



Union County Middle School

Faculty/Staff Handbook

MISSION STATEMENT:

Provide our students' academic and social skills necessary to become lifelong learners and responsible citizens.

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Absence Reporting:

1. Individual staff members **ARE NOT** to make arrangements for their substitute!
2. Staff members must call the sub coordinator to report that a substitute is required. Staff members must give a reason for requiring a substitute. Per the Master Contract those reasons include: personal illness, family illness, personal business, jury duty, and a death in the family. Those are the only reasons to be given to the sub coordinator.
3. If you are certain of an absence during the school day, notify the sub coordinator as soon as possible. The sub coordinator is available until 4:00 PM.
4. After the regular workday, calls to the sub coordinator at home will be accepted during the following hours: **6:00 AM to 6:30 AM** and **6:00 PM to 7:00 PM**. Please adhere to these times unless it is an EMERGENCY situation. The sub coordinator's phone number is **765-580-9123**. If you call this number and no one answers, please do not leave a message and keep calling until someone is reached.
5. For the sake of consistency, if an individual staff member requires a substitute for an additional day, the staff member should try to call the sub coordinator before 1:00 p.m. of the original day of absence.
6. All professional business and contracted professional days must be approved in advance, by the building principal, before a substitute will be scheduled.
7. All long-term substitute assignments will be recommended to the Superintendent by the building principal. No leave forms or call-in requirements exist in the case of a long-term substitute.
8. Leave Request Forms **MUST** be completed and returned to the sub coordinator within **TWO** days of returning to school. Failure to complete and return such forms will result in a verbal reprimand by the building principal. If the practice continues, a written reprimand will be placed in the individual's personnel file.

Accidents:

1. Accident reports are to be filed on any accident that occurs on school grounds or during a school function. The report is to be filled out as completely as possible and should be turned into the office. Forms are located in the staff workroom.
2. Adult accidents are to be reported to the administration immediately. A very short window of time exists for reports to be made to workmen's compensation. Failure to report may jeopardize coverage. Forms are located in the school clinic.

Child Abuse/Neglect:

As an agency of the State, the School Board is concerned with the physical and mental well-being of the children of this corporation and will cooperate in the identification and reporting of child abuse in accordance with the law.

Each staff member employed by this Corporation shall be responsible for reporting every case immediately, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator, in the presence of the staff member if possible, shall immediately call the Department of Child Services or the Union County Sheriff's Department and shall secure prompt medical attention for any such injuries reported.

Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy may be subject to disciplinary action.

Classroom Teacher Job Description:

Qualifications:

1. Bachelor's degree in education; valid Indiana Teacher's License
2. Have all mandated records on file

Reports to: Building Principal

Responsibility: To serve the students/parents of the Union County/College Corner Joint School District by providing the best education for each student in their classroom

General Description: To instruct and evaluate progress of assigned students in an atmosphere conducive to learning, to prepare instructional materials, plan daily and long range instructional programs, to supervise students according to assignments, and to carry out those tasks relative to maintaining and upholding the philosophy of the school and the policies set by the Superintendent and the Board of Education.

Essential Functions:

1. Meets with and instructs classes in the location and at the time designated

2. Follows a written daily plan that:
 - a. Establishes clear and concise objectives for lessons, units, and projects
 - b. Encourages positive self-concept of students and recognizes and develops worthwhile traits
 - c. Utilizes a variety of appropriate materials, techniques and presentations to instruct and motivate
 - d. Makes provisions for an on-going evaluation
3. Maintains order in the classroom that is conducive to learning
4. Administers discipline in a fair and just manner
5. Provides supervision for extra-curricular activities and programs as requested
6. Provides supervision for students and areas assigned at designated times during the regular school day
7. Regularly assesses student progress with appropriate assessment instruments (e.g. pre & posttests, samples of students' homework and classroom work, observations, classroom participation, etc.)
8. Prepares reports utilizing results of student performance evaluations
9. Maintains open lines of communications with parents regarding both academic and behavioral progress
10. Is available for conferences with parents and/or students when requested to do so, under reasonable conditions
11. Serves on staff committees and district curriculum committees as requested
12. Attends staff meetings as required
13. Any other duties and responsibilities that may be assigned by the building principal

Knowledge, Skills and Abilities:

1. Knowledge of board policies and procedures, educational in-service programs, curriculum and instructional techniques, textbooks and educational materials, public relations and supervision
2. Ability to interpret and follow board policy, evaluate educational programs, develop rapport with fellow staff, maintain accurate, complete, and correct records as required by law, district policy and administrative regulation, effectively manages class time, and effectively completes other job performance criteria as assigned

Duty:

Union County Middle School Teacher Workday is from 7:55 AM – 3:25 PM. Teachers are expected to be in close proximity of their classrooms from 7:55-8:10 AM. Also, teachers are to be in the hallways near their classroom between classes. Duty begins at 7:55 AM. for morning assignments (see chart below). Afternoon assignments begin at 3:05 and end after students have cleared the building after the 3:10 PM dismissal bell. The atrium afternoon

dismissal person needs to retrieve the radio from the office each day and make certain the hallways are clear of students going to the bus. Once the hallways are clear, he/she will let the administration know.

<u>Month of:</u>	<u>B Wing:</u>	<u>Atrium-Café:</u>
August	Fields	Crumley
September	Dannaker	Estep
October	Hertel	Persinger
November	Severance	Gulley
December	Hofmann	Olive
January	Hawkins	Goodwin
February	Hertel	Lathery
March	Graham	Taylor
April	Beiser	Snyder
May	Hawkins	Olive

Electronic Communication:

Union County College Corner faculty and staff may only use social media, text messaging, email, and other forms of electronic communication to engage families, students, and the community regarding matters of instruction, assessment, discipline, co-curricular and extra-curricular activities. Any communication beyond the preceding items must be school appropriate. If in doubt, seek approval of your building principal.

Emergency Preparedness Procedures:

It is the teachers' responsibility to post evacuation plans in their classrooms. Please see the administration if you need one. All teachers are responsible for reviewing their Emergency Management Guide.

Fire Procedures (drills at least one time per month) – continuous, uninterrupted bell

Teachers are responsible for giving primary and secondary routes of escape. If a fire would occur in your area you must pull the fire alarm and notify the administration immediately. Keep student safety as your primary focus for decision-making. If disabled students are in your class make certain to inform students of procedures. Make certain procedures are in your sub plans. The staff response to a fire should be:

1. Take your class roster outside with you to verify your students' attendance
2. Take your emergency management guide and orange evacuation sign with you
3. Evacuate everybody quickly and quietly
4. Close all windows
5. Shut off all lights – leave computers on
6. Close the door
7. EVERYONE must exit the building – make certain that those charged to your care are safely outside

Lockdown Procedures (drills at least two times per year)

There are two levels of lockdowns, a yellow or preventive lockdown and a red emergency lockdown. Both are described in your emergency management guide. The staff response is different for each type of lockdown. Make certain to review both. In the event that a lockdown is initiated the alert signal will be announced over the public address system.

Tornado Procedures (drills at least two times per year) – verbally over the PA

Teachers are responsible for explaining evacuation routes and assigned areas. The staff response to a tornado should be:

1. Take your class roster with you to verify your students' attendance
2. Take your emergency management guide with you
3. Move to your assigned tornado safe area
4. Everyone should assume a seated/kneeling position facing the wall away from doors with his/her hands over the back of his/her head and neck – tucked into a ball
5. Assist any student with special needs
6. Instruct all students to remain in safety areas until all clear is sounded

Family Reunification Procedure

In the event that a building evacuation is necessary, all UCMS students and staff will relocate to the north end of the high school track/football field. If the high school is not under an emergency evacuation, the relocation site will be the high school auditorium. Teachers are to escort their classes to this area. Teachers must also take their emergency management guide with them. Please make certain that your Home Room class list is inside the emergency management guide. Once all students are gathered in this area, they will be assigned to their respective Home Room teachers. Your responsibility is to take attendance to make sure all students are accounted for. Once attendance is taken, you will report your attendance to the office staff. Students are expected to remain seated with their Home Room classes.

In the event that we must dismiss school from this area, students will be released to their parents only through the office staff. Teachers are not to release students.

Field Trips:

Field trips as defined in Board Policy (2340A) must be related to a course of study and therefore are a required part of instruction. If the trip cannot be directly related to a course of study, it will be considered a co-curricular or extra-curricular activity. The following guidelines must be followed:

1. All requests must be submitted to the building principal on the field trip request form at least two weeks in advance. The form should have the names of staff members and chaperones that will be accompanying the students.
2. All chaperones must be at least 21 years of age and must have a completed limited criminal background check form on file in the office. You must get the prospective chaperones complete name and date of birth. All of this must be submitted prior to the field trip.
3. Upon approval of a trip, a copy of the trip proposal will be forwarded to the transportation director.
4. All students must have the parental permission form completed and signed. These are to be kept by the trip leader.
5. Any money collected must be turned in to the treasurer at least 3 days before the trip in order for payment to be issued to the vendor. Use a UCMS field trip reconciliation form found in the teachers' workroom.

Trip Leader Responsibilities

Each staff member who leads a field or other corporation trip is to follow the guidelines below for fulfilling his/her responsibility.

The trip leader is to provide each chaperone, prior to the trip, a copy of form 2340FB (Responsibilities of Trip Chaperones) – the form is found in workroom. A sample copy of the form is found on page 11 of the UCMS Faculty/Staff Handbook.

Additional Responsibilities:

1. Students are to be made aware that the regular bus rules will apply for the trip. Since some of the students may not be regular bus riders, the rules should be reviewed with the group prior to departure. The trip leader or designed staff member is responsible for student behavior while on the bus.
2. The driver is responsible for the bus and has ultimate authority over routes and operations. If s/he deems that conditions constitute a safety hazard, the driver has the authority not to proceed.
3. If any discipline problems develop while on the trip, the problems are to be reported to the appropriate administrator as soon as feasible.
4. The trip leader should report to the Transportation Director any cases of poor judgment or improper behavior on the part of the driver.
5. The trip leader should:
 - A. Review with the bus driver the destination and route. If there are any questions about the route, it should be resolved prior to departure so there is no confusion in communication during the trip. The driver has the final decision on the route.
 - B. Make sure the emergency medical forms are on the bus in the possession of a designated person.
 - C. Introduce chaperones to the driver prior to the trip.
 - D. When necessary, or when requested by the driver, place him/her and/or any chaperones strategically in the middle and rear portions of the bus.
 - E. Conduct a head-count each time there is an unloading and reloading of passengers to ensure no one is left behind.
 - F. When the bus returns to the corporation, make sure all students have proper rides home and have left corporation property before considering the trip to be completed.

Field Trip Guidelines

- Contact destination for times, lunch place, prices, activities, directions, etc.

- Complete field trip form – submit to building principal – **MUST BE SUBMITTED AT LEAST TWO WEEKS BEFORE FIELD TRIP** – if disabled students need a special bus, make certain this is noted on the form
- A copy of the approved field trip request form needs to be given to the treasurer
- Student permission forms given to students to have completed by their guardians
- Contact nurse for her to get medicines and first aid kit ready – this needs to be done at least three days before the trip
- Contact cafeteria to let them know who will be gone for lunch on that day
- Contact treasurer for a list of free and reduced students that the school pays for when necessary – also check for free and reduced lunches and let the cafeteria know if we need lunches for those students as well
- Notify all rotation, related arts, and special education teachers that students will be gone on that day
- Make bus lists – assign students, teachers, and chaperones – give bus lists to the office prior to departure
- Be sure to take permission forms with you – sort and give to each bus leader
- Make out groups – if necessary
- Get chaperones – 1 per 10 students
- Make out schedules for day – particularly if there is time before or after departure
- Collect money and permission forms from students – money must be turned in to treasurer at least three days before a check is issued to the vendor. A UCMS field trip funds reconciliation form must be completed when money is turned in.
- Retrieve: tickets, check for vendor, medicines, and first aid kit
- Make plans for leaving: time, location for pickup, dismissal procedures, loading procedures, etc.
- Review behavior standards with students: no hats, manners, etc.
- Have fun!

UNION COUNTY MIDDLE SCHOOL RESPONSIBILITIES OF TRIP CHAPERONES

The Union County Middle School appreciates your willingness to assist us by serving as a chaperone for this sponsored trip. In accordance with board Policy, we wish to inform you of the policies and procedures that will govern this trip and with which you are expected to comply.

- A. The trip leader is responsible for the preparation and conduct of the trip and is held accountable by the superintendent for ensuring that the purpose of the trip is achieved.
- B. The trip leader will provide you with detailed information about the trip. Please obtain answers from the trip leader, prior to the trip, to any questions you have concerning the purpose or the trip procedures.
- C. The students on the trip are governed by the corporation's code of conduct which prohibits any inappropriate behavior, such as discourtesy, fighting, harassment, drug-use, stealing, and the like. Your responsibility is not to invoke discipline on a student, except in cases of imminent threat to that student's or other people's safety or well-being, but to report any student behavior problems or any inappropriate conduct on the part of a fellow chaperone or staff member to the trip leader as soon as possible.
- D. We ask that you model the behaviors expected of students throughout the times on the trip when you are associated with the students. If you have free time away from the students, we trust your behavior will be such that it doesn't create problems for or embarrassment to the trip leader(s) or the corporation. Please keep the trip leader informed of your whereabouts so s/he can contact you in case of emergency.

Thank you again for your help, and we hope you enjoy this activity with our students as they participate in a meaningful education experience.

Trip Leader

Principal

Food and Drink:

Please refrain from eating or drinking in your classrooms when students are present (unless it is your prep or lunch time). If you bring cafeteria trays to your classroom or the teacher lunchroom, please return them to the cafeteria at the end of the period.

Soda cans or bottles are not to be visible to students while in the hallways and classrooms. Use a cup or mug if necessary.

Student Positive Rewards/Incentives are to be in alignment with the adopted board wellness policy.

In the event of a class/grade level activity that has students **NOT** eating lunch in the cafeteria, it is the teacher's responsibility to notify the cafeteria at least one week prior to the activity.

In the event of any food spill, immediately notify a custodian for assistance. Teachers are responsible for maintaining a clean classroom.

General Staff Procedures:

Staff Concerns

If you have a school concern, please feel free to discuss it with the administration. The door is always open. If your concern is a discussable item and you are uncomfortable sharing it yourself, please contact the building union representative to have the item brought up in the monthly building discussion meetings held prior to each corporation discussion meeting (or as needed).

Keys

The office must be provided with a copy of all keys to any lock in the building. If you lose any key to the building, it is to be immediately reported to the building principal. You will be responsible for cost to replace the key(s).

Classroom

No door or window coverings are to be used. Clear visibility of classrooms is based on school safety.

Teachers are responsible for closing windows and securing their classroom at the end of the day. The Fire Marshall has requested that anytime you are not in your classroom (or the adjacent hallway space) that your classroom doors be closed and the Lock Blok pulled so that the door latches.

Let the custodian know if the desks are to be left as found or reset.

Immediately report any spills to a custodian.

Please make every attempt to keep your room orderly enough for custodians to clean properly.

Mailbox

Each teacher has an assigned mailbox located in the teacher workroom. Check your mailbox daily prior to 8:05 AM and before leaving school for messages. Please do not let your mailbox become cluttered with outdated or unnecessary materials. **NO FOOD IS TO BE KEPT IN THE MAILBOXES.** Mail that will not fit in the mailbox will be left on the counter below the mailboxes.

Email

Check your email daily prior to 8:05 AM and before leaving school for messages (at a minimum).

NewsLetter

Please submit your weekly contribution based on what is happening in your classroom (and any announcements that you wish to be made on your behalf) to the building secretary by the weekly deadline established.

Harassment:

General Policy Statement

It is the policy of the School Board to maintain an educational and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the school corporation community, as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, “school corporation community” means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, “third parties” include, but are not limited to, guests and/or visitors on school corporation property (e.g. visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the school corporation community at school-related events/activities (whether on or off school corporation property).

*More detailed policy information may be found in the UCCCJSD By-Laws and Policies Manual located in the teacher workroom or principal’s office.

Non-Discrimination Policy

It is the policy of the Union County College Corner Joint School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil rights Act (IC.22-9-1), IC.20-8.1-2, Titles VI and VII of the Civil rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding Union County College Corner Joint School District’s compliance with title IX, Section 504, or the Americans with Disabilities Act should be directed to the Compliance Officer for Union County College Corner Joint School District, 107 Layman St., Liberty, Indiana 47353 or to the Office for Civil rights, U. S. Department of Education, Washington, D. C.

Instruction:

Grading Policy

The awarding of grades to students is very important. It should be fair, equitable, and justified. Parents are entitled to discuss their children’s grades with a teacher upon request. It is important that you communicate student achievement with students and parents on a regular basis.

Grades are to be updated once every two weeks at a minimum. Within those two weeks, if a student is carrying an F for the course, a parental contact needs to be made informing them of such. Even though it is a student’s right to earn an F, it is the best educational practice to try to pull the parent into the communication loop with regard to the progress of their student. If no contact is made with the parent about the lack of progress of their student, that student is assumed to be passing.

All teachers are to use the corporation grading scale:

A+ 99-100	A 98-94	A- 93-90
B+ 89-88	B 87-84	B- 83-80
C+ 79-78	C 76-74	C- 73-70
D+ 69-68	D 67-64	D- 63-60
F 59 and below		

Grade Reporting

1. Grades are to be recorded for all subjects in which students receive grades on their report card. When issuing a test/assignment the grade is expected to be recorded in the electronic grade book within five school days; larger assignments need to be recorded within ten school days. This allows parents to stay abreast of their student's progress and/or lack of progress in Parent Connect.
2. At the end of each grading period, all teachers will report grades for each student that they have on PowerSchool. If you experience difficulty, please contact the secretary.
3. Teachers will report grades with a percentage and letter grade. Teachers will post only 9 week grades – no semester grades will be posted.
4. Staff is encouraged to make positive as well as concerned comments on the report cards. Parents look forward to hearing something good, as well as bad!

Grade Reporting Dates

All teachers are to provide progress reports to all students on the dates listed below:

	Mid-term Grades Posted	End of Grading Period	Grades Posted by End of Day
1 st Qtr	9/5/18	10/17/18	10/18/18
2 nd Qtr	11/14/18	12/21/18	1/9/19
3 rd Qtr	1/30/19	3/12/19	3/13/19
4 th Qtr	4/16/19	5/22/19	5/23/19

Rights of Privacy

Guidelines to follow to be in compliance with the Right to Privacy Act:

1. Under no circumstances should students see your grade book
2. Students are not to grade other students' work
3. There is to be no posting of any kind of test, quiz, or homework for all students to see

Homework

Board Policy 2330

The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools in grades K to 12.

“Homework” shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student’s sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student’s time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve as a valid learning purpose. It should never be used as a punitive measure.

Lesson Planning

Research shows that those classes where teachers plan appropriately, student success is most evident.

Every teacher is responsible for planning on a weekly and daily basis. Lesson plans are to be developed within the context of the applicable courses of study and learning units. Plans should be designed for individual student programs reflecting adjustments for students’ strengths and weaknesses.

Lesson plans as well as adequate directions are to be provided for substitutes so that they can continue the instructional progress as closely as possible.

Student Assessment

Assessment of student performance in the classroom should be to evaluate work from all learning styles. Begin with the end in mind – create an assessment from the standards and then prepare your lessons to teach the material.

Final or End of Unit Exams

The weight of a final or the end of unit exam shall not exceed 20% of the final grade.

Returning Student Work

Feedback in student performance on tests, papers, projects, homework, etc. should be done as quickly as possible. For evaluation to be a learning experience, work needs to be returned in a timely manner. Students should be able to see the results of tests and assignments and have an opportunity to know what the correct responses are. Tests should be used as an indicator of performance and a learning tool.

Controversial Issues in the Classroom:

The following guidelines are designed to assist teachers in the instruction of controversial issues in the classroom, as defined in Policy 2240:

1. When a controversial issue is not part of a course of study, its use in the classroom must be approved by the principal.
2. Before introducing a controversial issue, teachers should consider:
 - The chronological and emotional maturity of the students
 - The appropriateness and timeliness of the issue as it relates to the course and the students
 - The extent to which they can successfully handle the issue from a personal standpoint
 - The amount of time needed and available to examine the issue fairly
3. When discussing a controversial issue, the teacher may express his/her own personal position as long as s/he makes it clear that it is only his/her opinion. The teacher must not, however, bring about a single conclusion to which all students must subscribe.
4. The teacher should encourage student views on issues as long as the expression of those views is not derogatory, malicious, or abusive toward other student views or toward a particular group.

Leaving the Building:

Teachers may leave the building during their lunch break without permission. If they leave the building they are to notify the main office. Teachers may leave the building during prep time provided they acquire permission for their intended absence from an administrator.

Library and Technology Equipment:

The library is open from 8:08 AM – 2:38 PM daily. Individual teachers are to make arrangements to work/visit the library with the librarian. The following guidelines are to be followed:

1. Do not send a student to the library without notifying the librarian
2. Technology equipment (iPads) is to be signed out by the librarian
3. Minor iPad repairs/issues will be handled by the librarian – students are only to be sent to the library at a time convenient to the teacher and librarian

Money Collections:

1. **ALL** classroom collections of moneys should be deposited with the school treasurer
2. Receipts should be issued to students for collected funds
3. Funds need to be deposited with the treasurer prior to 1:00 PM. **Failure to submit collected money before 2:00 PM will result in the money remaining the teacher's responsibility until the next school day. The school does not have a safe!**
4. Funds cannot be held overnight in the office
5. State Board of Accounts does not permit the Treasurer to cash checks – even if the check is made out to UCMS

Movies:

UCMS does not permit the showing of a movie for entertainment. All movies have an instructional purpose and are tied to the curriculum and used as an instructional tool. Teachers need to fill out a request one week prior to showing a movie in class to secure permission to do so.

Personnel Dress Code

Professional Staff Board Policy 3216

The School Board believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. All professional staff members shall, when assigned to corporation duty:

- A. Demonstrate proper hygiene by being physically clean, neat, and well-groomed
- B. Dress in a manner consistent with their professional responsibilities
- C. Dress in a manner that communicates to students a pride in personal appearance
- D. Dress in a manner that does not cause damage to corporation property
- E. Be groomed in such a manner that does not disrupt the educational process nor cause a health or safety hazard

These apply to all employees: administrators, certified teaching staff, and support staff. Bear in mind that some exceptions to these standards are appropriate if in keeping with an employee's job/function within the corporation. Exceptions will be determined by central office administration. If you have any questions, please discuss with your building administrator.

- No flip flops (rubber)
- Skirts and/or "skorts" are to be at the top of the knee in length or longer
- No cleavage
- **No shorts**
- Skin tight materials may be worn on the legs only if covered by a garment that is at least finger-tip length when arms and fingers are extended straight down. Skin tight coverings include, but may not be limited to, leggings, yoga pants, lycra pants, panty hose, etc.).
- Capri pants are allowed (they must be at the top of the knee in length or longer)
- Blue jeans are allowed on pay day Fridays only or on special occasion days as determined by the building principal
- T-shirts on pay day Fridays only or on special occasion days as determined by the building principal. *If they have printing on them it must be school related, i.e. name of the school, name of school team(s), etc.*
- Sweatshirts are suitable so long as they are neat and clean (i.e. no "ratty" Carharts, etc.)

Purchasing Procedures:

- A. Corporation Funds (classroom supplies and equipment):
 1. See treasurer and/or principal for availability of funds
 2. If authorized to purchase, submit a request-to-purchase form to the treasurer (forms are available in the office). The treasurer will then process your order.
 3. The majority of purchasing through the corporation is done in the Spring
 4. Student Fee Purchases:
 - A. Purchase for grocery store items (Woodruff's) must have prior approval by the principal. See the treasurer for the procedure.
 - B. Sales tickets from Woodruff's should be submitted to the treasurer **monthly** for payment
 - C. Student fee purchases, other than grocery store items, are submitted to the treasurer on a request-to-purchase form
 - D. All student fee monies must be encumbered by the end of the first semester. This does not include perishable items such as Woodruff's purchases.
- B. Extra-curricular Funds (non-essentials for students):
 1. The purchase must benefit students DIRECTLY and not be a teaching material or aid
 2. See the treasurer for a purchase order (p.o.) and tax exempt number. The yellow copy of the p.o. is to be signed by vendor and returned along with an invoice for the payment.
 3. Reimbursements: Purchases for reimbursement must be preapproved by the treasurer. This type of purchase must be held to a minimum.
 4. Classroom Projects (students to keep project):

Requires preapproval by the principal

 - a. Collect cost of the project from students and issue students receipts
 - b. Place order with the company by sending a p.o. The yellow copy of the p.o. should be signed and returned by the vendor along with an invoice.
 - c. Money and a deposit verification form should be submitted to the treasurer
 - d. Submit completed p.o. to the treasurer for payment
 5. **Checks for Payment**

Paperwork for needed checks should be submitted to the treasurer **AT LEAST THREE DAYS** in advance.

NO SOLICIATION: THERE WILL BE NO SOLICITATION OF FUNDS IN THE BUILDING WITHOUT THE APPROVAL OF THE SUPERINTENDENT AND THE BUILDING PRINCIPAL.

Scheduling Activities:

1. All activities should be penciled in on the main calendar in the office. Please check prior to final scheduling that conflicts are avoided. All activities on the calendar will be posted on the weekly calendar.

2. Sponsors or faculty members must be present for any activity or practice that uses school facilities.
3. Scheduling calendars for both computer labs are located in the forms folder.

Special Education:

General Information

1. A copy of modifications and accommodations along with other pertinent information needed for each student with an Individualized Education Plan (IEP) will be given to you at the beginning of each school year. As needs change, you will be given updated copies. Please keep them confidential, and return the packet to the teacher of record at the end of the school year.
2. In addition to a copy of each child's paperwork being with the teacher of record, the office also has a copy. If the teacher of record is unavailable, anyone in the office or a teaching assistant can provide you with the necessary information.
3. Please do not hesitate to ask if unsure about any student's modifications or accommodations. If it's in the IEP, the student's team has deemed it necessary, making it **REQUIRED**. Even if the child refuses, we need to be in compliance. Please notify the teacher of record or administration as soon as possible if you find any modifications or accommodations that are necessary but are not listed, should be removed from the list, are being refused by the student, and/or need to be modified/clarified. In addition, please share positive reports with the teacher of record as well.
4. Remember that it is **YOUR** responsibility as a classroom teacher (in compliance with the IEP) to make sure that any student required to have his/her assignment book signed daily gets it signed. Others may only need to write down their assignments but will not be required to have them signed. A list of who gets what will also be given to you.
5. Every attempt to schedule case conferences during cluster conferences will be made, but the case conference must be at the parent's convenience. If you are requested to attend and it is outside of the cluster conference day, please make every attempt to attend – your input is imperative. If you are unable to attend, please send a note about strengths, challenges, behaviors, comments, concerns, grades, etc. to the teacher of the record.
6. If you will need extra assistance in your classroom for upcoming projects, assignments, testing, etc. please let the special education teachers know as soon as possible so that they can adjust the schedule accordingly to honor your request(s). The same applies to having tests/quizzes read to students.
7. If you see that a special education student is struggling and needs extra help to grasp the concept, make up work, etc., please notify his/her teacher of record as soon as possible. This will hopefully prevent him/her from falling too far behind to catch up.

8. Progress sheets will be sent around in a grade level folder for your input. It will be indicated in the folder when the reports will be sent home (generally a Friday). Enough time will be given for you to pass them to each member of the grade level team for input. Feel free to add comments and concerns as applicable. Progress sheets will be sent out about every 3-4 weeks – usually in the gap between mid-terms and finals. It is imperative that the folder be passed to each member of the team in a timely manner so that it can be returned, reviewed, copied, and made ready for distribution.

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal assistance. In order to fulfill obligations under Section 504, Union County College Corner Joint School District has the responsibility to avoid discrimination in policies and practices regarding its students. Union County College Corner Joint School District's responsibilities under this law include the identification, evaluation, and appropriate education of students with special needs covered by Section 504. If there are any questions, please contact the compliance officer by calling 458-7471.

A copy of modifications and accommodations along with other pertinent information needed for each student with a Section 504 Plan will be given to you at the beginning of each school year. As needs change, you will be given updated copies. Please keep them confidential, and return the packet to the Section 504 coordinator at the end of the school year in alphabetical order by grade. Section 504 plans will be revised each September (and/or as otherwise necessary).

Staff Meetings:

Faculty meetings will be determined before the start of the school year. The dates will be communicated on or before the first teacher workday. We will meet in the designated room from 3:15 PM – 4:00 PM. These meetings will be used to provide staff professional development opportunities that are research-based and focus on improved instructional strategies. Please make every effort to leave these predetermined dates from 3:15 PM until 4:00 PM open to avoid conflicts.

Staff/Student Announcements:

Staff Announcements

Staff announcements will be included in the student daily announcements each morning. It is the teacher's responsibility to check their e-mail at the beginning of the day and at the end of the day.

Student Announcements

Items for the student daily announcements need to be submitted to the school secretary before 8:05 AM of the day you want it to be announced.

Daily announcements are to be read to the students and posted as soon as they are delivered to your classroom or at a convenient time during that class period.

Any student announcement that needs to be read over the PA system should be written down and turned into the office. They will be read at 3:00 PM each afternoon.

Student Disciplinary Descriptions:

Lunch Detention

The student will be isolated during his/her lunch period. While serving this detention, s/he may not buy snacks or treats with his/her lunch.

Before School/After School Detention

The before school detention begins at 7:30 a.m. and lasts until 8:00 a.m. After school detention begins at 3:15 p.m. and lasts until 4:00 p.m. Detentions are served in a designated room with a supervisor. Students assigned before/after school detentions will be given at least 24 hours notice in order to make transportation arrangement. Failure to serve will result in an assigned Friday School or day of in-school suspension.

Friday School

Friday School begins at 3:15 PM and lasts until 5:00 PM on Fridays only. Friday Schools are served in a designated room with a supervisor. Students assigned Friday School will be given at least 24 hours notice in order to make transportation arrangement. Failure to serve will result in an assigned day of in-school suspension.

Social Probation

If a student accumulates 50 or more disciplinary points s/he will be on social probation at Union County Middle School. This probation means that the student will not be allowed to attend any extra-curricular activities offered at school or by the school. This includes: athletic events, socials, field trips, etc. Parents will receive notification if their child is placed on probation.

In School Suspension (ISS)

This is an alternative to out-of-school suspension. The student will work on classroom assignments while isolated from the student/school environment. Students will be allowed to make up any daily missed work, including but not limited to: classwork, homework, quizzes, tests, and projects. Any assignment due on the day(s) of ISS must be turned in by the student. ISS does not extend and assignment deadlines.

Out-of-School Suspension (OSS)

Based on Indiana Code 20-8.1-5-4 and adopted by the Union County College Corner Joint School Corporation, a student may be suspended out of school if the student's behavior warrants it. Students will be allowed to make up any daily missed work, including but not limited to: classwork, homework, quizzes, tests, and projects. Any assignment due on the day(s) of OSS must be turned in by the student. OSS does not extend assignment deadlines.

Expulsion

Any student may be expelled for repeated refusal or neglect to obey school rules. A student may also be expelled for conduct while at school, on school property, on school-sponsored trips or while under the supervision of any school official. "Expulsion" shall be the removal of a student from the schools of this corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-26. The exception being a violation involving a weapon in which a student may be suspended for a full calendar year.

Student Helpers

If a staff member wants to have a student helper, the following guidelines will be used:

1. No staff member may have more than one student helper (exception: cafeteria helpers)
2. Student helpers are to remain with their assigned staff member
3. The staff member will notify the office as to what period the student is helping
4. Student helpers must maintain a "C" average at grading periods
5. Student helpers must have a pass if they are working outside their assigned classroom
6. Student helpers are to follow all handbook policies and procedures

Student Procedures:

Teachers are responsible for reviewing and implementing policies and procedures in the UCMS Student Handbook.

Taking Attendance

Attendance is to be taken by the teacher at the 8:10 AM bell. This will be entered into Power School. Check attendance in each class and report attendance discrepancies to the office immediately.

Absent Student Make-up Work

Teachers are responsible for providing make-up work for their classes.

Students have the number of days missed plus one day to turn in make-up work from an absence.

Sick or Injured Student

Students should be sent to the clinic at the discretion of the teacher. Please notify the office when sending a student to the clinic. Should medical assistance be needed, call the office (or 911 if it is an emergency) immediately. **DO NOT MOVE** the student if you are uncertain.

School policy states that medications such as Tylenol, Advil, etc. will not be given before 9:00 AM or after 2 PM - do not send students to the clinic before 9:00 AM or after 2:00 PM.

Student Tardiness to Class

Individual teachers are responsible for handling tardiness to class. Students are to report to the office if they are tardy for the start of the school day.

Student Passes Out of Class

Students must have their pass page signed or a hallway pass when they are out of the classroom. Staff members should ask for the pass if not visible.

Students may not leave school grounds without prior permission from the administration.

Students are not to be released from class to their parents or anybody else unless cleared by the administration.

Student Detention or Report of Misconduct

When a student is written up or sent to the office for disciplinary purposes the following procedure is to be followed:

1. Accurately write out a description of the incident in a log entry in Power School.
2. Please provide all prior attempts you have made to correct the student's behavior – indicate this on the log entry.
3. Never send a student to the office unless he/she is accompanied by submitted log entry or a call to the office. The office is not a holding tank for disciplinary problems unless it is an emergency.
4. The teacher must make contact (by phone or via email) with the student's parent.*
**Teachers are to keep a log of parental contacts.*

Student Accumulation of Disciplinary Referrals

- 1 – 3 referrals – all followed up with a phone call home (teachers)
- 4 – 5 referrals – conference with student – possible behavior contract (teachers, admin.)
- 6 – 7 referrals – conference with parent (teachers, admin.)
- 8th referral – ½ day in-school suspension – parent notified (admin.)

9th referral – 1 day in-school suspension – parent notified (admin.)
 10th referral – 1 day out of school suspension – parent notified (office)

2 or more detentions in a week will result in a Friday School from 3:15-5:00 PM in the office. A no show for this will result in an in-school suspension.

Substance Abuse:

Any professional staff member whose physical characteristics, appearance, behavior, or breath odor suggest to a supervisor that s/he may be under the influence of alcohol shall be requested to take a breathalyzer test and/or urine test.

Should the professional staff member refuse to take such a test or should the results of the test be positive, s/he shall be disciplined for conduct unbecoming of a professional staff member by the Superintendent who shall recommend to the School Board the imposition, if any, of further penalties.

Should a supervisor determine from the physical aspects, appearance, or behavior of a professional staff member that s/he might be under the influence of other drugs, said professional staff member shall be immediately taken to a local health facility for further diagnosis. Should the professional staff member refuse or be found to be under the influence of drugs, s/he shall be disciplined by the Superintendent for conduct unbecoming of a professional staff member, and his/her case immediately referred to the Board for disposition.

Use of Tobacco by Professional Staff (*Board Policy 3215*)

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the non-user and is, therefore, of concern to the Board.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members in school buildings at all times. Such prohibition also applies on school property and on school buses or school vehicles used to transport students.

Substitute Teachers:

EACH SUBSTITUTE TEACHER SHOULD BE PROVIDED WITH THE FOLLOWING BY A UCMS TEACHER:

1. Daily schedule and lesson plans, including daily assignments (if any) and any special instructions based on individual student needs

2. Roster/Attendance sheet
3. Seating charts
4. Classroom management plans
5. Emergency Management Guide/Fire & Disaster Emergency Procedures (with a current home room list included)
6. Plan books – Each teacher should provide a plan book or other planning format that outlines the lesson plans for the week. It is not only desirable for the course to be planned; but in case of illness, your substitute will know what to do. These should always be made out at least one week in advance and left on your desk.

Supervision:

Hallways and Restrooms

Supervision is expected by all certified and support staff. Being visible assists in lowering discipline issues in these areas. Teachers should be in the hallways outside their classroom during all passing periods.

Computer Labs

At no time are students to be in any lab without adult supervision. The labs will be locked while not in use. Teachers are responsible for shutting down all computers at the end of the day and/or period (as applicable). They are also responsible for supervising student use and not allowing students to change backgrounds.

Textbook Information:

Distribution and Collection

The textbook distribution and collection data form can be found on the UCMS forms file. Complete one distribution form for each class. **THIS IS THE ONLY FORM THAT IS TO BE USED FOR TEXTBOOK DISTRIBUTION.**

Return a copy of all forms to the school treasurer. Keep copies for your own record.

A final copy should be given to the office at the end of the school year with the total number of books on hand indicated and that number reconciled with the number on hand at the beginning of the year.

In the event that a student damages, destroys, or loses a textbook, the teacher needs to complete a textbook financial charge form. Forms may be found in the workroom. If you have any questions, please see the school treasurer.

Textbook Charges

Complete a separate charge sheet for each damaged/lost textbook. Present book numbers should be checked with the book numbers indicated on the textbook distribution sheets.

Ask the treasurer for replacement textbook costs.

Damage charges should be assessed and a charge determined by the teacher.

Make two copies of each charge sheet given to a student. Keep a copy for your record and give a copy to the treasurer.

The student should **RETURN PAYMENT TO THE TEACHER**. The teacher is to return their copy with money to the treasurer when paid by the student.

On the final student day, give the treasurer a copy of any textbook charge sheets that have **NOT** been paid or cleared.

Additional textbook charge forms are in the Teachers' Workroom.

Use of Telephones/Cell Phones:

The telephones in the building are to be used for the necessary business of the school. Teachers should use the phone only on their unscheduled class time. All in-coming calls will be directed to individual voice-mail boxes during class time (unless it is an emergency).

All employees of the school district are not to use personal cell phones while on duty. Cell phones should not be visible or turned on during instructional/supervision times.

As a courtesy to the main office, please notify the main desk if you are moving around the building or leaving the building during your prep or lunch time. This allows the main office to address incoming calls more efficiently.