

**BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION
ADMINISTRATIVE HANDBOOK**

The handbook is designed to provide useful information to teachers on the processes and procedures of teaching in BCSC. This is information that will not be found in the Collective Bargaining Agreement with the CEA.

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I. Rights and Obligations of the Association

- A. The Association shall be able to use or have reasonable access to:
- school buildings for meetings
 - school equipment
 - teachers' mailboxes
 - electronic mail
 - bulletin boards in teacher work areas to post notices
 - Association leadership asks that no required meetings be held on the first Tuesday of each month so that Association Representatives may attend the monthly CEA Executive Board meeting.
- B. At the annual orientation for new teachers, the Association may make a presentation on membership.

II. Salary and Wage Provisions

- A. Payment for Schedule B and C assignments shall be made according to the following guidelines:
- Pay for all assignments will be combined to total one amount.
 - Assignments totally less than \$5,000 may be paid as a lump sum amount when all assignments are completed **or** the amount may be paid bi-weekly throughout the year.
 - Assignments totally \$5,000 or more will be paid bi-weekly.
- B. Lump sum payment for Schedule B assignments shall be made according to the following timeline when the assignment is completed:
- End of first semester
 - End of second semester
- C. Lump sum payment for Schedule C Assignments shall be made according to the following timeline when the assignment is completed:
- Fall Break
 - Spring Break
 - End of School Year
- D. Mileage
- Teachers shall receive the same rate noted in the Federal Internal Revenue code tax regulations per mile for authorized travel in the course of their regular or extracurricular assignment, provided that such extracurricular travel is outside the school corporation boundaries. Claims for mileage reimbursement should be turned in to the Accounts Payable Office quarterly. Certified staff shall be made aware of the rate at the beginning of the year as well as at any time the rate changes.

III. Hours

The establishment of the school calendar is the sole responsibility and authority of the School Board.

- A. The length of the school calendar for teachers shall be 182.5 days, to be comprised as follows:
- 180 student instruction days

- The first teacher contract day is expected to be a balance of professional development and preparation time for teachers.
 - One day at the end of the first semester and ½ day at the end of the second semester shall be records days for teachers.
- B. The beginning and ending times of the regular school day (seven (7) hours and thirty (30) minutes) for all teachers shall be determined by the respective Building Principals and Program Directors. The regular school day shall include teaching periods, preparation time, lunch periods, and such other duties and responsibilities assigned by the Building Principal on an equitable basis to facilitate the effectiveness of the building schedule and educational program.
- C. Extensions of the regular school day may include:
- Faculty, Grade Level, and Department Meetings – these will be as brief as possible with routine matters handled through e-mail, staff notes, and teacher advisory councils.
 - Conferences that Teachers are obligated to attend – these will be held as often as necessary and at times as mutually agreeable to all parties as possible with as much advance notice as possible.
 - Extra-Curricular Duties and Events – these will be filled to the extent possible on a voluntary basis. If sufficient volunteers are not found then the principal may assign teachers up to three (3) such supervisory duties per year.
 - Curriculum, Textbook, and Program Related Meetings – whenever possible, these activities will be scheduled during the summer months.
- D. Teachers may leave the building or place of duty:
- During 30 minute lunch period and/or prep time
 - For emergency purposes after first obtaining permission from the principal or designee
- E. All teachers will be provided no fewer than 200 minutes of teacher plan time free of duty, supervision, or travel during the regular contracted week for each full five day week.
- F. Part-time and shared teachers shall receive plan time and assigned duties in proportion to their contracted workday.

IV. Vacancies and Transfers

The School Board has the right to make reassignments and/or transfer decisions on the basis of curricular needs of the school, curricular needs of the school corporation and teacher qualifications and skills.

- A. All vacancies shall be posted on the corporation web site. Any qualified teacher employed by the Board may apply for a transfer to a vacant position. A “qualified teacher” is defined as one who is licensed for the position or one who has appropriate educational credits which are acceptable for certification in the position.
- B. Teachers who desire a change in school, grade, and/or subject assignment shall indicate such on the annual Spring Staffing Survey.
- C. Teachers interested in a vacancy need to complete an internal application on-line in order to

communicate their interest in a position.

- D. Upon request by the teacher, information will be provided as to why said teacher's transfer request was denied.
- E. When a reduction in the number of teachers in a school is necessary, all volunteers will first be considered for transfer.

V. Complimentary Pass

Each teacher shall be provided a non-transferrable complimentary pass to corporation athletic events involving student participation and held in corporation facilities. This pass does not apply to tournaments and events sponsored by the Indiana High School Athletic Association or other comparable associations.

VI. Access to Files

Teachers may read and/or copy the materials in their personnel file upon request to the Human Resources office.

VII. Classroom Visitations

Observation and/or visitation of a teacher's classroom by a parent or guardian of a student in that class shall be allowed at a time agreed to between the parent/guardian and the teacher. Observation of a teacher's class by persons other than school administrative personnel or the parent or guardian of a student in that class shall be allowed only after consent has been given by the principal and the teacher involved. Observers will not be allowed to take part in or interrupt any classroom activity without the prior approval of the teacher involved.

VIII. Collaborative Working Relationships

BCSC and CEA are committed to maintaining and improving the collaborative working relationships for continuous improvement at all levels of the school corporation. Such collaboration involves the creation of mutually beneficial and respectful relationships among all educators, community members, support staff, parents and students. For these reasons, the BCSC and CEA have established a Corporation Continuous Improvement Council (CCIC) and Continuous Improvement Councils (CICs) as vehicles for school improvement efforts in BCSC. Critical to the function of the Improvement Councils is dedication to relationship building and the sharing of collaborative leadership.

A. CCIC

- There will be a balanced representation of administrators, teachers, and other stakeholders who may include parents, support staff, and community and business persons and students (when appropriate).
- The Superintendent and the CEA President shall serve as co-sponsors.
- As cosponsors, they will collaboratively appoint the stakeholder representatives.
- The CCIC will ensure that there is a high quality information flow to and from the stakeholder group to whom each representative is accountable.
- The CCIC will maintain and support the district-wide Continuous Improvement Process and ensure alignment of goals developed by the School Board throughout the organization.

- The CCIC will maintain and review progress on each school's School Improvement Plan.
- The CCIC may charter subcommittees to gather input and analyze results in review of processes. These subcommittees will report to the CCIC.

B. CIC

- This committee will be co-sponsored by the building principal or program director and an Association Representative (elected by the building CEA membership or appointed by the CEA President).
- The two co-sponsors will collaboratively appoint stakeholders to comprise a balanced representation of administrative appointees, members of CEA (based on the percentage of CEA membership for that school certified by CEA leadership by September 15 each year), and parents, community members, and/or students.
- Each CIC shall have a minimum of six (6) members with up to a maximum of fifteen (15) with equal representation from each group.
- Each CIC is responsible for the development of a School Improvement Plan.
- CIC members responsible for revisions to the School Improvement Plan at each building may receive up to three (3) half-days of release time to prepare the document.
- A CIC may apply for a waiver of designated work day and time by submitting a CIC Waiver Request form (Appendix A) to the CCIC co-sponsors. A two-thirds affirmative vote of the certified building/program staff, by secret ballot, is required to submit the waiver to the CCIC co-sponsors. The report to the CCIC co-sponsors must include the percentage of voting results and the rationale for the waiver. It is the responsibility of the building principal/program director to ensure that non-certified staff is not negatively impacted by any waiver. If a waiver request is approved by the CCIC co-sponsors, it is approved for one year only. If an identical waiver is sought the following year, a second year renewal option may be requested of the CCIC co-sponsors.

IX. Professional Support Action Plan

The Professional Support Action Plan is available, at the discretion of the administrator, for all teachers who could benefit from assistance in the performance of their duties. The program is comprised of two levels:

1. Professional Support Action Plan (Appendix B)

- An initial discussion of the issue/concern will take place between the teacher and the administrator. The teacher will be informed that he/she may invite a CEA representative to attend this meeting.
- Identification of the problem will be shared with the teacher.
- A plan of action will be developed to address/remedy the situation which will include a timeline for review (no longer than 90 school days).
- Upon review of progress towards correcting the situation, the administrator will make the following recommendation:
 - The situation is resolved and the teacher is removed from the Professional Support Action Plan.
 - or
 - The situation is not resolved and the teacher will be moved to the Professional Intensive Assistance Plan.

2. Intensive Professional Support Action Plan

- A meeting will be set to review the Professional Support Action Plan. The teacher will be informed that he/she may invite a CEA representative to attend the meeting.
- An intensive plan of action will be developed including what must be accomplished by the teacher
- Intensive assistance provided to the teacher will be identified including a timeline for successful improvement and review of the plan (not longer than 90 school days).
- Upon review of progress towards correcting the situation, the administrator will make the following recommendation:
 - The situation is resolved and the teacher is removed from the Professional Intensive Plan.
 - or
 - The situation is not resolved and any next steps in the process will be outlined with the Assistant Superintendent for Human Resources.

X. Formal Discussion

IC 20-29-6-7

Section 7. A School Employer shall discuss with the exclusive representative of certified employees the following items:

- (1) Curriculum development and revision
- (2) Selection of curricular materials
- (3) Teaching methods
- (4) Hiring, evaluation, promotion, demotion, transfer, assignment, and retention of certified employees.
- (5) Student discipline
- (6) Expulsion or supervision of students
- (7) Pupil/teacher ration
- (8) Class size or budget appropriations
- (9) Safety issues for students and employees in the workplace, except those items required to be kept confidential by state or federal law.
- (10) Hours

As added by P.L.1-2005, SEC. 13. Amended by P.L.48-2011, SEC.18; P.L.286-2013, SEC.92.

APPENDIX A

CIC Waiver Request Form

School: _____

Description of Waiver Request: _____

Describe the rationale by the CIC for the need for this waiver. _____

Did the CIC achieve a two-thirds majority vote of all staff in the affirmative for this proposal?

Date Approved: _____

Date Approved by CCIC co-sponsors: _____

_____ **Renewal Request:** The CIC is requesting a one-year renewal of this waiver.

Date of Renewal Request: _____

(A copy of this form must be submitted to the CEA President.)

APPENDIX B

**Bartholomew Consolidated School Corporation
Professional Support Action Plan**

Certified Employee: _____

School: _____

Evaluation Category: _____

Date: _____

Evaluator: _____

1. Identification of the problem or concern:

2. List the Plan of Action to resolve the problem or concern:

3. List the strategies for resolution including Professional Development activities:

4. List the indicators of success:

5. List the timeline for review of the Professional Support Action Plan (no longer than 90 school days):

A plan of action has been developed and a date to review the effectiveness of the plan has been established.

Date: _____

Teacher Signature: _____

Evaluator Signature: _____

Association Representative Signature: _____

Results of the review of the Professional Support Action Plan:

___ **The problem or concern has been resolved. The certified employee is removed from the Professional Support Action Plan.**

___ **The problem or concern has not been resolved. The certified employee is moved to the Intensive Professional Support Action Plan for an additional 90 school days and a new timeline for review has been established.**

**Bartholomew Consolidated School Corporation
Intensive Professional Support Action Plan**

- 1. List any updates to the Professional Support Plan of Action:**

- 2. List any additional strategies for resolution including any new Professional Development activities:**

- 3. List the indicators of success:**

- 4. List the timeline for review of the Intensive Professional Support Action Plan (no longer than 90 school days):**

Results of the review of the Intensive Professional Support Action Plan:

___ **The problem or concern has been resolved. The certified employee is removed from the Intensive Professional Support Action Plan.**

___ **The problem or concern has not been resolved. Any next steps in the evaluation of this certified employee will be outlined with the Assistant Superintendent for Human Resources.**

Date: _____

Teacher Signature: _____

Evaluator Signature: _____

Association Representative Signature: _____