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EDINBURGH HIGH/MIDDLE SCHOOL

STAFF HANDBOOK

Mission Statement

High School

The mission of the Edinburgh Community High School is to provide, within a safe and caring environment, programs which enable all students to develop their abilities and to become productive members of society. The students, parents, and staff cooperatively assume the responsibility for the achievement and progress of each student.

Middle School

Edinburgh Community Middle School, with the support of the school and community, seeks to provide all students the resources to gain knowledge and become lifelong learners in an environment, which encourages a positive self-concept and promotes excellence.

Corporation

The mission of the Edinburgh Community School Corporation is to provide a learning environment that challenges every students' intellectual potential; nurtures personal development through the teaching of the arts, sportsmanship and community values; and prepares all students to pursue their goals, to live a healthy life, and be responsible, involved citizens.

School Motto

High School

Creating our legacy every student every day.

Middle School

Making a difference, one student at a time.

Corporation

Our Commitment To Excellence Today Promotes Excellence Tomorrow!

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STAFF HANDBOOK

Purpose of the Handbook

This document outlines the policies and procedures that will be in effect at Edinburgh Community High/Middle School. We hope that this document will answer any questions that you may have. This handbook is intended to assist the staff with the everyday activities of the school. This handbook is designed for easy amending. In the event any section in this handbook is in conflict with the Master Contract or the Administrative Handbook, that section is considered void. All staff is asked to be familiar with the contents of this handbook.

Student-Parent Handbook

The Edinburgh Community High/Middle School Student Handbook has been revised and approved by the Board of Trustees. Teachers are asked to set aside a portion of the day during the first week of school to review the material in the student handbook with their classes. Please stress the sections on attendance and discipline.

Staff Meetings

Staff meetings will be held the 3rd Wednesday of each month from 3:20 to 3:50. Professional Development meetings will be held every Wednesday from 3:20 to 3:50. During staff meetings ideas, concerns, new standards, and goals will be discussed. The time we have together is short, so we will need to meet promptly and consistently.

Other meetings will be scheduled as needed.

Staff Attendance

Teacher absence puts extra burdens on other staff members who must share your duties and responsibilities. Please do all you can to be on time and present. Your consistent presence is an excellent way to demonstrate commitment to your students.

When you are ill or experience an emergency call the High School/Middle School secretary. **Please make every effort to call before 9:00 p.m. in the evening. We need this time to arrange a substitute** It is the responsibility of the staff member to notify the Principal or Office Staff as soon as possible if you plan to be absent the next day.

Be sure your lesson plans are in order. Included in this should be an up-to-date class schedule and seating chart.

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Student Attendance

High School attendance will be reported on SDS at the beginning of every period.

Middle School attendance slips will be forwarded to the attendance secretary once daily, (8:30 a.m.).

The teachers are asked to familiarize themselves with the student attendance policy (see Student-Parent handbook).

No student should be accepted into the classroom when tardy from home unless that student has a pass from the office.

If a teacher is notified that a student may have moved, please notify the attendance secretary. If a student is attending our school that doesn't live in our district, please notify the attendance secretary so an investigation can be completed.

Accident Procedure

If a child is seriously injured, use the following procedure:

- A. Do not move the child unless to prevent further injury.
- B. Notify the office immediately.
- C. Disperse the other students from the scene.
- D. See the school nurse to make a report after the incident is finished.

Don't take a chance, make the report. The office staff will notify the parent. Be especially alert when dealing with a child who has sustained a head injury.

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Conferences

Parent-Teacher:

For the education of most children, this 20- 30 minutes with parents will be the most important and hopefully the most productive of any 20 – 30 minute period of the year. If you're well prepared, the chances for positive results are greater. As you plan for your conferences, please include:

- A. Academic levels: be specific about performance.
- B. Parental help: present ways for them to work with the student.
- C. Give examples: this should be representative of all areas of work.
- D. Special problems: attendance, behavior, rapport with others.
- E. Summarize the conference and finish with a note of optimism.

Other helpful items for conferences:

1. Have a copy of your schedule in the office and posted on your door.
2. Notify the principal of any conference you would like for him to sit in on.
3. Use a table instead of your desk for the conference. This is less of a barrier and allows for greater display of student work.
4. Stay on the topic of the student. Keep away from matters of personal areas from the parents or yourself.

Student-Teacher:

The private conference between the student and teacher can be a very useful tool when properly utilized by the teacher.

Private counsel rather than public correction has unmatched natural benefits. The private conference gives us a greater probability for success in solving both classroom behavior and academic problems. It builds relationships between two people because it is personal. Students are not in a position where they feel they are being "watched" by their peers. The need to respond to save face, or seek attention that compounds many student-teacher confrontations is eliminated. Privacy is vital in correcting human behavior.

One of the biggest advantages of the private conference is found in the fact that the counsel comes later – not at the time of an infraction. This is good for the student and the class, as well as the teacher. It gives everyone time to think objectively. It also gives us an extra advantage. One of the first rules we should learn about teacher-student conflict is to neutralize the environment.

One can never forget that the responsibility for the tone of the private conference rests solely with the adult. The student is not the professional. We are! The variable is the student, while we are the constant. Regardless of the student behavior or actions during the conference, we must establish and maintain a helpful, caring, and professional atmosphere.

The first few seconds of the conference have much to do with the success or failure of the meeting. It is here more than anyplace else, that the teacher lays the groundwork for a successful conference. Should the conference fail to alleviate the problem you are to inform the parent or guardian of the specific problems. We have found that in about 90% of the cases parents will and do cooperate with us. It is important that parents

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know a problem exists and be aware of the action you are going to take should the problem continue. A part of our accountability to all parents of this school is to keep them fully informed as much as possible. This is best done on a personal basis – teacher – student – parent.

If a problem persists, a **written record** should be kept of these parent contacts, which include:

1. Date and time of contact.
2. Generally what the problem is.
3. What you will do should the problem continue.
4. Parent reaction.
5. Note if the parents are not home. If this is the case or if the student has no telephone, contact the office for assistance in notifying the parents.
6. **Always give a copy of the written record to the principal.**

Use of Telephone

Classroom telephones can be of great benefit to the teacher. Communication with parents of students is the primary purpose of having phones in each classroom. Use of phones for personal calls should be kept at a minimum. Use of phones by students should only occur under staff supervision/direction.

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Discipline

All staff should feel responsible, and justified, to correct any unsupervised student in the building observed disobeying school rules. The teacher's initial organization and management of the classroom sets the disciplinary tone. ***Begin strict, you can always loosen the reins.***

The procedure for the disposition of discipline, in general, is set forth in the student-parent handbook. Obviously, teachers will have familiarized themselves with the procedure.

Classroom discipline plans should include specific rules, limit-setting consequences, and positive outcomes for desired behaviors.

- A. Rules should deal with observable behavior.
 - B. Rules should be simple and consistently administered.
 - C. Students should know in advance what will happen if they choose to act irresponsibly.
 - D. Mistakes and poor choices become the student's responsibility.
 - E. Limit-setting consequences should be logical and realistic.
- Recommendations and alternatives for consequences include individual student conferences, isolation in the classroom, removal of privileges or activities, notification of parents, etc.

When there is a serious rule violation or previous attempts to resolve inappropriate behavior have not been successful, the Assistant Principal will become involved. The Principal will become involved on extreme rules violations and after the Assistant Principal has been involved. It is obviously to the teacher's advantage to handle most problems at the classroom level. Conferences with students, phone calls to parents, and detentions served with the teacher are useful means for correcting student behavior and should be utilized before involving the principal's office. When students are sent to the office for discipline, a [Discipline Referral Form](#) must be sent unless the situation demands immediate removal of the student. In this case, please call the office to inform the Assistant Principal why the student was removed. For your protection, documentation of a student's discipline problems is strongly recommended. Once the student has been punished for the infraction, the teacher will receive a copy of a Discipline Referral Form.

In- School Suspension Room (I.S.S.)

In-School Suspension or (I.S.S.) is a small area in the main office of the school monitored by both staff members and a video monitoring system. The I.S.S. room primarily serves as an alternative to suspension where students maintain school attendance and receive credit for coursework

The process a student will go through if recommended to I.S.S. is as follows:

- The student will report to the Assistant Principal. The Assistant Principal will discuss the misbehavior. The student will receive character education from the Assistant Principal in the areas of school conduct, appropriate responses, and student responsibilities.
- Once the student receives character education from the Assistant Principal, the student will spend an appropriate amount of time in I.S.S..
- In some cases a student may need to attend I.S.S. to calm down before meeting with the Assistant Principal.

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- ☑ Students will complete assignments provided to them by the classroom teacher and/or Assistant Principal. Any assignment not completed will be recorded as a zero in the gradebook.
- ☑ Parents will be called and will receive a letter outlining the Infraction and discipline.

Staff Dress

The classroom teacher is the key to the attitudes and behaviors within the educational setting. One's dress is a factor in determining the classroom climate. **Professional dress is the model for the proper attitudes and behaviors within the school.** Dress neatly and be well groomed at all times when working with students. Casual dress is appropriate for specific occasions such as field trips to parks, etc. Examples of casual dress include but are not limited to: jeans, running suits, sweat suits, T-shirts, and the same items listed for our students. Fridays will be casual days and will have themes on occasion.

Evaluation and Instruction of Students

Each teacher needs to devise his or her own method of grading and evaluating. It should be fair, equitable, and justifiable. Students, parents, or administrators are entitled to discuss grades with the teacher upon request. This should be done on an appointment basis.

Report cards are sent home every nine weeks. Midterms come out every 4 ½ weeks.

Report Cards

Report cards are one of the most valuable means of communicating information to parents. Grades should reflect actual achievement in the classroom. Comments are recommended especially for those who are failing.

You will be required to do mid-term reports as another avenue of communication with parents. Parents do not like surprises.

Each teacher should have a record-keeping system that adequately documents conferences, tardiness, disciplinary actions, parent notes, and communications concerning each individual child. These records are invaluable if the parent has any problems with the actions the school takes regarding their child. Keep all parent communication.

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Middle School Team Time

Common time has been built into your schedule to enable the Team to meet at least once a day formally to discuss students and curriculum, improved student achievement and programs, and address questions or concerns. Minutes must be recorded on the meeting record form. These minutes should be placed in each Team Manual.

The first order of business is to select a Grade Level Chairperson. This decision should be communicated to the Office.

The tasks of the Team Leader will include:

- Arranging meeting times that are mutually agreed upon.
- Setting the agenda of each meeting based upon expressed concerns.
- Securing any necessary resource personnel to work with your team.
- Keeping the Principal informed of the actions taken in the Team meetings.

Field Trips

We encourage teachers to extend their classroom walls to include educational experiences in settings within the area. Approval for trips outside the school grounds will be dependent upon properly planned trips and necessary forms completed at least four-weeks in advance. Due to budget issues field trips may be limited throughout the school year upon administrative discretion. No field trips will be permitted within two weeks before the end of each semester.

Substitute Teachers

In order to accomplish a more professional service when the regular teacher is absent, the following preparation for substitutes is necessary:

1. Keep daily lesson plans up-to-date.
2. Prepare a specific sub folder that will be kept in the office.
This folder should include:
 - a. Seating charts
 - b. Class roster
 - c. Location of lesson plans
 - d. A copy of the daily schedule
 - e. Pertinent information concerning your particular classes.
3. If time permits, brief your classes regarding your absence, the work to be done, the behavior expected and the substitute's name. Let the students know you expect a report of their work and behavior.
4. Give proper credit for the work that was done during your absence. Students will feel the assignments were important and will give them the proper attention.
5. If a substitute's work deserves criticism or involves the welfare of the school, it should be taken up with the principal and **not mentioned or discussed in the presence of the students.**
6. Follow up on the suggestions, problems, and assignments of substitutes.

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Lesson Plans

Teachers are expected to have daily lesson plans.

Administering Medication

In accordance with Indiana Code 34-416, 5-3-5, the following procedures will be followed:

1. Written instructions from a physician detailing the administration of the prescription medicine are required. Written, detailed permission from the parent is also required.
2. The child may be administered non-prescription medication with written permission from the parent or guardian.
3. All medication will be given in the office. Child's medicine must be in the prescription container or the product bottle for non-prescription drugs. Parents may come to school and administer the medication.
4. Notes from parents and/or doctors directing the giving of medicine shall be placed in the student permanent records. All notes should be dated.

All medicines must be kept in the Nurse's Office along with the parent release with the exception of inhalers. If a student uses an inhaler, he may keep it on them. All medicines must be dispensed in the Nurse's Office. A list of personnel who are allowed to dispense medications is posted in the Nurse's Office.

School Nurse

The nurse serves Edinburgh High/Middle School, Monday through Friday from 10:00 – 12:00. She is also available at other times for emergencies. If a student becomes ill, send the student to the nurse's office with an appropriate pass. If a student remains in the nurse's office for more than 15 minutes he/she is considered absent for that class. A log of student visits will be maintained to discern student abuse of the policies.

Visitors

Edinburgh High/Middle School maintains a "no guest" policy for all students.

School Closing

All school closings will be announced on the following radio/television stations:

Radio

WKKG – FM – 101.5 – Columbus

WWWY – FM – 105 – Columbus

Qmix – FM – 107.3 – Columbus

WFMS – FM – 95.5 – Indianapolis

WZPL – FM – 99.5 – Indianapolis

Television

WRTV – Channel 6

WISH – Channel 8

WTHR – Channel 13

WXIN – Channel 59

Announcements will be made as soon as possible, but not later than 7:00 a.m. **Please do not call the school**, since this ties up the telephones in case of an emergency.

We will have the two-hour delay plan in place.

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Emergency Procedures

Fire drill and tornado drill instructions are posted in each classroom for teachers and students to read, practice, and be experts at these important drills. Teachers should instruct students during the first week of school what their responsibilities are. You may want to practice briefly before the first official drills are held. ***Attendance lists or Grade books are a must for each teacher to have in his/her hands during each drill.*** State law requires periodic drills. The nature and purpose of these drills require the students to be on their best behavior.

Room Number	Fire	Tornado
Cafeteria	West doors, through courtyard to south lot	Academic wing first floor
Library	North out bridge doors	Teachers' workroom
Office HS	North out bridge doors	Office hallway
Office MS	North out bridge doors	Office hallway
Main Gym	North doors to north parking lot	Tunnel and stairs by gym
Auxiliary Gym	West doors to south parking lot	Girls' locker room
40	North out bridge doors	6 th grade/vocational hallway
41	North out bridge doors	6 th grade/vocational hallway
42	West doors to south lot	6 th grade/vocational hallway
43	Exit through south doors	6 th grade/vocational hallway
44	Exit through west door in room 44	6 th grade/vocational hallway
45	Exit through south door	6 th grade/vocational hallway
46	Exit through south door	6 th grade/vocational hallway
47	Exit through south door	6 th grade/vocational hallway
48	Exit through south door	6 th grade/vocational hallway
49 (Computer Lab)	Exit through west door in room 44	6 th grade/vocational hallway
100	North out bridge doors	Teachers' workroom
101	North out bridge doors	Girls' restroom
102	North out bridge doors	Boys' restroom
103	South out east doors	Teachers' lounge
104	North out bridge doors	Boys' restroom
105	South out east doors	Teachers' lounge
106 (Band)	Out south doors of room	T-Hallway & Band equipment room
107	South out east doors	Kitchen hallway
108 (Choir)	Out south doors of room	T-Hallway & Band equipment room
200	Down North stairs, out east doors	Down North stairs to office conference area
201	Down North stairs, out east doors	Down North stairs to office conference area
202	Down North stairs, out east doors	Down North stairs to office conference area
203	Down South stairs, out east doors	Down middle stairs to academic wing first floor
204	Down South stairs, out east doors	Down North stairs to academic wing first floor

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Room Number	Fire	Tornado
205	Down South stairs, out east doors	Down middle stairs to academic wing first floor
206	Down north stairs, out east doors	Down north stairs to academic wing first floor
207	Down south stairs, out east doors	Down middle stairs to academic wing first floor
208	Down north stairs, out east doors	Down north stairs to academic wing first floor
209	Down south stairs, out east doors	Down south stairs to academic wing first floor
210	Down north stairs, out east doors	Down middle stairs to academic wing first floor
211	Down south stairs, out east doors	Down south stairs to academic wing first floor
212	Down south stairs, out east doors	Down south stairs to academic wing first floor
213	Down south stairs, out east doors	Down south stairs to academic wing first floor
214	Down south stairs, out east doors	Down south stairs to academic wing first floor
215	Down south stairs, out east doors	Down south stairs to academic wing first floor
216	Down south stairs, out east doors	Down south stairs to academic wing first floor

Earthquake Drill Procedure

During an earthquake drill or at the first sign of the ground shaking, students will demonstrate their ability to react immediately and appropriately. The students should follow these steps as directed:

1. Drop and cover under desks or tables
2. Turn away from windows
3. Stay under shelter until shaking stops
4. Listen for instructions

Hostage Crisis Plan (Lock Down)

In the unlikely event of a Hostage Crisis at Edinburgh High/Middle School please follow the steps list below:

1. **If you observe a hostage situation, do not intervene, but contact the office.**
2. Keep everyone out of the area and out of sight of the hostage taker.
3. If someone would enter the building with a weapon and/or take hostages, an announcement would be made that would state, "we are currently in a lock down."
4. All staff will keep the students in their care with them in the rooms. Do not leave the rooms without contact from the administration or law enforcement.
5. **Stay calm, alert, and under control;** help the children remain calm.

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Professionalism

It is expected that all staff members conduct themselves in a professional manner at all times. Jokes and conversations that have sexual innuendoes or connotations should be avoided.

You should always present a positive image (in language and appearance) of our school to the community, our parents, and to other visitors.

Discussions related to individual children should be done in a fair and reasonable manner. The conversation should ultimately lead to planning and/or actions that will help that individual.

Teachers' Lounge / Workroom

The lounge is the area designated for you to relax and “get away from it all.” Students are not allowed into the lounge for any reason.

Your “lounge talk” may determine your morale for the day.

Also, please remember that students are not allowed in, but the sounds that you make are allowed out.

Facility Usage

To request use of the facilities:

- Check on facility availability by contacting the facilities and transportation assistant at the central office or the Athletic Director if requesting the gym.
- Fill out facility usage request form in full and give to the principal.

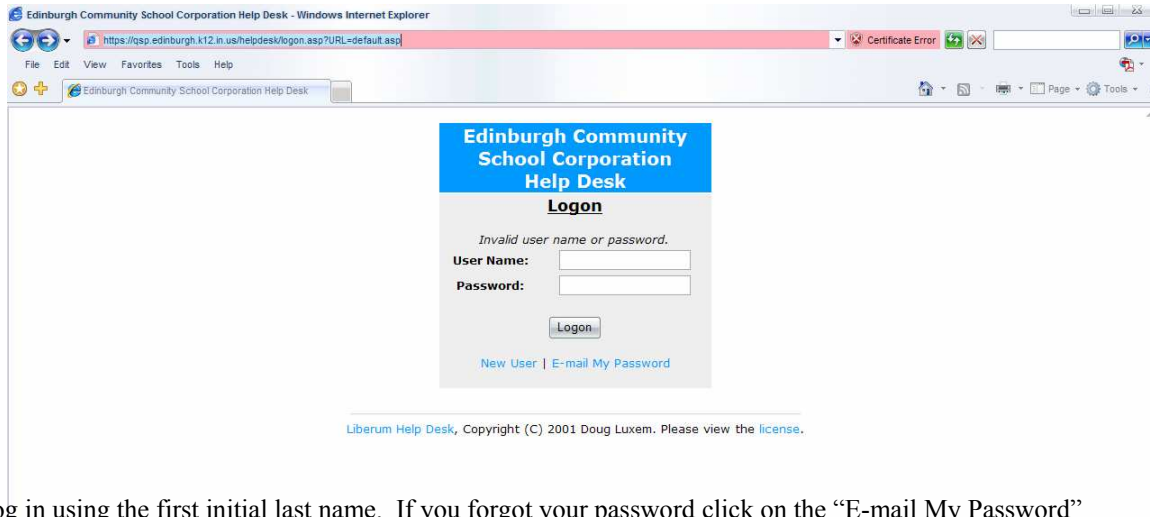
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Help Desk

Help Desk User Guide

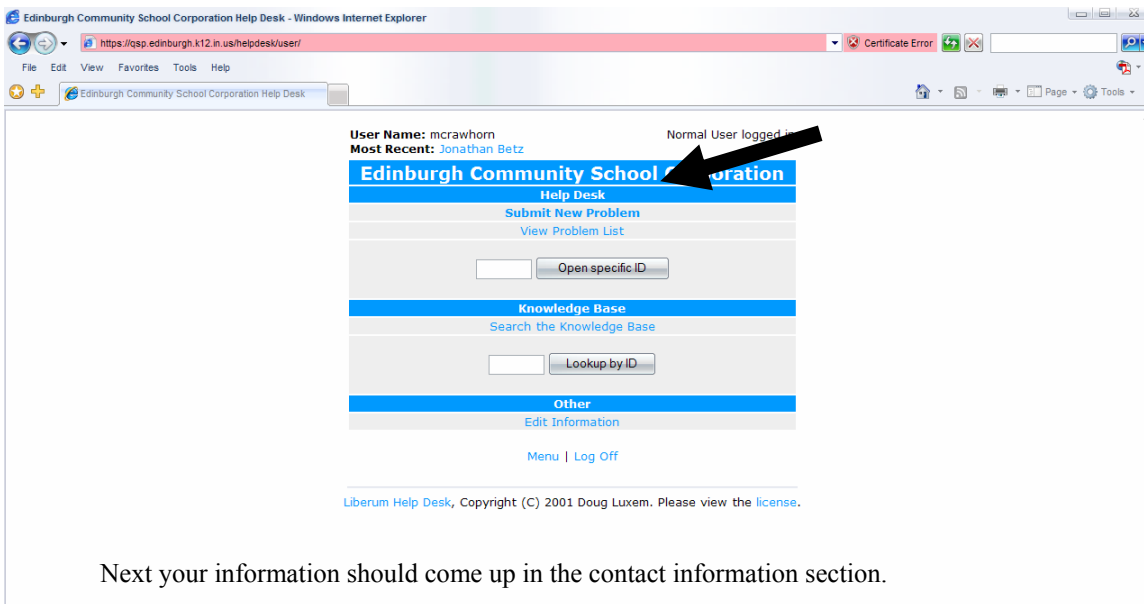
Log in to the Help Desk by going to the link on your desktop or the following address.

<https://qsp.edinburgh.k12.in.us/helpdesk/logon.asp>

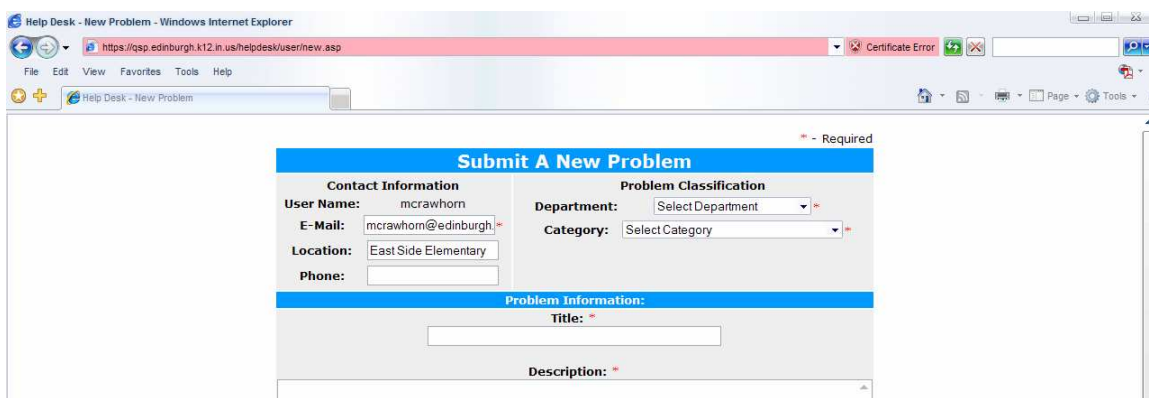


Log in using the first initial last name. If you forgot your password click on the “E-mail My Password”

To submit a problem, click on the Submit New Problem link.



Next your information should come up in the contact information section.



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Select the **department**, and then select the **category**.

Give a Title of the Problem. Example "Broken Sink"

In the description category give a detailed description of what needs to be repaired. Be sure to include your room number, or Area of where the problem resides.

Last click on **Submit Problem**

Special Services Referrals

Referrals for testing should be made through the school counselor.

Classroom Atmosphere

Classrooms should be attractive learning environments in which exciting and motivational educational activities must be ongoing. To accomplish this, several things must be kept in mind:

- ✓ Observe good housekeeping rules. Teachers must set an excellent example by keeping their work areas neat and organized.
- ✓ Don't accumulate large amounts of supplies in your rooms our budget is limited!
- ✓ Bulletin boards should reflect instruction and should be changed regularly.
- ✓ Examples of student's work should be proudly displayed.
- ✓ Motivational charts and/or displays should be prominent and up-to-date.
- ✓ Students should be rewarded for exceptional work and/or effort.

Classroom Hall Windows

No more than 25% of any classroom door window may be covered. Due to safety issues adults must be able to view the classroom without opening the door.

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Teacher Evaluations

TEACHER PERFORMANCE AND ACCOUNTABILITY STANDARDS REPORT FORM

Teacher Name _____ School Year _____

School _____ Assignment _____

Experience in Edinburgh _____ Total Experience _____

Domain I. Planning and Preparation

Teacher self-evaluation

Principal Evaluation

Domain II. Classroom Environment

Teacher self-evaluation

Principal evaluation

4.15

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Domain III. Instruction

Teacher self-evaluation

Principal evaluation

Domain IV. Professional Responsibilities

Teacher self-evaluation

Principal evaluation

I have read this performance and accountability report and discussed it with my evaluator.

Teacher Signature* _____ Date _____

Principal Signature _____ Date _____

*Signature indicates completion of report, not necessarily agreement. I have read this performance and accountability report and discussed it with my evaluator.

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Appendices

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- Appendix 2 Corporation Calendar
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- Appendix 15 High School Homework Request Form
- Appendix 16 Purchase Order
- Appendix 17 Corporation Staff Directory
- Appendix 18 High School Club/Class Sponsors
- Appendix 19 High School Display Cabinet Assignment
- Appendix 20 Athletic Positions
- Appendix 21 Child Abuse or Neglect Report Form
- Appendix 22 Facility Usage Form

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