

ABSENCE REPORTS

All teachers are responsible for reporting student attendance in Powerschool at the beginning of each class period. All students returning from an absence are required to have an admit slip.

ACCESS TO PERSONNEL FILE

Upon request, a teacher shall have access to his/her personnel files maintained by the school system.

The right to access includes the right to receive copies. The right to access also includes the right to make written objections to any information contained in the files. Any written objections must be signed by the teacher and shall become a part of the personnel file. Teachers shall receive a copy of all materials that are placed in their personnel files.

CARE OF SCHOOL PROPERTY

Teachers should notify the principal in the event that a student is responsible for defacing or destroying school property.

CHILD ABUSE

To comply with the mandatory reporting of suspected child abuse or neglect under Indiana Code IC 31-6-11, any school employee who suspects that a child has been subjected to abuse or neglect, as defined by law, shall report same to the principal.

It is not the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

CUMULATIVE RECORDS

The cumulative records for students are located in the main office. The records should not be removed from the main office. If you desire to see a record, please make your request through the secretary. The cumulative record of a student is confidential.

DAILY ANNOUNCEMENTS

Announcements will be made daily. If you would like to have an announcement made, have your written request submitted to the office by 7:30 a.m. Late announcements will be made on the following day. Only emergency announcements will be made at the end of the day.

DISASTER PREPAREDNESS

Tornado and Fire Drill instruction sheets need to be posted near the door leading out of each classroom. Teachers should instruct their students in all drill procedures during the opening days of school.

Teachers need to make sure they have a copy of their class list during such drills while the principal shall have a school wide master list of the same.

Further information concerning the school disaster plan procedures follow:

Fire and Explosion

The fire alarm will indicate that a systematic evacuation of the building must begin immediately.

- Students shall evacuate the building through their appointed exit in a quiet and orderly manner. The first students at the exit door should open and hold it until everyone has passed through. The door holders should then report immediately to their teacher.
- If an exit door is blocked, students should find a safe alternative exit out of the building.
- Each staff member has the responsibility to ensure that all students are safely out of the room, the windows are closed, the lights are turned off, and the door is closed but not locked. They are to take class lists and check attendance when all students have reached their designated safe area.
- If the fire alarm sounds during passing time or while the cafeteria is occupied, staff members and students should evacuate the building through the nearest designated exit.

Tornado

When the alarm sounds students report quickly and quietly to designated areas and teachers will accompany students to their designated area making sure, no one is left behind and helping to monitor student behavior.

- When the alarm sounds, staff members and students shall proceed immediately to their designated safe area according to the instructions prominently posted in each classroom.
- During the evacuation, staff members are to ensure that classroom doors are closed, and that they take their class rosters and/or grade books with them for student accountability purposes.
- During a tornado drill, each person shall assume the tornado protection position by putting their head down to their knees and covering the back of their head and neck with a book or hands.
- In the event that a tornado warning is in effect at dismissal time, students will remain at school and safety measures will be followed. The administrator in charge will announce dismissal when it is safe to do so. If parents/guardians have entered the building to pick up their children, they must take shelter in the closest designated safe area.

Bomb Threat

If a building evacuation is ordered, fire drill instructions and procedures will be used.

DRUG FREE WORKPLACE

It is unlawful for employees to manufacture, distribute, dispense, possess, use or be under the influence of a controlled substance on school premises or at school activities whether these activities are at school or another site. Breaking this law will result in employee's being reported to the police and being disciplined by the school. This discipline may result in penalties up to and including termination.

(See Appendix C for Policy)

EMERGENCY WEATHER CONDITIONS

If school is cancelled or delayed by the superintendent an alert phone message and an email will go out. Please make sure your information listed with the Administration office is correct.

EQUAL EMPLOYMENT POLICY

The Employer and the Association agree that they will not discriminate against any teacher on the basis of race, creed, color, national origin, sex, age, marital status, or participation or lack of participation in the activities of the Association in hiring, promotion, assignment, or professional advantage. (See Appendix E for the policy)

EVALUATION – TEACHER

(See Appendix N)

EXAM SCHEDULE

(See Appendix G)

HOMEWORK

(See Appendix H for Policy)

INCIDENT REPORTS

When an injury occurs on the school grounds, at a sporting event, or at a school function, an incident report must be submitted to the principal's office within 24 hours by the supervisor/teacher on duty. (See Appendix I for form)

MAILBOXES

Each teacher is assigned a mailbox in the workroom area. Due to the confidentiality of documents that may be in teachers' mailboxes, students are not allowed to pick up teachers' mail.

MEDIA CENTER

All materials will need to be returned to the Media Center approximately one week before the end of school. There is a sign up sheet in the Media Center to bring down a whole class.

NURSE

Westville School employs a nurse on a full time basis. (7:45A.M. – 3:05 P.M.). Students wanting to see the nurse should present their agenda books signed by the classroom teacher to the office. The office sends student to the nurse. After treatment, the student returns to the office for a pass back to class. Teachers will be given a supply of bandages and gloves and should handle minor scrapes and cuts in the classroom.

The nurse is also available as a resource person to be used by the teaching staff for health and safety areas.

Administration of medication will only be done by the nurse.

PARENT/TEACHER CONFERENCES

Parents should be called any time the teacher feels that they should be brought up to date on a student's progress or conduct.

PAY CHECKS

Paychecks will be placed in teachers' mailboxes during the school year. Direct Deposit is also available. Please see Terri Stachowiak for information.

PHOTOCOPY MACHINES

Photocopy machines are located in the Workroom in the High School and the Media Center for faculty members to use. An access ID code is required by each department in order to gain access. No students are allowed to use the photocopy machines.

Secretaries will be available to assist teachers when it is necessary to correct a problem or maintain equipment. Secretaries are not available to make copies. Teachers should not send students to the office with material for a secretary to photocopy.

PLANBOOKS/GRADE BOOKS

All grade books should be turned into the office at the end of each school year; a computer printout of your grade should accompany the hard copy of your grade book.

Guest Teacher plans and seating charts should be readily available.

POSTERS AND NOTICES

All posters and notices must be approved by the principal or his designee before they are put up. No outside advertising is allowed in the building.

SEXUAL HARASSMENT POLICY

It is the policy of the M.S.D. of New Durham Township to maintain a learning and working environment that is free from sexual harassment. (See Appendix L for Policy)

SMOKE-FREE AND TOBACCO-FREE ENVIRONMENT

Westville Schools are committed to providing a school environment free of health hazards. In accordance with school board policy smoking is not permitted on school grounds. In addition, the use of snuff and chewing tobacco is not permitted. This policy applies to all extra-curricular functions/activities and is inclusive of the entire calendar year, 24 hours a day. (See Appendix T for Policy)

STAFF DRESS AND GROOMING

(See Appendix M for Policy.)

STAFF PARKING

All staff is to park in the designated staff parking area.

STUDENT DISCIPLINE

School-wide rules have been established by the office and may be found in the Student/Parent handbook.

STUDENT IN FACULTY VEHICLES

Faculty members are not to transport students in their personal vehicle.

STUDY/FIELD TRIPS

Teachers may utilize study trips in order to complement their educational programs as long as proper lead-up and follow-up takes place in the classroom. It is the teacher's responsibility to make sure that all guidelines and procedures are followed as indicated in the Field/Study Trip Policy Handbook. A teacher is responsible for requesting a guest teacher for the day of the study trip, and filling out proper forms with the office. (See Appendix O for Policy)

SUPERVISION

Teachers are expected to monitor their students' behavior in the hallway. This includes morning entry, lunch, and day's end.

TEACHER ABSENCE/GUEST TEACHERS

Teachers should notify the guest teacher coordinator if possible the night before or between 6:00 and 6:30 A.M. on the morning that the teacher will be absent. Teachers should also call the school before 2:30 the day they are absent if they expect to be out the following day.

Teachers are responsible for providing the guest teacher with concise and complete lesson plans. An accurate seating chart should also be made available to the guest teacher.

Teacher's editions on the texts, the lesson plans and seating chart should be easily accessible.

A guest teacher folder should include emergency lesson plans. The guest teacher will be instructed to leave the teacher written details of each day's activities.

TEACHER MEETINGS

Staff meetings are held on the third Wednesday of the month from 3:00-3:30 p.m. Teacher In Service meetings are held on the first Wednesday of the month from 3:00-4:00 p.m.

TEACHER STIPEND

Teachers who perform corporation approved work (such as, curriculum, and in-service training) on non school days shall be paid.

Teacher must complete the stipend pay request form and receive principal and superintendent approval prior to participation in the activity.

(See Appendix P)

TECHNOLOGY AND NETWORKS ACCEPTABLE USE POLICY

The M.S.D. of New Durham Township is pleased to offer their students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. (See Appendix Q for the policy)

TELEPHONE USAGE

The High School telephones are available for the teacher's use at their discretion. (Teachers should refrain from using the secretary's phone for outside calls.) Long distance calls must be limited to school business only. Teachers will not be called from the classroom for personal incoming calls unless it is an emergency.

TEXTBOOK SELECTION

Committees comprised of teachers, parents, and the principal will work toward the selection of newly adopted textbooks for the classroom. (Parents, by law, should comprise 40-49% of the committee.)

TRAVEL REIMBURSEMENT

Teachers will be reimbursed for the following expenses while at approved in-service, professional development, or training programs. All overnight trips must receive prior approval by the School Board. All other trips must receive prior approval by the building principal and the superintendent.

Original receipts and State Board of Account approved forms must be submitted for reimbursement.

(See Appendix R for forms and explanations)

UNIVERSAL PRECAUTIONS

All employees are requested to use universal precautions when duties require contact with blood or body fluids. Employees who willfully neglect to use universal precautions may subject themselves to penalties up to and including termination. Training in the use of universal precautions shall be provided to each employee at the beginning of every school year.

(See Appendix A)

WORK DAY

Teachers should report to the building no later than 7:40 each morning and be in their classroom by 7:45 a.m. The official end of the day is 3:05 p.m. The time from student dismissal until 3:05 p.m. is to be considered preparation time and teachers should regard it as such. (Classroom planning, Committee work, Teacher Meetings and other pertinent school activities may occur during this time.)

At the end of the school day teachers are to lock their classroom door before leaving.

