The mission of Olive Elementary School is to create a learning community that creates academic success. While fostering a passion for learning, our school cultivates positive character traits that are vital for becoming productive citizens in an ever-changing world. By building relationships, we share a continuous commitment to school improvement and are responsible for advancing Olive's school mission.



## **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 opportunity 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.

***NOTE: PLEASE USE THIS REVISED CALENDAR WHICH HAS UPDATED CHANGES TO THE NPUSC CALENDAR AND THE OLIVE HANDBOOK.***

## 2016-2017 OLIVE/P.T.O. CALENDAR

**(ALL TIMES C.S.T.)**

August 2016	Character Education: Conflict Resolution & Problem Solving	
8/09&10/16	Teachers Workdays	
8/10/16	Summer Stroll/Walk Through	5:00-6:00 p.m.
8/11/16	Students First Day	
September 2016	Character Education: Friendship	
<b>9/05/16</b>	<b>LABOR DAY - NO SCHOOL</b>	
9/09/16	Interim Period Ends	
9/09/16	BMX Anti-Bullying Show	8:00 a.m.
9/12-16/16	PTO Fall Book Fair Week	
9/12/16	Grandparents, Family & Friends for Lunch Day	
9/13/16	Grandparents, Family & Friends for Lunch Day	
9/14/16	Grandparents, Family & Friends for Lunch Day	
9/14/16	Interim Reports Sent Home	
9/27/16	PTO Meeting	2:00 p.m.
October 2016	Character Education: Tolerance & Diversity	
10/07/16	PTO Movie Night	5:30 p.m.
10/03-07/16	FIRE PREVENTION WEEK	
10/10/16	Picture Day	
10/12/16	1st Grading Period Ends	
10/17-18/16	Parent/Teacher Conferences	
10/20&21/16	<b>FALL BREAK—NO SCHOOL</b>	
10/24-28/16	RED RIBBON DRUG FREE WEEK	
10/25/16	PTO Meeting	2:00 p.m.
10/31/16	ORANGE & BLACK DAY Halloween Parties Grades K- 2	30 minutes

**2016-2017 OLIVE/P.T.O. CALENDAR (cont.)**  
**(ALL TIMES C.S.T.)**

November 2016	Character Education: Citizenship & Patriotism	
11/01/16	EARLY RELEASE DAY	
11/06/16	***TIME CHANGE*** Daylight Saving Time Ends	(fall back 1 hour)
11/09/16	PTO Rise N Roll Fund Raiser Begins	
11/11/16	Wear red, white, & blue in honor of Veteran's Day	
11/11/16	Interim Period Ends	
11/14/16	Reading Fair Drop Off	2:00-4:00 p.m.
11/15/16	Reading Fair	4:45-5:30 p.m.
11/16/16	Interim Reports Sent Home	
11/17/16	Spell Bowl Competition	
11/23-25/16	<b>THANKSGIVING BREAK – NO SCHOOL</b>	
11/29/16	PTO Meeting	2:00 p.m.
December 2016	Character Education: Caring & Compassion	
12/02/16	PTO Bingo Night	
12/06/16	EARLY RELEASE DAY	
12/08/16	Winter Music Program	5:30 p.m.
12/20/16	Grading Period Ends/ 1 <sup>ST</sup> Semester Ends	
12/21/16	Teacher Work Day	
12/22/16-1/04/17	<b>NO SCHOOL FOR STUDENTS–WINTER RECESS</b>	
January 2017	Character Education: Respect & Responsibility	
1/05/17	Students return to school	
1/06/17	Report Cards/Progress Reports Sent Home	
1/16/17	<b>SNOW MAKE-UP DAY</b>	
1/17/17	EARLY RELEASE DAY	
1/24/17	PTO Meeting	2:00 p.m.
February 2017	Character Education: Goal Setting & Organization	
2/07/17	EARLY RELEASE DAY	
	Interim Period Ends	
2/10/17	Interim Reports Sent Home	
2/14/17	Wear Red Spirit Day–Classroom Valentines Exchanges	
2/20/17	<b>SNOW MAKE-UP DAY</b>	
2/23/17	Math Bowl	
2/27-3/10/17	I.S.T.E.P. Testing	
2/28/17	PTO Meeting	2:00 p.m.

## 2016-2017 OLIVE/P.T.O. CALENDAR (cont.)

(ALL TIMES C.S.T.)

March 2017	Character Education: Fairness & Patience	
3/03/17	PTO Movie Night	5:30 p.m.
3/10/17	Grading Period Ends	
3/12/17	***TIME CHANGE*** Daylight Saving Time Begins (spring ahead 1 hour)	
3/13/17	<b>SNOW MAKEUP DAY</b>	
3/13-17/17	<b>IREAD 3rd Grade</b>	
3/14/17	Report Cards Home	
3/17/17	Wear Green—Spirit Day for St Patrick's Day	
	Astro Camp Lock-In	6:00-10:00 p.m.
3/21/17	EARLY RELEASE DAY	
3/23/17	Kindergarten Round-Up Registration	7:00-5:30 p.m.
	Kindergarten Parent Meeting	5:30 p.m.
3/27-31/17	Riley Children's Hospital Fund Raiser & Spirit Week	
3/28/17	PTO Meeting	2:00 p.m.
3/30/17	Spring Music Program	5:30 p.m.
April 2017	Character Education: Sense of Humor & Honesty	
4/03-4/07/17	<b>NO SCHOOL - SPRING BREAK</b>	
4/14/17	NO SCHOOL—GOOD FRIDAY	
4/17-5/05/17	I.S.T.E.P. TESTING	
4/21/17	Interim Reports Ends	
4/25/17	PTO Meeting	2:00 p.m.
4/26/17	Interim Reports Send Home	
May 2017	Character Education: Teamwork & Cooperation	
5/10/17	PTO Rise N Roll Fund Raiser	
5/12/17	PTO Fun Night	5:30 p.m.
5/23/17	PTO Meeting	2:00 p.m.
5/25/17	Grading Period Ends - 2 <sup>nd</sup> Semester Ends - Student's Last Day	
	5th Grade Graduation (gymnasium)	7:45 a.m.
	Report Cards Sent Home	
5/26/17	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.

### **TORNADO DRILLS**

In case of a tornado emergency, there will be an emergency siren sound on the school tone 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 corridor or along the inside wall. When students are asked to assume the “tornado position”, they are to do the following: (1) Sit / kneel on floor facing wall (2) Hold arms over head and put head between knees.

### **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 through out the year.

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



## GENERAL DAILY SCHEDULE

- 7:00 AM - Buses arrive, breakfast & supervision
- 7:00 AM - Breakfast students are dismissed to cafeteria
- 7:00 AM - Supervision of students begins
- 7:20 AM - Tardy Bell
  
- 1:50 PM - Dismissal of all bus students (primary and intermediate out front doors).
- 1:55 PM - Dismissal of all walkers and car pick-up students (primary and intermediate both exit out north front doors).

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

## LINES OF COMMUNICATION

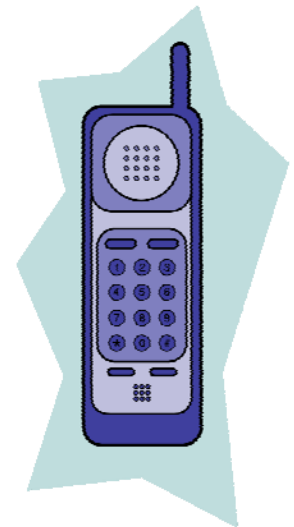
Any matter that concerns a teacher or an action taken by a teacher, should first be addressed with the teacher. If the patron is still not satisfied or clear about the situation, then the Principal should be contacted.

## ELECTRONIC ITEMS / CELL PHONES

Electronic devices 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. The school will not be responsible if any of these items are lost, broken, or stolen, nor will school personnel spend any time investigating or dealing with such issues.

If any child brings a cell phone to school, they must leave it in their back pack 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 will no longer have 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.

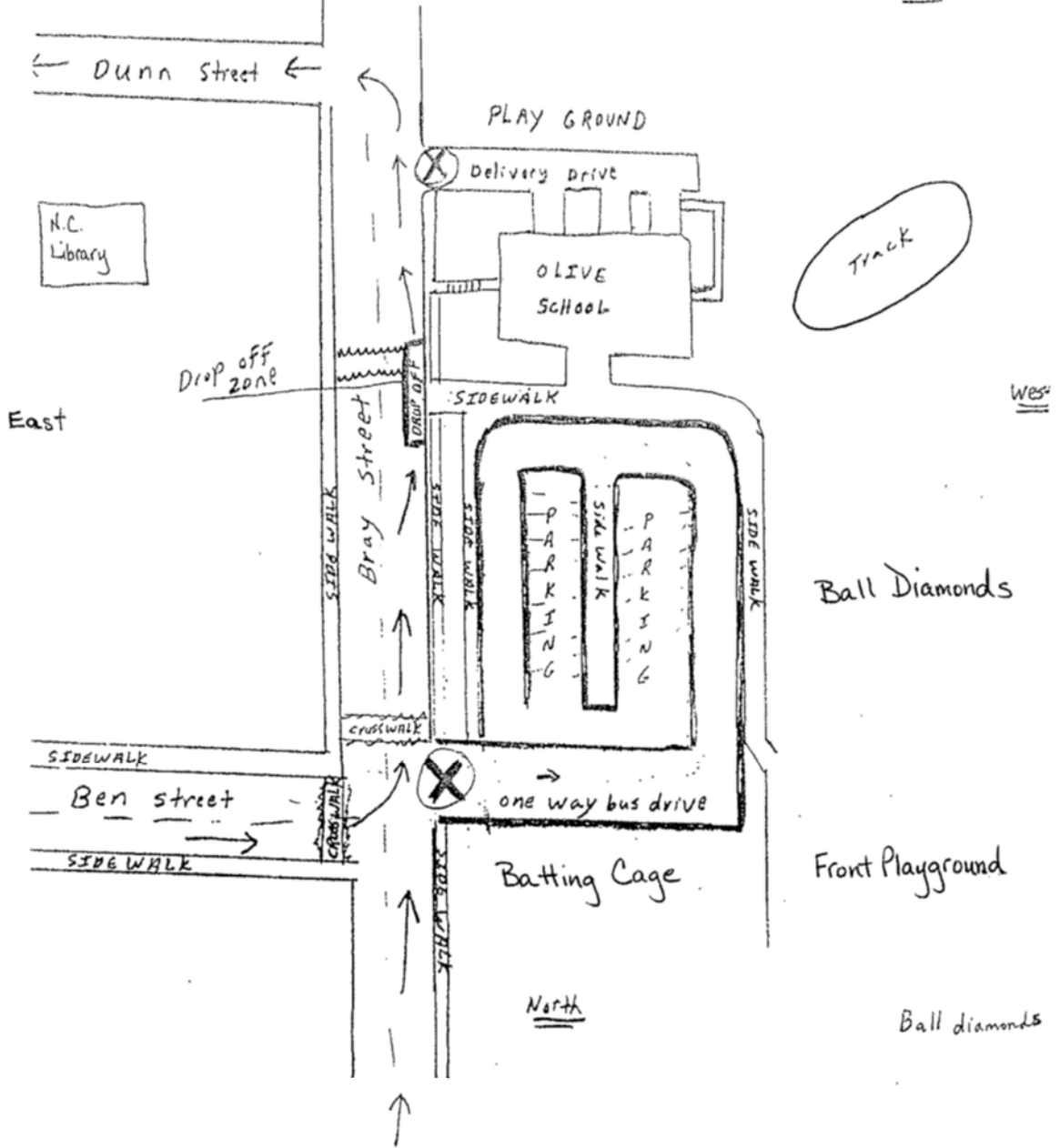








OLIVE SCHOOL MORNING CAR DROP OFF TRAFFIC PATTERN

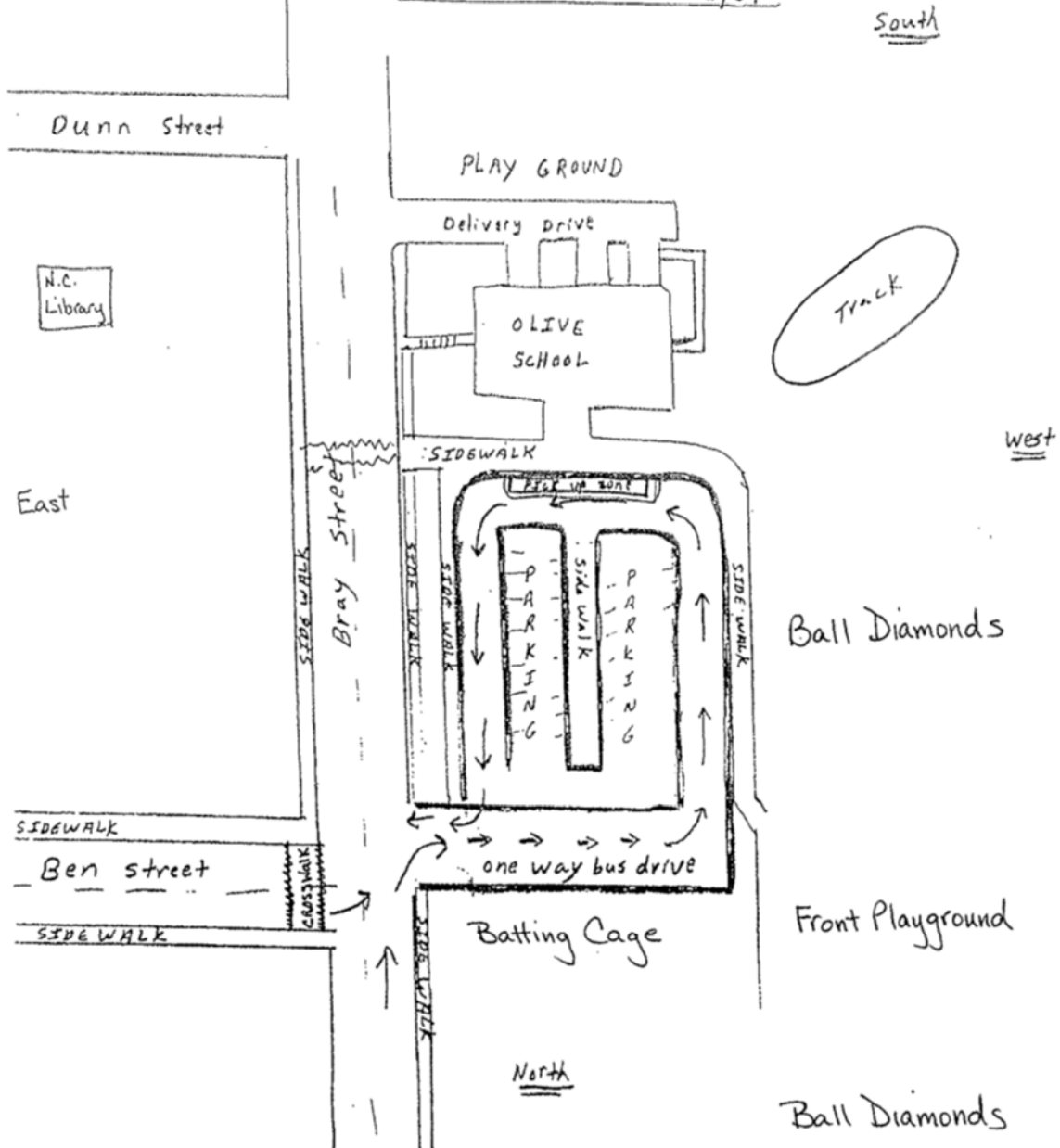
6/07

South



-  Denotes NO Entrance by cars between 7:15 - 7:35 Am.
-  Denotes traffic flow pattern
-  Denotes Drop off Zone
-  Cross walk areas

OLIVE SCHOOL DISMISSAL CAR PICK-UP  
TRAFFIC PATTERN 6/07



→ Denotes traffic flow direction

▭ Denotes pick-up zone

Do not pass through bus drive until all buses have exited.

~~~~~ Crosswalk areas

## 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 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 - they are gone until the custodians do their regularly scheduled 1-2 time per day collection. No students are allowed outside of the fenced in area.

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 playground area of fence.

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

When a vehicle is entering the back driveway, all students must be confined within 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.**

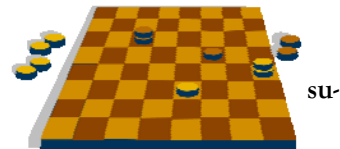
**Play only in the areas designated by your recess supervisor.**

North side of gym for basketball & or balls

Southside of gym by bleachers for jump ropes

South side 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. Dodge ball 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.**

## **RECESS EXPECTATIONS**

Fresh air and exercise are important for our students. Such activity helps our students remain alert. Students go outside for recess provided it is not raining or snowing heavily and the wind chill factor is not 15 F or below. Any child, who for health reasons must remain indoors for more than 2 days, must provide the school with a note from a physician.

### Desks, Closets, Lockers

All student desks and closet/locker space is the property of the New Prairie United School Corporation and may be inspected, by school staff, at anytime. The school is not responsible for items missing from desks or locker/closet areas. Toys, electronics, and other personal, non-educational items, should not be brought to school or stored in desks or locker/closet areas.

### 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 sure your child feels 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 compliment one another.

Talk with your child about house rules and school rules. Explain why each rule is needed, for example: to protect the right 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.

# **CHARACTER EDUCATION**

## **2016-2017**



**AUGUST**

**CONFLICT RESOLUTION  
PROBLEM SOLVING**

**SEPTEMBER**

**FRIENDSHIP**

**OCTOBER**

**TOLERANCE/DIVERSITY**

**NOVEMBER**

**CITIZENSHIP/PATRIOTISM**

**DECEMBER**

**CARING/COMPASSION**

**JANUARY**

**RESPECT/RESPONSIBILITY**

**FEBRUARY**

**GOAL SETTING/ORGANIZATION**

**MARCH**

**FAIRNESS/PATIENCE**

**APRIL**

**SENSE OF HUMOR/HONESTY**

**MAY**

**TEAMWORK/COOPERATION**