

# 2018-2019 Faculty Handbook

## South Whitley Elementary

### ABSENCES

All absences should be reported in [WillSub](#), even those that do not require a substitute. Be certain that adequate lesson plans are left for your substitute in your room, in your mailbox, or in the office. Teachers should be sure to keep seating charts updated so that the substitute can take accurate attendance.

### ABSENCE OF THE PRINCIPAL

In the absence of the principal either an administrator from the high school or a designated teacher will serve as the acting principal. Please check with the office staff for that information if needed.

### ACCIDENTS AND INJURIES

Injured students should be sent or taken to the clinic immediately so that first aid measures can be taken. Any student with an alleged injury to the head should be sent to the office, even if there are no visible signs of injury. If the injury is such that the student should not be moved, the administration should be called immediately. Accident reports will be provided so that records may be kept. They may be of extreme value in case of later insurance claims or lawsuits.

### ATTENDANCE PROCEDURES

Attendance will be taken twice daily – mornings after 8:05 and after lunch. Attendance should be done on Powerschool. A phone call or parent note is needed when a student returns to school after an absence.

### BOARD MEETINGS

The Whitko Community School Board meets on the third Monday of each month. Board meetings are open to the public. If you have items of business or wish to speak at the meeting, please notify central office at least one week prior to the meeting. Special School Board meetings may also be called.

### BULLETIN BOARDS

All classrooms have been provided with bulletin board space which you are encouraged to use in such a way that it will contribute to the educational goals for which you are striving and establish an atmosphere that enhances learning.

### CALENDAR OF EVENTS

The official calendar is on Google under School Wide SWE. Additional information for events will often be included in the calendar and can be accessed by clicking on the event. Teachers are encouraged to check the calendar

### CELL PHONES

Student cell phones are for emergency use only. They must be off during the school day and stored in their book bag. Cell phones out of the book bag or turned on during school should be

confiscated and sent to the principal. Teachers should not use their cell phones for personal use during class time.

### COMMITTEES

All staff members are expected to participate in committees used to develop and implement the school improvement plan. Staff members may also be asked to serve on additional committees as the need arises.

### COMPUTERS

Each classroom teacher is provided the use of a school owned computer. Please follow the same policies afforded the students for access to electronic information, services and networks. Teachers wishing to have these privileges must sign the technology use agreement form. The use of school owned computers for personal reasons should not interfere with school purposes or violate Whitko School Board policies. All repair and installation work should be done by the technology assistant.

### CONFIDENTIALITY

Please remember that by the nature of your work, you will have access to much confidential information. It must be kept confidential. Please do not allow students access to your computer unless you have the opportunity to closely supervise them. **Student files should remain in the records room whenever you are not working directly with them.**

### DISCIPLINE

All classrooms are expected to have a discipline plan that is communicated to students and parents. Office referrals need to be entered as a discipline log entry into the PowerSchool program.

### DUPLICATING EQUIPMENT

Please feel free to use all duplicating equipment as needed. Please be cognizant of and follow all copyright laws. If you experience any problems with the equipment, please contact the office staff. Non-staff members should use the copier in the lounge or the risograph when making more than 30 copies.

### EMERGENCY PROCEDURES

All staff members should familiarize themselves with the procedures for severe weather and other emergency situations. A booklet of these processes will be given to all staff members at the start of the school year. A variety of emergency procedure drills will be conducted throughout the year.

### EVALUATION OF STAFF

Evaluation procedures and guidelines have been mutually developed by teachers and administrators for the Whitko School Corporation. Please see the District's evaluation documents for details.

### FACULTY SIGN OUT

All faculty members must sign out when leaving the building during regular school hours. The SIGN-OUT book is in the front office. Please sign out/in when you leave and as soon as you return. Any time a teacher must be gone from the school for personal reasons, the teachers must have approval from the principal.

### FIELD TRIPS

All field trips must be **pre-approved** by the School Board. All field trip requests must be submitted to the office/principal. It will then be entered onto the Field Trip Request Form online. Once we receive confirmation, you will be notified.

### FINANCIAL PROCEDURES

The following instructions for receiving, disbursing and recording the extra-curricular activity fund money conform to the requirements of the State Board of Accounts. Modifications in these procedures may be made upon approval of the Principal or the Treasurer of the Extra-Curricular Accounts:

1. Extra-curricular money should be kept in the office at all times even though the sponsor is not ready to deposit the money. Money must never be kept in the classroom, in desks, or taken home but should be kept under lock and key.
2. Our school's Purchase Order forms properly signed by the principal must be used prior to the ordering or purchasing of all materials. The school will not be responsible for bills or invoices for which it does not have a properly signed Purchase Order. Invoices must accompany Purchase Orders before payment can be made.
3. All checks are written by the extra-curricular treasurer and signed by both the treasurer and the principal. Either party may refuse to sign a check if there is any confusion.
4. All receipts and invoices for items purchased must be turned in to the treasurer before the bill can be paid.
5. By state board of accounts policy, when money is to be turned in to the treasurer an appropriately completed documentation form (Form SA-8) must accompany all money.

### FUNDRAISERS

Fundraisers should be kept to a minimum, to avoid putting undue burden on the community with many requests from the school for financial help. Fundraisers must be pre-approved by the principal.

### GRADE CARDS

Student grade cards will be issued within five school days of the end of each quarter. Exact dates will be determined by the principal. **All grades will be recorded and printed from PowerSchool.**

### HOURS

The typical teacher work day is 7 hours and 45 minutes. The general guideline is that we work from 7:30-3:30.

### I.D. BADGES

All staff members will be given a picture identification badge to wear. Please wear this at all times when students are in the building.

### KEYS - LOCKING DOORS

Each faculty member may be provided with entry cards/fobs to designated outside doors and a key to his/her teaching or work area. Guard carefully against loss of your card and key(s). Any lost key or card should be reported immediately to the office. Do not let students borrow your keys!

## **LESSON PLANS**

Teachers are expected to do intentional lesson planning one week ahead. Such planning not only enhances your teaching effectiveness, but also, is an invaluable aid to a substitute teacher. Lesson plans should include, at a minimum, the daily goal and a check for understanding. Occasionally the administrator may ask to see lesson plans.

## **LUNCH**

All teachers will have a thirty minute duty-free lunchtime. Special lunches and salads may be offered by the cafeteria. These need to be ordered by 9:00 each day. Lunches may not be charged.

## **MAILBOXES AND EMAIL**

Mailboxes are provided in the office for each teacher. Please check the mailbox when you arrive in the morning and before you leave in the afternoon. Teachers are to keep mailboxes cleaned out. If you send students to the office with material to be put in the faculty mailboxes, have them leave the materials with the secretary. We will distribute the materials. Whenever possible, e-mail will be used for correspondence. Please check your email every day. Please give the Principal and the office a copy of all pertinent information sent home with students, such as classroom weekly newsletters, special events, etc. This helps them in answering questions from parents who call in during the day.

## **NONDISCRIMINATION POLICY**

It is the stated policy of Whitko Community School Corporation not to discriminate on the basis of race, color, religion, national origin, sex, or handicapped condition. Inquiries concerning the application of the regulations may be referred to Mr. Steve Clason, Superintendent.

## **PARTIES**

All snacks at classroom parties must come prepackaged. Homemade items cannot be distributed. Healthy snacks are encouraged but not required. Please be aware of allergies.

## **RECORDS**

Individual cumulative record folders for all students are located in the office. They must be signed out if they are to be used outside the office area. No files may leave the building and all files must be returned to the office by the end of the school day.

## **SCHOOL BOARD POLICY MANUAL/ADMINISTRATIVE RULES AND PROCEDURES**

A copy of these manuals is available on the district webpage [www.whitko.org](http://www.whitko.org).

## **SMOKING**

All Whitko buildings and grounds are designated as TOBACCO-FREE areas. No one is permitted to use tobacco products on the premises.

## **SOCIAL DUES**

Each South Whitley Elementary School employee will be asked to contribute to a fund for the Climate Committee. The committee has set the guidelines that will determine which occasions warrant the use of this money.

**STUDENT HANDBOOK** These are available online this year. Parents will be asked to sign a statement at registration time acknowledging this. They may also request a copy from the office. A

student handbook will be given to each classroom teacher. You are also asked to review it with your class.

### **STUDENT SUPERVISION**

Once students arrive at school they become our responsibility and we are liable for them. Please help assure this safety as much as possible by:

- being in your room or at your door when students begin to enter the building
- being in your classroom whenever students are present
- accompanying your class to and from other locations
- Being in your classroom when students return from recess.

Other adults in the building may cover these responsibilities for you as needed.

### **SUPPLIES**

Much of the daily supply needs of the classroom are provided by the school office. Please do not take more than the number of items you will be using at one time. **Supplies should not be stored in your room.** Items needing to be purchased outside of those provided materials will need office approval prior to purchase if reimbursement is expected. Please help keep the faculty work room clean by clearing unused paper, trash, etc. after using this area. Workroom supplies are not intended for student use.

### **TEACHER MEETINGS**

Meetings will be held as needed. Persons calling meetings should try to give adequate advance notice. Dates and times should be checked with the office manager before adding them to the meeting calendar outside the principal's office.

### **TEACHER PAY DAYS**

It is School Board policy that employees of this system shall be paid every two weeks. Payroll funds will be deposited via the online process and program. Pay days will be every other Wednesday.

### **TELEPHONES**

Local or long distance personal calls may be made at appropriate times.

### **USE OF BUILDING AFTER SCHOOL HOURS**

If you enter the building when the custodians are off duty, please close and lock all doors behind you and make sure all lights are turned off. Please make sure doors to the workroom and computer lab are locked and closed if you have been working in those areas or notice them open.

### **VALUABLES/MONEY**

Under no circumstances should money be kept in our building overnight. Money should be turned in to the treasurer's office immediately after being collected, accompanied by the appropriate documentation form. The treasurer is responsible for seeing that money is receipted to the bank or night deposit at the end of the day. Teachers should never keep money locked in cabinets, drawers, etc.

### **VISITORS**

When we have adult visitors, please help make them feel welcome. Please greet them when you meet them in the halls and ask if you may assist them. If they visit your class, please continue with your regular activities unless circumstances dictate otherwise.

All non-student or non-school personnel must have a visitor pass if they are in the building. This pass will be issued from the main office. Faculty and staff members are asked to be aware of visitors and check to make sure they have a badge and/or pass. The badge must be visibly displayed. If a visitor does not visibly display a badge they will be directed to the office to get one. If the guest refuses, please contact the office.

### **WELLNESS POLICY**

The Wellness Policy was updated for the 2018-2019 School Year. A copy may be made upon request. The following have been approved for the 2018-2019 School Year:

1. Students may have a snack and water bottle each day.
2. Students can not be removed from PE to do other content work.
3. At least one 20 minute recess per day. It is encouraged to promote physical activity for breaks.