

NINEVEH-HENSLEY-JACKSON UNITED SCHOOL CORPORATION
ELEMENTARY STAFF HANDBOOK
2021 - 2022



This Handbook is designed to provide useful information to the staff of the Indian Creek Elementary School.

**INDIAN CREEK ELEMENTARY
PROCEDURE HANDBOOK
PREFACE**

This handbook is to be used by those persons responsible for the operation of Indian Creek Elementary School.

It is hoped that this manual will help orient, instruct, and guide school personnel to enable them to perform more efficiently during the school year. We hope we can have a combined effort and cooperation between all elementary communities, students, teachers and administrators and that this cooperation will lead to an atmosphere of educational excellence.

The items in this handbook are superseded by the administrative handbook, school board policy, central office directives and subject to change by revision.

Let us keep in mind our school is maintained for the children we serve. Each child should be dealt with as an individual, being treated fairly. It is hoped that any time we must be firm, we will also be fair.

Hopefully, our school will be a happy, friendly place that stimulates learning and leaves time for the children to enjoy some freedom and a chance to be creative and offer suggestions.

We, as professional educators, must continue to learn and keep abreast of our ever-changing world and community as to the effects it will bring upon our children. This way we can most adequately serve the children of our communities.

Let us keep in mind if it were not for the boys and girls we would not have a job to do.
Let us keep them first in our minds and efforts.

MISSION STATEMENT

The Indian Creek Elementary staff, with family and community support, teaches and challenges each child to build basic and technological skills. We endeavor to promote a positive self-concept needed to become an active, self-motivated, lifelong learner. We strive to prepare each child to become the best possible citizen for the diverse and unique communities of tomorrow.

I

FACULTY AND STAFF INFORMATION

PARKING: It is based on a first come, first choice. (Remember to keep out of the Bus Zones.)

TEACHER DAY: The teacher day is 8:00 a.m. until 3:30 p.m. The teaching day could be extended by late buses and/or faculty meetings.

TEACHER ABSENCE: If you are going to be absent, please use the AESOP SYSTEM. If it is an emergency, call the principal and then the school secretary.

PLAN BOOK: Lesson plans should be easily accessible. If you use a plan book, they should be left on your desk. If you have a digital plan book, it should be easily accessible. Lesson plans should be completed for that week. Can the substitute tell what is going on from your plans?

SMOKING: No smoking or tobacco products on school grounds.

DRESS AND APPEARANCE: Please take pride in your attire and personal appearance. We can set examples for the children. Remember you are also being observed as a leader in the community.

FACULTY MEETINGS: Faculty meetings shall not be scheduled more frequently than once (1) a month, unless requested by administration or staff with specific agenda. Faculty meetings shall not exceed forty-five (45) minutes after the end of the normal workday. At the end of forty (45), teachers may leave without penalty. If held in the morning, such meetings shall be scheduled to start no earlier than thirty (30) minutes prior to the start of the normal workday. Faculty meetings shall be meaningful and as brief as possible. A meeting may be canceled by the principal if it is deemed unnecessary. Notice of faculty meetings shall be given to all teachers at least two (2) days prior to said faculty meeting, except in case of emergency circumstances where the chief building Association representative will be consulted.

In the event of necessity, a convenient time shall be set by the Principal for the Principal and a teacher who has been unable to attend a faculty meeting to discuss items that are pertinent to the teacher's function.

Meetings held on the scheduled teacher workdays shall be limited as follows:

1. First Teacher workday at the beginning of the school year: Building level staff meetings shall be limited to one meeting that shall be no longer than ninety (90) minutes. When two teacher workdays are at the beginning of the school year, teachers will have a full workday on the second day.
2. Teacher workday at semester break: Staff meetings shall be held upon agreement between bargaining unit and administration.
3. Teacher workday on the last day of contracted work: Staff meetings shall be limited to one meeting that shall be no longer than sixty (60) minutes.

LEAVING THE BUILDING: If you are going to leave the building during the normal work day, please let the office know.

RECESSES: During the day, a 10 minute recess is optional at teacher discretion only in good weather. All classes will have a thirty minute recess as scheduled -- in bad weather only, these children will have recess in the classroom.

STUDENT DISMISSAL: Please have your students ready to go when it is time for dismissal. Each teacher walks their class to the buses; not just to the door. We don't want anyone to miss their bus, so be sure they know where their bus is located. Assigned personnel will be with the car riders in the hallway at dismissal time. **Use the last few minutes to get the room in order.**

PRINCIPAL ROOM VISITS: The principal will periodically be visiting all classrooms, but requests that teachers proceed as usual. Classroom visitations will be made with the intent of improving the educational program rather than just concentrating upon the performance of the teacher.

II

TEACHER REPORTS AND GUIDELINES

MONEY: Please do not leave money in your room or desk, as it will prove to be an incentive for break-ins and theft.

MONEY FOR THE OFFICE:

1. Money should be turned in to the school treasurer no later than 3:00 p.m. each day. Please have money counted.
2. Make sure all bills are paid promptly.
3. Please turn in collected money promptly. Each day the money must be turned in and a money receipt should accompany the money.

ATTENDANCE: Please fill out your attendance and lunch count as quickly as you can right after announcements. These need to be completed by 9:00 daily.

GRADES AND REPORT CARDS:

1. Grades – the following scale is to be used for student grades

A+ = 100 A = 99-93 A- = 92-90 B+ = 89-87 B = 86-83 B- = 82-80 C+ = 79-77
C = 76-73 C- = 72-70 D+ = 69-67 D = 66-63 D- = 62-60 F = 59-0

S+ = 100-90 S = 89-80 S- = 79-70 N = 69-60 U = 59-0

2. The awarding of grades is the sole responsibility of the teacher.

Consideration shall be given to the following:

- a. Daily Work
 - b. Tests and papers handed in
 - c. Attitude and effort
3. Citizenship letter grades shall be given to all students

Grade level recommendations

1. Kindergarten

- a. Shall be set-up on a nine (9) week grading period
- b. Shall have their own report card
- c. Shall be included in corporation retention policy
- d. N is added to present S and U grades for "in-between" performance

2. Grade 1

- a. Shall use S, N and U for the first semester only, in all subjects
- b. Beginning second semester, letter grades shall be used in Math, Spelling, Reading, Writing, and Citizenship. S, N and U shall be used in all other subjects

3. Grade 2

- a. Shall use letter grades in Reading, Math, English, Spelling, Writing
- b. All other areas shall use S and U

PUPIL PROMOTION AND RETENTION

1. The awarding of marks and decisions relative to promotion or retention of the student shall be the sole responsibility of the teacher and the school principal.
2. The teacher and principal, by mid March, shall see that the parents are notified when the child may be retained in grades K-2. At this time, a possible retention form shall be completed.
3. It is very difficult to set up certain and definite criteria concerning pupil promotion and retention. The following guidelines are offered:

Grades K-1-2

1. No student should remain in one grade for more than two years.
2. Generally speaking, if a child is going to be retained, it should be done early in school, probably grades K-2.
3. Other factors:
 - a. Reading ability
 - b. Age
 - c. Size
 - d. Maturity
 - e. Teachers shall at all times keep the principal informed on retention and the principal should give final approval at end of the year.
4. At the end of the school year, it will be recorded on the report card and permanent record, the grade status of each student.

PERMANENT RECORD CARDS:

Please put in the intervention card and a small photo on the perm card.

MACHINERY: Laminator, copiers, and other machines and equipment are sophisticated and temperamental. Everyone using this equipment needs to use them correctly to help keep them operating well and reduce maintenance. Please keep up-dated with the secretaries. If unsure, please ask for help.

CAFETERIA MENU: The menu will be posted in each room and sent home in bi-weekly newsletters. Sack lunches will be eaten in the classroom.

MOVEMENT OF STUDENTS: Each teacher is expected to take their own class to and from, restrooms, lunch, gym, recess, art, and music classes, unless an emergency takes place. Make sure you take and pick up your classes **on time**.

MOVEMENT IN THE BUILDING: Classes and students, as well as the faculty and staff, should respect the classes in session and move as quietly and orderly as possible. We expect all teachers at any time to correct any student who is showing incorrect behavior regardless of what class the student belongs in a respectful manner. If the classroom teacher is with the class, please allow them to correct the behaviors.

RECESS AND LUNCH DUTY: Teachers will either be assigned a lunch duty or recess duty. Subject to review when schedules are finalized.

REFERRING STUDENTS FOR TESTING: Follow the Kid's Team procedures.

EQUIPMENT AND SUPPLIES:

1. **Damaged Equipment:** If a piece of equipment is damaged or not working properly please let the office know immediately.
2. **Paper Cutters:** Paper cutters are available. Students are NOT to use paper cutters for any reason.

Custodial Services – Please fill out “job request” forms in the mailbox area or e-mail specific need to head custodian.

STUDENT AND TEACHER ACCIDENT INSURANCE FORMS: These forms will be sent with each student at the beginning of the school year.

III FIRE AND DISASTER DRILLS

FIRE DRILLS: Fire drills are serious business and should be treated as such by everyone.

1. Students are to WALK and NOT TALK during fire drills.
2. Please POST the fire drill regulations in your room and outline or highlight the section that applies to your room. If it is not present, please contact the office immediately so they may replace it.
3. If possible, shut doors, turn off lights.
4. We will have a fire drill at least once a month.
5. Teachers should work in pairs or grade level groups by making sure that a teacher is near the front of a group and that a teacher will be the last to see that all pupils are out of the rooms, shut doors, lights out.
6. The first week of school take your class on a dry run so they will know where to go when there is a fire drill.
7. Do you have a plan of action conceived in case your exit is blocked?
8. Attendance sheet and Red/Green sheet should be brought with you.
9. **ALL** staff members are to leave building up to three minutes of being in safe place or notified to leave..

DISASTER DRILLS: (Tornado, etc.) Post regulations in your room and use the same good conduct as in a fire drill.

IV BUILDING AND GROUNDS

BUILDING:

1. Chairs -- Please have the students stack chairs before dismissal.
2. Desks -- The students should take pride in their chair and desk and keep it as clean and neat as possible.
3. Floor -- At the end of the school day, have students pick up books, pencils, paper, etc., that are on the floor.
4. Flag -- You should have on display in your room the US Flag.
5. Lights and Heat -- Be sure lights are off before you leave each day.
6. Doors -- If you leave after 4:00 p.m. or other times when the doors should lock behind you automatically, PLEASE pull the door and make sure it does catch. Building and classroom security depends on this.
7. Cleaning Supplies -- In unexpected messes, if you need supplies for cleaning, please ask the custodian.

GROUNDS: You can have your students help to keep the grounds picked up. Take pride in the grounds and keep them neat.

V STUDENTS - POLICIES - PROCEDURES

ATTENDANCE POLICY

The School Board requires all students enrolled in the schools of this Corporation to attend regularly in accordance with the laws of the State. The Corporation's educational program depends on the consistent presence of all students to achieve continuity of instruction and a successful educational climate.

A parent/guardian must report all absences prior to the start of the school day.

LOST INSTRUCTION TIMELINE

Late Arrival -- Student who crosses the threshold of the school after the designated start time: 8:20 at ICES.

Lost Instructional Time -- Student who misses less than two (2) hours of instructional time throughout the day.

Half-day -- Student missing between two (2) and three (3) hours of instructional time within a school day.

UNEXCUSED/UNACCEPTABLE ABSENCE UNTIL ACCEPTABLE VERIFICATION RECEIVED

Death of an immediate family member

- Obituary or Funeral Home Bereavement Card signifying family relationship.

Hospitalization and / or Quarantine

- Written notification from a competent physician.

Professional Appointments (i.e. Medical, Dental, Vision Appointment)

- Notice after appointment must be submitted within 30 calendar days to the office.
- Student name must be identified as the one seen by the professional.
- The date and time of the appointment must be documented by the professional.
- The date of return must be documented by the professional.
- Expected limitations and duration must be documented by the professional when applicable.

Physical or Mental Incapacitation

- Official Letter of Incapacitation signed by a competent Physician.
- Physicians must indicate the start and projected end date of the Letter of Incapacity.
- Physicians must indicate student's diagnoses and symptoms specific to the Letter of Incapacity.

Required Court Attendance

- Written court documentation of court appearance.

Incarcerations

- Written court documentation of detainment from a Juvenile Justice Representative.

Observance of a Recognized Religious Holiday

EXCUSED/ACCEPTABLE ABSENCES

1. Unexcused absences in which acceptable verification has been received.
2. The day of, and the day following, a student being sent home by the school clinic.
3. Out-of-School-Suspension
4. Exempt by Statute
 - a. Service as a Page or as an Honoree of the General Assembly
 - b. Service on Precinct Election Board or for Political Candidate or Parties
 - c. Witness in Judicial Proceeding
 - d. Educationally Related Non-classroom Activity

UNEXCUSED/UNACCEPTABLE ABSENCES

1. Any absence in which acceptable verification has not been received.
2. Truancy – A student who has lost instructional time without the knowledge of the parent/guardian.
3. Pre-arranged or unreported absences; i.e., vacation.

CONSEQUENCES

1. Warning Letter – Sent when a student has missed an accumulation of seven (7) days of unexcused instructional time and/or seven (7) occurrences of lost instructional time less than two (2) hours.
2. Official Notice – Sent when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of lost instructional time less than two (2) hours.
3. FRP Referral – Made by the school when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of unexcused lost instructional time less than two (2) hours.
4. FRP Action – Family Resource Officer will meet with the parent/guardian when a student has missed an accumulation of 10 days of unexcused instructional time

and/or 10 occurrences of unexcused lost instructional time less than two (2) hours, to complete a needs assessment, read and sign compulsory attendance laws and school attendance policies, and sign an action plan.

5. Failed Action – Family Resource Officer will send notice to the parent/guardian to report to the Nurturing Parenting Program when and if the following has occurred:
 - a. The parent/guardian fails to meet with a Family Resource Officer
 - b. The student misses an accumulation of 15 full days of unexcused/unacceptable instructional time.
6. Charges Filed – Family Resource Officer will file charges of parental or Educational neglect against the Parent/Guardian, through the Johnson County Prosecutor's Officer, when and if the following occurs:
 - a. The parent/guardian fails to attend the Nurturing Parenting Program and complete 19 hours of class.
 - b. The parent/guardian fails to respond to attempts to notify them of escalating lost instructional time beyond the 15 day notice

TARDINESS

- The prompt arrival of students prepares them for success the entire day. Students who report late to school must check in at the main office to obtain admittance to the building.
- When a student has reached his/her seventh (7th) tardy, a letter is sent from the school notifying the parent.
- Upon the 10th tardy, the school will send notice to the Family Resource Program for further consideration.
- Instruction is taking place throughout the entire school day. Teachers teach up to and until the last five (5) minutes of the day. Students who are picked up before the five-minute-to-dismissal announcement will receive a Tardy-Left Early designation. This category of tardy will count the same as a tardy at the start of the school day.

ILL OR INJURED STUDENTS:

1. If a child is to be sent to the office for illness, contact the office first. Always send a note with the child so the office knows what is wrong and what is expected. The office will contact the parent.
2. If a child is injured during school or school-sponsored activities, the teacher in charge is to fill out the proper accident report that is available in the office. This **is** to be done if the child is forced to leave school or is taken to the doctor/hospital as the result of a school injury.
3. When in doubt, contact the office.
4. If students have medication, please send it to the office to be administered. (except cough drops, Halls, etc.)

STUDENTS LEAVING DURING THE DAY: Make sure the office knows that a student is leaving regardless of the reason. Students are to report to the office before leaving.

VISITORS: Students are **not** to bring visiting friends or relatives to school to spend time while school is in session, without the permission of the teacher and principal.

ALL ADULT VISITORS ARE TO REPORT TO THE OFFICE UPON ENTERING THE BUILDING.

PARTIES: Major parties such as Halloween, Christmas and Valentine's Day will be discussed as a staff and with further recommendations from the Board of Health for this school year.

VI

GENERAL SCHOOL RULES FOR STUDENTS

PBIS Procedures will be reviewed with all staff and updated as necessary.

NO RUNNING: The only place students should run is in the gym when the teacher tells them to or on the playground when they reach it. This means walking at all times in the building, hallways, rooms, to and from the bus, cars, playground, etc.

NO FIGHTING: Students involved in fighting will have their parents contacted.

NO CHEWING GUM OR BUBBLE GUM: This causes too many sanitary and nuisance problems. Please choose other classroom treats.

RESTROOMS: These are to be treated properly by all students. Please monitor as closely as possible.

GENERAL RULES: If students do something that is harmful to someone else, themselves, or things that do not belong to them, they are doing something they should not do and can expect the consequences of their actions. This includes such things as cheating, lying, swearing, stealing, calling people names, destroying or damaging property that is not theirs, disobeying, and not showing respect.

SPECIFIC SCHOOL RULES: The following rules have resulted from previous problems created by the lack of such rules. These rules will be maintained throughout the year, for doing without them would create numerous problems. Rules are subject to revision, addition, or deletion throughout the year as the situation demands. Rules and regulations must be maintained for the safety and welfare of all students. School rules apply to students from the time they leave home until they return home. This includes walking to and from school, at bus stops, on the bus, and while on school property during the day and at all school events.

1. Fighting will not be allowed; there are better ways of settling disputes.
2. Walking, not running, is the proper and safest way to travel while at school.
3. Keeping your hands, feet and body to yourself, and off of others, shows that you respect the rights of others.
4. Cutting in line is prohibited..
5. Gum of any kind is not allowed at school.
6. Keep hands, feet, pencils, etc. off the walls. This will show respect for others' property and pride in your school.
7. Knives, matches, tobacco, or other dangerous materials are not to be used at or brought to school.
8. Sorry, but baseballs, bats, and skateboards are not to be used at school.
9. Fire and disaster drills are serious business and should be treated with respect. Stay quiet, no running, and follow drill procedures.

10. Children are to leave immediately after school and go directly home. At no time should students play at or around the entrances to the building.
11. No toys or pets are to be brought to school without permission from the teacher.
12. Students should not leave the school grounds with strangers or accept rides. Permission from the office is required before leaving school at any time other than regular dismissal.

VII PLAYGROUND POLICIES

It is important to establish procedures for consistency in student control outside the classroom. One means of accomplishing this is to establish rules of conduct which are understood and accepted by all concerned.

There should be few occasions when students stay in the building during recesses. Please insist that they go outside. If you require students to stay in, you should see that supervision is provided. If some students are continually staying in, because of illness, we will request a doctor's statement. If a student is missing recess continually due to incomplete or poor work, other alternatives may need to be considered.

Teachers or assistants should be at the building entrance to supervise the students as they return to their classrooms after recess.

PLAYGROUND RULES:

1. The playground is open to students during the school day in good weather and only when supervised.
2. Do not walk in front of slides or swings while students are playing.
3. One person on a ladder or slide at a time. Slide in a forward, sitting position only.
4. No hard ball (baseball).
5. Do not throw rocks or snowballs.
6. Do not lay or sit on the ground when it is wet or muddy. Stay out of mud and/or water.
7. Do not re-enter the building during recess time unless you have permission from the teacher on duty.
8. After recess, students are to enter the building in an orderly manner, calmed from the excitement of playground activity. All students will line up quietly and enter the building under teacher's supervision. Please be as quiet as possible, because other classes are in session.
9. No dodge-ball outside. No tag on playground equipment.
10. Do not play **chase**. It may cause problems with others.
11. Keep hands and feet to yourself.

VIII RULES FOR STUDENTS ON SCHOOL BUS

School bus drivers are to have control of all children conveyed between the homes of the children and the school house, and return. The driver shall keep order, maintain discipline among the children while on the bus or along the route; shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge; and shall use every care for the safety of the children under his/her charge. School bus drivers shall assure the following regulations are observed by all pupil passengers;

1. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
2. No pupils shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. The child should be waiting at his boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his station, the school bus driver will be required to wait no longer than three (3) minutes after the scheduled time for arrival at the pupil's station. If the school bus driver is already three (3) minutes late, he need not wait at all.
8. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a proper manner on the bus.

IX GUIDELINES FOR TEACHERS

SUGGESTIONS FOR THE TEACHER: (These will be new times, positive and friendly actions will be necessary to set the tone for a successful school year.)

1. **Plan carefully:**
 - a. Know **exactly** what you are going to teach during a given period of time and then quit in time to **finish** the lesson and go on to the next one. (A feeling of being rushed is disastrous to you as well as to the children.) Quit in time for evaluation, putting away materials, etc.
 - b. Know **exactly** what procedures you are going to use. Don't be confused as to how you are going to explain certain points.
 - c. "Picture" what is going to happen - particularly in lessons where some children will finish before others and plan something for them to do.
 - d. Make plans that fit all learning styles.
 - e. Work out in your own mind **exactly** how you are going to handle any materials you are going to use. **Have them ready.**

- f. Plan your directions word for word and make sure they are clear. (Try them out on someone else first if you are in doubt as to their clearness.)
- g. Correct and grade all of pupils' written work and return it as promptly as possible. Do not require more written work than you can check carefully; written work that is handed in and not graded or graded carelessly soon comes to be regarded by students as just "busy-work".
- h. Be sure the children are all listening before you give directions.
- i. Give them **once** clearly. Don't keep talking. Let the children clarify directions.
- j. Be sure the children understand when they are to start to work. (Some children may start before you finish giving directions unless you tell them to wait.)
- k. Insist on only one voice at a time (except in special cases).
- l. Even with the best of plans, adjustments may be necessary in meeting the needs of all students.

TEACHER'S DECORUM:

1. Teachers must be fair, but firm with their students. Consequences must be established and followed through consistently to be effective.
2. Staying calm is a necessity when dealing with children. Anger is a natural feeling, but the way a teacher displays and deals with anger sets an example to students. Showing students how to calm themselves by example (in speech and body movements) has more of a positive impact than a lost temper or derogatory comments.
3. Each child is an individual and should be treated as respectfully as one's own child or friend.
4. It is important to give students practice in making choices; however, many situations occur in which the teacher must make a firm decision, and should word that decision to students accordingly.
5. Frequently ask yourself, "Am I doing what is best for the children?". Frequent evaluations of the purpose and usefulness of assignments and expectations are necessary to students' learning experiences and can avoid discipline problems.
6. Try to be patient and understanding. Some of your children may have home problems that would be most trying. Try not to add to their problems.
7. Major discipline problems will be infrequent if good preventative discipline is provided.
8. Please advise your principal of any classroom problems that you deem necessary.

True discipline comes from a real esteem for a child as a person. It also includes an effort to understand the child and patient effort to establish mutual respect. Definite standards must be set up, but the child should understand why. Children will respond to strong, quiet control when based on an intelligent approach.

X
FAMILY EDUCATION RIGHTS AND PRIVACY ACT 1974

This act provides all parents the right to inspect and review all official files directly pertinent to their children.

It also states that written parental consent must be issued with the exception of the following:

1. School officials with educational concerns
2. Officials of other schools
3. Federal Government
4. Financial aid

XI
PARENT TEACHER CONFERENCES
Conferences will be held in person or virtually by staff.

Parent-teacher conferences are encouraged and may be held at any time during the school year. A parent should be notified immediately of any unusual performance of their child. When students are not doing satisfactory work in their academic progress or in their behavior, the parents should be contacted by telephone or written note and given the opportunity to discuss their child's progress. All students' parents will receive conferences in October.

In order for the parent-teacher conferences to be successful, it is vital that teachers be adequately prepared to present specific information regarding the development of each child. Teachers cannot expect to keep all the information about all the children in their heads and hope they remember what it is they need to mention to each parent. Some form of written notes need to be on hand to aid the teacher in conducting the conference. This is one important purpose of the conference form. Please, during these conferences, convey the child's reading and math levels, so that there aren't any unknown factors pertaining to these areas.

As far as the report card grades for reading and math, please grade the child on his or her level. If a child is working up to his or her capabilities, give them the letter grade for it. During the parent-teacher conferences, please explain to the parents if their child is not reading or doing math up to grade level, and that he or she is graded accordingly.

Make sure when the parents leave they know exactly what level their child is on and what the grade "stands for" on the report card.

XII COMMITTEE WORK

Teachers may be asked to serve on committees of various types throughout the school year. This provides a means for teachers to be directly involved in the development of the educational programs of the school. It is hoped that teachers will welcome this opportunity and are willing to share their expertise in arriving at the best educational decisions.

XIII FIELD TRIPS

It is the intent that students and teachers be allowed to make a reasonable number of field trips each year away from school and during the school day; however, the trips should be well planned in advance and the trip must be directly related to classroom projects of educational value. The following procedure listed below will be followed for field trips if corporation funds and gas supply will allow approval for such trips.

TIME OF TRIP: If trips are taken during school time, they must be educational in nature. Field trips are a valuable method of teaching, but should be well planned. No over-nights will be taken in Grades K-2.

There will not be any field trips allowed during the last two (2) weeks of school.

TEACHER LIABILITY FOR TRIPS: Teachers face a serious problem of liability for pupil injuries on field trips. Since field trips are often educationally desirable, they should not be eliminated from the school program simply because the liability problem exists. Teachers need to exercise the same degree of supervision on a field trip that is expected during the regular school day.

PERMISSION SLIPS: No student will be taken on a field trip unless the school has on file a signed permission slip from the parent or legal guardian. Such slips have little significance in a legal sense, since the teacher may be found negligent regardless of whether he or she has obtained parental permission and since a parent **cannot** "sign away" his or her child's right to sue. The slips do, however, inform parents of proposed trips off the school grounds and at least provide parental sanction of such ventures.

TEACHER PLANNING PRECAUTIONS:

1. Discuss the field trip with the Principal prior to sharing the ideas with your pupils.
2. Plan adequately in advance.
3. Pre-visit the place to be seen by the pupils and attempt to assess the dangers.
4. Warn the pupils of the dangers.
5. Provide adult supervision; Chaperons - 1-5 ratio.
6. In case of an accident, discuss liability with the prospective owner of property.
7. Obtain parental permission slips and keep them in a safe place.
8. Hand-out to parents (chaperons) regarding regulations the students must follow.
9. Make sure the bus driver is given a route to your destination.

EDUCATIONAL FIELD TRIPS: The Administration subscribes to visiting local and nearby educational resources for educational field trips. The administration (in consultation with the teacher(s) involved) will assume responsibility to determine if the benefits to be derived will compensate for the educational time and cost of such field trips. Educational field trips taken by the students must be approved by the building principal, and School Board.

GENERAL PROVISIONS FOR EDUCATIONAL FIELD TRIPS:

1. All trips must be of educational value.
2. Every attempt shall be made to consolidate trips within our corporation for trips whenever possible.
3. A minimum of forty-five (45) people per bus on all field trips.
4. All educational field trips shall start and end on the same day.
5. Field trips using corporation buses will be permitted only during the school year.

Final approval of all educational field trips shall rest with the Principal, Superintendent, and the Board of School Trustees.

The responsibility for adhering to this directive will rest upon the shoulders of the building principal who will screen all requests before forwarding them to the office of the superintendent.

The school principals, in consultation with the superintendent, shall make decisions which concern regular trips such as field trips and other trips for educational purposes.

The Board of School Trustees shall reserve the right to refuse use of the corporation bus(es) to any individual or organization.

Field trip forms must be filled out and turned into principal one week before the board meeting for approval of the trip.

XV BOOK RENTAL

Student textbooks are made available on a rental basis. Teachers should impress upon students the importance of proper care of books, check them out at the beginning of the year, and check them in at the end of the year. Each teacher is to submit an inventory of textbooks at the close of the school year. All rental books should be numbered consecutively one through the total number available. Books damaged by students above that to be expected through normal use, should be turned in to the office. Students will be responsible for excessively worn or damaged books. A damage fee will be determined by the building principal.

Charges for new students entering is 100% the first semester--50% for students entering the second semester. The refund is 50% the first semester and no refund to students withdrawing the second semester. Please follow the rules on the book rental list. Also, workbooks should be retained by the school when students withdraw.

XVI
HONORS DAY PROGRAM - AWARDS

1. Attendance: An award will not be given: a) if one or more full days are missed; or b) 2 or more 1/2 days are missed.
2. Scholastic: Outstanding achievement by subject with an "A" average in subject areas.
3. Merit-Service: Teacher discretion.
4. Music: Teacher discretion.
5. Art: Teacher discretion.
6. PE: Teacher discretion
7. Most improved: Teacher discretion.

XVII
HOMEWORK

Homework assignments are an important part of the school program and have a definite educational purpose. Suggested time allotments for grades 1-2 are 20-40 minutes. If a student is working in excess of 40 minutes, a parent conference may be necessary.

XVIII
CONCLUSION

In conclusion, thank you for reading this handbook. Please keep it for future reference.

If these policies are understood and followed, each teacher will be able to do a more effective job of teaching.

Have Fun,

Eric Long, Principal
INDIAN CREEK ELEMENTARY SCHOOL

Teacher Sign Off Sheet

Teacher Name (Please Print): _____

When completed and signed, please return to the front office by August 10 .

1. I understand the law as it pertains to my legal obligation to report alleged incidences of child abuse.
2. I understand and I will comply with the corporation technology policies.
3. I have posted my classroom management plan in my room and given a copy to the principal.
4. I understand my lesson plans are to be available on the Monday morning of each week.
5. I have updated and reviewed the Emergency Response Guide. There is one located in the room I teach. There are also Severe Weather and Fire Drill evacuation charts posted on the wall.
6. I understand it is my responsibility to know which of my students have IEP's and follow the accommodations for those students.
7. I have reviewed the student handbook and I understand the policies/procedures listed within.
8. I understand the school and corporation procedures/expectations that are outlined in the ICES Teacher Handbook.

Employee's Signature: _____

Date: _____