

Carbon Cliff-Barstow District #36



Certified Personnel Handbook
2024-2025

Certified Personnel Handbook 24-25 Outline

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CARBON CLIFF-BARSTOW SD#36

CERTIFIED PERSONNEL HANDBOOK

FOREWORD

This handbook is designed for teachers as a supplementary guide and interpretation of Board Policy and/or Administrative Rule. Although it may occasionally quote or even contain sections of Board Policy, it is not actually policy, and is not to be construed as such. It does reflect the ways in which a multitude of situations should be handled. All teachers are also required to read the student handbook, which contains additional information regarding rules, regulations, and procedures to be followed. This document is neither a contract nor an agreement for employment for a definite period of time.

This handbook may require revisions, additions, or deletions from time to time. You will be notified of such changes as soon as possible and may participate in the formation of such changes. When updates are received, discard all previous and refer to the most recent publication.

IN ANY CASE, WHEN A PROBLEM COMES UP AND YOU ARE NOT SURE OF A PROPER COURSE OF ACTION, ALWAYS CONTACT THE PRINCIPAL FIRST, CONSULT BOARD POLICY, CONSULT COLLECTIVE BARGAINING AGREEMENT, CONSIDER THE LAW, AND USE COMMON SENSE.

MISSION

The mission of the Carbon Cliff Barstow School District is to provide our diverse student population with a challenging curriculum that prepares them to be academic and career ready and to reach their full potential as lifelong learners in a safe, respectful, and nurturing environment.

VISION

Excellence in Education!

We envision a collaborative culture with a common purpose and clear goals in a professional learning community committed to the success of all students. We will continually:

1. Identify essential skills and concepts students must learn, determine levels of mastery, and evaluate progress through formative/summative assessments.
2. Seek and implement research-based strategies for improving learning.
3. Celebrate student and staff achievements.
4. Create a safe, nurturing, equitable learning environment that is respected and valued by the students, staff, parents and community.

BELIEFS

1. A safe school environment is essential to the teaching and learning process.
2. All students can learn in a positive and motivating environment.
3. Clear goals and high expectations for student achievement guide the development of curriculum and instructional strategies.
4. Student achievement is a cooperative effort among students, parents, school staff and the community.
5. Students learn in different ways. Therefore, instruction and assessments should be based on current educational research and student needs.

6. Respect for different cultures provides opportunities for understanding human differences.
7. Students need practice in making good decisions within a supportive and challenging learning environment.
8. Educational opportunities develop attitudes for life-long learning.

GENERAL PHILOSOPHY

Teaching involves providing a stimulating and effective program of instruction and establishing and maintaining an atmosphere conducive to learning and to the development of sound social attitudes and habits. This is a cooperative effort in which the teacher, with the assistance of the principal, should:

- Approach each teaching assignment with enthusiasm and regard each pupil as a worthy individual.
- Plan and conduct a program of instruction that will make each child eager to learn and which will enable them to achieve full potential.
- Teach the student what is expected in terms of conduct in and about the school.
- Enforce the rules of the system and of the school courteously, consistently, and justly.
- Distinguish between pupil misconduct which should be handled by the teacher and that which requires the assistance of the principal.

Employ good judgment and understanding in dealings with students, parents/guardians, and other teachers.

JOB DESCRIPTION

At all levels of teaching, the professional tasks of teachers require considerably more time than that devoted to actual class instruction. Some of these tasks are: study and research to keep abreast of new knowledge and techniques; evaluation of students' work; record keeping; lesson planning and preparation; student, parent, and principal conferences; in-service training meetings; and pupil supervision outside the classroom; be alert at all times to recognize unusual conditions, either mental or physical, in the pupils under their immediate supervision. It is the responsibility of the teacher to continually observe the students for any changes in their behavior which may indicate a need for further study by qualified personnel. Where such conditions are suspected or discovered, proper reference of the student is to be made; encourage and promote good attendance. Unexcused absence and all cases of persistent absence or tardiness shall be reported to the principal/office; be accountable for books and supplies and technology issued to their classroom and shall keep such records as may be required to carry out this duty; Teachers will frequently be asked to serve on committees. This is a professionally related duty; Carbon Cliff-Barstow School District utilizes Teachease as its online student grade platform. Teachers are expected to update and maintain accurate grades weekly. This will help to provide the student/family with the student's academic growth.

The above performance responsibilities are not all-inclusive and may be altered or added to by the Principal, Superintendent of Schools or Board of Education.

SUPERVISORY RESPONSIBILITIES - As determined by District Administration.

TEACHER ASSESSMENT AND EVALUATION - Please refer to the Collective Bargaining Agreement.

PERSONAL CHARACTERISTICS - Employees of Carbon Cliff-Barstow SD#36 must exhibit

acceptable work habits and perform tasks in a professional manner by adhering to the following guidelines: Maintain proper grooming and dress consistent with the type of task being performed, staff may wear jeans and a school-related shirt on Fridays. In the event we do not have school on a Friday, staff may wear jeans and a school-related shirt on Thursday; be regular in attendance and punctual for work; initiate tasks in a self-directed manner and perform work with a minimum of supervision; organize work and manage time to achieve efficiency and high quality of work; perform tasks neatly and accurately in accordance with desired quality and quantity; provide positive feedback to supervisor(s) for implementing ideas which will make the work assigned more effective and efficient; maintain self-control and a friendly, outgoing disposition; and maintain confidentiality of related work matters as applicable.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stoop, kneel, or crouch. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

DISTRICT EXPECTATIONS

CHAIN OF COMMAND - The chain of command that should be followed for situations that arise is: Building Principal, Superintendent, and then Board of Education.

SUBSTITUTE TEACHER INFORMATION - Each teacher is required to prepare a teacher kit containing the following: a well-prepared daily lesson plan; a back-up plan in case the lesson runs short and is not understood; the class rosters; any special assignments or information such as playground, bus or lunchroom duty, homework deadlines, bulletin boards, etc.; what to do with a sick child; provide the current District Crisis Plan.

This plan is to be available to any substitute and must be kept in the substitute basket located in the classroom.

EMPLOYEE ACCIDENTS OR INJURIES - Report all accidents to your principal/office immediately. Incident reports can be found in the Superintendent's Administrative Assistant's office. Incident report needs to be filed in the Administrative Assistant's office within 24 hours.

STUDENT ACCIDENTS AND INJURIES - If a student is injured, staff members are to immediately notify the office, administer first aid (if needed) and file a school accident report.

STUDENT ILLNESS - If a student becomes ill, please accompany or have someone accompany the student to the office. **The student MUST have a nurse pass. There are NO exceptions.**

ADMINISTRATION OF MEDICATION - All personnel are directed to refrain from dispensing, providing, or administering any medication to any student at any time.

CHILD ABUSE/NEGLECT - School nurse, teachers, other school officials and employees who work during regular school hours are mandated reporters of child abuse/neglect. When the professional or official know or have reasonable cause to suspect as a result of information they received in their professional or official capacity, that a child is abused or neglected, they shall report the matter promptly to the Department of Child and Family Services. Notifying your administrator or counselor is not enough; it is your professional responsibility to make the report to the Department of Child and Family Services.

PREVENTION OF COMMUNICABLE DISEASES - The Board recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, need to know of the affected student's condition.

KEYS AND BUILDING SECURITY - All teachers have been issued a keycard. Every effort is being made by the administration and the custodians to see the building is locked at all times when not occupied. All doors are carefully checked and locked each day and evening. If students need to be admitted into locked places, unlock the door yourself and see that the door is locked afterward. PLEASE PAY PARTICULAR ATTENTION TO THIS IN THE GYMNASIUM.

- DO NOT loan keycard to students
- DO NOT loan keycard to unauthorized personnel
- IT IS YOUR RESPONSIBILITY TO KEEP RECORD OF YOUR KEYCARD

FIRE DRILLS - Please refer to the District Crisis Plan.

POSTING NOTICES, ADVERTISEMENTS OR INFORMATIONAL SIGNS - You must have pre-approval by district administration to post notices, signs or advertisements in or on any district property.

REQUESTS FOR REPAIRS, SUPPLIES AND EXTRA MAINTENANCE JOBS - Written documentation provided for the Maintenance Director is required by all staff in the event your classroom needs repairs. The form is located on the district website and MUST be completed for the repair/job to be done.