

Southeast Dubois County School Corporation

Teacher Handbook



The policies in this handbook are subject to revision at any time per changes in Federal and State law and at the discretion of the Southeast Dubois County School Corporation Board of School Trustees. This handbook is not a contract of employment.

January 2023

ASSOCIATION RIGHTS

The Association, as the Exclusive Representative of all teachers in the School Corporation, shall have the following rights:

- To use school buildings and equipment for meetings, subject to the permission of the building administrator and availability of facilities.
- To use existing school bulletin boards, located in a mutually agreed upon area (determined by the principal and building representative) to post Association notices and activities
- To use intra-school mail systems.
- The Association may be permitted access to Teacher mailboxes for the purpose of inserting materials, with prior permission of the Principal
- To have a place on the agenda of the first general meeting of the teachers at the start of the school year.
- To have a place on the agenda of the School Board of Trustees meeting upon request. Such a request shall be made 5 calendar days prior to the Board meeting.
- The President of the Association may, during his/her unassigned time, visit any building with the permission of that building principal.
- One Association representative will be included on the School Calendar committee. Teachers will have input on the development and selection of the calendar.

HOURS

The basic school day for teachers is as follows:

- All teachers should report to school a minimum of ten minutes prior to the students' instructional day or at the beginning of their assigned duty (whichever is earlier) and shall remain on assigned duty at least ten minutes after their last scheduled classroom duty, or until the end of their assigned duty; not to exceed seven and one-half (7 ½) hours per day, inclusive of lunch period.
- It is understood that the length of the basic school day for all teachers shall be extended to include activities such as: parent-teacher conferences, faculty meetings, paid extra-curricular activities, supervisory bus duties, and duties for which extra pay is received.
- Teachers shall have an uninterrupted duty-free lunch period of at least thirty (30) minutes. Travel time, for traveling teachers, shall not be included in calculating the duty-free lunch period. Teachers may leave the school grounds during their lunch period and shall notify the Principal's office of their intent to leave school grounds.

- Meetings of all teachers assigned to a school shall not be scheduled more frequently than an average of once per month and not following the basic school day on Friday, or preceding a holiday or vacation.
- All teachers shall be required to participate in the equivalent of 7 hours of evening activities. In the case of parent teacher conferences held outside of this time, they shall be scheduled immediately before or after the basic school day, or at a time mutually agreed upon by the teacher and parent. Teachers shall be given twenty-four (24) hours advance notice of the conference if needed. Teachers need not discuss school related matters with parents while away from the school site.
- Teachers employed on a full-time basis will have a minimum of 150 minutes of prep time a week. Teachers employed on a half-time basis will be assigned preparation time on a prorated basis.
- Teachers are encouraged to attend and participate in various school/community activities. It is understood that attendance/ participation is strictly voluntary.

CALENDAR

- The length of the school year is as follows:
 - a. 183 maximum teacher days
 - b. 180 student days
- A member of the Association shall work collaboratively with the Superintendent to develop a school year calendar.
- Teachers may submit proposed school calendars to the Superintendent.
- Teachers shall be given input on the selection of the calendar.
- The calendar shall be adopted at the sole discretion of the School Board of Trustees.
- When an instructional day is canceled due to inclement weather or emergency situation, it is understood that each teacher shall work on the rescheduled date, without additional compensation.

VIRTUAL LEARNING DAYS

- Teachers should have live or recorded videos of explicit instruction (from the teacher) that continues learning from the previous day.
- Content should be thorough, engaging and accessible. Lessons should continue with the flow of previous instruction.
- Teachers should communicate contact times and expectations to students/parents as soon as possible.
- Content should be available to students by 9am on the virtual learning day.
- A minimum of 3 hours of contact time with students (whole group or individual) is expected. This is a combination of time based on: live instruction, recorded videos, Google Meet scheduled times, response to emails, phone calls, etc.
- Specials/elective teachers will follow their schedules. Posts should be differentiated by grade and should tie into recent/relevant lessons.

- Submission of assignments verifies attendance. Students that do not submit assignments will be considered absent.
- Teachers are to post assignments if taking a sick or personal leave day. If a teacher is unable to create virtual plans when taking a sick day, he/she must contact the building principal.
- Assessments are not recommended on virtual days.

VACANCIES AND TRANSFERS

- All vacancies will be posted on the Southeast Dubois County School Corporation website.
- Following each School Board meeting, all vacancies will be posted in each building's teacher workroom.
- Notices will be posted seven (7) days prior to the filling of the vacancy. An exception to the seven (7) day requirement will be made for any vacancy or transfer that occurs after July 15 and within the first ten (10) days of a school year. The Superintendent will notify the CTA president as soon as the vacancy or transfer occurs.
- Teachers who desire to change in grade level and/or subject assignment, or who desire to transfer to another building shall make a written request to the Superintendent.
- Teacher qualifications, seniority, licensure, and other factors will be used when considering transfers.

PROFESSIONAL LEAVE - REIMBURSEMENT

1. When a teacher is required / approved in writing by the Superintendent or his/her designee to attend a particular conference or event which would necessitate expenses related to travel and lodging, the teacher shall be reimbursed for expenses as evidenced by paid invoices approved by the Superintendent. Conference costs should be billed and paid for by the Corporation. Itemized receipts should be turned in to the Corporation office, along with an Accounts Payable voucher, found on the SED website.

Lodging	Fully funded (Teacher should stay in the same hotel as the event. If the event is held at a different location, the teacher should stay at a local hotel with the best rate.
Mileage	Reimbursed at the current IRS rate. Mileage form must be completed and submitted.
Food	\$45 / day. Food expenses include a

TEACHER ABSENCE EXPECTATIONS

- Teachers are expected to enter absence information into the Frontline system.
- Teachers are required to leave lesson plans for the substitute teacher and leave appropriate instructional materials and guidelines to cover the timeframe of the absence.
- Teachers are expected to leave related materials such as class rosters, seating charts, emergency procedures, daily schedule, etc..

TEACHER RIGHTS

- Teachers shall not be required to transport students in his/her personal vehicle unless authorized to do so by a building principal or Superintendent. Should a teacher be authorized in writing by the Principal or Superintendent to transport a student, he/she shall be reimbursed at the current IRS rate.
- Teachers who are asked to give up their preparation period in order to cover a class which required supervision shall do so voluntarily. Said teacher has a right to refuse and such refusal may not be used against him/her in evaluating his/her performance as a teacher.
- Teachers who serve on committees established by the School Corporation, or cooperatively established by the Association and School Corporation, shall do so voluntarily.
- Teachers who leave school grounds during their lunch period may do so without permission of the Building Principal. The teacher should notify the office of their intent to leave. Teachers must secure permission of the principal in order to leave the building at any time of the day except the teacher's lunch period.
- No materials derogatory to the teacher's conduct, service, character, or personality shall be placed in the files of a teacher unless the teacher has had the opportunity to read the material. The teacher shall acknowledge that he/she has read such material by affixing his/her signature and the date to the actual copy to be filed with the understanding that such signature merely signifies that he/she has read the material to be filed. Such signature does not necessarily indicate agreement with its contents.

Said teacher shall be allowed to attach a rebuttal to the material if said teacher so desires.

WORK INJURY

- In case of a work injury, teachers shall report the injury to their building principal immediately. Teachers should also complete a 'work injury' form (found under 'employee information' on the Southeast Dubois County Schools website) and return the form to their building principal.

MISCELLANEOUS ITEMS

- Teachers are entitled to a complimentary, general admission staff pass for all SED athletic events. This pass does not include reserved seats for boys basketball or post season IHSA events (sectionals, regionals, etc.)
- When adequate funding is available, teachers shall be given up to \$100 to assist with the coverage of classroom materials. All purchases should be made through the procurement site and must follow guidelines set by the principal.
- All teachers are provided with general classroom needs (paper, paper clips, staples, pens, pencils, dry erase markers, etc) and are available in the main office of each building.