



**BARTHOLOMEW CONSOLIDATED
SCHOOL CORPORATION
CERTIFIED STAFF MEMBER
HANDBOOK**

2023-2024

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Though the terms and conditions pertaining to teachers are governed by this handbook, this handbook is not intended to cover topics that are subject to bargaining and is not all-inclusive of teacher expectations. To the extent any term or condition conflicts with the bargained teacher contract, the contract shall govern. The terms and conditions contained herein have been reviewed with the Columbus Educators Association.

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 Representative Assembly.

B. When possible, the Association will be included in any event that involves teachers, including the annual orientation for new teachers and job fair.

II. Clarification of 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 a total of one (1) amount.
- Assignments totaling 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 totaling \$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 after the assignment is completed:

- End of the first semester.
- End of the second semester.

C. Lump sum payment for Schedule C Assignments shall be made according to the following timeline after the assignment is completed:

- Fall Break.
- Spring Break.
- End of the 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 submitted quarterly to the teacher's director or administrator for approval.
- Certified staff shall be made aware of the rate at the beginning of the year as well as at any time the rate changes.

E. Association Leave:

- The President of the Association, or his/her designee, shall be allowed to leave his/her school to visit other schools on his/her lunch or preparation time, to investigate issues and conduct Association business (such as attend Collaboration meetings or other meetings).
- The visitation with a teacher(s) by the President of the Association, or his/her designee, may be on the teacher's lunch or preparation time, or upon mutual agreement with the teacher and the teacher's principal at some other time within the regular school day.
- The visitation of a teacher by the President of the Association, or his/her designee, referred to in this section shall be scheduled and conducted so as not to interfere with the activities of other teachers, students, or employees.
- There shall be only one (1) designated representative of the President of the Association at a given time and that person's identity shall be communicated to a designated representative of the Superintendent in advance of any action that person takes on behalf of the President.

III. Hours

A. The establishment of the school calendar is the sole responsibility and authority of the BCSC School Board. Teacher representatives will be included on any committee tasked with reviewing options and providing recommendations regarding the calendar to the School Board.

B. The length of the school calendar for teachers shall be 182.5 days, to be comprised as follows:

- One hundred eighty (180) days that include one hundred seventy-six (176) student instructional days and four (4) professional development days contingent upon HB 1003 Waiver Approval by the State Board of Education (SBOE).
- One (1) day at the beginning of the first semester, which is expected to be a balance of professional development and preparation time for teachers.
- One (1) day at the beginning of the second semester. Teachers will not be required to attend meetings on this day.
- One-half (1/2) day at the end of the second semester.

C. 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, equitable preparation time to the greatest extent possible, lunch periods, and such other duties and responsibilities assigned by the Building Principal or Program Director on an equitable basis to facilitate the effectiveness of the building schedule and educational program.
- As per IC 20-28-10-19, teachers must have at least thirty (30) minutes of duty-free time between the hours of 10:00 a.m. and 2:00 p.m.

D. Teachers may leave the building or place of duty:

- During the thirty (30) minute lunch period and/or preparation time.
 - i. Teachers must make an adult aware if leaving the building, in the case there would be an emergency.
- For emergency purposes outside of lunch or prep after first obtaining permission from the principal or his/her designee.

E. All teachers will be provided no fewer than two hundred (200) minutes of teacher plan time free of duty, supervision, or travel during the regular contracted week for each full five (5) day week. Efforts will be made to provide as much consecutive, uninterrupted plan time as possible.

F. Part-time and shared contract teachers shall receive plan time and assigned duties in proportion to their contracted workday.

IV. Committees/Meetings/Duties

A. Standing Committees

- Standing committees in buildings are currently the Continuous Improvement Council (CIC) and Positive Behavior Instructional Supports (PBIS) Committee, but are subject to change as directed by district improvement efforts.
- CCIC and CIC will meet at least quarterly, unless agreed otherwise by co-sponsors.
- Other committees will be created for specific purposes and tasks by the CIC.
- Committee meetings should not be held to interfere with student instructional time and be held during contract hours, to the extent possible.

B. Faculty, Grade Level, and Department Meetings

- Emergency meetings notwithstanding, Building Principals and Program Directors may have one building-wide, required meeting per month, typically on a Wednesday, that extends the school day (before or after contract hours).
- Building Principals or Program Directors may elect to have required grade

level or department meetings held outside of contract hours in lieu of a building-wide faculty meeting.

- Routine matters should be handled through emails, staff notes, or other written communications.

C. Extracurricular Duties/Events/Athletics

- These events will be filled on a voluntary basis, to the greatest extent possible.
- If certified staff in the collective bargaining unit work an athletic event, they are entitled to the amount identified in the collective bargaining agreement.

V. Vacancies and Transfers

The BCSC 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 for positions covered by the Collective Bargaining Unit shall be posted on the corporation website. Any qualified teacher employed by the School Board may apply for a transfer to a vacant position after their second year of service. A “qualified teacher” is defined as one who is licensed for the position or one who has appropriate education 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 Staff Survey. If interested in a certified teaching vacancy, the teacher will need to complete an internal application online in order to communicate their interest in a position. Teachers need to watch the job postings for vacancies.
- C. Upon request by the teacher, information will be provided as to why said teacher’s transfer request was denied.
- D. When a reduction in the number of teachers in a school is necessary, all volunteers will first be considered for transfer to another school.

VI. Complimentary Pass

- A. Each staff member shall be able to use their BCSC Identification Badge to attend corporation athletic events involving student participation and held in corporation facilities.
- B. The pass does not apply to tourneys and events sponsored by the Indiana High School Athletic Association (IHSAA) or other comparable associations.

VII. Access to Files

- A. School staff may schedule a time with the Human Resources (HR) Department to read and/or copy all materials in their own personnel file.
- B. Contact should be made with the HR Department twenty-four (24) hours ahead of time.

VIII. Classroom Visitations

- A. Given twenty-four (24) hour/one (1) day notice, observation and/or visitation of a teacher's classroom by a parent/guardian of a student in that class shall be allowed at a time agreed to between the parent/guardian and the teacher.
- B. Parents/Guardians must check in at the office prior to being escorted to the classroom.
- C. Observation of a teacher's class by persons other than school administrative personnel or the parent/guardian of a student in that class shall be allowed only after consent has been given by the principal and the teacher involved.
- D. Observers will not be allowed to take part in or interrupt any classroom activity without the prior approval of the teacher involved.
- E. Teachers will be notified when a visitor arrives prior to the visitor being escorted to their classroom.

IX. 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, BCSC and CEA have established a Corporation Continuous Improvement Council (CCIC) and Continuous Improvement Councils (CIC) 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 representation from 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.
 - At least 40% of CCIC shall be appointed by the CEA President. At least 40% of CCIC shall be individuals solely appointed by the Superintendent.

The remaining percentage, at most 20%, are jointly determined by the CEA President and the Superintendent.

- Co-sponsors of CCIC must give at least a week's notice before adding/removing/changing members on CCIC. However, each appointment to the CCIC is for a two-year term.
- Either co-sponsor can invite a guest to CCIC to speak on a particular topic provided that the other co-sponsor is notified at least one week prior to the meeting and agrees to bring in the guest.
- The CCIC will ensure that there is a high quality information flow to and from the stakeholder group to whom each representative is accountable.
- Notes from the meetings will be sent out to all BCSC stakeholder groups.
- The CCIC will maintain and support the district-wide Continuous Improvement Process, identify district-wide initiatives, and ensure alignment of goals developed by the BCSC School Board throughout the organization.
- The CCIC will 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 (AR) appointed by the CEA President.
- There will be representation from administrators, teachers, support staff, and other stakeholders which could include parents and/or students.
- At least 40% of CIC shall be appointed by the CEA co-sponsor. At least 40% of CIC shall be individuals solely appointed by the Building Principal or Program Director. The remaining percentage, at most 20%, are jointly determined by the CEA co-sponsor and the Building Principal or Program Director.
- The percentage of teachers on CIC that are members of the Association should match at least the percentage of teachers in the building/program that are members of the Association as certified by the Superintendent and President of CEA in September.
- Each CIC shall have a minimum of five (5) members with up to a maximum of fifteen (15) with equal representation from each group.
- Topics that could be considered by a building/program CIC include, but are not limited to:
 1. Providing input upon and reviewing the School Improvement Plan.
 2. Examining current educational initiatives in the building/program
 - Improving, replacing, or removing current educational initiatives or programs in the building/program that do not continually improve the building/program.
 - Adding new or improving current educational initiatives to

- continually improve the building/program.
3. Reviewing data relevant to current initiatives or projects in the building.
 4. The creation of ad-hoc committees for specific purposes or tasks.
- A CIC may apply for a waiver of designated work days and time by May 1 of the prior school year through the following process:
 1. The CIC fills out the Waiver Request form (Appendix A), including the rationale and specific days and hours. It is the responsibility of the Building Principal/Program Director to ensure that non-certified staff are not negatively impacted by any waiver.
 2. The CIC co-sponsors create a ballot for the proposed waiver; ballots will have two options, which give the option to vote for or against the waiver. Once created, the ballot is submitted to the CEA Executive Board for approval by the CEA Co-Sponsor. If the ballot is denied, a review of the ballot will be conducted with the Superintendent.
 3. After the CEA Executive Board has provided approval for the ballot, the building holds a secret ballot vote on the waiver with a two-thirds (2/3 or 67%) affirmative vote of the total number of certified staff covered under the collective bargaining unit in the building/program necessary for the waiver to continue.
 4. The CIC co-sponsors fill out the Waiver Request form with the final percentage of vote results in the building/program and submit the Waiver Request form to the CCIC for final approval. The Superintendent and CEA President signatures validate approval.

X. 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: Professional Support Action Plan and Intensive Professional Support Action Plan located in Appendix B.

A. Professional Support Action Plan:

- 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 the 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 of up to ninety (90) school days.
- Upon review of progress towards correcting the situation, the administrator will make the following recommendations:
 - The situation is resolved and the teacher is removed from the Professional Support Action Plan,
 - May be renewed for up to an additional 90 school days, or
 - The situation is not resolved and the teacher will be moved to the

Intensive Professional Support Action Plan.

- If progress has been made and a teacher is removed from the plan, and the concern returns later, the teacher should be placed back on the Professional Support Action Plan before being moved to the Intensive Professional Support Action Plan.

B. Intensive Professional Support Action Plan:

- A meeting will be set to review the Intensive 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 a review of up to ninety (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 Intensive Professional Support Action Plan, **or**
 - The situation is not resolved and any next steps in the process will be outlined with the Assistant Superintendent for Human Resources.
- Any time a teacher is placed on an Action Plan, whether Support or Intensive, a copy should be sent, along with the notes, to the Assistant Superintendent for Human Resources for placement in the teacher's personnel file.

XI. Collaboration

- A. In order to allow for thoughtful and purposeful collaboration between BCSC and the Association, an appropriate schedule and amount of time should be developed for collaboration.
 - All collaboration dates for the school year should be set in August, with possible exceptions due to breaks or other issues.
 - Collaboration may occur at least once a month.
 - Understanding that many important topics are addressed during the summer, collaboration may be scheduled for June and/or July.
- B. Items should be addressed at the building level before being taken to the district level.
- C. Only those items impacting multiple buildings should be brought to a district level Collaboration Meeting.
- D. The BCSC and CEA collaboration teams will work together to develop committees and subcommittees as necessary.

- The CEA President will be able to appoint teachers to any committee formed by BCSC that requires teacher participation. The total number of teacher appointments is determined by BCSC. However, the CEA President may appoint a percentage of teachers equal to at least the total membership percentage of CEA in the corporation.
 - If BCSC wishes to form a committee, the proposal will be brought for collaboration in a reasonable amount of time.
 - The CEA President will appoint a CEA co-chair of said committees.
- E. Building Level Association Representatives will communicate all collaboration, formal or informal, with members so all stay informed.

Appendix A

CIC Waiver Request Form

CIC Waiver Request Form

School: _____

Description of Waiver Request: _____

Description of the rationale by the CIC for the need for this waiver: _____

How will the hours be exchanged for regular contract hours (include dates and specific hours)? _____

Date ballot approved by CEA Executive Board: _____

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

Yes/No: _____ List the percentage: _____

Date building CIC approved: _____

Date vote CCIC approved: _____

BCSC Superintendent: _____

CEA President: _____

Appendix B

Bartholomew Consolidated School Corporation Professional Support Action Plan

5. List the timeline for review of the Professional Support Action Plan (up to 90 school days). The dates for review should be stated and checked off when met. Notes should be sent regarding the discussion held at each review. Add a copy of the notes from each meeting to this document.

A plan of action has been developed and dates to review the effectiveness of the plan have been established.

Date: _____

Teacher Signature: _____

Evaluator Signature: _____

Association Representative Signature: _____
(If teacher is a member of the Association)

Copies provided to: Administrator, Employee, and Assistant Superintendent for HR to place in Employee's file.

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Notes: (attached)

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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.

Date: _____ Administrator: _____ Teacher: _____

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

Date: _____ Administrator: _____ Teacher: _____

Bartholomew Consolidated School Corporation Intensive Professional Support Action Plan

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

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 (up to 90 school days). The dates for review should be stated and checked off when met. Notes should be attached regarding the discussions held at each review. Add a copy of the notes from each meeting to this document.

A plan of action has been developed and dates to review the effectiveness of the plan have been established.

Date: _____

Teacher Signature: _____

Evaluator Signature: _____

Association Representative Signature: _____
(If teacher is a member of the Association)

Copies provided to: Administrator, Employee, and Assistant Superintendent for HR to place in Employee's file.

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Notes: (attached)

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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.

Date: _____ Administrator: _____ Teacher: _____

_____ 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 of Human Resources.

Date: _____ Administrator: _____ Teacher: _____