

Teacher Handbook



**Welcome to Bradford Exempted
Village Schools**

Bradford New Teacher Handbook

Who's Who

Board of Education: Dr. Scott Swabb (President), Mrs. Maria Brewer, Pastor Louie Reindel, Mr. Scott Besecker and Mr. Trey Manuel

Superintendent—Joe Hurst

Treasurer: Carla Surber

Principals—Michelle Lavey (Elementary), Chris Barr (High School), Bob Daugherty (Assistant Principal)

Building Secretaries: Rita Leis (Elementary), Amy Gade (High School), Sandy Frantz (Board)

Assistant Treasurer: Melissa Kommer

Director of Technology: Cody Hartzel

Athletic Director: Chloe Shell

School Nurse: Moniqua Skinner

Food Service Supervisor: Cheryl Clark

Head Maintenance: Skip Miller

Bradford Education Association President: Wendy Ray

School Psychologist: Derrick Skinner

Guidance Counselor: Wendy Ray (6-12)

Contract Day

The contract day starts at 7:55 am through 3:25 pm. This is the time you are required to be in the building. If, for some reason, you cannot be here during this time, you are expected to take the relevant leave and secure a substitute teacher. There will be two weeks you will be required to be here at 7:40 for a duty throughout the school year. By contract, the principals are allowed to schedule one staff meeting a month lasting not later than 4:10 pm without compensation. While this is the contract day, as a professional, you are expected to complete all of your planning and grading duties even though your contract day may be over.

Parking

Teachers and staff (with the exception of maintenance workers), are expected to park in the west parking lot. The parking lot at the front of the building is reserved for visitors. Maintenance workers are allowed to park in the north parking area by the maintenance area.

Getting into the Building

All teachers are given three keys. The first key is for your room. This key will only open the door to your classroom. The second key is stamped A40. This key will get you into the hallways, teacher lunch room, staff bathrooms and the door in the staff workroom. The third key is the key card that will let you in the building. You can use this card to get you in the east front door by the offices, the back west door by the gym and the two south doors.

Supplies

At the end of the year, you will be contacted by the district office about ordering supplies. Each teacher is allotted \$50.00 to buy supplies from the school consortium. If you need supplies before then, there are limited supplies in the office. Contact your building secretary for more information.

Room Setup

You have a great deal of latitude when it comes to organizing and decorating your room. All posters have to be 18 inches from the ceiling (basically a block and a half). Do not hang anything from the ceiling. You must have a clear path to the door. Only use blue masking tape, 3M mounting foam tape or mounting putty to hang something from the walls. Report all spills to maintenance ASAP. All electrical items have to be plugged into the wall or a surge protector. Please see the Building Maintenance Sheet you were given during orientation or see Skip Miller if you have any other questions.

Sign in forms

Sign in your building's office upon arrival each day. If you need to leave the building during the day please sign out and back in when returning.

Student Day (High School)

- Start of Day: Students are allowed in the building at 7:40 am. High school and junior high students wait in the main hall. They are not allowed to go to their locker or enter the high school or junior high hallways until 8:00 am. At 8:00 am, students are allowed to go to their lockers and will head to their first period class. Student backpacks are to remain in their locker during the school day.
- Passing Period: During the time between classes, you are expected to monitor the hallway.
- Lunch: Students are not to be dismissed until the bell rings. Students are not expected to bring backpacks to lunch. They may ask you if they can leave their books in your room. This is at your discretion. However, it is recommended that you lock your door when you go to lunch. The students will be dismissed from lunch a few minutes before the bell rings so they have time to walk from the Auditoria.

- Dismissal: At 3:10 pm your students will be dismissed. Walkers and bus riders will be sent to the main front doors. Teachers should be in the halls to monitor students at dismissal time.

Student Day (Elementary)

- Start of Day: Students will be sent at 8:10 am by grade from the little gym or cafeteria. Please be at the door or in the hallway to greet students as they enter your classroom.
- Lunch/Recess Duty: Your building principal will review your duty schedule with you.
- Dismissal: At 3:10 pm your students will be dismissed. Walkers and bus riders will be sent to the main front doors. Students who have a parent picking them up will be sent to the Southeast doors by the playground.

Bradford

- Bradford is a small community with 1,842 people living as of 2010. It was started as a railroad town, which is where the mascot the Railroaders derives from. The railroad pulled the tracks out of Bradford in 1985.
- Bradford's annual festival is called the Pumpkin Show and is held annually during the first full week in October. The Friday of Pumpkin Show there is a school parade with an early dismissal. The elementary students wear a costume during the parade. The elementary teachers are also responsible for a display at the village building. You will find out more details as it gets closer Also, if you want to avoid the confetti, they do not sell any on Wednesday.
- Our mascot is the Railroaders, or Roaders for short. Our school colors are Orange and Black. Our fight song is "Our Director" and it is customary to stand and clap while the song is being played.
- The Bradford Public Library is located on East Main Street, a block from St. Rte. 721. Stacy Layman is the library director and is willing to work with you. Our library is part of the Dayton Metro Library and has access to their resources.

There are several places in town for food:

- Patty's IGA serves lunch in their deli.
- The Trainstop is open for breakfast and lunch.
- Weldy's Dairy Bar is open in the spring through the fall.
- TB's Bar and Grill.
- There are two pizza restaurants, Clark's and Village.
- Covington also has several restaurants, including a Subway and a Mexican restaurant.

Contract

- For your first three years, you will be on a one year contract. After that you transition to a three year contract and finally will be placed on a 5 year contract.

- There are two dates to be aware of if you are moving across the salary schedule (example Masters to Masters plus). You have to submit university data by September 30 to be retroactive to the beginning or January 31 to be retroactive to January 1. See the school treasurer if you have any questions.

Insurance

Our school provides health insurance through Anthem Blue Cross/Blue Shield. The employee pays 17% of the cost of the insurance with the Board of Education picking up the remainder. You can purchase a single plan, a family plan or a Parent with child plan. If your spouse is offered insurance through his/her employment they are ineligible for our insurance. If you would like to go on your spouse's insurance plan, the district will pay you \$1000.00. We also have the option of a Health Savings Account. See the contract or Treasurer for more information.

Flexible Benefits Program

As part of your insurance benefits you have \$800.00 in a Section 125 plan that can be spent on dental/vision/prescription/other medical expenses. You will have an option to use this to purchase dental or vision insurance sometime in the beginning of the year.

Leave

Subs: All teachers will use KIOSK/AESOP to put in for a sub. It is your own responsibility to find a sub for a day you know you will be out. Your building principal will be able to answer questions about this.

Sick Leave

You accumulate sick leave at the rate of 1.25 days a month. As a new staff member, you have been advanced five days. You can take sick leave to visit the doctor or to miss school. If you visit a doctor, you should get a doctor's note. Three consecutive sick days requires staff to receive a note from the doctor. You can also use sick leave for family members including spouse, parent, children, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, step-mother, step-father or a person living in the same household. You need to complete a sick leave form either in advance or as soon as you return. Unused sick leave accumulates from year to year for a maximum of 215. For every quarter that you do not use a sick day, the school will pay you \$75 at the end of the school year.

Sick Leave Bank

Our school has a sick leave bank for employees who run out of sick leave. If you need to utilize this, see the Association President or the School Treasurer.

Funeral Leave:

You can use three sick leave days for funerals of non-family members. To use this leave, note in KIOSK that reason.

Personal Leave

You get 3 personal leave days per year. You are required to give your principal five work days noticed before using personal leave, unless it is an emergency by filling out the personal leave form. You are not allowed to use personal leave before or after a holiday and in the month of May, only two persons per building are allowed to use personal leave on any given day. You are also not allowed to use two personal days in a row. Any personal leave left at the end of the year does not accumulate and you will be reimbursed \$75.00 for each unused day.

Professional Leave

If you would like to use professional leave, contact your building principal for authorization and complete the professional leave form listing all costs including mileage before you attend any professional development.

Other leave

See the contract, your Association President or the Treasurer if you would like to take other leave.

Union

Our local teachers union is the Bradford Education Association, an affiliate of the Ohio Education Association and the National Education Association.

Internal Substitution

If you have to cover another teacher's class during your planning period due to lack of substitute teachers, you can submit a time card and be reimbursed \$15.00 per period. See the Association President or School Treasurer for more information.

Mentor/ Resident Educator/ License Renewal

- As a new teacher in the state of Ohio you will have to go through the Ohio Resident Educator Program. This is a four year supportive program for all new teachers to create networks and support at such a crucial time. You will be assigned a mentor that you can work closely with throughout the four years. At any point that you have any difficulties or questions at any point feel free to contact your mentor as they are there to help you. Any conversation between yourself and the mentor will stay between you two and will not be reported to the building principal or superintendent unless illegal activity or child abuse is suspected.
- This Resident Educator will be further explained to you by your building principal and those in charge at the meetings required of you at a local ESC.

- After the completion of the Resident Educator program you will not need any CEU's to renew your license. During the issue date and expiration date of your license it is a good idea to hang on to any CEU's or hours you obtain from professional development as you will need those to renew your license in the future. All of this can be further explained to you by your building principal.

Technology

- Gmail- You will have a gmail account through the school. Using gmail will make it easier to work with students as all students also will have a gmail that will be easy to share or send to.
- Gradebook- Gradebook is where you can record grades, complete interim or grade cards, find student family contact information, or enter comments for grade cards/interims. These are just a few of the many options that gradebook offers. Grades are expected to be entered weekly for building principals to view. A few of the main features of Gradebook will be discussed in the following.
 - To hide or rearrange students click on the class you wish to adjust. On the left side of the screen you will see the class roster. Underneath the roster click on "update roster".
 - To enter grades you will want to first click on the class that the assignment will be for. In the middle of the page in the second section down there will be a button that says "Add an Assignment". You will want to enter a description of the assignment, the type of assignment, the day it was assigned and due, how many points it is worth, and the weight. At the bottom in the pink box you can share this assignment with other classes. Grades need to be entered on a weekly basis.
 - To enter interim/report cards on the main screen you will see "enter report cards" and "enter interims" right below the add an assignment button. Once you click on this you will have to go to each class separately and click "show all students" make sure the drop down in the top right corner is on either the report cards or interims. You then will want to click the button above the desired entry and in the top right hand corner you will click the equal sign afterwards. This automatically pulls the student scores for you. You will have to manually enter in exam scores or comments. At the end of the semester to get semester averages you can put in the quarter scores and manually put in the exam and then go back to click on semester averages at the top followed by the equal sign.
 - To enter comments for the report card, click on the "See comments" option, and choose the desired statement number.
 - To find family contact information you can click on the student's name. You will be brought to a screen that has many tabs at the top. The "personal" and "contacts" tabs will have contact information.
 - To find the student's schedule you can click on the student and click on the "schedule" tab.
 - To enter daily attendance click on the daily attendance in the middle of the screen in the top section. You will want to go to the drop down box for any student not present. Make sure to click save. If Gradebook is down during attendance you can call it in.
 - Any questions or concerns with Gradebook see please Wendy Ray.

- Phone - You will be given a list of the numbers that associate with each room/teacher in the building. To call any room/teacher in the building is as simple as picking up your phone and dialing that number. To make any call outside of the school you will have to dial 8 and then dial the number. You will dial 1 + area code followed by the number.
- Smartboards-Most of the classrooms are now equipped with Smartboards and some have other technology in their room. If you are unfamiliar with any of the technology in your classroom you may ask any of the teachers around you as they will know how the previous teacher had used it.
- Printers-You will find printers located throughout the school building but only certain ones have the ability to scan and/or make copies. If the printer asks you to login then you use the same login that you have set up for your computer. The IT director and/or building principal will be able to help you determine which printer is which when you print and also how many prints you are allowed per month.
- Lunch Account-Each teacher has access to a lunch account whether to buy breakfast, lunch, or just items from the cafeteria. To set up your lunch account you will want to see the food service director.

General

- All employees are expected to dress in a professional manner. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. Appropriate (non-frayed or ripped) jeans may be worn for special occasions or with administrative approval.
- Teachers must check their email daily and respond in timely manner
- Safety Drills-In your classroom you will find the tornado drill, fire drill, and school response guide all posted near the door. These will inform you of what to do for each scenario. If you are missing any of these three please notify your building principal immediately.
- Detentions/Tardies- Try to handle as much as you can yourself before involving an administrator. Both building principals and the assistant principal have specific actions that they expect you to directly send the student to the office. You will need to talk with your principal to determine which actions will result with a direct office visit. Tardies are more of an issue at the junior high and high school level. You will need to fill out a tardy slip and give a copy to the student. You can then give your slip to the main office secretary. All detention and tardy forms can be found in the office under the mailboxes.
- Field Trips-Each grade is allowed one field trip per school year. You will want to discuss this with other grade level teachers to determine if anything is already prepared.
- Student Aides-Student Aides will need to keep certain grades to be eligible to become or remain a student aide.
- Parent Contact-Make an attempt to contact parents back within 24 hours of them contacting you. It would be a good idea to document all conversations with parents, what was discussed, and the result of the discussion.
- Parent-Teacher Conferences- Parent teacher conferences are conducted twice a year. To determine those dates see the school calendar. In the elementary you will set up your own conferences. In the high school all

conferences are set through the high school secretary. You still can contact parents to request conferences; they will just need to call the secretary to schedule.

- Open House- Open house is always the Thursday before school starts. For more information about Open House you can see either your building principal or the superintendent.
- End of Year Checklists- At the end of the year you will be given forms and a checklist that must be accomplished before you leave for the summer. This includes completing an inventory. Your principal will contact you with more information toward the end of the year.