

St. Bernard Elementary Teacher Handbook
2016 - 2017

St. Bernard-Elmwood Place School District Mission Statement

*“Where all students are challenged to learn and inspired to
dream”*



“ Every Kid Needs a Champion”

St. Bernard Elementary

4515 Tower Avenue

St. Bernard, Ohio 45217

(513) 482-7110 (office)

Karen Clemons, Principal, kclemons@sbepschools.org

Crystal Brinck, Secretary, cbrinck@sbepschools.org

Apologize sincerely when you're wrong or make a mistake. It makes you appear more human in the eyes of others.

Balance your professional and personal lives. Quality family time pays dividends at work when the pressures mount.

Communicate a caring attitude in all that you do and say.

Deal effectively with criticism.

Envision the best learning environment for students that you can imagine; then set out to create it for real.

Foster productive home-school and school community partnerships. Make the involvement meaningful.

Gather data to support school improvement efforts.

Have the courage to place student needs above personal convenience.

Insist that your school be goal-driven and mission-oriented.

Jolt the status quo. Be a risk taker. Embrace change. Awaken your students' awareness of the future.

Know the names of all of your students.

L laugh, laugh, and laugh some more. A sense of humor is a must if you're going to maintain your sanity.

Model what you want to teach. Walk your talk. Teach respect, kindness, hard work, competence, and teamwork by example.

Nurture a positive climate for teaching and learning.

Ooze optimism, enthusiasm, and professionalism.

Promote quality and excellence.

Quiz yourself—are you having any fun being a leader? If not, what can you do to change this?

Rejoice in the successes of students and fellow staff members.

Speak less, listen more. There is much to be learned from the wisdom of others.

Tackle issues in a proactive manner before they escalate into problems.

Utilize the strengths of people you have assembled around you.

Value all work. Schools cannot operate at their optimum level unless all employees—teachers, office personnel, custodians, cooks, bus drivers, etc.—are committed to the mission and work to their maximum ability.

Work hard to develop a foundation of trust.

EXercise your mind and body to remain mentally and physically fit.

Yearn no more for days gone by; prepare yourself, instead, to face the challenges of the days to come.

Zero in on what is best for kids. Be an advocate for all students.

A. ACCIDENTS OR INJURIES

All accidents and injuries must be reported to the office/school nurse via your classroom phone. Please remain with the student/staff member involved, if at all possible. You must fill out an accident report on the district home webpage.

B. ANNOUNCEMENTS

Announcements will be emailed during T.A. and at the end of the school day. If you need an announcement read, please email the secretary and she will compile the emails and send out the announcements in the morning and in the afternoon so you can share them with the school each day.

C. ASSEMBLY PROCEDURES

During assemblies, **all** teachers will be expected to supervise students and correct any student demonstrating undesirable behavior. Most student behavior problems in assemblies are the result of poor supervision. Students seldom misbehave when a member of the staff or the administration is observing. For this reason, teachers must be present during all assemblies. Faculty members are expected to sit with the student body and to supervise them, unless assigned other supervisory duties.

D. ATTENDANCE PROCEDURES

Attendance will be taken each day during homeroom.

1. It is the teacher's responsibility to take attendance. Please do not delegate this responsibility to a student.
2. Enter attendance in the computer and submit it to the office as soon as TA begins. All attendance should be submitted no later than 8:30 a.m.
3. All substitute teachers will pick up a TA listing sheet in the main office from the secretary. Attendance will be taken using the attendance sheet and should be sent to office by 8:30 a.m.
4. *Do not do this on the smart board in front of the entire class.*

E. BED BUG POLICY

If a bed bug is found on the floor or some other place not connected directly to a student kill the bed bug and dispose of it. Then, please call the building secretary and she will have a custodian vacuum the area and call the exterminator.

If a bed bug is found on a student or their belongings please remember to treat the student with respect. Kill it and dispose of it without bringing too much attention to the student. Send them to the office with their belongings in a plastic bag. Call and report the student to building secretary. We will do the same as above and call the parent.

F. Communication with Principal

The Principal is open to all modes of communication. Written correspondence may be placed in the principal's mailbox. Emails, office line voicemails (ext. 155), and written messages will be responded to in a timely manner. People to person meetings are welcomed. If necessary, text messages and mobile phone calls during the day are also appropriate. (Karen's cell 513-545-2441).

G. CLASSROOM SUPERVISION

Each teacher is expected to supervise his/her own classroom students at **all** times. Each teacher is legally responsible for the students assigned to him/her for each period of the day. Do not leave students unattended in classrooms or study halls. Students should **never** be left alone, unsupervised, in the classroom. If an emergency occurs and you must leave your classroom, please call the office or an administrator.

H. DISCIPLINE

CLASSROOM MANAGEMENT

Teachers are expected to effectively manage their classrooms. Students should be actively engaged in the lesson.

Teachers are expected to address everyday problems such as talking, lack of attention, failure to remain on task, incomplete or neglected homework, noise making, name calling, and other minor disruptions. It is important to contact parents when students demonstrate inappropriate behavior or fall behind in their studies. It is also important to call parents to celebrate student successes. You are also encouraged to send home "Good News" note cards that are located in the main office.

GENERAL DISCIPLINARY GUIDELINES

1. Approach discipline using effective teaching skills. Be proactive, consistent and fair. Guide students to be self-disciplined, and encourage them to set a task and see it through. Do not assign detentions. Instead, assign seminars to practice the proper behavior.
2. Maintain a respectful environment. Treat students with respect and insist they treat you and each other with respect.

3. **Maintain the student's dignity.** Do not set them up by embarrassing or ridiculing them. **Do not use sarcasm.** Try to leave students with a face-saving out in order to defuse situations.
4. Eliminate the causes of misbehavior. The teacher has the power to alter numerous conditions within the classroom that might lead students to misbehave, e.g. seating, or assignments or tasks that fail to meet the individual differences and needs of students.
5. **Do not put children in the hall. They have no supervision and could disrupt other classes, injure themselves, and/or leave the area.**
6. Do not weaken your authority by sending students to the office for minor infractions.

If a student is sent to the office, the administration of disciplinary action becomes the province of the administrator. Always send a referral. If it is not feasible to write a referral, call and inform the administrator of the situation. Also, we ask that you make a phone call to a parent within twenty-four hours of sending a student out of your classroom.

I. EDUCATIONAL/SOCIAL SERVICES

Therapy and counseling services are a vital part of the day-to-day operation of the school.

The school psychologist and therapist, address many aspects of the student's life. Comprehensive testing, personal counseling, and family counseling are just a few of the opportunities which the department provides. Teachers may refer students to the school psychologist. Referrals to the therapist may be made by completing a referral form. Teachers are encouraged to discuss classroom performance, behavior problems and student attitudes with the counselors and therapist. This exchange of information is beneficial to the student in need of services.

J. FACULTY MEETINGS

All faculty members are expected to attend scheduled monthly faculty meetings, as well as any unscheduled meetings, which may be called in case of emergency. All teachers are expected to remain until meetings are concluded. You must contact an administrator prior to the meeting if this is not possible.

K. FIELD TRIPS

A. SCHOOL SPONSORED

1. Requests- Forms can be obtained in the main office. Complete (including bus request) and file with the principal at least two weeks prior to the trip.
 - A. Field trip purpose must be directly related to the curriculum.
 - B. No more than one field trip per subject per year.
 - C. Field Trips should be scheduled and approved prior to April 15. No trips should be scheduled during the month of May or June without the permission of the principal.
 - D. Buses are available for education trips between 8:15 a.m. and 2:45 p.m. Educational and/or athletic trips have buses available in the evenings after 4:00 p.m.
 - E. Requests must be completed in duplicate and returned to the building secretary (Main Office) three weeks prior to the date of the trip. Upon approval a copy will be returned to you as confirmation, indicating the driver assigned.
 - F. Requests shall indicate the correct destination. Directions should be obtained by the person requesting the trip.
 - G. Buses must leave the destination early enough to allow sufficient time for the return trip.
 - H. Sponsors are also responsible for publishing a list of those students going on the field trip (email is the best way to accomplish this) (3) three days prior to the trip.
 - I. Substitute teachers will be employed when deemed necessary. (No more than one per day).
2. Chaperones and Sponsors-There must be at least one certified adult chaperone per bus on each trip. The faculty sponsor must be present when students are loading and unloading the bus upon departure and returning.
 - A. Responsibility of student behavior rests upon the school sponsor and chaperones on extra-curricular trips. Only in difficult situations should the bus driver be concerned with student control.
 - B. It is recommended that the chaperone sit in the back of the bus to more effectively monitor student behavior.

B. NON-SCHOOL SPONSORED

The St. Bernard-Elmwood Place Board Of Education does not encourage participation in unauthorized trips sponsored by individuals or organizations. The Board does not assume responsibility for such trips. Furthermore, the Board of Education does not and

cannot warrant, guarantee, or take any position as to the reliability of any individual or organization that sponsors and solicits students to participate in unauthorized trips. Such trips are not school-sponsored activities, and students who participate in them, and parents who authorize student participation, take full responsibility for any consequences that arise from such participation.

No individual or organization that sponsors or organizes unauthorized trips, or any agent of that individual or organization, may solicit students to participate in such trips and/or any other activities related thereto, while on school property, or through the use of any school communication systems.

Teachers employed by the Board of Education who solicit students to participate, and/or any other activity related thereto, in trips sponsored by themselves, individuals or organizations are acting outside the scope of their employment or official responsibilities as teachers of the St. Bernard-Elmwood Place School District, and are doing so without board permission or endorsement.

L. FUNDRAISING

I must approve all fundraising projects before the projects are undertaken. A description of the fund raising project, as well as its goals and purposes, must be submitted before the Principal grants approval. Do not make any agreement with a company representative before obtaining permission for the fund raising project. **Do not assume that fundraisers done in past years will be automatically approved.**

M. GRADES

Each grade a student earns must be justified and verified by the teacher. Students should have access to their grades upon reasonable request. The record book should not be left open or unattended for students to peruse.

Teachers should discuss grades and averages with both students and parents and carefully indicate justification for each grade. There is no valid reason to withhold grades from a parent or student upon reasonable request.

GRADING SYSTEM: 2-6

A	=	90	-	100
B	=	80	-	89
C	=	70	-	79
D	=	60	-	69
U	=	Below		60

GRADING SYSTEM: PK - 1

O	=	90	-	100
S+	=	80	-	89
S	=	70	-	79
S -	=	60	-	69
I	=	Below		60

Teachers should offer students the opportunity to “build” an average through a variety of assessments during the grading period. At the beginning of the year students should be

instructed with regard to academic expectations. Students should be exposed to a variety of activities and teaching methods. Grades should not be reduced to a form of discipline, unless cheating or stealing of materials for a project is evident. Teachers, with the approval of the building principal, may force average grades based upon improvement.

REPORT CARDS & PROGRESS REPORT

Grade cards and mid-term progress reports are issued each quarter. Make certain you meet the established deadlines.

Unsatisfactory Progress Notice: The parents of each pupil who is making unsatisfactory progress must receive written notice at the middle of the grading period. The notice must suggest ways parents can help.

If, after the mid term notices are mailed, a student shows signs of failing, parents must be notified either by mail or by phone. Please document this notification.

Every effort must be made to keep parents informed of students who are failing.

IF NO NOTICE HAS BEEN HANDED TO OR MAILED TO PARENTS, THE PUPIL MAY NOT BE ISSUED A FAILING GRADE.

Section 8/45

N. INITIATIONS

All hazing is prohibited by the Ohio Revised Code. Any induction must be of a ceremonial nature, and should not cause disruption in the school.

O. KEY ASSIGNMENTS AND USE

1. Teachers or custodians are not to lend keys to students at any time.
2. There are strict rules against having new keys made by unauthorized personnel. An administrator will arrange for having new keys made, if needed.
3. For security reasons, teachers are to exercise care at all times so that keys are not misplaced or stolen.
4. Contact an administrator immediately if your keys have been misplaced or stolen, or if you have some other emergency key situation.

P. LEAVING SCHOOL GROUNDS

Under no circumstance is a student to leave school grounds without receiving permission from the office of the principal, or school clinic. A student will not be sent home for any reason during the school day without first getting permission from the parent or guardian.

Q. LESSON PLANS

Teachers are required to make and keep lesson plans for their own use, and that of a possible substitute. These should be prepared in duplicate by Friday covering the next week's work.

Lesson plans must be coordinated with the graded course of study and the Ohio Academic Content Standards, and the Common Core for each class taught.

Purpose:

- A. Should be used as a guide to all learning activities taking place in the classroom.
- B. Should provide tangible evidence of planning and organization in the classroom.
- C. Assure accountability.
- D. Can be used by teacher for self-evaluation and student evaluation.

Content:

1. Reference the specific Benchmark(s) and Indicator(s) being taught from the Academic Content Standards and Common Core Statements.
2. An indication of the use of field trips, resource materials, or people.
3. Should indicate textbooks used or supplementary materials.
4. Plans should be flexible enough to provide time for discussion pertaining to the subject matter or area according to the interests and/or needs of the students.
5. Indication of assessments should include a copy of any and all tests for that week.

R. MAIL

Check your mailbox and email at least twice per day and provide responses in a timely fashion. It is best if you make a habit of checking before, during and after school. Keep mailboxes clean of outdated material, flyers, etc. **Please do not allow students to check your mailbox. Often times there is sensitive material that is not for public consumption.**

S. MAINTENANCE

Any request for repair or maintenance work should be made to an administrator in writing.

A. MAINTENANCE OF SCHOOL BUILDING

1. The custodial staff does an excellent job of maintaining the building. Please help by closing windows and turning off lights at the end of the day.

2. Each activity sponsor is responsible for the care and security of the building during and after school events. Only for special events approved in advance by an administrator will students be allowed in the building after 6:00 p.m.

B. MAINTENANCE OF CLASSROOM

1. The teacher is responsible for cleaning and/or having students clean desks, tables, and cabinets. Waste paper on the floor should be picked up every day.
2. Keep bulletin boards up to date.
3. Please check the tops of desks and library tables daily. If they are damaged by writing or scratches, report it to the office. Ascertain who is responsible for the damage if possible and report the name to the main office.
4. Windows should be closed when the teacher leaves at the end of the school day.
5. When leaving your room for any extended time, please lock your door.
6. Please notify the office of any physical problems within your room. Proper repair will be made promptly.
7. Teachers and students are not to remove or exchange any school furniture or equipment unless authorized to do so by an administrator.

T. PARENT-TEACHER CONFERENCES

October 22nd, 2015

March 17th, 2016

October 29th, 2015

March 31st, 2016

U. PERSONAL DAYS (EMERGENCY LEAVE POLICY)

Upon application to the superintendent, days shall be granted in any school year for special business that cannot be carried out other than on a regular work day.

To obtain these days without loss of pay, approval must be obtained before the absence occurs when possible.

These restricted special leave days shall be available to all certificated personnel in the school district.

Special leave days shall not be used immediately preceding or immediately following a vacation or a holiday unless taken without pay.

Special leave is not to be considered vacation time, but is for emergencies and special events. Therefore, employees are expected to use the days judiciously. The filing of a false statement by an employee shall be considered by the St. Bernard-Elmwood Place Board of Education as grounds for disciplinary action in such form and manner as the board may deem advisable.

Each certificated employee may be granted three (3) days of special leave per contract year, with full pay, for reasons that are not covered by sick leave, but that are listed below. An employee may accumulate unused special leave to a maximum of four (4) days in any one-contract year. This would mean that the maximum number of days to be accumulated from the previous year would be one (1), if no special leave days were granted during the previous year, and that one (1) added to the three (3) days from the current contract year could make the employee eligible for a maximum of four (4) special days in any one contract year. Such special leave is not charged against the employee's sick leave but is charged against employee's yearly absence record. (Requests need to be listed as **personal business**, in reference to reasons listed below.)

Each certificated employee may be granted one additional emergency leave day per year, without pay, with approval by the superintendent.

The superintendent shall approve requests for the following purposes:

1. Religious Holidays
2. Graduation ceremonies for immediate family
3. Anniversaries, reunions, weddings and wedding arrangements
4. Honeymoon
5. Illness or death beyond sick leave restrictions
6. Travel difficulties with satisfactory explanation
7. Visiting an institutionally confined relative or personal friend
8. Moving and/or visiting for possible relocation with written satisfactory explanation
9. School or college visitations for immediate family members who are considering the school for enrollment purposes and are not currently enrolled in that school
10. Attend school, church or community related programs and contests in which member of the immediate family is participating
11. Emergency home repairs
12. Educational advancement activities with written satisfactory explanation
14. Emergency veterinary services
15. Nonrestricted emergency day without pay

V. PURCHASE ORDERS AND REQUISITIONS

1. All members of the faculty should be aware that **any item to be purchased must first be approved by the building administrator and a purchase order requisition must be completed and signed.**
2. Any member of the faculty who orders materials without approval and a signed purchase order is, in effect, purchasing those materials out of their own personal funds.
3. Make sure that you put all material requests in writing to the principal.

W. REPORTING CHILD ABUSE OR NEGLECT

Ohio Revised Code Section 2151.4231 (A) (1)(a) No person described in division (A)(1)(a) of this section who is acting in an official or professional capacity and knows or suspects that a child under eighteen years of age or a mentally retarded, developmentally disabled, or physically impaired child under twenty-one years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child, shall fail to immediately report that knowledge or suspicion to the public children services agency or a municipal or county peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred.

Child abuse and neglect must be recognized and reported. Children must be protected and the perpetrators of abuse and neglect held accountable. Parents have the right to care for their children and children have the right to grow up to realize their potential. These rights must be protected.

If you suspect child abuse or neglect, please immediately go to the Principal in the building FIRST. Together you will contact Children Services.

X. SEATING CHARTS

Teachers should make a seating chart for each class period. It is not necessary that students sit in assigned seats after attendance has been checked, but it is important for substitute teachers to have both an accurate class roll and a seating chart. The teacher's record book and seating chart should be placed in a convenient location for substitutes in the event of absence.

Y. SCHOOL BASED HEALTH CLINIC

The St. Bernard-Elmwood Place Schools School-Based Health Center is located at 403 Oak St., Elmwood Place. It provides assistance to families in caring for their children's physical, dental and behavioral health. Utilizing the services of a pediatrician, nurse practitioner, case manager and health aide, the program provides care to children at the district's two elementary schools and junior/senior high school. The pediatrician is available for appointments for routine physicals, diagnosis of acute health conditions, monitoring of chronic conditions, evaluation and treatment of minor injuries, immunizations and other physical health care. The Social Worker helps families to access available services and community resources that meet any social, emotional or health issues. The Social Worker will guide parents through getting the needed services and provide support in maintaining the service. Enrollment in the Health Center is continuous and parental consent is required for care, except in the case of emergency care. The phone number is 482-7139 or 641-0169.

Z. SIGN-OUT PROCEDURES

If a teacher needs to leave anytime during the school day they are required to sign out with the front secretary on a sign out sheet. They will give a written reason why they are leaving the building. An administrator can check the sheet and may ask the teacher to limit some types of reasons for leaving the building.

AA. SUBSTITUTE FOLDER (Please Make Sure This Is Up To Date Quarterly)

Please include seating charts for every class and any information you believe will be helpful to your substitute. These folders need to be updated each semester. Please include the roster of students in your T.A. and for each class period for attendance purposes. There must also be a copy of a discipline plan for your classroom. Also include important numbers such as office extension, buddy teacher name and extension, and administrator numbers. This must be completed by August 30th and labeled in your classroom where it is easily accessible.

BB. TEACHER DUTY TIME

St. Bernard Elementary 7:30 a.m. – 3:15 p.m.

Teachers are expected to be in their classrooms at 7:30 a.m. or meeting at another location when necessary.

Teachers are able to leave the school building at 3:15 p.m. Please remain at any assigned duty until that time. If there are no duties assigned on that day, remain at the building and accessible for students, parents, or other emergencies until that time.