

**CARMEL  
CLAY SCHOOLS**

**TOGETHER WE ACHIEVE**



# **Teacher Handbook**

**August 2024**

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## **INTRODUCTION**

The Carmel Clay Schools Teacher Handbook is a resource for information and guidelines not contained in the Contract.

## **ARTICLE I: LENGTH of SCHOOL YEAR and SCHOOL DAY**

### **A. Length of School Year**

1. The school year for teachers will consist of one hundred eighty-five (185) teacher contract days.

### **B. Length of School Day**

1. Teachers may design their own work days around specific professional duties associated with students as well as their teaching and supervision assignments. Teachers shall begin and end their workday in concert with their classroom schedule and assigned supervision responsibilities.
2. At all levels, a before and after school supervision assignment plan will be developed by building administrators and will be based on the student day.
3. It is understood that a teacher has certain professional responsibilities (e.g. teacher or administrator scheduled meetings, activities or events) that cannot fit within the teacher day. In an effort to be sensitive to the teacher's personal needs and to promote efficient utilization of teacher's time, administrators will limit such professional responsibilities to a reasonable level. Administrators will give advance notification (24 hours) prior to scheduling before and after school meetings.

## **ARTICLE II: TEACHING ASSIGNMENTS**

### **A. Secondary School Assignments**

1. Assignments of teachers at Carmel High School
  - a. Each teacher will teach no more than six (6) ninety (90) minute assignments, which includes SRT, in a two-day rotation schedule and will have two ninety-minute duty-free preparation periods during the same two-day rotation schedule.
2. Assignments of teachers at Carmel, Clay and Creekside Middle School

- a. Each teacher will have not more than six (6) ninety (90) minute assignments in a two-day rotation schedule and will have two ninety-minute duty-free preparation periods during the same two-day rotation schedule. A portion of that 90 minutes is required to be utilized for meeting and/or planning purposes as a Team or Subject Grade-Level (SGL); *Ex: All 7th grade Social Studies teachers meet 2x/week.*
- b. Elective Teachers are not required to meet or plan as a team. But once or twice per week (depending on the building) could be required to meet/plan as Subject/Grade-Level (SGL); *Ex: All 7th grade Digital Learning teachers meet 2x/week.*

**B. Assignments of teachers at Elementary Schools**

- a. All elementary teachers will have a minimum of three hundred seventy (370) minutes per week of time for preparation and planning within the workday.

*Note: Teachers will have at least one duty-free preparation period given each school day unless there is an unexpected interruption to the school day.*

<h2 style="margin: 0;">ARTICLE III: ALTERNATIVE CONTRACTS</h2>
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**A. Part-time and Reduced Contracts**

- 1. Teacher may be employed on a part-time/reduced contract pursuant to the following conditions:
  - a. Teachers will not be required to attend those before or after school meetings and inservice programs which are not contiguous with the time of their employment.
  - b. Teachers will be expected to obtain information disseminated at the meetings and/or inservice programs they do not attend.
  - c. A teacher shall be entitled to all rights of full-time teachers, except that all pay, including fringe benefits and all paid leave days shall be prorated.
  - d. A teacher's reduced contract will be written to reflect the percentage of a teacher's regular work year contract that the teacher will hold, taking into account the teaching assignment, preparation time and lunchtime, and travel time, if applicable.
    - i. Lunchtime will be applicable on days where the teaching assignment and prep time exceed 3.5 hours.
    - ii. Travel time will be applicable on days the teacher is assigned to travel between schools.

## **ARTICLE IV: PAY PERIODS/SALARY ADJUSTMENTS/ TRAVEL REIMBURSEMENT**

### **A. Pay Periods**

1. The number of pay periods will be twenty-six (26) or twenty-one (21) per year.
2. Teachers will remain on their selected pay period unless they request a change in writing to the Director of Human Resources prior to August 1.

### **B. Salary Adjustments**

1. Elementary and middle school counselors, upon mutual agreement, may have their contracts extended beyond their contract year for summer work. Additional days must be approved by the Superintendent or his/her designee.
2. The administration will determine the number of days and dates for summer work on or before May 1.
3. The administration will offer summer work at the high school beyond their extended contract to high school counselors, usually in five day increments.
  - a. First to the most senior high school counselor
  - b. Then, in order of seniority, to the other high school counselors
  - c. If, after all of the currently contracted counselors have been offered summer work additional days are still available, those days will again be offered to the counselors based on seniority.
  - d. If an insufficient number of counselors volunteer for the assignment, the administration may assign the least senior counselor(s) to work during the summer, not to exceed fifteen (15) days beyond the contract (including the extended contract days).

### **C. Travel Reimbursement**

1. A teacher required in the course of his/her work to drive a personal automobile shall receive a travel reimbursement at the current maximum rate allowed by the IRS.
  - a. All travel reimbursement requests must have prior approval of the immediate supervisor.

## **ARTICLE V: CTA DUES DEDUCTIONS**

- A. The CTA will deliver to the Business Office the names and authorization of teachers who request payroll deductions of membership dues for the Carmel Teachers'

Association one time per year, that date being on or before September 30. The authorization for payroll deduction of Association membership dues will be on a continuing basis unless revoked in writing by the teacher.

B. Payroll deduction of membership dues will be as follows:

1. For those teachers requesting payroll deduction the deductions will occur in three (3) equal installments beginning with the first pay period in October.

<b>ARTICLE VI: DIRECT DEPOSIT</b>
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A. All teachers are required to use direct deposit.

B. Teachers may elect to have their pay automatically deposited to any Indiana financial institution of their choosing, provided those institutions are members of the Automated Clearing House (ACH).

<b>ARTICLE VII: TRANSFERS</b>
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A. Voluntary Transfers

1. Teachers who desire a transfer must respond to a posted vacancy for which he/she is interested within the specific time by submitting a written statement of such desire to the building administrator of the building with the vacancy and the Director of Human Resources. The teacher may inform his/her principal if he/she so desires.

B. Involuntary Transfers

1. The administration reserves the right to transfer personnel when it is considered in the best interest of the School Corporation. All involuntary transfers outside of a building will be preceded by a consultation with the teachers affected. If possible, the situation will be resolved with voluntary transfer.
2. Transfers will be made in an area in which the teacher is certified.
3. A change of teaching assignment within the building is not considered an involuntary transfer.
4. In the event of a need for an involuntary transfer, the following criteria will be considered:
  - a. Appropriate certification
  - b. Qualifications for position

- c. Length of service in the School Corporation
  - d. Total number of years of teaching experience
  - e. Types of teaching experiences
5. Teachers may be transferred to other position, and/or buildings, for the betterment of the School Corporation under the following conditions:
- a. Increases or decreases in enrollment
  - b. Change in organization of school system
  - c. Addition or elimination of an educational service
  - d. Vacancies created by promotions, leaves of absences, deaths, retirements, transfers and the like
  - e. Other reasons which the administration shall put in writing
6. If a teacher designated for involuntary transfer is qualified for more than one (1) vacancy available, consideration will be given to the teacher's preference for placement.
7. No teacher will be transferred to another building more than once during the terms of two (2) consecutive school years.

## **ARTICLE VIII: POSTINGS**

- A. Notices of all vacancies in present teaching positions or newly created teaching positions, including teaching, extracurricular, summer school, department head and administrative positions, will be posted on the Carmel Clay Schools' intranet. Positions available to the general public will also be posted on the Carmel Clay Schools' website.
- B. Positions will be posted within five (5) days of the opening becoming official. For three (3) weeks preceding the opening of school and for two (2) weeks following the opening of school, vacancies shall be posted but may be filled immediately. During the remainder of the year, a position will not be filled until it has been posted for at least ten (10) calendar days.
- C. Any exceptions will be discussed with the CTA President.

## **ARTICLE IX: TUTORING**

- A. No teacher may tutor a student on a private-fee basis if the student regularly attends as a member of his/her class.

- B. The exception is that a teacher may tutor a student of his/her class providing the student is officially approved for home instruction services.
- C. Tutoring shall not be conducted for any student during normal school hours unless such tutoring has been specifically recommended by the building principal and approved by the Superintendent.
- D. Private tutoring shall not be conducted on school property.
- E. All private tutoring arrangements shall be the responsibility of the parents and the tutor. (*Administrative Guidelines 5370b*)

## ARTICLE X: REPORTING AN ARREST

- A. Each professional staff member, during the course of his/her employment with the School Corporation, must report his/her arrest and/or conviction of criminal charges as listed in I.C. 20-26-5-11(b) to the Superintendent within two (2) business days of the occurrence.
- B. The Superintendent shall obtain a review of each reported conviction and shall take appropriate action considering the risk to members of the school community presented by the continued participation and access of the arrested or convicted professional staff member. (*School Board Policy 2120*)  
<https://go.boarddocs.com/in/ccsin/Board.nsf/goto?open&id=B5CW3D76D3E2#>

## ARTICLE XI: TEXTING and USE OF SOCIAL MEDIA with STUDENTS

- A. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities.
- B. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s) or themselves, including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, unless such transmission has been made as part of a curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production. (*School Board Policy 0213*)  
<https://go.boarddocs.com/in/ccsin/Board.nsf/goto?open&id=B6GRRE6552C6>



## **ARTICLE XII: TRANSPORTING STUDENTS in PERSONAL VEHICLES**

Staff members shall not transport students in a private vehicle without the approval of the Superintendent. (*School Board Policy 0213*)

<https://go.boarddocs.com/in/ccsin/Board.nsf/goto?open&id=B6GRRE6552C6>

## **ARTICLE XIII: DRUG-FREE and ALCOHOL-FREE WORKPLACE**

A. The School Board has established policies that all employees shall not be under the influence of any alcoholic beverage or illegal drugs on school property or in school vehicles.

B. It is every employee's responsibility to be familiar with Board Policy 0122.01

<https://go.boarddocs.com/in/ccsin/Board.nsf/goto?open&id=B6FSDN722539>

## **ARTICLE XIV: SUBSTANCE ABUSE**

A. A staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to staff members having any other illness.

B. The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the staff member. Failure to do so, for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board.

C. No staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

D. Staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service. (*School Board Policy 0170*)

<https://go.boarddocs.com/in/ccsin/Board.nsf/goto?open&id=B6GRJZ6426BA>

## **ARTICLE XV: REPORTING CHILD ABUSE and NEGLECT**

- A. The Carmel Clay School Board is concerned with the physical and mental well-being of all children and will cooperate in the identification and reporting of cases of child abuse and neglect in accordance with the law.
- B. If a staff member has reason to believe that a student is the victim of child abuse or neglect, that staff member shall immediately make an oral report to local law enforcement or Department of Child Services (DCS). After the report is made, the staff member shall immediately notify the building administrator if the building administrator was not with the staff member when the report to law enforcement/DCS was made. If appropriate, the building administrator may also immediately make an oral report to the Superintendent and/or designee.
- C. An employee who fails to or restricts a report of suspected abuse or neglect as stated in this policy may be subject to disciplinary action up to and including termination. In addition, failure to report may subject the employee to criminal prosecution. (*School Board Policy 8462*)

<https://go.boarddocs.com/in/ccsin/Board.nsf/goto?open&id=B6JLLP571A93>

## **ARTICLE XVI: NON-DISCRIMINATION and ANTI-HARASSMENT**

- A. The School Board has established a common procedure for reporting, investigating, and appealing allegations of discrimination, harassment, and retaliation.
- B. It is the responsibility of all staff members to read and understand Board Policy 4362.

<https://go.boarddocs.com/in/ccsin/Board.nsf/goto?open&id=B5NR3V68FEA4#>