

Rising Sun – Ohio County Schools

Faculty and Staff Expectations

As a Rising Sun – Ohio County faculty/staff member I will:

- 1) Be on time on all occasions in which my presence is necessary.
- 2) Respect my colleagues and work with them to provide an academic climate that will allow each student an opportunity to reach their maximum potential.
- 3) Treat all students fairly, equally, and with respect.
- 4) Meet all established deadlines.
- 5) Have lessons prepared that will provide enriching and engaging instruction to my students.
- 6) Strive to have a positive influence on all of our students.
- 7) Accept the responsibility of and care for materials and equipment that are used within the performance of my professional duties.
- 8) Follow all established administrative and School Board policies and guidelines with respect to my professional duties.
- 9) Enforce all administrative and School Board adopted policies and guidelines.
- 10) Act in a professional manner in all interactions with students, parents, and community members.

Discipline

The enforcement of school rules and guidelines which have been adopted by our School Board is the responsibility of every employee at Rising Sun High School. Faculty and staff members should not allow their personal feelings, for or against a rule, to interfere with their enforcement of any school rule.

Teachers are responsible for maintaining discipline within their own classroom. Teachers **shall** put their rules in writing and give each student a copy of those rules on the first day of class. Teachers need to remember to be consistent in the enforcement of their rules. **Teachers shall submit a copy of their rules to the main office of their building by the end of the first week of school.**

If after several attempts to improve improper behavior by the teacher, the student persists in violating the rules, the teacher should send the student to the office. When sending a student to the office a teacher should notify the office to let them know a student is coming and the reason OR send an office referral sheet with the student.

There are some violations which require immediate administration attention. These are:

1. Possessing or using alcohol or tobacco.
2. Intimidation or threatening of student or faculty member.
3. Vandalism either on school premises or of school property.
4. Stealing.
5. Fighting.
6. Showing disrespect to faculty or staff members.
7. Skipping class.
8. Harassment/Bullying of another student.

Students committing any of the above acts should be sent to the office immediately.

Staff Dress and Grooming

Rising-Sun Ohio County staff members have traditionally upheld high standards of professionalism, including that of appropriate, professional attire. In accordance with that tradition, the Rising Sun – Ohio County Community School System embraces the following standards as they relate to teachers, administrators, substitute teachers, teacher aides, and any others who have responsibilities for the instruction of children as well as to clerical personnel.

- A. All employees shall dress appropriately and in good taste in a manner consistent with their particular responsibilities. The minimum standard of “business casual” is required.
- B. Spirit Days will be designated by the principal and/or designee.
- C. The following attire is prohibited in academic classrooms and offices. This list is not intended to be all-inclusive:
 1. Blue jeans except on Spirit Days. (jeans may not have holes)
 2. Wind suits except on Spirit Days.
 3. Sweatshirts except on Spirit Days.

4. Form fitting or revealing clothing, including leggings worn as slacks and low-cut blouses. (leggings may be worn with tunics or dresses)
 5. Any shorts above the knee.
 6. Tank shirts.
 7. All flip flops (defined as flat, with toe strap making a “Y”).
 8. Short skirts (skirts should reach top of knee).
- D. During special activities such as field trips, and other similar events, teachers, and administrators may be exempted from the prohibitions, but are requested to adhere to standards of good taste.
- E. Certain areas of instruction such as physical education are exempted from prohibition on shorts, jogging suits, and sweat suits while teaching physical education. However, coaches or others should wear outer pants or wind suits when going into instructional settings.

Attendance

It is important for us to have accurate attendance records in case questions arise from a student’s parents. Parents will now be able to monitor a student’s daily attendance from a home computer. Therefore, the school’s records are essentially the teacher’s records, so it is important for every teacher to help us have the most complete attendance records possible. A teacher who continually fails to take his/her attendance is subject to the following discipline:

- 1) Verbal warning from an administrator about following correct procedures.
- 2) Written warning from principal about not following prescribed duties.
- 3) Documentation provided with evaluation about failure to follow directives.

Grades K-5

Teachers will take attendance and lunch counts in Power School in the morning prior to 8:15 AM. Teachers will also take attendance in Power School within 5 minutes of returning to class after lunch.

Grades 6-8

During the first period, teachers will take attendance and lunch counts in Power School prior to 8:15 AM. Beginning second period, teachers will take period attendance in Power School within the first 5 minutes of class.

Grades 9-12

Teachers will take period attendance in Power School within the first 5 minutes of class.

Teachers must log-in and submit an attendance report even if everyone is present for the given time period or class period.

If a student should show up late to a class after attendance has been taken, without a pass from the attendance office, the teacher should notify the attendance office no later than the end of the current day of any changes.

Student Passes

Every student who leaves a classroom must have a pass. Any student who is stopped in the hallways without a pass will be considered skipping that period **and appropriate discipline measures will be taken. It is the responsibility of the teacher to insure that students have a pass when they are leaving their room.** These students are still the responsibility of the teacher while absent from the room.

Grades 9-12

A student shall have a pass issued from the teacher. Each teacher will have lanyards to assign to students for a pass when they leave and return to the class.

DO NOT permit a student to leave your classroom and ask them to bring a pass from the office back to class when they return.

DO NOT give passes to students for the purpose of going to the vending machines during class periods.

Faculty and staff members should use good judgment when an emergency arises.

Supervision

Faculty and staff members should never leave students unsupervised during a class period. If someone needs to leave the class due to an emergency that would have students left unsupervised, a neighboring teacher should be contacted to assist with the supervision.

Faculty and staff members are expected to help with supervising students before school, between classes, and after school. Faculty/staff members shall be in the hallways as much as possible at these times. Student misconduct is greatly curtailed when there is supervision present.

Faculty and staff members are also expected to help supervise students at convocations and other school events which take place during the regular school day. If a faculty/staff member is unable to help supervise they shall receive prior approval from the administration.

Employee Procedures for Requesting a Substitute

Planned Absences

If an employee knows in advance (must be 24 hours or sooner) of an absence (workshop, medical appointments, personal day, etc), the employee shall complete the online Leave Request Form. Every employee will use this form until 7:00 a.m. If the request is needed after 7:00 a.m., you can call the sub phone line. The form can be found by visiting:

1. <https://322499.tcplusondemand.com/app/webclock/#/EmployeeLogOn/322499/1> OR
2. Go to risingsunschools.com >Admin tab >Employee Information >Time Card Plus

You will log in by entering your badge number found on the back of your badge.

Personal Day requests shall be submitted at least three days prior to the requested absence so that administrative approval can be obtained.

If you have used all of your sick, personal, or vacation days, the system will not allow you to submit a leave request. At this point, you will have to contact your building level administrator by email or phone to get approval.

Employees shall not make verbal requests for a substitute at any time.

Emergency/Illness Procedures

Employees shall call the **Subline Cell Phone is 812-584-0412** and leave a message only after 7:00 a.m. *Sarah Storm* will check messages at 7:00 AM, 7:30 AM, and 8:30 PM Sunday evening through Friday morning. **Employees are NOT to call Mrs. Storm on her personal home phone or personal cell phone for substitute requests.** Staff may call or text. Staff are reminded to fill out the Sub Request Form online.

If an emergency or illness occurs during the school day, the employee shall contact the appropriate office so that arrangements can be made for a substitute. The employee shall not leave until released by an administrator or designee.

Assigned Professional Days

If an employee is assigned to use a professional day (workshop, training, field trip, etc.), the employee should get proper approval from the building level principal. If approved and outside of normal workdays or hours, the employee Employees should verify on Office 365 calendar that a sub has been assigned to them for the professional day.

Leaving School During the School Day

A faculty/staff person may leave the building during the school day during their lunch period. **A teacher may also leave the building during the school day during their prep period for school related matters only.** Anytime a teacher plans on leaving the building during the day, he/she shall notify the office before leaving the building.

If a faculty/staff person needs to leave early on a particular day, they must notify the building administration and receive prior approval before leaving the building.

Lesson Plans

Teachers are required to keep up-to-date weekly lesson plans. The administration will check individual teachers' lesson plans throughout the year to make sure they are being kept and are up to date. Teachers failing to keep current documented lesson plans will have it documented in their current year evaluation. Arrangements will be made with the teacher to obtain a copy of all of the lesson plans at the end of the school year.

Lesson plans shall be supplied to the parents electronically using the Grade Book feature in PowerTeacher. Lesson plans shall be in place before 8:00 AM on Monday and the plans are to take effect in the Class Content Tab located at the top of the screen. Teachers failing to keep updated lesson plans available to parents are subject having this documented in their current year evaluation from the building administration.

Planning for a Substitute

Anytime that a teacher is absent from his/her classroom information should be prepared for a substitute. This information at a minimum should include the following:

- Seating Charts for all classes.
- Detailed lesson plans.
- **All necessary paperwork copied.**
- **Any videos easily located and have arrangements made for a viewing.**
- Copy of classroom rules.
- Procedures on how you read and post announcements.
- Information with regards to moving classrooms and/or buildings if necessary
- Other information necessary for a successful class.
- Any duties that the sub must work including before school, lunch, recess, or after school duties.

The substitute will receive information from the office on how to handle:

- Attendance
- Major discipline problems
- Time and lunch schedules
- Emergency situations
- Other information as needed

Substitutes will be provided a log-in and password to the sub version of PowerTeacher, so that they may submit the attendance electronically to the office. Substitutes will receive announcements to read during Plus Period from the office.

Student/Teacher Security

Providing the safest and securest learning environment for the students as well as fellow faculty and staff members must be a concern of every teacher. Some guidelines to follow are:

1. Never allow a student to leave the building for any reason. Refer them to the office to get permission.
2. Never allow a parent/adult to take a student out of class without checking with the office first. Chances are if a parent is at your door they have not checked in at the office.
3. If a parent tries to confront you either in the hallway or in your classroom contact the office immediately.
4. Keep your doors closed and locked during instructional time.
5. **Make sure doors are not propped open at any time.** During the course of the school day the only doors that will remain unlocked will be the ones at the main entrance.
6. If in doubt in any situation contact the office.

Communications

In an effort to conserve paper and streamline communications, the school email system shall be used for school communications.

To email any faculty or staff person:

The school email system uses the teacher's first initial, last name, @risingsun.k12.in.us

ocems@risingsun.k12.in.us ---sends an email to every staff person in grades K-8.

rshs@risingsun.k12.in.us ---sends an email to every staff person in grades 9-12.

rsocs@risingsun.k12.in.us ---sends an email to every staff person grades K-12.

Correspondences from the administration offices will be via email and/or 365 staff account. It will be the responsibility of the faculty/staff member to check their email and 365 staff accounts daily.

Special Communications

1) General

- A monthly activity calendar will be on Office 365 RSHS Calendar in an ongoing manner. This calendar will hopefully include most of information that teachers will need to keep continuity in their classrooms. The calendar will also be on the School Website. If changes arise, notification will be distributed as soon as they are made.
- A faculty advisory committee will be established with the help of the teachers association for each of the three levels (K-5) and (6-8) with Mr. Roeder and (9-12) with Mr. Bostic. These committees will meet with the administration on a regular basis to address concerns, answer questions, and seek assistance from faculty and staff. Teachers will be provided the names of teachers who serve on this committee.
- Faculty meetings will be held on a monthly basis. Faculty/staff members will receive a listing of potential meeting dates. All staff members are required to attend the staff meetings unless arrangements have been made **prior** to the meeting with Mr. Roeder or Mr. Bostic as appropriate.

2) Announcements

RSHS

- **To have an announcement included on the daily announcements a staff member must have the announcement emailed to Mrs. Stegemiller before 9:30 AM on a given day.** If Mrs. Stegemiller is absent, staff members will be notified of whom to send announcements to.
- The daily announcements will be posted on the School Website in PDF form by 10:00 AM. **Teachers shall print, read, and post the announcements to the students on a daily basis at the beginning of 7th period (Plus Period).**

It is the responsibility and an assigned duty of each teacher to print, read, and post the announcements to his/her students on a daily basis. Failure to do so will be documented in a teacher's evaluation as not performing an assigned duty.

- If necessary, special announcements will be made using the intercom system.

Phones/Cell Phones

Faculty/staff members shall not use the classroom phones or cell phones for personal calls during the class period. An outside caller requesting to speak to a faculty/staff person during a class period will be directed to the faculty/staff person's voicemail. It is the responsibility of the faculty/staff person to check the voicemail to retrieve the messages. Office personnel are not

responsible for unanswered messages. Again, Faculty and Staff members should not be using their cell phones for personal use during the school day.

Student Aides/Passes from Study Hall

Faculty/Staff members **will not** be able to request student aides for specific periods. **Students shall only need to leave the Study Hall at the request one of their teachers for academic purposes only.** Students needing to make-up work shall have the work submitted to the study hall teacher and will return the completed work to the study hall teacher. Students have requested a study hall for a reason.

Physical Education Aides (High School)

If the need arises for assistance in the library or gym during a physical education class:

- The assignment must be requested through the Principal's office.
- The aide(s) will be required to remain with the requesting teacher for the entire period.
- The aide may be returned to study hall by the administration for failure to follow requests or lack of supervision.
- Pledge of Allegiance/Moment of Silence

State law requires that every student have the opportunity to observe a moment of silence and recite the Pledge of Allegiance on a **daily** basis. Any student who wishes not to participate may elect to do so by sitting or standing quietly at their seat during this time.

RSHS

The pledge will occur at the beginning of seventh period. Student council members will lead the pledge.

Accounting Procedures

The following guidelines will be followed at OCEMS and at RSHS for all accounting purposes:

- Checks will be printed every **Thursday** unless there is a week when school will not be in session on Thursday. In these cases, checks will be printed on the last school day of the week. Other days must be communicated and preapproved with treasurer
- Organizations needing a check printed must have the proper paperwork to either Mrs. Lillie or Mrs. Stegemiller before 3:00 PM on Wednesday. Proper paperwork includes invoice for check to be printed and packaging slip to ensure product received. **Requests after that time will be printed the following week.**

- All fundraising money which is to be deposited must be turned into either Mrs. Lillie or Mrs. Stegemiller before 12:00 PM on a daily basis. All other money that is to be collected, arrangements need to be made with office personnel.
- There are **NO** reimbursements. Special circumstance must be pre-approved. Sponsors will need to plan ahead and get a check issued. Most organizations will accept purchase orders or we have an account established for school use.

Fire Drills

Fire drills are to be held monthly for the training of students in emergency situations. Teachers shall review which exit to use to exit from their rooms with each of their classes on the first day of each semester. Alarm will sound but teachers/ staff are not to evacuate until intercom release. Class groups should stay together so they can be accounted for. Teachers should take their grade books and emergency backpacks with them. Evacuation routes are posted in each room and should be reviewed periodically.

Tornado Drills

Tornado drills will be held during school year for the training of students for emergency situations. You will be notified over the intercom when this alert is in effect. Teachers should take their grade books and emergency backpacks with them when the alert is called. Teachers shall review the designated safe areas with each of their classes at the beginning of each semester.

Bomb Threat

If we receive a bomb threat, we will evacuate the building immediately. You will be alerted to do so by the intercom or by an administrator going room-to-room. Students should evacuate the building using the same routes defined as fire exits or the exit established by the administration at the time of crisis. Teachers should take their grade books and emergency backpacks with them.

Drug Searches/Lock Downs

Teachers will be informed over the intercom about the need to keep the students in the classroom. Teachers should lock and close their doors immediately. **Do not let students leave the room for any reason.** During this time disregard the bell system. You will be notified when it is safe to allow students to proceed to their next class.

Report Cards & Progress Reports

Teachers will be notified as to when grades are due for progress report and grading period grades. Report cards and progress reports will be set-up to be viewed electronically by parents through the Power School system. Hard copies will be mailed home to those parents who make a written request to the high school office.

PLUS PERIOD (High School)

During 7th Period, students will be assigned a teacher for a 30 minute period to focus on an academic opportunity area. Students could be assigned to SAT/ ACT Prep, College and Career Readiness or Character Strong SEL. Some Early College Seniors will be enrolled in the Education Professions course. Teachers will also serve as Mentors to their class of students and assist with: checking grades weekly, tutoring students in difficult coursework areas, encouraging students to improve work to be complete and general help with assignments. These days will be called WIN days (WHAT I NEED). Here is the weekly schedule:

Monday: WIN DAY plus possible club meetings

Tuesday: Plus Period Work Day

Wednesday: Plus Period Work Day

Thursday: WIN DAY plus possible club meeting day

Friday: Plus Period Work Day

Final Exams (High School)

All classes must have a final exam or a final project. An exam schedule will be determined by the administration. The exam schedule shall be followed unless a teacher has prior permission from the administration. Copies of all final exams or a written explanation of the final project must be turned into the office prior to the last day of the current semester.

Keys and Fobs

Each faculty/staff member shall be issued the appropriate keys/ fob that will allow access to any academic area as well as the teacher's workroom and lounge. An outside key fob will be provided that will allow access to the entrance doors. These keys will get them into all classrooms in the building and the building itself. If you have special keys for your rooms (closets, cabinets, file cabinets, etc.) make sure the office has a copy of the keys in case an emergency arises. **Keys are NOT to be given to students for any reason.**

Classroom Supplies

Teachers needing supplies for their classroom should get basic classroom supplies from the storage areas in each building. If supply items are out of stock or if special request items are needed teachers should see Mrs. Stegemiller/ Mrs. Lillie.

Purchase Requests

Requests for classroom material are done in the spring of each school year. As many requests will be honored as possible. Educational material will be given the highest priority.

Emergency request for educational resources during the school year should be submitted to Mr. Roeder or Mr. Bostic on the proper forms. There are no guarantees that material requested during the school year will be purchased.

Computer Usage & Technology Problems

Teachers should sign-up to use the labs. Teachers need to honor their sign-ups. If you know that you will not need to use a lab on a day that you have signed-up on, please remove your name so that others may use the lab if needed.

Computer usage should be for educational purposes only. Teachers are responsible to monitor all device/computer usage by students under their supervision. Students found to be on non-educational sites and/or causing damage shall be referred to the proper office immediately.

Computer work areas shall be for computers only. The following items shall not be stored around the CPU or monitor:

- 1) Books and paper unless they are being used at that time.
- 2) Backpacks and purses.
- 3) Food and drink of any kind.
- 4) Other items that may block the vents on the computers and/or monitors.

**ALL COMPUTERS SHALL BE TURNED OFF
AT THE END OF THE DAY.**

Teachers having technology problems in their classrooms or in the labs shall follow the following procedures:

For emergency situations:

Dial 3000 from any school phone

For all other problems:

Contact Mrs. Friend, Mr. Lillie or Mr. VanWinkle by emailing their school address your problem.

If you do not get a response from Mr. Lillie or Mr. VanWinkle within 24 hours, email your problem to Mr. Roeder or Mr. Bostic.

Faculty & Staff Mail

Each faculty and staff member has a mailbox located in the teacher workroom by the main office. Teachers should check their mail regularly and keep their mailboxes clean. Mail that cannot fit the mailboxes will be left on the table in the workroom. Large packages will be delivered to the teacher's classroom.

Student Records

Due to FERPA regulations teachers are not to remove a student's permanent record from the office area.

Textbooks and Devices

RSHS

- Students will receive their Devices and some textbooks when they register for classes during the Open House or the first day of school.
- Teachers will have textbooks located in their rooms and will assign to use.
- Teachers will keep an inventory of all books assigned and send an inventory copy to Mrs. Angst each semester. A new inventory list will be sent to Mrs. Angst with any changes due to addition or withdrawal of student(s).
- Any lost or damaged book by a student must be reported to Mrs. Angst immediately.

Field Trips

Teachers are encouraged to take their classes on educational field trips when possible. Field trips should be arranged with Mr. Roeder or Mr. Bostic at least **two** weeks in advance of the planned trip. All class field trips should be arranged before May 1 of each school year. Exceptions may be made to the May 1 deadline on a case by case basis. It is responsibility of the teacher and/or sponsor to notify staff members of the names of the students going on the trip **at least two days** in advance of the trip. Field Trip request forms can be found on the website under the admin tab/employee information.

Movies and Cards

Educational movies may be shown to assist students with their understanding and comprehension of lesson material.

Non-educational movies must be approved by the administration prior to their usage. Requests to show non-educational movies shall be submitted to the administration in written form. The teacher shall provide a reason as to the need of showing the movie. Requests should be made at least two days prior to the planned showing of the movie.

Unless cards are being used as lesson material, students are not to play cards at anytime during the school day.

Room Maintenance

The custodial staff cleans the rooms on a daily basis. Faculty and staff are requested to assist the custodial staff in keeping the rooms and building clean by:

- Having students properly dispose of waste material.
- Limit the amount of non-educational material in classrooms.
- Keeping countertops, bookshelves, and tables in proper order that will allow easy dusting.

If a teacher needs repairs done to his/ her classroom he/she will need to complete the proper request form and turn into Mr. Roeder or Mr. Bostic as soon as possible.

Parent Conferences/Guest Speakers/Volunteers

Teachers shall inform the main office of any scheduled parent conferences. The teacher needs to greet the parent at the main office and escort them to the meeting area. If you would like to have an administrator present during the conference, please notify the principal at least one day prior to the conference.

Teachers are encouraged to seek out guest-speakers as they are able to provide additional material and resources for lesson material. Arrangements should be made well in advance of having a guest-speaker as a limited criminal history check may be required before the speaker enters an academic area.

The school board has adopted a policy with respect to volunteers and the grading of papers. All forms must be completed and signed by the volunteer and grader. If a teacher has an individual wishing to volunteer, please direct them to a building administrator.