

Greater Jasper Consolidated Schools

Teacher Handbook

2019-2021

ASSOCIATION RIGHTS

The Association, as the Exclusive Representative of all teachers in the School Corporation, shall have the following rights:

To use school buildings and equipment for meetings, subject to the permission of the building principal and availability of facilities.

To use existing school bulletin boards located in exclusive teacher areas as mutually agreed upon by the building principal and the building representative.

Subject to rules and regulations established by the building principal, to use intra-school mail systems.

To have a place not to exceed fifteen (15) minutes on the Agenda of the first general meeting of teachers at the start of the school year.

A copy of the Agenda of School Board meetings shall be available by 4:00 p.m. on the day of the meeting or as soon thereafter as the same is prepared.

To have a place on the Agenda of the School Board meeting upon request; provided that if request is made to the Superintendent's Office by 9:00 a.m. on day of meeting, the Association shall receive consideration as to being placed early under "new business". The Association President will be notified of a late change of a Board meeting.

The President of the Association, who is an employee of the School Corporation, may during his unassigned time (lunch period), visit any building, with the permission of that building principal.

~~SALARY AND WAGE~~ [\(Moved language to CBA\)](#)

~~Effective July 10, 2007, the Greater Jasper Consolidated School Corporation has agreed to recognize and to award credit on the salary schedule for prior experience in a parochial school.~~

DEDUCTIONS

The Board shall, on receipt of the written authorization of a certificated school employee deduct in ten (10) or sixteen (16) equal consecutive installments from the pay of such employee any dues designated or certified by the appropriate officer of the Exclusive Representative and shall remit such dues to such Exclusive Representative monthly. The Exclusive Representative shall be responsible for the validity of signed authorization cards or lists furnished to the School Employer for the purpose of payroll deductions of

dues and shall indemnify and save harmless the School Employer or Corporation from any liability, claim or damage suffered by the same as a result of reliance on said authorization. The authorization for payroll deduction of Association membership dues shall be on a continuing basis unless revoked in writing by the employee to the Exclusive Representative and to the School Employer at its central office.

Upon written authorization from the teacher, the Board shall deduct from the salary of that teacher and make appropriate remittance for annuities, credit union, savings bonds, or Health Insurance; provided that at least Fifteen Percent (15%) of the teachers covered under this Contract request the deduction.

Teachers may voluntarily decide to have I-PACE contributions deducted along with Association dues.

HOURS

SCHOOL DAY

The basic school day of assigned duties for teachers shall be as follows:

All teachers shall report in and be on assigned duty no later than ten (10) minutes prior to their first scheduled classroom duty, homeroom, or other assignment, whichever is earlier, and shall remain on assigned duty at least ten (10) minutes after their last scheduled classroom duty or other assignment, whichever is later, not to exceed seven and one-half (7½) hours per day, inclusive of lunch period.

It is understood that the length of the basic school day for all teachers shall be extended to include such activities as: parent-teacher conferences, faculty meetings, paid extra-curricular activity assignments, and duties for which extra pay is received.

Meetings of all or substantially all of the teachers assigned to a school shall not be scheduled more frequently than an average of once a month and then not following the basic school day on Fridays or on a day immediately preceding holidays and vacations and shall be completed if possible within thirty (30) minutes after the end of the regular school day. Teachers having personal commitments may leave after the scheduled thirty (30) minute meeting.

In addition to conferences scheduled during the school day, each teacher shall not be required during any school year to participate in more than two (2) parent-teacher conferences scheduled for all or substantially all students assigned to that teacher. All other parent-teacher conferences shall be held immediately after the children are dismissed from school or at such other times mutually agreeable and shall be completed within thirty (30) minutes. Due to previous commitments, teachers may have twenty-four (24) hours advance notice of such conferences if needed. Teachers need not discuss school related problems with parents while away from the school site.

Teachers shall have an uninterrupted duty-free lunch period of at least thirty (30) minutes

on each school day. This is a minimum requirement and should not require a decrease in longer lunch periods now in effect due to local circumstances.

Teachers employed on a full-time basis will have preparation time as follows:

- a. Elementary (K-5) - an average of thirty (30) consecutive minutes per school day;
- b. Middle School (6-8) - an average of forty-five (45) consecutive minutes per school day;
- c. High School (9-12) - one (1) period per school day.

Teachers employed on more than a half-time basis but less than a full time basis, will be assigned preparation time on a pro-rated basis. Teachers employed half-time or less will be assigned no preparation time.

Student supervisory duty on the ECA schedule will be handled by an individual(s) or will be rotated by assignment and compensated therefore.

ECA student supervision positions will be open to all teachers in the respective buildings for application, subject to the approval of the principal until August 1. The position(s) will then be offered to other persons in the district and if not filled by the start of the school year, will be staffed by teachers who shall be assigned to duty by the building principal on a rotating schedule.

Teachers are encouraged to attend and participate in various school-community organizations and/or activities. It is understood that such attendance and/or participation shall be strictly voluntary.

CALENDAR

Teachers may submit for the Board's consideration proposed school calendars; provided, however, that the school calendar shall be established and adopted in the sole discretion of the Board. If for any reason, such as inclement weather, fuel shortage, etc., schools are closed on any of the scheduled attendance days, teacher's salaries or other benefits shall not be reduced in any manner due to the school closing.

The length of the school year shall be as follows:

Maximum number of teacher days	183
Maximum number of student days	180

It is understood that whenever a canceled student instructional day is rescheduled to comply with state regulation, each teacher shall work on that rescheduled day without additional compensation.

Teachers shall have each December 23rd and 24th off of school.

There shall be a minimum of five (5) snow days built into the calendar.

Commencement shall be on the Friday before Memorial Day unless extenuating circumstances would warrant that the Board change the date.

TEACHER RIGHTS

Except for extra-curricular travel and as set forth in the Extra-Curricular Appendix B, teachers using personal vehicles for travel on school business on which prior reimbursement authority has been granted by a building principal or central office administrator shall be paid the IRS rate per mile. Claims for reimbursement shall be filed and shall be paid monthly.

No teacher shall be required to transport a pupil in his personal vehicle unless willing and authorized to do so by a representative of the Board, such as Superintendent or principal and unless the School Corporation shall provide liability insurance to protect said teacher while using said vehicle. School principals shall issue written standing rules governing use of teachers' vehicles in cases of emergency involving students.

Teachers who are asked to give up their preparation period in order to cover a class for which a substitute was not hired shall do so voluntarily. Refusal to substitute shall not be construed as being uncooperative.

Teachers who serve on committees established by the School Corporation or cooperatively established by the School Corporation and the Association, shall do so voluntarily. Nothing contained herein shall be construed to prohibit the Board from offering additional pay for committee service which may require extensive out-of-school-time.

Teachers may leave the building without seeking permission during their lunch period. Teachers should notify their building principal of their intention to be out of the building during said lunch period. Teachers must secure permission of the building principal or his/her designee in order to leave their assigned buildings at any time during the school day except the lunch period described herein.

A teacher may, after notifying the building principal of a problem, request the Superintendent or his designee and (or) a member of the JCTA to be present for a conference when an immediate need exists.

No teacher shall be criticized or reprimanded in public. Any such action shall be done in private.

Upon request, a teacher shall be given access to the contents of his/her teacher-personnel

file. If he/she so desires, the teacher shall be furnished a reproduction of the contents of his/her file. Letters of recommendation shall be considered confidential and unavailable to the teacher.

No material derogatory to a teacher's conduct, service, character, or personality shall be placed in the files of a teacher unless the teacher has had an opportunity to read the material. The teacher shall acknowledge that he/she has read such material by affixing his/her signature and the date to the actual copy to be filed with the understanding that such signature merely signifies that he/she has read the material to be filed. Such signature does not necessarily indicate agreement with its contents. Said teacher shall be allowed to attach a rebuttal to the material if said teacher so desires.

LEAVES OF ABSENCE

PERSONAL LEAVE

Personal leave may be used on a one-half (½) day basis. The only reason a teacher needs to give in order to use personal leave is to say "personal business".

SICK LEAVE

Teachers shall be given an accounting of their sick leave days on their deposit slips every two (2) weeks.

Verification of illness in excess of two (2) days by a physician's statement may be required at the sole discretion of the School Employer.

Sick leave days may be used for medical or dental appointments. Sick leave may be used on a one-half (½) day basis.

PREGNANCY/MATERNITY LEAVE

Any teacher who is pregnant shall be granted a leave of absence for the period provided in and subject to the provisions of SECTION 5 of this chapter.

Except where a Contract is not required under IC 20-6.1-4-10 through IC 20-6.1-4-16 in any situation occurring before or after the commencement of leave, the teacher and the School Corporation shall execute a regular teacher's Contract for each school year in which any part of the teacher's leave is granted, and the teacher shall have the right to return to a teaching position for which the teacher is certified or otherwise qualified in accordance with the rules of the Commission on General Education.

Rights existing at the time leave commences, which arise from a teacher's: (1) status as a permanent teacher; (2) accumulation of successive year of service; (3) service performed under a teacher's Contract pursuant to IC 20-6.1-4-9; or (4) status or rights negotiated under IC 20-7.5; shall remain intact except as provided in subsection (a.) of this section.

During leave of a non-permanent teacher the period of probationary successive years of service under a teacher's Contract which is a condition precedent to becoming a permanent teacher under IC 20-6.1-4-9 shall be uninterrupted for that teacher except as provided in subsection (a.) of this section; this probationary period shall not include an entire school year spent on leave.

The teacher is not entitled to take accumulated sick leave days when the teacher's physician certifies that the teacher is capable of performing the teacher's regular teaching duties. The teacher is entitled to complete the remaining leave without pay.

SECTION 2. IC 20-6.1-6-4, as added by Acts 1976, PL. 100, SECTION 1, is amended to read as follows: Sec. 4-Leave of Absence-Pregnancy. A teacher who is pregnant may continue in active employment as late into pregnancy as she wishes, if she can fulfill the requirements of her position. Temporary disability caused by pregnancy shall be governed by the following:

- a. Any teacher who is pregnant shall be granted a leave of absence any time between the commencement of her pregnancy and one (1) year following the birth of the child, if she notifies the Superintendent at least thirty (30) days before the date on which she wishes to start her leave. She shall notify the Superintendent of the expected length of this leave, including with this notice either a physician's statement certifying her pregnancy or a copy of the birth certificate of the newborn, whichever is applicable. However, in the case of a medical emergency caused by pregnancy, the teacher shall be granted a leave, as otherwise provided in this section, immediately on her request and the certification of the emergency from an attending physician.

STUDY LEAVE

A leave of absence, without pay or benefits, for one (1) year or one (1) semester shall be granted to any teacher, upon application, for the purpose of engaging in study at an accredited college or university. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the School Corporation during such period.

Any teacher taking study leave for the entire school year or the fall semester must notify the Office of the Superintendent, in writing, not later than July 1 prior to the leave. Any teacher taking study leave for the spring semester must notify the Office of the Superintendent, in writing, not later than November 1 prior to the leave.

It is understood and agreed to that in order for a teacher to be able to go on study leave, he/she must have been a teacher in the School Corporation for a minimum of five (5) full school years.

GENERAL PROVISIONS

It is understood that the Board shall retain the right to assignment and transfer of teachers returning from leave of absences as follows:

Upon return to employment by the teacher from leaves defined above, the School Employer shall discuss with the teacher but reserves the right to solely determine that teacher's subsequent teaching position and duty assignment(s). The School Employer is under no obligation to assign the teacher after return from leave to the same school, teaching position, or other assignment(s) occupied or performed prior to taking said leave of absence; provided that the teacher shall be offered a vacant position comparable to that held prior to the leave and for which the teacher is certified.

The adoption and maternity leaves above defined shall be an absolute right of the female teacher, subject to the limitations set forth in this Contract. The length of leave may be changed by mutual consent without establishing a precedent. The teacher may return to full-time employment during that period provided the teacher furnishes a written statement from her physician attesting to her ability to resume the full performance of the duties and responsibilities to which she may be assigned.

The teacher shall be contacted in writing by the Office of the Superintendent within forty-five (45) days of the expiration of said leave, as to her intent to return to employment. If the teacher agrees to return to employment after receiving the notice and (1) fails to return to employment the first day after date of termination of the leave, or (2) refuses to accept a position for which said teacher is qualified, the teacher shall be deemed to have resigned and the obligation of the School Corporation to provide a position to said teacher will cease.

Non-permanent and semi-permanent teachers returning from leaves of absence shall retain full credit for years of teaching service prior to the leaves and their semi-permanent status, if applicable.

Permanent teachers returning from leaves of absence shall retain their permanent status upon returning from leave in addition to the full credit for years of teaching service prior to the leave.

All teaching vacancies shall be posted in all buildings for five (5) consecutive school days.