

East Tallahatchie School District



Educator Handbook

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ACCIDENTS

Safety of students is paramount. Teachers are responsible for the safety of all students under their supervision. Any injuries suffered by students while they are the responsibility of the school must be given immediate attention. The actions taken will be dictated by prevailing circumstances. No procedure can be preformulated to be completely applicable in all situations; therefore, the following is provided for general guidance and may be modified as the situation demands.

1. Remain calm and promptly decide what needs to be done to prevent worsening of the situation.
2. Act decisively - take charge.
3. If the accident is serious, send someone to the office for help.
4. Administer first aid if it is indicated and if you are knowledgeable.

ACCOUNTING PROCEDURES

- A. Teachers will be called upon to collect funds from students from time to time. These collections will include school insurance, school photograph payments, etc. All monies collected by the teacher shall be recorded on the accounting sheet issued to each teacher. Strictest care must be taken in the ' handling of these funds. The accounting sheet should show how much money each teacher should collect and has actually collected. The teacher should sign this sheet. These accounts can then be compared to amounts turned in to the office. A record of amounts turned in for each teacher will be kept in the office. Before leaving the school each day, money collected is to be turned in to the secretary. The secretary will write you a receipt.
- B. The principal is responsible for all funds collected and disbursed in the school. For this reason, no collection of funds or purchases of any kind may be made without prior knowledge and written approval of the principal. If approval for a purchase is given, a purchase order will be given.
- C. **NO FUND RAISERS UNLESS APROVED BY SUPERINTENDENT IN WRITING.**

ADDRESS/TELEPHONE

Provide the school office your current address, telephone number, and the name and telephone number of the person you want notified in an emergency. Should any of this information change, report the change to the office within one working day.

ARREST OF EMPLOYEE

Employees arrested for any reason shall be required to notify their supervisor within 24 hours. This notice will include a statement of the charges lodged against the employee and their disposition.

ATTENDANCE (TEACHER)

- A. Teachers are to report as scheduled by the principal. They should sign in immediately upon arrival.
- B. If you are to be absent due to illness, notify the principal or person designated by him as soon as possible. This should be no later than 6:30 a.m. on the date the illness occurs.
- C. If you are requesting personal leave, the principal must give prior approval. (Refer to section on leave.)
- D. If you are to be late for any reason, contact the principals office so arrangements can be made until you arrive. Teachers who sign in after the scheduled time or have problems relative to timely arrival for scheduled duties shall on that day provide the office with a written, dated explanation of the reason for failure to arrive on time.

CAFETERIA

Teachers will take their group to lunch. The teacher will watch their students while in line and then the teacher will pick up his or her tray after the class has cleared the line. It is the responsibility of the teacher to correct any misconduct by any student while in the cafeteria. Noise in the cafeteria will be kept at a minimum.

CURRICULUM

The instructional management plan of the East Tallahatchie School District is hereby adopted as the basic curriculum of the Charleston High School. The plan includes minimum objectives, instructional processes, and methods of evaluation. As a minimum each student will be taught the basic, functional literacy, and core battery skills at each grade level.

- Minimum of 330 minutes instruction time daily.
- Report cards will be issued the Wednesday following examinations.

DISCIPLINE/GENERAL PROVISIONS AND STATEMENT OF POLICY

All persons concerned are hereby placed on notice that the disciplinary actions and procedures herein established and authorized are to be conducted in accordance with applicable statutes and in accordance with any memoranda, bulletins, or notices published and distributed by the Superintendent and are subject, in particular, to the following principles:

1. The severity of the punishment must vary directly with the gravity of the offense.
2. The punishment inflicted against any particular student should be consistent with the punishment inflicted in other cases involving similar or identical circumstances; uniformity of decisions and dispositions among the various principals of the school district should prevail to the extent reasonably possible.
3. Discrimination based upon race, color, creed, or sex, and arbitrariness in the administration of discipline is strictly prohibited. Any change of such discrimination or arbitrariness advanced by a student, parent, or guardian shall be carefully examined by these regulations;

great care shall be taken to avoid any suggestion or implication that the race, sex, or creed of a student will have any impact on the disciplinary measures ultimately taken.

4. As a general rule, no student shall be expelled without clear proof that:
 - a. He or she poses a threat to the orderly operation of school programs or activities or a danger to the physical well-being of other students, or faculty, or to school property.
 - b. The parent or guardian of the student has been notified of the student's grievous misconduct and the possibility of such expulsion and has been offered opportunities to confer with the principal or other relevant faculty members regarding the student's misconduct. It is the firm policy of the school district to resort to expulsion only as a last resort.

DISCIPLINE GUIDE

A. WHAT TEACHERS SHOULD DO.

1. Be fair and consistent. Treat each student equally.
2. Be sincere, patient, tolerant, friendly, understanding, and sympathetic. Accentuate the positive and avoid the negative.
3. Be thoroughly prepared for all classes and have ample work for all students each period.
4. Be cheerful, attractive, and orderly; let your classroom reflect these qualities.
5. Be thick-skinned, avoid taking students' words and actions personally, and maintain a sense of humor. Laugh at yourself occasionally.
6. Admit your errors and apologize if you make a mistake of treating a student unjustly.
7. Establish a minimum number of simple rules and help the students understand why they are necessary. Let the students assist in formulating the rules and in publicizing them.
8. Correct students when needed to prevent minor problems growing into larger ones.

Remember that you are on duty all the time while you are on campus.

B. WHAT TEACHERS SHOULD NOT DO.

1. Punish the entire class for the misbehavior of a few.
2. Argue with a student.
3. Embarrass a student.
4. Refuse to consider mitigating circumstances.
5. Compare students with one another.

6. Become overly friendly and familiar with students. This can cause loss of respect for you.
7. Repeatedly show favoritism to certain students.
8. Challenge students to repeat an undesirable act or get yourself in a position of "do it or else".
9. Administer unusual punishment such as taping a child's mouth, causing him to miss his lunch, verbally abusing him, using profanity, etc.
10. Punish a student by leaving him in the classroom or hall alone and unsupervised.

DISAGREEMENTS AMONG FACULTY

As long as man will exist there will be disagreements, but we as educators are professionals. When teachers disagree, they will work these out in private.

DRESS

It is important that teachers set the example in dressing for the students to follow.

- A. Male teachers will wear dressy type slacks, sport shirts, and casual shoes. Hair length will not come below the collar. Tennis shoes and blue jean type slacks will not be allowed. The wearing of a tie is recommended at activities.
- B. Female teachers will wear coordinated pantsuits or dresses. The wearing of blue jean type slacks and tennis shoes will not be allowed.

REPORTING TO SCHOOL

Teachers who have duty will arrive on campus no later than 7:30 and **all** teachers will be in their doors or at their duty stations no later than 7:45. All teachers will **sign in** at the **Principal's office**.

DUTIES/RESPONSIBILITIES OF TEACHERS

1. The primary duty of the teacher is to teach the basic skills along with guidance, discipline, safety, and hygiene. The teacher's responsibility to the students is not confined to the classroom, but extends to school corridors, rest rooms, playgrounds, and on excursions away from school premises.
2. Teachers shall strive at all times to maintain cordial relationships with the home and parents.
3. Teachers shall strive to keep parents duly inform of the student's progress and hold conferences with parents when necessary.
4. Teachers shall strive to interpret the work of the school fairly, honestly, and adequately to patrons at every opportunity.

5. Teachers should guide the school activities of the student in the classrooms and in extra curricular experiences so that the students have every opportunity to practice good citizenship.
6. Teachers shall strive to cooperate with other faculty members and school employees toward school betterment, curriculum revision, improvement in plans and policies, and proper execution of regulations or policies.
7. Each teacher shall strive to arrange a program of activities that will give each student the best possible opportunity to grow at his best rate toward the kind of maturity desirable and attainable for him.
8. Teachers shall keep an outline of class procedures. This outline will aid principals in performing their duties and also serve as a guide for substitute teachers.
9. Teachers are expected to be in their classroom at 7:45a.m. before school opens and to remain in the building until 3:30 p.m. unless otherwise directed by the Principal. The time of opening and closing shall be approved by the Superintendent.
10. Teachers shall attend all faculty meetings called by the principal, or superintendent, before, during, or after school unless excused by the person calling the meeting prior to the time of the meeting.
11. When teachers receive homeroom assignments, they shall handle all details of records, attendance, activities, and other matters assumed by the homeroom.
12. In addition to teaching, each teacher is subject to assignment by the principal of a portion of the miscellaneous services and activities, such as preparation of programs, extra curricular activities, exhibition of work, supervision of halls and lunch rooms, committee activity, and teacher supervision of grounds before and after school.
13. Teachers shall keep their classes in session each day during school hours and shall not dismiss them for any time without the consent of the principal.
14. Teachers shall not be absent from school without notifying the Principal and then only in case of personal illness, death in the immediate family, or other reasons approved by the school policy.
15. Teachers shall be responsible for all equipment and school property entrusted to them.
16. Teachers shall be responsible for the deportment of their pupils.
17. Teachers are expected to give reasonable assistance to pupils in making up their work when they have been absent due to illness or for other unavoidable causes.
18. Teachers shall give careful attention to the health of the pupils under their care and immediately report all unsatisfactory conditions to the principal.
19. Teachers shall prepare all reports and records according to their rules and regulations as required by the principal or superintendent.
20. Teachers of the district have a definite obligation to attend P.T.A. meetings and other school activities.

21. Teachers may be required to report for duty before the actual opening of school for workshops, staff development, or other purposes.
22. Teachers shall be held strictly accountable to the principal and superintendent for the performance of their duties.
23. Teachers shall make any and all requests through the Principal.
24. Teachers shall not make money collections from any student without the consent of the principal.
25. Teachers shall perform such other duties as may be assigned by the principal.

EMERGENCIES

- A. To cope successfully with any emergency, it is essential that you be completely knowledgeable of your school's emergency procedures and that you remain calm through out the emergency.
- B. FIRE - Be familiar with the fire evacuation routes and procedures from your school and know the location of the nearest fire extinguisher and how to use it. Fire drills will be implemented by 3 short rings of the bell.
- C. TORNADOS - Know the following definitions and actions,
 1. Definitions:
 - a. Severe Weather Watch - weather conditions are such that severe thunderstorms may develop
 - b. Severe Weather Warning - a severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin.
 - c. Tornado Watch - weather conditions are such that a tornado may develop.
 - d. Tornado Warning - a tornado has been formed and sighted and may affect those areas stated in the bulletin.
 2. Actions:
 - a. Tornado Warning - A tornado warning will be implemented at each school by 1 long ring of the bell. If electricity is not available, the notification to implement these tornado warning procedures will be announced verbally by office personnel.

FIELD TRIPS

All field trips must be approved by the principal and superintendent. Because of the risks involved field trips deserve thoughtful consideration from the teacher and principal. Successful field trips need much planning. Safety is a primary consideration. In the event of an injury to a student, the principal and teacher may be called upon to defend themselves in court against

charges of negligence. Each teacher should have in hand a permission form signed by parents giving or granting the student permission to go on the fieldtrip. However, a parent cannot legally sign away his child's right to seek damages. Therefore, the principal and teacher may not be able to escape the penalty for negligence even when a parent has given permission.

SPECIAL ACTIVITY TRIPS BY STAFF AND STUDENTS DURING SCHOOL HOURS:

The Board of Trustees have recorded in their minutes that any special trips to be made by staff and their students, other than normal activities such as band and athletics, will be made after school hours and/or on a Saturday.

GRADING

One of your basic functions as a teacher is to evaluate the progress of the students assigned to you. In carrying out this function, observe the following policy:

- A. Daily work, including homework, daily test, recitations, report, etc., counts 1/4 of the total nine weeks grade.
- B. Weekly tests or chapter tests will be given in each subject and will count 1/2 of the nine weeks average.
- C. The nine weeks test will count 1/4 of the nine weeks grade.
- D. Social Studies and English - a term paper will be assigned.
- E. English - book reports will be assign every six weeks.

LIABILITY

- A. The effective teacher is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is well to be aware of the possible consequences of negligence.
- B. The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically the teacher must do the following:
 - 1. Never leave students unsupervised.
 - 2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
 - 3. Use discretion in the administration of corporal punishment. (See section entitled "Discipline").
 - 4. Report any unsafe condition in the room or on campus to the principal so that it may be corrected.

5. Strictly adhere to all stated policy of the district and of the individual school.
- C. Failure by teachers to meet their responsibilities may have severe consequences. Teachers may be held legally liable for negligence in the performances of their duties.

LEAVE

- A. **Administrative leave** - Administrative leave may be approved for absence due to professional service such as educational conferences, conventions, and school evaluations **if** the teacher attends representing the school; such absence must be approved in advance by the principal and superintendent. No deduction from salary will be made and such time will not count against accrued time.
- B. **Leaves of Absence** - Leave of absence without pay may be granted for approved study, health, or service in the armed forces. No leave of absence shall exceed one year and the request for such leave must be made as far in advance as possible.
- C. **Personal Leave** - All instructional personal receives two personal days per year. Notice for absences for personal reasons must be provided to the Principal 3 school days in advance except in case of emergency. Personal leave shall not be taken on the first day of the school term, on the last day of the school term,, on a day previous to a holiday or a day after a holiday. Personal leave shall not be approved for more than 10% of each school's faculty for one day. Any employee not using their personal leave will have the option of converting any unused personal days to either sick leave or personal leave for the next school year. Personal leave can accumulate in the district but cannot accumulate for early retirement. Personal leave cannot be requested on scheduled staff development days. See Attendance Policy.
- D. **JURY LEAVE** - Employees shall be released for jury duty and will be paid their regular salary. Should an employee be dismissed from jury prior to 12:00 noon on any given day, the employee will return to his place of employment for the remainder of the school day. Jury leave will be approved by the superintendent upon presentation of the subpoena. Salary for jury duty must be turned into the administration office.
- E. **TEMPORARY DISABILITY** - Leaves of absence without pay, beyond accumulated sick leave and for a maximum of eight (8) calendar weeks, may be granted for temporary disabilities. An extension of leave for temporary disability beyond 8 weeks may be granted through an administrative hearing. Teachers may be required to present a doctor's certification as to their fitness or lack of fitness to return to work.
- F. **SICK LEAVE** - Sick leave with full pay for the absence because of personal illness or illness in the immediate family will be granted as set forth below:
1. The immediate family is limited to father, mother, husband, wife, son, daughter, brother or sister. or person who is in loco parentis to the employee.
 2. Full time teachers under contract, teacher assistants, custodial, and cafeteria employees, shall accrue seven (7) days sick leave per year.
 3. When there is a death in the immediate family, three days of accumulated sick leave may be taken.

4. Unlimited number of sick leave days may be accumulated by certified staff.
Payroll deductions will be as follows:
 - a. From 1 to 10 excess days - \$35.00 per day or 40 percent of daily rate for assistant teachers and secretaries.
 - b. 11 or more excess days - 100% of daily rate.
 5. Any leave beyond the 10 days excess must be submitted to the superintendent for approval.
 6. For absence of four (4) or more consecutive school days or for two (2) consecutive school days immediately preceding or following a non-school day or at any time when requested by the superintendent, employees may be required to present a physicians certificate as to the illness.
 7. Abuse of the leave policy or the making of false statements as to the cause of absence are considered grounds for dismissal.
 8. All accumulated sick leave shall terminate upon termination of employment in East Tallahatchie District and shall not be restored if the teacher should later be re-employed in the system.
- G. Leave for reasons other than those listed in the foregoing policy shall result in loss of pay.

LESSON PLANS

- A. Teachers will prepare detailed lesson plans at least one week in advance. If an assistant teacher is assigned, the plan will include activities for the assistant teacher.
- B. This plan will include the assignments, procedures, and materials to be used in teaching each lesson.
- C. Plans are not to be taken home and will be placed in the teachers desk with a substitute folder at the end of each day except the last school day of the week. On that day plans will be turned into the office for review prior to departing the campus, along with the data collection forms.
- D. All lesson plans are checked weekly by the principal.