

West Central Elementary School

Teacher Handbook

Vision Statement

“Encourage Every Student, Every Day”
Engage · Empower · Educate

Mission Statement

West Central Schools commit to a comprehensive system of support, which ensures every member of the school community is prepared for further learning and successful career opportunities in a technology-rich global economy. This is accomplished in an environment that fosters positive attitudes towards self, others, work, and responsible citizenship.

Belief Statements

All students need:

- a clean, safe, structured environment that fosters a sense of belonging, dignity, and respect, which promotes student achievement and appropriate social skills.
- a well-developed rigorous curriculum, relevant instructional activities, and assessment measures that provide higher-level learning opportunities and enable student success.
- parents, community, and a highly qualified staff to share the responsibility, through collaboration and communication, in advancing the school system's mission and goals.

Accident Reports

If a student is injured to the point where a parent should be contacted, an accident report should be filled out by the teacher in charge or the nurse. These should be done immediately to insure correctness of information and details concerning the accident. A copy should be submitted to the principal.

Arrival And Departure From School

The teacher's day begins at 7:50 and ends at 3:20. On professional development Thursdays, the teacher's day begins at 7:25. At a minimum, teachers should check their mailboxes and e-mail upon arrival to school and again in the afternoon. Students should not be sent to pick up teacher mail since messages of confidential nature are often placed in mailboxes. If a teacher needs to leave after the students are dismissed, but before 3:20, he/she should get administration approval and then sign out in the office.

Assembly Programs

During the year there will be assembly programs for all students and staff. These programs will be announced early enough so everyone can plan accordingly. Staff members are to sit with and supervise their students.

Association Provisions

The Teacher Association shall be permitted the use of teacher mailboxes, bulletin boards in the faculty lounges, and school buildings at reasonable times for meetings.

The School Corporation will introduce the Association president during the first general session at the beginning of the school year, giving the opportunity to announce the next Association meeting.

The president of the Association or designee shall be allowed to visit schools to investigate teacher complaints outside the regular school day or at the mutual convenience of the building principal and the Association representative. Such individual(s) shall report to the office of the principal and the School Corporation agrees to facilitate the purpose of the visit.

Attending School Functions

All teachers should make an effort to attend school activities as often as possible.

Audio Visual Equipment And Materials

The school's equipment is housed in the media center and includes tape recorders, record players, videocassette equipment, television sets, computers, VCRs, DVD players, and overhead

projectors. Request the use of materials or equipment at least one day in advance. Please return them promptly.

Bomb Threat

Procedures to follow if you take a call indicating a bomb threat are:

1. Mark down the time the call was received. LOOK AT CALLER ID! Write down the number.
2. Write down the exact words of the caller.
3. Indicate tone of voice, sex of caller by voice, and approximate age of caller.
4. Keep the caller on the line as long as possible by asking him to repeat information such as where is the bomb located; don't you like the kids here at West Central Elementary; what kind of bomb is it, etc.
5. Do not tell any students or anyone in the office area but the principal, or the person in charge.
6. The principal or designee must immediately contact the police department, who in turn notifies the fire department. The principal, or next person in command, must notify the superintendent's office.
7. If the decision is made to evacuate the building, the signal will be given over the public address system by saying, "AT THIS TIME WE WILL EVACUATE THE BUILDING FOR A SIMULATED FIRE DRILL."

Break-Ins

If a break-in should occur in your room, contact the principal so that the proper local law enforcement agency can be contacted. The scene should be preserved for investigation and a check made for losses.

Bullying

If a student accuses another student of bullying or if a staff member feels a student is being bullied, it should be reported to the Counselor of Principal. There is a link on the corporation webpage that allows students and parents to report bullying as well.

Calendar

All school events will be written on the WCES Google Calendar located in your corporation Google account. Field trips, assemblies, and other special events that affect the entire elementary school will be cleared by the office first and placed on the Google Calendar by the office staff.

Change Of Address

Please advise the office of any change of address or telephone number at your home.

Class Parties

Teachers are encouraged to acknowledge special occasions such as Fall Harvest, Christmas, and Valentine's Day with their classroom. If a party is planned, items nutritional in value should be offered. During these parties, special area classes will not be canceled. Notify the principal and office staff in advance if you are planning any other class celebrations.

Classroom Policy

When students are in the classroom, teachers are to be in the classroom. All classes are started by the teacher and dismissed by the teacher. If an emergency arises and a teacher must be out of the classroom, have an aide cover your class. If an aide is not available, contact the office.

Communications

Communications concerning all West Central Elementary activities and administrative policies with the news media (radio, TV, newspaper) are to be cleared through the principal's office. All news media personnel must identify themselves through the main offices.

Contract Days

The number of days in a school term will be determined annually by the corporation. (IC 20-28-6-2(a)(3)(B))

In the event a teacher day is cancelled because of severe weather, road conditions, mechanical failure, energy shortages, health authorities, or other unforeseen difficulty, teacher shall work the rescheduled days without additional compensation.

Custodians

Custodians are under the direct supervision of the building principal. Teachers may expect the custodians to provide services to them and to extend them every courtesy in trying to improve the conditions in each teacher's room; however, requests for changes in equipment, major repairs, changes in routine, or suggestions for improvement should be made through the building principal. Custodial request forms are available in the office and should be filled out when a teacher needs minor repairs, tissues, etc. Our custodians, professional staff and students are responsible for the cleanliness of the building and grounds. Teachers should make certain that all paper, etc. is picked up at the end of each school day to facilitate room sweeping.

Discipline

1. Teachers are responsible for the deportment of their students. Teachers should have a consistent system of rewards and consequences as part of their student management plan, which should be visibly posted in the classroom. The following steps should be followed prior to administrative intervention:
 - a) Meet with the student.
 - b) Document any verbal warnings, taking of recess, etc.
 - c) Keep parents informed of their child's discipline and document those conversations.

d) Meet with the parents and document the meeting(s).

Teachers have a duty to correct all students. If students misbehave in your presence, it is appropriate and necessary that you correct them.

2. Do not send students to the office to complete work or miss recess. Only send them if the principal needs to intervene. Make sure steps in number one (1) are followed.
3. All students assigned to miss recess by the principal will walk the perimeter of the playground unless otherwise noted on discipline form.

Emergency Preparedness Procedures

Classes leaving the building for any reason should take a radio for emergency communication.

Fire Drill

The State of Indiana requires that fire drills be conducted at least once a month. Drills may be unannounced. Upon hearing the fire alarm, students are to move quickly and quietly from the building at the direction of their teacher. The building is to be vacated by every person. All teachers are asked to supervise students during fire drills.

1. Teachers will take grade books with them outside the building and be prepared to take roll.
2. Fire exit directions must be posted in a prominent place in the room which indicates the correct door to exit. (Exits designated under Emergency Preparedness procedure section).
3. Teachers will remain with their class when leaving the building.
4. Students should walk quietly out of the building.
5. The teacher will be the last to leave the room.
6. Doors will be closed.
7. Fire drills during lunch periods will be conducted as usual; however, staff having cafeteria duty will be responsible for clearing these areas of all students in an orderly manner. Teachers at lunch need to immediately move to assist in clearing the building.
8. It is the responsibility of all teachers to check classrooms or other areas to make certain all students have left the building.
9. Students will remain in their designated area until notified they may return to the building.
10. All teachers will instruct their students to report to a specific area outside the building.
11. Teachers should become familiar with the location of fire alarm boxes in the building.

Storm Drill

Tornado drills must be conducted twice a semester. The tornado siren will be used. All teachers are asked to supervise students during tornado drills even though they may not have a class. Students are to sit with their backs to the wall, knees up, and their hands covering the backs of their heads. Flashlights are provided to teachers for certain shelter areas.

Earthquake

Remain calm and stay where you are unless you are in the gym or cafeteria. If outside, remain calm. Wait for the quake to subside. Gather students and radio office. Use desks, tables, etc. for shelter. Stay away from windows and any kind of electrical wiring. Wait for further instructions.

Gas Leaks-Chemical Spills-Contaminates

1. An emergency call will be made to the White Post Fire Department.
2. Proper emergency procedures will be determined as to the area safest for students and the exits to be used.
3. Buses will be called if complete evacuation from school property is needed.
4. Prior to the sounding of the alarm, verbal instruction will be given to the staff and students as to the safest exiting procedures to be used.
5. Teachers are to close all windows and doors before leaving the area of their teaching station.
6. Each teacher is charged with the responsibility of taking attendance once the students are in the safe area to insure that all students are present.
7. Everyone is to remain in the assigned area until authorized to leave. Only the principal or his designee has the authority to issue the directive to leave the designated area.

Field Trips

Educational trips need to be planned and well organized. It is strongly encouraged to have grade levels attend these functions together. The corporation will provide the bus and gasoline costs for one trip within a 50 mile radius of the school. The PTC will cover the cost of the driver for one field trip a year per grade level. All other fees will be the responsibility of the grade level or class going on the trip. Neither the PTC nor the school corporation will cover costs for individual class trips. All costs for individual class trips are the responsibility of the class and/or teacher. All monies collected for any and all grade level and individual trips will be deposited into the school account and checks will be issued accordingly.

Each bus driver will be paid \$12.00 for the first hour of service and \$10.00 for each additional hour of time for a field trip.

Film Library

West Central Elementary library has a film and video library with videos and movies available to all teachers in the school corporation. These materials should be checked out and returned promptly in order to make them available for others to use. There should be an educational objective for showing films and videos. Be aware of content prior to showing. If questionable material, words, etc., are evident, see the principal to decide whether to use the material. The Educational Service Center and Learn 360 have many items available for instruction.

Grade Books

- Should contain the following info:

1. Teacher's name on outside.
2. Explanation of your grading system.
3. Scores should be entered into SDS weekly for parents to view.

Grades

Grades are due at noon two days prior to report cards going home. Progress Reports, which are sent home every 4 ½ weeks, are due at noon one day prior to progress reports being sent home. Notify the office if you will not have your grades in the computer by that time. Teachers who share students should be sure to communicate well in advance of deadlines.

The symbols "+" for Mastered or at Standard, "√" for Progressing Toward Standard, "-" for Below Standard, and "*" for Not Evaluated at This Time will be used on report card for kindergarten. The symbols "S" for Satisfactory, "N" for Needs Improvement and "U" for Unsatisfactory shall be used on the report card for music, physical education, and art in all grades.

1st & 2nd grades: S (Satisfactory), N (Needs Improvement), and U (Unsatisfactory) will be utilized in Science, Social Studies, Health and Writing. Letter grades will be used in Math and Reading. English and Spelling will receive letter grades starting second semester.

3rd & 4th grade: S (Satisfactory), N (Needs Improvement), and U (Unsatisfactory) will be utilized for Penmanship. Letter grades will be given for Science/Health, Social Studies, Math, Language Arts, and Spelling.

5th Grade: Letter grades will be used for all subjects in preparation for Middle School.

In grades 1-5, letter grades are used according to the following scale:

100	A+	84-80	C+
99-96	A	79-74	C
95-94	A-	73-70	C-
93-92	B+	69-67	D+
91-87	B	66-63	D
86-85	B-	62-60	D-
		59-0	F

Report cards to parents are sent home with students at intervals of 9-weeks in all grades.

Grading System

Practices and policies used in determining and marking achievement of students are as great in number as there are teachers to perform the tasks. It is important, however, that there is some degree of uniformity and consistency. The student achievement record for a given grading period should include a sufficient number of grades. It is important you have ample data to justify the grade given.

Home Communications

A school's and teacher's public relations are fostered by communications to parents. The administration encourages classroom newsletters on a regular basis and communication by phone when delivering bad news to provide more two-way discussion.

Homework

Assigned work is part of a student's daily classroom work. It is essential for practice, reinforcement, drill or preparation for the assignments if all available classroom time is used. These assignments become homework when they are not finished at school. Please follow the homework guidelines found in the parent/student handbook.

Honor Roll (4th And 5th Grades Only)

To be eligible for the Honor Roll, students must have at least a "B" and/or "S" letter grade in all subjects (Math, Reading, Spelling, English, Social Studies, Science, and Health). If a student receives a "U" (Unsatisfactory) in any Special (Art, Music, PE), he/she would not be eligible for the honor roll.

Students who have an "A" and/or "S" letter grade in all subjects will be eligible for the high honor roll. If a student receives a "U" (Unsatisfactory) in any Special (Art, Music, PE, or Computers), he/she would not be eligible for the high honor roll.

Instructional Assistants

The principal will assign instructional assistants. They are not expected to perform clerical duties or grade papers. Instructional assistants should be in the classroom and used for one-on-one or small group activities.

Lesson Plans

Each teacher is to have clear and concise lesson plans for each day. This plan should be kept at least two days in advance. A substitute folder should be kept in a noticeable area on the teacher's desk at all times. This folder should contain a succinct explanation of class procedures and student expectations, directions for emergency procedures, special instructions for unique student needs, and additional materials, etc., for a substitute to use when needed.

Library Use

The library is available at other times for teachers to bring their classes for special projects. Please schedule in advance.

Line And Staff Organization

Good administrative practice accepts the "line and staff" form of organization. Accordingly, the SCHOOL BOARD delegates authority to the SUPERINTENDENT OF SCHOOLS. He, likewise, delegates authority to the building PRINCIPALS. Each principal, in turn, delegates certain authority to each TEACHER and other members of the staff.

The reverse order of this line is to be followed when a person seeks a decision or discussion pertaining to working conditions or other matters of concern.

Lunch And Absentees

Attendance shall be taken every morning and submitted by 9:00 AM using SDS. Absentees are reported every morning; however, if a student leaves for any reason during the day, notify the office. Students who arrive after 8:05 are tardy, and should report to the office. Students who must leave prior to dismissal will be called to the office when their parent arrives.

Money

The purchase of items to be paid for from school, corporation, or extracurricular funds is to be cleared through the office. No money is to be left in a teacher's desk, cupboard, etc. There is a locked file cabinet available in the office. All money collected is to be deposited daily. Secure all valuables in your room.

Morning Duties

Teachers who do not have hall or bus duty in the morning should be located in their room entryway by 7:50 to greet each child and to supervise the room as well as the immediate hallway.

Payroll Deductions

The School Corporation agrees to deduct from the salaries of teachers for whom the School Corporation has on file current payroll deduction authorizations in accordance with state law. Payroll deductions include payment of annual dues to the Classroom Teachers' Association in fifteen (15) equal payments beginning the first payroll in November.

Personal Items

Items of value should never be left in your room unattended. The school assumes no responsibility for lost personal items. Secure all such items.

Procedures For Obtaining Supplies

In the spring, teachers will be allocated a specified dollar amount to purchase materials. In the fall, items may be purchased which were not anticipated in the spring. Requisition forms for supplies are available in the office. A list of materials giving full description, cost, etc., should be turned in to the office staff during this ordering period.

Professional Dress

Education is a profession; therefore, we need to maintain a professional image. We are the role models for children, as well as a representative of West Central to the community. Teacher dress should be appropriate and professional.

Retention Policy

Steps must be instituted to make sure that retention of students is in the best interest of that student. These guidelines must be followed to insure that the retention will benefit the child.

1. The child must benefit from another year in the same grade.
2. Grades and instructional level on the report card must show the need.
3. Parents are to be notified, in writing, that the child's promotion is in danger at the close of the first semester and a conference held.
4. Parents of students who enroll during the second semester, or students who show a drastic decline in academic achievement, will be notified as soon as the teacher suspects a retention is possible.
5. At the end of the third grading period, another conference will be held with the parents for those students still under consideration.
6. By May 1, teachers will make their final recommendations to the principal.
7. The principal has the final decision on the grade placement of the child.
8. If a parent should disagree with our decision, a conference must be held and the placement form signed by the parent.

Sick Leave Bank - Administration

The Sick Leave Bank shall be administered by a Committee of five (5) members – one appointed by the Administration and four by the Association. All terms of service will be two (2) years.

- 1) The entire membership of the Committee shall select one of their members to act as chairperson.
- 2) The Committee shall meet during the school year as needed. Special meetings may be called by the chairperson at the request of the Committee members.
- 3) In each case, a minimum of three (3) favorable votes by the Sick Leave Bank Committee is required to grant the use of days from the Sick Leave Bank.
- 4) The Committee shall prepare an annual report in conjunction with the Corporation Treasurer of days contributed by each teacher, sick leave bank days used, and days accumulated in the Sick Leave Bank, and distribute this report to the President of the West Central Classroom Teachers Association and the Superintendent.
- 5) Requests for use of the Sick Leave Bank shall be made in writing to the Committee.
- 6) Requests to donate days shall be made on the official forms provided by the Committee.
- 7) The decision of the Sick Leave Bank Committee shall be final and may not be grieved.

The Committee shall use only the following criteria for granting use of the Sick Leave Bank. The applicant must be a current participant in the Sick Leave Bank.

- 1) Sick leave and personal leave days previously accumulated by the individual must be exhausted before Sick Leave Bank days may be granted.

- 2) An eligible participant, or authorized designee, shall make written application to the Committee for leave under this provision. Said application shall be accompanied by a physician's certificate stating the nature, possible length of absence, and prognosis of the teacher's condition.

Solicitors

No agent or solicitor shall interview teachers or other school staff members in school building except concerning materials related to schoolwork and only with the permission of the building principal.

Student Records

With the implementation of the 1974 Public Law 93-380 (Protection of the Rights of Privacy of Students) we will follow the practice listed below:

- Student records are kept in the school office.
- Students are entitled to inspect all grades earned by them and all papers submitted to teachers by them.
- Teachers are to discuss grades and supporting evidence for those grades upon the request of the student, the student's parents, or the administration at a time which is mutually convenient for the student and teacher.
- Student records are to remain in the office complex unless special arrangements have been made.
- Review of student records must be documented on the form provided.
- Information from student records is available to parents upon request.
- Teachers are encouraged to review student records for valuable information.

Supervision

Do not open an area to students or athletes unless you are the responsible adult who will be supervising the area being used. Do not give permission for students or athletes (yours or others) to be in the building or to use school facilities or equipment unless you personally are going to supervise them and the area the entire time the building, facilities, or equipment is in use. To supervise means that the adult is with the students or athletes the entire time the building, facilities, or equipment is in use.

Recess Time: If a teacher requires a student to stay inside during recess, he/she needs to be with that student at all times. The library and office are not to be used for that purpose. If a teacher has other commitments, arrangements need to be made with that grade level so proper supervision occurs. *Dismissal:* All teachers are expected to walk their classes to the buses at the end of the day.

Teacher Absences

It is the responsibility of the teacher to notify the principal by phone (not text or email) before 6:00 AM when he or she will be absent due to illness. Personal days are to be arranged in advance. The school day is divided in half, 7:50 to 11:40 and 11:40 to 3:20, if there is a need for half-day absence.

Teacher Day

When a teacher is going to be absent, a call should be made to the administrator preferably *before* 6:00 a.m. When a teacher expects to be absent in advance, this should be brought to the administration's attention as soon as possible in order to allow sufficient time to obtain a substitute. Please complete the appropriate forms upon returning to school. Teachers are expected to have complete lesson plans, seating charts, and instructions available for substitutes. It is expected that the teacher be on duty at the appropriate classroom by 7:50am and remain in the building until 3:20pm.

The teaching day shall include teaching, preparation, and lunch periods. The number of hours per day a teacher is expected to work (IC 20-29-6-7) shall be determined by the corporation after discussion with the exclusive representation of certificated employees (IC 20-29-6-7 (10)).

Teachers shall have not less than forty (40) consecutive minutes of preparation time each teaching day.

The teacher day shall not extend more than one (1) hour beyond the normal time for staff development, staff meetings, and other school related activities.

Teachers may leave the building without permission during their lunch time. However, each teacher shall be required to inform the building principal of their absence, sign out and sign back in.