

# **Staff Handbook**

## **2024-2025**



## **Table of Contents:**

### **Preface**

|                              |        |
|------------------------------|--------|
| Welcome.....                 | Page 5 |
| Introduction.....            | Page 6 |
| Mission.....                 | Page 7 |
| Vision.....                  | Page 7 |
| Employment Relationship..... | Page 7 |

### **Section I- General Policies**

|  |            |
|--|------------|
| Board Policy.....  | Page 8     |
| Non-Discrimination.....                                  | Page 8     |
| Equal Employment Opportunity.....                        | Page 8     |
| At-Will Employment Status.....                           | Page 9     |
| Title VII.....   | Page 9     |
| Pregnancy Discrimination Act.....                        | Page 9     |
| Pregnant Workers Fairness Act.....                       | Page 10    |
| Equal Pay Act.....                                       | Page 10    |
| Family and Medical Leave Act.....                        | Page 11    |
| Age Discrimination Act.....                              | Page 11    |
| American Disabilities Act.....                           | Page 12    |
| Genetic Information Nondiscrimination Act.....           | Page 12    |
| Fair Credit Reporting Act.....                           | Page 12    |
| SEA 342.....   | Page 13    |
| 2020 DOL Regulations on FLSA Salary Basis Exemption..... | Page 14    |
| Civility and Decorum Provision.....                      | Page 14-15 |
| Harassment.....  | Page 16    |
| Bullying.....  | Page 17    |
| Child Abuse & Neglect.....                               | Page 17-18 |
| Substance Abuse.....                                     | Page 18-19 |
| Emergency Closings.....                                  | Page 19    |

### **Section II- General Staff Procedures**

|   |         |
|---|---------|
| Background Checks.....                          | Page 20 |
| Chain of Command.....                           | Page 20 |
| Display of Flag, Pledge, Moment of Silence..... | Page 21 |
| Announcements.....                              | Page 22 |
| Clinic.....                                     | Page 22 |
| Clubs.....                                      | Page 22 |
| Electronic Communication.....                   | Page 23 |

|  |            |
|--|------------|
| Emergency Preparedness Procedures.....           | Page 23-24 |
| Facility Use.....                                | Page 24    |
| Food & Drink.....                                | Page 25    |
| Keys.....  | Page 25    |
| Money Collections and Purchasing Procedures..... | Page 25-26 |
| Pesticide Notification Registry for Schools..... | Page 27    |
| School Activities Calendar.....                  | Page 28    |
| Security.....                                    | Page 28    |
| Staff Concerns.....                              | Page 28    |
| Supervision.....                                 | Page 29    |
| Random Drug Testing.....                         | Page 29-30 |
| Travel & Conference Reimbursement.....           | Page 30    |

### **Section III- Employment Practices**

|                               |            |
|-------------------------------|------------|
| Employee Ethics.....          | Page 31    |
| After School Activities.....  | Page 31    |
| Evaluation & Observation..... | Page 32    |
| Leaving the Building.....     | Page 32    |
| Paydays.....                  | Page 32-33 |
| Personnel Records.....        | Page 33    |

### **Section IV- Employment Responsibilities**

|                                      |            |
|--------------------------------------|------------|
| Reporting Absence.....               | Page 34-35 |
| Accidents.....                       | Page 35    |
| Dress Code.....                      | Page 36    |
| Field Trips.....                     | Page 37-39 |
| Social Media and Technology Use..... | Page 39-43 |

### **Section V- Non-Certified Staff**

|   |            |
|---|------------|
| Conditions of Employment.....                     | Page 43    |
| Rules of Conduct.....                             | Page 43-44 |
| Vacancies.....                                    | Page 45    |
| Evaluations.....                                  | Page 45    |
| Classification of Support Staff Employees.....    | Page 45-46 |
| Personal Days.....                                | Page 46    |
| Sick Days.....                                    | Page 47    |
| Bereavement.....                                  | Page 47    |
| Maternity Leave.....                              | Page 48    |
| Jury Duty Leave.....                              | Page 48    |
| Leaves/Half Day or Full Day.....                  | Page 48    |
| Early Dismissal for Professional Development..... | Page 49    |
| Worker's Compensation.....                        | Page 49    |

|                            |            |
|----------------------------|------------|
| Insurance.....             | Page 49-50 |
| Paid Holidays.....         | Page 50    |
| Paid Vacations.....        | Page 50-51 |
| Retirement.....            | Page 51    |
| Sick Leave Bank.....       | Page 52-54 |
| Grievance Procedures.....  | Page 54-55 |
| Grievance Report Form..... | Page 56    |

## **Section VI- Certified Staff**

|   |            |
|---|------------|
| Assessments.....                            | Page 57    |
| Student Attendance.....                     | Page 57    |
| Classroom Teacher Job Description.....      | Page 57-59 |
| Care of Classroom.....                      | Page 59    |
| Controversial Issues in the Classroom.....  | Page 59    |
| Email.....                                  | Page 60    |
| Faculty Meetings.....                       | Page 60    |
| Fundraising.....                            | Page 60    |
| Grading Policy/Scale.....                   | Page 61-62 |
| Guest Speaker.....                          | Page 63    |
| Instruction (Homework/Lesson Planning)..... | Page 63-66 |
| Mailbox.....                                | Page 67    |
| Movies.....                                 | Page 67    |
| Parent Contact.....                         | Page 67    |
| Prep Time.....                              | Page 68    |
| Returning Student Work.....                 | Page 68    |
| Special Education/Section 504.....          | Page 68-70 |
| Start/End Times.....                        | Page 70    |
| Student Disciplinary Descriptions.....      | Page 71    |
| Student Helpers.....                        | Page 72    |
| Student Procedures.....                     | Page 72-73 |
| Substitute Teachers.....                    | Page 74    |
| Reduction in Force (RIF) policy.....        | Page 75    |
| Textbook Information.....                   | Page 76    |

## **Section VII- Transportation-Bus Drivers**

|  |         |
|--|---------|
| Transportation Substance Abuse Policy..... | Page 77 |
|--|---------|

## **Section VII- Receipt of Handbook**

|                                      |         |
|--------------------------------------|---------|
| Employee Handbook Sign Off Page..... | Page 78 |
|--------------------------------------|---------|

**UC** Union County **College Corner**  
**CC** Joint School District

107 Layman Street, Liberty, Indiana 47353 · P: 765-458-7471 · F: 765-458-5647  
Website: [www.uc.k12.in.us](http://www.uc.k12.in.us)

Dear Employee,

Welcome to Union County College Corner Joint School District! We are pleased to have you as a member of our school family to help us achieve our mission.

At Union County College Corner Joint School District, we believe that our employees are our strongest asset. You are the single most important ingredient in our continuing success, and we want to do everything in our power to help you be successful.

Our goal is to provide a quality education through academic programs we have to offer. Each of us has a role to play, so we are all important.

We hope you will find this handbook helpful. As the need arises, it will be updated and/or modified so that it is both current as well as consistent with the applicable laws and policies of Union County College Corner Joint School District. We are always interested in suggestions regarding improvement, so please let us know your opinion.

Best wishes for a successful experience at Union County College Corner Joint School District.

Sincerely,



John Edge  
UCCCJSD Superintendent

## **Introduction**

This Staff Handbook is intended to cover all Union County College Corner Joint School District employees. As an employee of Union County College Corner Joint School District (UCCCJSD) you become part of the educational process. In your duties you will have the opportunity to influence students with whom you come in contact, so you must conduct yourself in a manner expected of someone with the responsibility of educating children. As a part of our team, you will be relied upon to maintain the health and safety of our children, preserve the property of the community, cooperate with the other members of the team and be a public representative to all that visit our buildings.

To be successful, each employee must have an understanding of his or her assignments and responsibilities, follow instructions, develop and practice good work habits, be courteous at all times, strive for neatness and accuracy in all work, accept assignments as a challenge and be conscientious and industrious so that you can be a part of the effort in educating our children.

This handbook has been prepared to introduce you to the UCCCJSD. It will acquaint you with the personnel guidelines, which apply to employees at UCCCJSD.

It is presented in a manner of information only and its contents should not be interpreted as a contract between UCCCJSD and any of its employees.

A copy of this handbook can be found on our corporation's website ([uc.k12.in.us](http://uc.k12.in.us)) and a hardcopy can be found in each school building's main office. One of your responsibilities is to be familiar with its contents. This handbook is only a summary of our personnel guidelines.

## **Mission Statement**

Union County/College Corner Joint School District, in cooperation with the greater community, is committed to providing each student with the knowledge and skills essential to become a life-long learner and a contributing participant in a changing world and community.

## **Vision Statement**

The vision of the UCCCJSD is to remain the premiere educational system providing an enriched academic and multi-cultural learning environment that prepares our students to pursue the accomplishment of life goals. UCCCJSD fosters a high-quality education in a safe and orderly learning environment that ensures the acquisition of knowledge, skills, and values necessary to be productive and responsible citizens in a global, technological society.

## **Employment Relationship**

Union County/College Corner Joint School District has the right to administer, interpret and alter the handbook's provisions as needed. The handbook does not create an employment contract; the employment relationship is and remains at-will, subject to termination by the employer or employee at any time and for any reason notwithstanding any contrary provision in the handbook. Reference checks will be honest. The information provided herein is intended to serve as a guide for UCCCJSD employees and is subject to change.

Hourly employees will have a 90-day probationary period. Evaluations will occur at 30 days, 60 days and 90 days before the probationary status is lifted. Staff who do not satisfactorily complete the probation period will be terminated.

## **SECTION I- GENERAL POLICIES AND GUIDELINES**

### **Board Policy**

All staff should be familiar with Board Policy. Not knowing policy is not an excuse when policy is violated. All policies can be found here:

<https://go.boarddocs.com/in/uccc/Board.nsf/Public?open&id=policies>

While the following policies are not a complete list, it is a list of some of the more important ones:

- 3000- Professional Staff Policies (At least know all of these policies)
- 3122.01 - Drug-Free Workplace
- 3139- Staff Discipline
- 3210- Staff Ethics
- 3213- Student Supervision and Welfare
- 3215- Use of Tobacco by Professional Staff
- 3217- Weapons
- 3220- Staff Evaluation
- 3310- Freedom of Speech in Non Instructional Settings

### **Non-Discrimination and Equal Employment Opportunity Policy**

*(Policies: pol422 & pol422.02)*

It is the policy of the Union County College Corner Joint School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil rights Act (IC.22-9-1), IC.20- 8.1-2, Titles VI and VII of the Civil rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding Union County College Corner Joint School District's compliance with title IX, Section 504, or the Americans with Disabilities Act should be directed to the Compliance Officer for Union County College Corner Joint School District, 107 Layman St., Liberty, Indiana 47353 or to the Office for Civil rights, U. S. Department of Education, Washington, D. C.

Neither will anyone be denied the benefits of, or otherwise be subjected to discrimination in admission or access to, or treatment or employment in the conduct of its educational programs and activities and the operation of its facilities.



## **At-Will Employment Status**

The Union County-College Corner Joint School District is an at-will employer. This means that employment in the Union County-College Corner Joint School District is strictly "at will" and terminable by the Union County-College Corner Joint School District.

### **Title VII**

*(Policies: pol422 & pol422.02)*

The following is the text of Title VII of the Civil Rights Act of 1964 (Pub. L. 88-352) (Title VII), as amended, as it appears in volume 42 of the United States Code, beginning at section 2000e. Title VII prohibits employment discrimination based on race, color, religion, sex and national origin. The Civil Rights Act of 1991 (Pub. L. 102-166) (CRA) and the Lily Ledbetter Fair Pay Act of 2009 (Pub. L. 111-2) amend several sections of Title VII. In addition, section 102 of the CRA (which is printed elsewhere in this publication) amends the Revised Statutes by adding a new section following section 1977 (42 U.S.C. 1981), to provide for the recovery of compensatory and punitive damages in cases of intentional violations of Title VII, the Americans with Disabilities Act of 1990, and section 501 of the Rehabilitation Act of 1973.

Discrimination on the basis of an individual's status as homosexual or transgender constitutes sex discrimination within the meaning of Title VII.

## **Pregnancy Discrimination Act**

The Pregnancy Discrimination Act of 1978 is a United States federal statute. It amended Title VII of the Civil Rights Act of 1964 to "prohibit sex discrimination on the basis of pregnancy." The Act covers discrimination "on the basis of pregnancy, childbirth, or related medical conditions."

## **Pregnant Workers Fairness Act**

The following is the text of the Pregnant Workers Fairness Act (Pub. L. 117-328) (PWFA), as it appears in volume 42 of the United States Code, at section 2000gg. The PWFA, which is administered and enforced by the EEOC, requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. Cross references to the PWFA as enacted appear in italics following each section heading. Editor's notes also appear in italics.

Accommodations for Lactation/Nursing Mothers:

- ❖ Reasonable, paid breaks times for expression of breast milk(required under both federal and state law)
- ❖ A private place (other than a bathroom stall) for expression of breast milk (federal FLSA Pump Act)
- ❖ Make reasonable efforts to provide a refrigerator or other cold storage space for expressed milk ( Indiana Code 5-10-6)

## **Equal Pay Act**

The following is the text of the Equal Pay Act of 1963 (Pub. L. 88-38) (EPA), as amended, as it appears in volume 29 of the United States Code, at section 206(d). The EPA, which is part of the Fair Labor Standards Act of 1938, as amended (FLSA), and which is administered and enforced by the EEOC, prohibits sex-based wage discrimination between men and women in the same establishment who perform jobs that require substantially equal skill, effort and responsibility under similar working conditions. Cross references to the EPA as enacted appear in italics following the section heading. Additional provisions of the Equal Pay Act of 1963, as amended, are included as they appear in volume 29 of the United States Code.

## **Family and Medical Leave Act**

*(Policies pol630.01, 3430.01 & 4430.01)*

The Family and Medical Leave Act (FMLA), as amended, provides that 12 weeks of unpaid/job protected leave will be granted to an eligible employee for up to twelve (12) weeks. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours for the past twelve (12) months. Employees are required to use all applicable benefit days concurrent with FMLA. A leave may be granted for the birth or placement of a child; where a covered family member is on active duty or called to active duty status; for the employee's or covered family member's serious health condition; or for the employee's own serious health condition. FMLA permits employees to take a leave on an intermittent basis or to work a reduced schedule under certain circumstances. Unpaid leave will also be granted to an eligible employee for up to twenty-six (26) weeks where an employee is caring for a covered family member who was injured while serving in the military. The twenty-six (26) week total limit includes both military caregivers leave and unpaid leave for any other FMLA-qualifying reason.

The employee is required to provide advance leave notice and medical certification according to the Family and Medical Leave Act, as amended. An employee must provide the employer at least thirty (30) day advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If thirty (30) day notice is not practical, such as the lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as possible.

***Please contact Central Office Staff regarding FMLA leave in order to complete the paperwork.***

## **Age Discrimination Act**

*(Policies: pol422 & pol422.02)*

The following is the text of the Age Discrimination in Employment Act of 1967 (Pub. L. 90-202) (ADEA), as amended, as it appears in volume 29 of the United States Code, beginning at section 621. The ADEA prohibits employment discrimination against persons 40 years of age or older. The Older Workers Benefit Protection Act (Pub. L. 101-433) amended several sections of the ADEA. In addition, section 115 of the Civil Rights Act of 1991 (P.L. 102-166) amended section 7(e) of the ADEA (29 U. S.C. 626(e)).

## **American Disabilities Act**

*(Policies: pol422 & pol422.02)*

The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.

## **Genetic Information Nondiscrimination Act**

*(Policies: pol422 & pol422.02)*

The Genetic Information Nondiscrimination Act of 2008 (GINA), 42 U.S.C. § 2000ff, a Federal anti-discrimination statute, took effect on November 21, 2009. The EEOC's regulations implementing Title II of GINA, which prohibits discrimination in employment based on genetic information, became effective on January 10, 2011. *See* 29 C.F.R. Part 1635. This document does not cover every aspect of GINA, but instead seeks to provide an overview of the law so that managers and employees are generally informed about its significance in the workplace.

## **Fair Credit Reporting Act**

The Act (Title VI of the Consumer Credit Protection Act) protects information collected by consumer reporting agencies such as credit bureaus, medical information companies and tenant screening services. Information in a consumer report cannot be provided to anyone who does not have a purpose specified in the Act. Companies that provide information to consumer reporting agencies also have specific legal obligations, including the duty to investigate disputed information. In addition, users of the information for credit, insurance, or employment purposes must notify the consumer when an adverse action is taken on the basis of such reports. The Fair and Accurate Credit Transactions Act added many provisions to this Act primarily relating to record accuracy and identity theft. The Dodd-Frank Act transferred to the Consumer Financial Protection Bureau most of the rulemaking responsibilities added to this Act by the Fair and Accurate Credit Transactions Act and the Credit CARD Act, but the Commission retains all its enforcement authority.

## **SEA 342**

Requires a school corporation, charter school, or nonpublic school to consider using a more comprehensive expanded criminal history background check for employment. Repeals current law concerning a school corporation or charter school's employment of, or contracting with, certain individuals, and establishes a new section that: (1) prohibits a school corporation, charter school, or state accredited nonpublic school from employing or contracting with specified individuals; (2) after June 30, 2023, allows a school corporation, charter school, or state accredited nonpublic school to employ or contract with certain other individuals with a majority vote of the school board, or the equivalent for a charter school, or with a notification of the appointing authority. Specifies that "misconduct" includes certain specified acts. Requires a school corporation, charter school, or state accredited nonpublic school that receives a reference request from another school to disclose specific incidents to the requesting school. Make conforming changes.

SECTION 4. IC 20-26-5-11.2 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2023]: Sec. 11.2. (a) This section applies to: (1) a school corporation; (2) a charter school; (3) a state accredited nonpublic school; and (4) an entity with which the school corporation, charter school, or state accredited nonpublic school contracts for services; concerning employees of the school corporation, charter school, state accredited nonpublic school, or entity who are likely to have direct, ongoing contact with children within the scope of the employees' employment. (b) Subject to section 10(k) of this chapter and subsection (f), a school corporation, charter school, state accredited nonpublic school, or entity may not employ or contract with, and shall terminate the employment of or contract with, an individual convicted of any of the following offenses: (1) Murder (IC 35-42-1-1). SEA 342 — Concur 10 (2) Causing suicide (IC 35-42-1-2). (3) Assisting suicide (IC 35-42-1-2.5). (4) Voluntary manslaughter (IC 35-42-1-3). (5) Aggravated battery (IC 35-42-2-1.5). (6) Kidnapping (IC 35-42-3-2). (7) A sex offense (as defined in IC 11-8-8-5.2). (8) Carjacking (IC 35-42-5-2) (repealed). (9) Arson (IC 35-43-1-1). (10) Public indecency (IC 35-45-4-1(a)(3), IC 35-45-4-1(a)(4), and IC 35-45-4-1(b)) committed: (A) after June 30, 2003; or (B) before July 1, 2003, if the person committed the offense by, in a public place, engaging in sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5). (11) Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (IC 35-46-1-4(b)(2) and IC 35-46-1-4(b)(3)). (12) Child selling (IC 35-46-1-4(d)). (13) An offense relating to material or a performance that is harmful to minors or obscene under IC 35-49-3.

## **2020 DOL Regulations on FLSA Salary Basis Exemption**

To qualify for exemption, employees generally must be paid at not less than \$684 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$684 on a salary basis or on an hourly basis at a rate no less than \$27.63 an hour. Subject to exceptions listed below, an exempt employee must receive the full salary for any week in which the employee performs any work, regardless of the number of days or hours worked. Employers may use non discretionary bonuses and incentive payments (including commissions) paid on an annual or more frequent basis, to satisfy up to 10 percent of the standard salary level. Additionally, if after the 52-week period, the employer has not met its financial obligation, the employer can make a final "catch up" payment within one pay period after the end of the 52-week period to bring an employee's compensation up to the required level.

## **Civility and Decorum Provision**

The Union County College Corner Joint School District (UCCCJSD) is dedicated to maintaining a supportive learning environment free from disruptive conduct. UCCCJSD, through this provision, intends to promote mutual respect, civility, decorum, and orderly conduct among UCCCJSD employees, parents/guardians, and other members of the public.

UCCCJSD employees, parents/guardians, and other members of the public are expected to treat one another with civility, courtesy, and respect during all UCCCJSD operations, programs, and activities, including on school grounds or at school-sponsored events.

Respectful dialogue amongst UCCCJSD employees, parents/guardians, and other members of the public is welcomed and even encouraged. This provision is not intended to stifle the expression of differing viewpoints, rather to promote problem-solving and the respectful communication of differing viewpoints. However, any conduct that disrupts or interferes with the good order or administration of any UCCCJSD operation, program, or activity will not be tolerated.

Disruptive or uncivil behavior includes, but is not limited to:

1. Actions taken or words conveyed with the purpose to intimidate, threaten, or harass;
2. Using profanities or obscenities;
3. Raising one's voice above an appropriate level;
4. Personal attacks;

5. Gesturing in a manner that causes one to fear for his/her safety;
6. Invading, or remaining in one's personal space after being asked to move away;
7. Physically blocking others from moving about freely; or
8. Using physical force, or threat of physical force.

An incident of uncivil or disruptive behavior from UCCCJSD employees, parents/guardians, or other members of the public will be documented and sent to the Superintendent or their designee.

UCCCJSD will address disruptive and uncivil behavior in a progressive manner. Usually, UCCCJSD will first remind the individual to remain civil and be respectful and courteous to others. If disruptive and uncivil behavior continues UCCCJSD may take the following, non-exhaustive actions: remove the individual from the general area to provide time for de-escalation; remove the individual from the area for the remainder of the meeting or event; implement a communication plan; and/or issue a no-trespass order.

Nothing in this policy shall prevent UCCCJSD from appropriately involving law enforcement or meeting reporting requirements under Indiana law.

For UCCCJSD employees and students who behave in an uncivil or disruptive manner, appropriate disciplinary action will be taken in accord with negotiated agreements and the Student Code of Conduct.

The Superintendent or designee may develop administrative guidelines to implement this provision.

Legal Citation:

IC §20-33-9-10

## **Harassment:**

*(Policy: po1662)*

### **General Policy Statement**

It is the policy of the School Board to maintain an educational and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the school corporation community, as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, “school corporation community” means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, “third parties” include, but are not limited to, guests and/or visitors on school corporation property (e.g. visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the school corporation community at school related events/activities (whether on or off school corporation property).

\*More detailed policy information may be found in the UCCCJSD Policies Manual



## **Bullying**

*(Policy: po5517.01)*

Bullying will not be tolerated in UCCCJSD. Students are to be educated as to the different types of bullying and the need to report any incidents.

Bullying will be discussed in all classes during community circles/class meetings/first day rules.. The following points will be emphasized:

1. Bullying can be physical, verbal or written.
2. Per Section 5. IC 20-33-8-0.2 [Effective July 1, 2013]: **Bullying means overt, unwanted, repeated acts or gestures that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the targeted student and create for the targeted student an objectively hostile school environment.** Explain the meaning of threat, intimidate, harass, ridicule, humiliate, hostile, and harm in an appropriate manner for your grade level.
3. Emphasize that reporting of bullying incidents is not tattling. This is looking out for the safety of the people in our school. In order to make this a safe school, we need the help of students reporting these incidents.

Bullying incidents shall be handled by the classroom teacher and/or administrator. When necessary, **get the parents involved as soon as possible.** Incidents of bullying are to be reported to the principal, including documentation of all interventions and parent contacts.

## **Child Abuse/Neglect:**

*(Policy: po8462)*

As an agency of the State, the School Board is concerned with the physical and mental well being of the children of this corporation and will cooperate in the identification and reporting of child abuse in accordance with the law.

Each staff member shall be responsible for reporting every case **immediately**, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator, in the presence of the staff member if possible, shall immediately call the Department of Child Services or the Union County Sheriff's Department and shall secure

prompt medical attention for any such injuries reported.

Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy may be subject to disciplinary action.

Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

I.C. 31-33-1 et seq.

**Indiana Child Abuse and Neglect Hotline**  
**1-800-800-5556**

**Substance Abuse**

*(Policy: po3122.01 )*

Any professional staff member whose physical characteristics, appearance, behavior, or breath odor suggest to a supervisor that s/he may be under the influence of alcohol shall be requested to take a breathalyzer test and/or urine test.

Should the professional staff member refuse to take such a test or should the results of the test be positive, s/he shall be disciplined for conduct unbecoming of a professional staff member by the Superintendent who shall recommend to the School Board the imposition, if any, of further penalties.

Should a supervisor determine from the physical aspects, appearance, or behavior of a professional staff member that s/he might be under the influence of other drugs, said professional staff member shall be immediately taken to a local health facility for further diagnosis. Should the professional staff member refuse or be found to be under the influence of drugs, s/he shall be disciplined by the Superintendent for conduct unbecoming of a professional staff member, and his/her case immediately referred to the Board for disposition.

**Use of Tobacco by Professional Staff (Board Policy 3215)**

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the non-user and is, therefore, of concern

to the Board.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members in school buildings at all times. Such prohibition also applies on school property and on school buses or school vehicles used to transport students.

### **Emergency Closings**

*(Policy: po8220)*

All days missed due to inclement weather or any other reason will be made up unless otherwise determined by the Indiana State Department of Education. Delays and cancellations will be announced by phone call using the **Swift K-12 System**. The delayed time or cancellation will also be announced on the following radio and television stations:

WFMG (RICHMOND) 101.3 FM  
WLW 700 AM-CINCINNATI  
WQLK (RICHMOND) 96.1FM  
CHANNEL 5, 9, 12, 19 & 64 CINCINNATI

**Closing of School (Snow days and other closings)** - When school has been called off due to inclement weather or other emergencies, only regular full-time (12 month/40 hours per week) personnel will be expected to report to work. Please consult your supervisor with regards to travel during state emergencies.

All other employees shall be called to work only as needed. Those employees shall be compensated for the hours they are requested to work. An employee will not be compensated unless called to work.

If a regular full time (12 month/40 hours per week) employee is required to work on a school make-up day and this day falls on a holiday, he/she will be allowed to take compensatory time after the holiday work date.

**Delays and Early Dismissals Due to Weather or Emergency** - When school has been delayed or dismissed early due to inclement weather or other emergencies, only regular full-time (12 month/40 hours per week) personnel will report to work or continue working.

## **SECTION II- GENERAL STAFF PROCEDURES**

### **Background Checks**

*(Policies: po1521, po3121, po8121 & po4121*

)

Union County College Corner Joint School District reserves the right to not employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrest, offenses that pose a risk to children, or any other criminal activity judges to be improper for a school employee. Beginning July 2016, Union County College Corner Joint School District was required by Indiana Code 20-26-2-1.3 to conduct an expanded child protection index check through the Division of Child Services on all new employees. If the employee has lived outside the state of Indiana, it is the employee's responsibility to return the completed report from these states to the Central Office Staff within 60 days of the date of hire.

### **Chain of Command**

There is a chain of command in all situations. In the classroom, teachers are the first person who should be informed of an issue or concern of a student or parent. Second to be informed is the building principal and/or assistant principal. No issues or concerns should be taken to the Superintendent by a student, parent, or teacher, without following the chain of command. Teachers should encourage students and parents to follow the chain of command.

## **Display of Flag, Pledge, Moment of Silence**

### **Display of the United States Flag**

The United States flag shall be displayed in each classroom of every school in the school corporation.

### **Pledge of Allegiance**

The building principal shall ensure a daily opportunity and appropriate time to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- a. The student chooses not to participate; or
- b. The student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in an appropriate salute if in uniform.

### **Moment of Silence**

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the State either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

## **Announcements**

Daily announcements concerning clubs, activities, and meetings are on the PA each morning. **Everyone is expected to pay attention during this time.** All announcements must be endorsed by the faculty sponsor of the particular group. All PA announcements are important and students should be directed to pay attention.

## **Clinic**

The nurse/health assistant or main office personnel will contact the First Aid Unit for most emergencies. Be certain to notify the office and health assistant in such emergencies and complete an accident report indicating what happened. Do not wait to call an ambulance if a student is unconscious or hurt badly. Please respect the service of the clinic and send only students who are clearly ill. We do not provide comprehensive health care for students and staff.

## **Clubs**

Any group or individual wishing to establish a school organization should present the building principal a written description of:

- The purpose
- How it will serve the student and school community
- Organizational structure
- Rules of membership
- Name of faculty sponsor

Approval will be taken to the school-wide improvement committee, and will be decided based upon student interest and the manner in which the organization would fit into the school goals and extracurricular structure.

## **Electronic Communication:**

Staff members may use social media, text messaging, email, and other forms of electronic communication to engage families, students, and the community regarding matters of instruction, assessment, discipline, co-curricular and extra-curricular activities. Any communication beyond the preceding items must be school appropriate. If in doubt, seek approval of your building principal.

## **Emergency Preparedness Procedures:**

It is the teachers' responsibility to **post clear and easy to read evacuation plans in their classrooms**. All teachers are responsible for reviewing their Emergency Management Guide.

**Fire Procedures (drills at least one time per month)** – continuous, uninterrupted bell  
Talk with all your classes, giving them the primary and secondary routes of escape. If a fire would occur in your area you must pull the fire alarm and notify administration. Keep student safety at the forefront of your decision-making. The fire department will determine re-entry safety. If disabled students are in your class make certain to inform students of procedures and also to put procedures in your sub plans. Follow these guidelines in the event of a fire:

1. Take your grade book/class list and CRISIS MANUAL outside with you to verify your student's safety.
2. Move quickly and quietly
3. Close all windows—they should be already closed.
4. Shut off all lights—leave the computers on.
5. Close the door.
6. EVERYONE must exit the building—make certain that those charged to your care are safely outside.

**Tornado Procedures (drills at least two times per year)** – verbally over the PA  
The severe weather section of the crisis manual outlines all procedures to be followed.  
The staff response should be:

**If a tornado warning is announced:**

- a. Move into tornado safe area
- b. Assist any individual with special needs.
- c. Report attendance to main office
- d. Instruct all students to remain in current place until danger passes
- e. Keep students quiet and calm

### Lockdown Procedures (drills at least two times per year)

| When Staff and Students are Asked To:              | They Should:   | Building Specific Instructions  |
|--|--|---|
| <b>Hold in Place</b><br>(Stay in classroom)        | <ul style="list-style-type: none"> <li>Clear the hallways (return to class) and remain in their area or room until the “all clear” is announced.</li> <li>Do business as usual</li> </ul> <b>Teachers Should:</b> <ul style="list-style-type: none"> <li>Close and lock the door</li> <li>Account for the students and adults (notify office of those missing)</li> <li>Do business as usual</li> </ul>  | Example:<br>Student has a seizure--a hold in place may be executed until the student is able to be moved to the nurses station.               |
| When Staff and Students are Asked To:              | They Should:   | Building Specific Instructions  |
| <b>Lock In</b><br>(Get inside. Lock outside doors) | <ul style="list-style-type: none"> <li>Return to inside of building</li> <li>Do business as usual</li> </ul> <b>Teachers should:</b> <ul style="list-style-type: none"> <li>Bring everyone indoors and lock the outside doors</li> <li>Increase situational awareness</li> <li>Account for students and staff (notify office of those missing)</li> <li>Do business as usual</li> </ul>  | Example:<br>A bank robbery in Fayette County leads to concerns that the perpetrators may be traveling through Union County. We would lock in. |
| <b>Lockdown</b><br>(Locks, Lights, Out of Sight)   | <ul style="list-style-type: none"> <li>Move away from sight</li> <li>Maintain silence</li> <li>Do not open the door</li> </ul> <b>Teachers should:</b> <ul style="list-style-type: none"> <li>Recover students from hallway if possible</li> <li>Lock the classroom door</li> <li>Turn out the lights</li> <li>Move away from sight</li> <li>Put the blinds down</li> <li>Maintain silence (silence phones)</li> <li>Do not open the door (law enforcement will have a key)</li> <li>Prepare to evade or defend</li> </ul> | Example:<br>Armed intruder on campus.   |

### Facility Use

The Athletic Director is in charge of gymnasium and athletic field scheduling. Any use of the facilities (including libraries, cafeterias, auditoriums, must be scheduled through building Secretaries/Principals. This includes class use, practices, and any special assemblies. The scheduling of A-400 should be scheduled through Central Office-Aimee Dishmond. Any special arrangements to be made by the custodial staff should be put in writing a week in advance and submitted to the Head Custodian. [Facility Use Form](#)



### **Food and Drink (in the classroom):**

Please refrain from eating or drinking in your classrooms when students are present (unless it is your prep or lunch time). If you bring cafeteria trays to your classroom or the teacher lunch room, please return them to the cafeteria at the end of the period.

Student Positive Rewards/Incentives are to be in alignment with the adopted board wellness policy.

In the event of a class/grade level activity that has students **NOT** eating lunch in the cafeteria, it is the teacher's responsibility to notify the cafeteria at least one week prior to the activity.

In the event of any food spill, immediately notify a custodian for assistance. Teachers are responsible for maintaining a clean classroom.

### **Keys**

The office must be provided with a copy of all keys to any lock in the building. If you lose any key to the building, it is to be immediately reported to the building principal. You will be responsible for the cost to replace the key(s). Teachers should access the offices and rooms of others in emergency situations only.

### **Money Collections**

1. **ALL** classroom collections of money should be deposited with the school treasurer.
2. Receipts should be issued to students for collected funds.
3. Funds need to be deposited with the treasurer prior to 1:00 PM. **Failure to submit collected money before 2:00 PM will result in the money remaining the teacher's responsibility until the next school day.**
4. Funds cannot be held overnight in the office.
5. State Board of Accounts does not permit the Treasurer to cash checks – even if the check is made out to the school.

## **Purchasing Procedures**

### A. Corporation Funds (classroom supplies and equipment):

1. See treasurer and/or principal for availability of funds
2. If authorized to purchase, submit a request-to-purchase form to the treasurer (forms are available in the office). The treasurer will then process your order.
3. The majority of purchasing through the corporation is done in the Spring.
4. Student Fee Purchases:
  - Purchase for grocery store items must have prior approval by the principal. See the treasurer for the procedure.
  - Sales tickets (receipts) should be submitted to the treasurer **monthly** for payment.
  - Student fee purchases, other than grocery store items, are submitted to the treasurer on a request-to-purchase form.
  - All student fee monies must be encumbered by the end of the first semester. This does not include perishable items/ purchases.

### B. Extra-curricular Funds (non-essentials for students):

1. The purchase must benefit students DIRECTLY and not be a teaching material or aid.
2. See the treasurer for a purchase order (p.o.) and tax exempt number. The yellow copy of the p.o. is to be signed by the vendor and returned along with an invoice for the payment.
3. Reimbursements: Purchases for reimbursement must be preapproved by the treasurer. This type of purchase must be held to a minimum.
4. Classroom Projects (students to keep project):
  - Requires pre approval by the principal
  - a. Collect cost of the project from students and issue students receipts.
  - b. Place order with the company by sending a p.o.. The yellow copy of the p.o. should be signed and returned by the vendor along with an invoice.
  - c. Money and a deposit verification form should be submitted to the treasurer.
  - d. Submit completed p.o. to the treasurer for payment.

### **5. Checks for Payment**

Paperwork for needed checks should be submitted to the treasurer **AT LEAST THREE DAYS** in advance.

Teachers must receive authorization from the principal to purchase any materials or services. Any purchase made without a purchase order or claim number will be at the teacher's own expense.

**NO SOLICITATION: THERE WILL BE NO SOLICITATION OF FUNDS IN THE BUILDING WITHOUT THE APPROVAL OF THE SUPERINTENDENT AND THE BUILDING PRINCIPAL.**

## **Pesticide Notification Registry for Schools**

At least 48 hours prior to a pesticide application at a school, the school corporation must provide planned pesticide application details to parents, guardians, and staff members requesting to be notified. Parents, guardians and staff must be registered with the school corporation to receive such advance notice. To register, individuals need to contact Aimee Dishmond in the Central Office and provide an email address for notification purposes.

Details of this requirement are as follows:

- ❖ This requirement is the same whether the pesticides are being applied by a licensed pesticide contractor hired by the school to control the pest(s) or by certified and licensed school staff that perform the pest control for the school corporation.
- ❖ It is the responsibility of the school corporation to develop the advance notification registry and to provide the notification to those registered.
- ❖ The school corporation may determine what mechanism works best for them to provide the advance notice.
- ❖ The school corporation must invite parents, guardians and staff to be added to the registry at the start of each school year or when a student enrolls or transfers in.
- ❖ The following must be part of the notice provided to those on the registry:
  - name or address of school
  - contact information for more details
  - anticipated date and time of pesticide application
  - pest(s) being targeted (i.e. weeds, bedbugs, fleas, roaches, ants ...)
  - description of application area (i.e. football field, fence lines, kitchen ...)
  - pesticide(s) to be used
  - explanation if 48 hour advance notice is not provided as required
- ❖ Advance notice is **not** required for the following pesticide applications:
  - disinfectants, germicides, sanitizers, swimming pool chemicals, gel or paste bait insecticides, manufactured enclosed insecticides stations; and self-applied insect repellents
  - immediate student health threat situations (i.e. stinging wasps and bees)
  - areas completely away from student occupied buildings and areas
  - those made more than 48 hours before a scheduled school day.

## **School Activities Calendar**

1. All activities should be penciled in on the main calendar in the office. Please check prior to final scheduling that conflicts are avoided. All activities on the calendar will be posted on the weekly calendar.
2. Sponsors or faculty members must be present for any activity or practice that uses school facilities.

## **Security**

Each faculty member will be provided with keys to the doors in his or her teaching area. These keys provide you with the opportunity to lock up teaching areas, and you are expected to do so when you leave for lunch or at the close of school. Guard carefully against loss or misplacement of keys. **DO NOT LET STUDENTS BORROW KEYS.** BE SURE ALL OUTSIDE DOORS ARE LOCKED BEHIND YOU AS YOU ENTER AND EXIT. Report lost or stolen keys, fobs, and/or swipe ID cards immediately. No school equipment is to be removed from school unless approved by the principal. Do not use master keys to enter the rooms/offices of others without permission, unless it is an emergency.

## **Staff Concerns**

If you have a school concern, please feel free to discuss it with the administration. The door is always open. If your concern is a discussable item and you are uncomfortable sharing it yourself, please contact the building union representative to have the item brought up in the monthly building discussion meetings held prior to each corporation discussion meeting (or as needed).

## **Supervision**

### **Hallways and Restrooms**

Supervision is expected by all certified and support staff. Being visible assists in lowering discipline issues in these areas. Teachers should be in the hallways outside their classroom during all passing periods.

## **Random Drug Testing**

*(Policy: po4162)*

Positions that qualify for Drug Testing:

- Bus Drivers and anyone who holds a CDL
- Grounds Crew members who operate heavy machinery and lawnmowers
- Bus services or Maintenance Department employees
- SRO's or anyone carrying a firearm in the school

The School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with School District-owned and/or operated ("District-owned") vehicles (collectively, "Covered Employees") must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' health and well-being.

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term "alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.
- B. The term "illegal drug" means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- C. The term "controlled substance" includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.

- D. The term "controlled substance abuse" includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- E. The term "safety-sensitive functions" includes all tasks associated with the operation and maintenance of District-owned vehicles. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.
- F. The term "Covered Employee" means all commercial driver license (CDL) holders and regular and substitute bus drivers as well as other staff who operate, inspect, service, and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL. The Board expects all CDL holders to comply with Board Policy 4122.01 on Drug-Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. Further, the Board concurs with the Federal requirement that all Covered Employees should be free of any influence of alcohol or controlled substances while on duty.

### **Travel and Conference Reimbursement**

Leave requests for professional development may be filled out and given to the building principal for approval. No fees should be paid unless prior-approval is given. Claims for reimbursement, after the event, will need to be turned in to the building treasurer (only for events that have been approved).

## **SECTION III- GENERAL PRACTICES**

## **Employee Ethics**

*(Policies 3210 & 4210)*

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the School Board expects all professional staff members to maintain high standards in their working relationships.

Professional and Support staff members in the performance of their professional duties will:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence all student related information unless such information needs to be shared in the discharge of their professional responsibilities;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. refrain from using their position or public property, or permitting another person to use an employee's position or public property for partisan political or sectarian religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

## **After School Activities**

At the end of the school day, all students are to leave the building unless under direct supervision of a staff member. Do not leave students in the building or classroom unsupervised.

## **Evaluation and Observation**

### **Certified Employees**

Classroom walkthrough visitations will occur from time to time. Teachers should study/be familiar with the Standards for Success rubric as specified in the Board Policy Manual. Any questions about the formal evaluation process should be directed to building principals. During a formal evaluation, the teacher's lesson plan should be available.

### **Classified Employees**

All employees will be evaluated at least once each year. Evaluations will be conducted by the immediate supervisor and/or the building principal. In order to be eligible for an increase in salary or hourly wage, the employee must have a satisfactory evaluation. All evaluations will be maintained in the employee's permanent file located in the superintendent's office.

## **Leaving the Building**

Staff may leave the building during their lunch break without permission. If they leave the building they are to notify the main office. Teachers may leave the building during prep time provided they acquire permission for their intended absence from an administrator.

## **Payday**

### **Certified Staff**

UCCCJSD pays employees every two weeks. You will get 26 pays each year (there will be 27 pays in 2023-2024 school year, due to leap year adjustments every 7 years) Pay stubs will be delivered to your school. Funds will be deposited in the account you specify.

### **Classified Staff**

Full time Non-Certified personnel and part time Non-Certified personnel shall be paid bimonthly during months worked. Hours worked shall be reported on a payroll time sheet signed by the employee, and the immediate supervisor. Pay stubs will be delivered to your school. Funds will be deposited in the account you specify.

#### **1. Mandatory Payroll Deductions:**

- Federal Tax: deductions made according to form W-4
- Social Security: deductions made according to federal regulations
- State tax: deductions made according to state regulations



→ County option tax: deductions made according to state regulations

**2. Voluntary Deductions** include Direct Deposit, Section 125, and Credit Union Membership

**Overtime:** for all Non-Certified personnel must be approved by the immediate supervisor and/or building principal before such work is scheduled to begin.

- An employee will be compensated for overtime at 1.5 times their normal rate. Part time employees, bus drivers and special education transportation aides will be paid no overtime until 40 hours have been worked in the week. Hours cannot be accumulated from week-to-week; however, upon approval by an employee's supervisor, the employee, with the exception of the bus drivers and special education aides, may be allowed to take an equivalent time off within the two-week pay period.
- Work for special functions shall be reported on a time sheet and returned to the administrative office at the end of the pay period. Pay for facility use hours will follow the Facility Use Policy.
- Salaried support staff are not eligible for overtime. Unusual circumstances could be considered as an exception only upon approval of the Superintendent.

**Credit on Wage Schedule for Previous Employee:**

When an individual that was previously employed by the school district is re-hired, they will be given credit on the salary schedule for previous experience if the school district ended their employment and they were in good standing with the school district at the time. If the employee resigned the position, credit for previous experience may be granted.

## **Personnel Records**

All employee records are confidential and are protected by Federal Law and the policies of UCCCJSD. There is limited access to all records. Employee records shall be available only to the employee and designated school officials. Designated school officials are the Superintendent, Central Office Staff and other such individuals as authorized by law or UCCCJSD policies and guidelines. An employee may review the contents of his/her file by notifying the Central Office in writing.

## **SECTION IV- EMPLOYMENT RESPONSIBILITIES**

### **Reporting Absence**

#### **Absence from work:**

##### **Certified Staff**

TEACHERS MUST PROVIDE SUBSTITUTE LESSON PLANS FOR ALL ABSENCES. Teachers should also make certain that seating charts and attendance lists are available. Since most absences are unplanned, it is expected that those items be ready for use on a daily basis on your desk should the need arise. Forms Needed: Leave Request—MUST be completed within 2 days of absence and submitted to the building Secretary.

#### **Procedures for getting Substitute Teachers:**

1. Individual staff members ARE NOT to make arrangements for their substitute.
2. Staff members must call Georgetta Hartman to notify her that a substitute is required. Staff members must give a reason for requiring a substitute. Those reasons, as per the Master Contract, include: personal illness, family illness, personal business, jury duty, and a death in the family. Those are the only reasons to be given to Georgetta.
3. If you are certain of an absence during the school day, notify your building secretary as soon as possible until 4:00. The secretary will notify Georgetta who will obtain the substitute.
4. After the regular workday, please **text** Georgetta at home **anytime until 6:30 am**. You will receive a notification that the text was received. **765-580-9123**
5. For the sake of consistency, if an individual staff member requires a substitute for an additional day, the staff member should try to call or text Georgetta before 1:00 PM of the original day of absence.
6. All professional business and contracted professional days must be approved in advance by the building principal before Georgetta will contact a substitute.
7. All long-term substitute assignments will be recommended to the Superintendent by the building principal. No leave forms or call-in requirements exist in the case of a long-term substitute.
8. Leave Request Forms MUST be completed and returned to the sub coordinator within TWO days of returning to school. Failure to complete and return such forms may result in a verbal reprimand by the building principal. If the practice continues, a written reprimand will be placed in the individual's personnel file.
9. **Detailed lesson plans and materials** are to be **complete and easily accessible** for a substitute teacher.

### **Classified Staff**

Acceptable attendance is required for effective completion of duties. As a member of the educational team, others are relying on you. If it is necessary to be late or absent for any reason, the building principal/supervisor should be notified in advance of the occurrence. Continued absence may result in disciplinary action, including dismissal. All absences shall be in increments of one half ( $\frac{1}{2}$ ) day or one full day.

### **Accidents**

Accident reports are to be filled out on ALL accidents that occur on the school grounds or school building. These reports are to be completed and turned into the nurse or principal's office at least by the end of the day.

Adult accidents are to be reported immediately to administration. A very short time window exists for reports to be made to worker's compensation. Failure to report will jeopardize coverage. The forms for this reporting are in the office.

***School Policy:*** In the event of a student accident or illness, staff members will:

- Administer first aid if necessary
- Report the accident to the appropriate supervisor
- Summon professional medical assistance if needed
- Notify the parents as soon as possible by phone or written note
- Contact parents immediately if the accident indicates professional medical care is required
- TEACHER/STAFF MEMBER should fill out the accident report as soon as possible and forward to the nurse.

**Student accident form: 5340 F1**

<http://www.neola.com/unioncounty-in/search/forms/fm5340F1.pdf>

### **Dress Code**

*(Policy 3216)*

These apply to all employees: administrators, certified teaching staff, and support staff. Bear in mind that some exceptions to these standards are appropriate if in keeping with an employee's job/function within the corporation. Exceptions will be determined by central office administration. If you have any questions, please discuss with your building administrator.

The School Board believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. All professional staff members shall, when assigned to corporation duty:

- ❖ Demonstrate proper hygiene by being physically clean, neat, and well-groomed
- ❖ Dress in a manner consistent with their professional responsibilities
- ❖ Dress in a manner that communicates to students a pride in personal appearance
- ❖ Dress in a manner that does not cause damage to corporation property
- ❖ Be groomed in such a manner that does not disrupt the educational process nor cause a health or safety hazard
- ❖ No flip flops
- ❖ Skirts and/or "skorts" are to be at-the top of the knee or longer
- ❖ No cleavage
- ❖ No shorts
- ❖ Skin tight materials may be worn on the legs only if covered by a garment that is at least finger-tip length when arms and fingers are extended straight down. Skin tight coverings include, but may not be limited to leggings, yoga pants, lycra pants, panty hose, etc.
- ❖ Capri pants are allowed (must be knee length or longer)
- ❖ Blue jeans are allowed on payday Fridays only or on special occasion days as determined by the building principal.
- ❖ T-shirts are suitable so long as they are neat and clean. If they have printing on them it must be school related, i.e. name of the school, name of the school team, etc.
- ❖ Sweatshirts are suitable so long as they are neat and clean i.e. no "ratty" sweatshirts.
- ❖ **Staff ID cards should be worn each day**

We are striving to promote a professional image in our buildings. Of course, on special event days we will make exceptions to the jeans rule (sectional, etc). PE teachers are permitted to wear pe attire in pe class only—other parts of the day they must adhere to the above schedule. The best advice is: **"When in doubt, rule it out."**

**Field Trips**

Field trips as defined in Board Policy (2340A) must be related to a course of study and therefore are a required part of instruction. If the trip cannot be directly related to a course of study, it will be considered a co-curricular or extracurricular activity.

**All Clubs and Organizations must finance their own field trips.** ALL GROUPS (including academic teams, co-curricular groups, class trips, athletics, and others) must finance the driver (corp. to pay fuel) for a bus. Please see the Transportation Director to obtain an estimate of the cost. A purchase order must be created with the Treasurer prior to the trip for costs of the trip. You **MUST** have funds in your account in advance to take a field trip.

The following guidelines must be followed:

1. Any field trips or club related trips must be cleared with the principal at least two weeks in advance for in-state field trips. Complete all sections.

**Board Approval is required for:**

- **Out-of-state field trips** (Oxford is out-of-state!).
  - **Overnight field trips**
    - Requests must be in written form to the Board and must be submitted one week prior to the Board Meeting BEFORE your field trip (could be up to 5-week time frame).
    - Make certain to clearly identify who is going and who is chaperoning.
    - [Field Trip Request Form](#)
    - Upon approval of a trip, a copy of the trip proposal will be forwarded to the transportation director.
2. **Chaperones:** Must have a limited criminal history check done just as any other volunteer. Chaperones are expected to chaperone, i.e. supervise students, not merely to take the trip with the group. There is a degree of liability and they need to be actively working the trip. There needs to be one (1) Chaperone for every fifteen (15) students.
  3. Student permission forms need to be filled out and presented to the sponsor. Sponsors must present a list of those attending the field trip to all teachers and building secretaries. Those permission slips must accompany the sponsor on the trip as they contain emergency contact numbers.
  4. **Sponsors must notify the:**
    - cafeteria if lunch numbers will be affected by their absence.
    - nurse to see if medication is needed
  5. Adequate substitute teacher plans and seating charts must be left.
  6. Students going on trips must ride the bus to and from their destination. The only exception would be in the case of an emergency. Students going to a contest or activity must leave school with the school sponsored group. Students returning to school must return with school sponsored groups on the bus or with parents. Students must have in writing that they are going to ride home with parents, or parents must personally tell the sponsor or coach. Students are not permitted to ride home with friends, or other relatives, only parents. Any exception to the above must be cleared with the administration prior to activity. Please inform your groups of the above policy.
  7. Any money collected must be turned in to the treasurer at least 3 days before the trip in order for payment to be issued to the vendor.

### **Trip Leader Responsibilities**

Each staff member who leads a field or other corporation trip is to follow the guidelines below for fulfilling his/her responsibility.

The trip leader is to provide each chaperone, prior to the trip, a copy of form 2340FB (Responsibilities of Trip Chaperones) – the form may be found here:

<https://files.neola.com/unioncounty-in/search/forms/fm2340F8.pdf>

#### **The trip leader should:**

- ➔ Review with the bus driver the destination and route. If there are any questions about the route, it should be resolved prior to departure so there is no confusion in communication during the trip. The driver has the final decision on the route.
- ➔ Make sure the emergency medical forms are on the bus in the possession of a designated person.
- ➔ When necessary, or when requested by the driver, place him/her and/or any chaperones strategically in the middle and rear portions of the bus.
- ➔ Conduct a head-count each time there is an unloading and reloading of passengers to ensure no one is left behind.
- ➔ When the bus returns to the corporation, make sure all students have proper rides home and have left corporation property before considering the trip to be completed.

#### **Additional Responsibilities:**

- ★ Students are to be made aware that the regular bus rules will apply for the trip. Since some of the students may not be regular bus riders, the rules should be reviewed with the group prior to departure. The trip leader or designed staff member is responsible for student behavior while on the bus.
- ★ The driver is responsible for the bus and has ultimate authority over routes and operations. If s/he deems that conditions constitute a safety hazard, the driver has the authority not to proceed.
- ★ If any discipline problems develop while on the trip, the problems are to be reported to the appropriate administrator as soon as feasible.
- ★ The trip leader should report to the Transportation Director any cases of poor judgment or improper behavior on the part of the driver.

#### **Field Trip Guidelines:**

- Contact destination for times, lunch place, prices, activities, directions, etc.
- Complete [field trip form](#) – submit to building principal – **MUST BE SUBMITTED AT**

**LEAST THREE WEEKS BEFORE FIELD TRIP** – if disabled students need a special bus, make certain this is noted on the form \

- A copy of the approved field trip request form needs to be given to the treasurer
- Student permission forms given to students to have completed by their guardians
- Contact nurse for her to get medicines and first aid kit ready – this needs to be done at least three days before the trip
- Contact cafeteria to let them know who will be gone for lunch on that day
- Notify all rotation, related arts, and special education teachers that students will be gone on that day
- Make bus lists – assign students, teachers, and chaperones – give bus lists to the office prior to departure
- Be sure to take permission forms with you – sort and give to each bus leader
- Make out groups – if necessary
- Get chaperones – 1 per 15 students
- Make out schedules for day – particularly if there is time before or after departure
- Collect money and permission forms from students – money must be turned in to the treasurer at least three days before a check is issued to the vendor.
- Retrieve: tickets, check for vendor, medicines, and first aid kit
- Make plans for leaving: time, location for pickup, dismissal procedures, loading procedures, etc.
- Review behavior standards with students: no hats, manners, etc.
- Have fun!

## **Social Media and Technology Use**

For more details, see Policy 7544. The term “social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the School District, as well as any other form of electronic communication. The same principles and guidelines found in the Acceptable Use Policy applies to an employee’s social media activities online. Any conduct that adversely affects an employee’s job performance or the performance of fellow employees, or otherwise adversely affects the School District’s interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings or accessing inappropriate material, including but not limited to discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination.

### **Employee's Use of District Technology Resources To Access Social Media for Personal Use**

Employees and District-approved volunteers are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during breaks, mealtimes, and

before and after scheduled work hours. During work hours, provided it does not interfere with the employee's/volunteer's job performance. They are reminded that the District may monitor their use of District technology resources. They are reminded that the District may monitor their use of District technology resources.

### **Employees' Use of Personal Communication Devices at Work To Access Social Media for Personal Use**

Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes, during work hours, provided it does not interfere with the employee's job performance.

Employees and District-approved volunteers are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated as necessary.

## **TECHNOLOGY - INTERNET ACCEPTABLE USE POLICY FOR ALL STAFF**

### **STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Education Technology to its staff. Education Technology or "Ed- Tech" includes use of the District's personal communication devices (such as computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services. The District's Education Technology has a limited educational purpose. The District's Education Technology has not been established as a public access service or a public forum. The District has the right to place restrictions on its use to assure that use of the District's Education Technology is consistent with its limited educational purpose. Staff use of the District's Education Technology will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of Education Technology. Users have a limited privacy expectation in the content of their personal files and records of their online activity while accessing Education Technology.

The District encourages staff to utilize Education Technology in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The School Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational



activities. The instructional use of Education Technology will be guided by the District's policy on Instructional Materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the District may not be able to technologically limit access to services through its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources which may not have been screened by educators for use by students of various ages.

The District has implemented the use of technology protection measures, which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the District or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or Technology Director may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;

- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The School Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. All Ed-Tech users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members are responsible for good behavior on the District's computers/network and Education Technology just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on Education Technology are often public in nature.

Staff members shall not access social media for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the principal's approval of that plan in advance.

General school rules for behavior and communication apply. The School Board does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the District's Education Technology are personally responsible and liable, both civilly and criminally, for uses of Education Technology not authorized by this Board Policy and its accompanying guidelines.

The School Board designates the Superintendent and the Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of Education Technology.

Staff will be provided with a school email account that they are required to utilize for all school-related electronic communications, including those to students and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their building principal, they shall use their school-assigned email account when signing up/registering for access to various online educational services.

## **Section V- Non-Certified Staff**

### **Conditions of Employment**

- ★ A condition of employment will be based on a favorable result obtained from the required background check (if employed after September 8, 1997).
- ★ All non-certified personnel will be employed as specified in the appropriate job description and/or as approved by the Board of Education.
- ★ All non-certified personnel will be compensated as per the board-approved non-certified salary schedule.

### **Rules of Conduct**

Employees need to be aware that certain rules and regulations must be adhered to while an individual is a Non-Certified employee of the Union County-College Corner Joint School District. These rules are necessary to establish a close and a clear working relationship with personnel within the school district and to maintain a safe and healthy climate for our students, staff, and community members. The following activities **will not be condoned** while a person is an employee of this school district:

- Engaging in sexual harassment, fighting, immoral behavior, or indecency;
- Drinking alcohol or being intoxicated while on duty;
- Using and/or possessing a controlled substance;
- Participating in horseplay or other acts endangering self, students, other employees, and/or the general public;
- Destroying, damaging, or defacing school district property or equipment in a willful or deliberate manner;
- Using obscene and/or abusive language;
- Stealing;
- Falsifying records intentionally;
- Soliciting gifts or tips;
- Visiting friends and/or family members during working hours;
- Threatening and/or endangering the well-being, life, or property of an employee, staff member, and/or students;
- Refusing to perform the job when assigned;
- Disobeying job instructions and orders;
- Restricting efficiency and output willfully;
- Demonstrating incompetence;
- Falsifying employment application form;
- Using the Internet without permission or inappropriately;

- All employees are expected to represent UCCCJSD in a positive manner as it relates to professional appearance and dress. Proper attire for positions may be designated and enforced within various departments as appropriate.
- Changing assigned hours without prior approval of the immediate supervisor and/or building principal
- Lacking courtesy, politeness, and/or cooperativeness with students, other employees, parents, and/or members of the general public;
- Exceeding the 30 minutes allowed for a meal;
- Using personal technology devices on school premises without the permission of the immediate supervisor and/or principal;
- Using personal technology devices without an earplug or earphone (for one ear only);
- Viewing television or videos during working hours;
- Using a computer, if not part of the job responsibility is prohibited during working hours;
- Babysitting by employees during working hours;
- Using any tobacco or vaping products or in school buildings or on school grounds.
- Being absent from work without prior approval or notification of the immediate supervisor and/or building principal.
- All employees will use universal precautions established by the school district regarding the proper clean-up of body fluids, blood, or other contaminated surface materials. Generally, all employees shall use rubber gloves to clean up all contaminated areas and dispose of such materials in a plastic bag. Hepatitis B injections will be provided by the school district at no cost to the employee.
- Not responding to check-in calls or ignoring the responsibility to keep the supervisor informed about absent status.
- Refusing to obey any and all other policies that pertain to all district employees.

The following **will not be condoned without the approval** of the immediate supervisor and/or building principal:

- Directing other employees for any activity (activities) with or by family members and friends;
- Coaching of any kind during the assigned working hours; and/or
- Using school equipment for personal use.

Violation of any of the above may be cause for dismissal. At the discretion of the employer, the employee may receive a verbal and written reprimand, suspension of up to three (3) days without pay, and/or dismissal.

## **Vacancies**

Notice of Non-Certified vacancies will be posted in each building. Any employee may apply for a newly posted position.

Any employee may seek a change in assignment by filing a written request. The building principal will consider that request. Transfer requests must be approved by the superintendent or his/her designee.

## **Evaluations**

All employees will be evaluated at least once each year. Evaluations will be conducted by the immediate supervisor and/or the building principal. In order to be eligible for an increase in salary or hourly wage, the employee must have a satisfactory evaluation. All evaluations will be maintained in the employee's permanent file located in the superintendent's office.

## **Classification of Support Staff Employees**

Within the Union County-College Corner Joint School District, non-certified employees include:

- full time employees working a minimum of 1,080 hours per year and 12 months per year
- employees that are working a minimum of 1,080 hours per year, but **not** 12 months
- employees that work less than 1,080 hours per year.

**\*New employees must work 90 days before they are eligible to use personal days and paid sick days.**

**\*\*Benefits do not apply to temporary or seasonal employees.**

| ^^Benefits   | Minimum 1,080 hour per year and 12 months  | Minimum 1,080 hours per year but not 12 months | Less than 1,080 hour per year                 |
|--|--|--|---|
| *Personal Days                                       | 2 per year accumulates to 4  | 2 per year accumulates to 4                    | 1 per year accumulates to 2                   |
| Sick days for employees hired before January 1, 2012 | 15 per year accumulates to 200   | 15 per year accumulates to 200                 | 9 per year accumulates to 75                  |
| *Sick days for employees hired after January 1, 2012 | 10 per year accumulates to 90  | 10 per year accumulates to 90                  | 6 per year accumulates to 60                  |
| Bereavement  | 5 for immediate family; 1 for extended family  | 5 for immediate family; 1 for extended family  | 5 for immediate family; 1 for extended family |
| Long Term Disability                                 | yes  | yes  | none  |
| Life Insurance                                       | yes  | yes  | none  |
| Health Insurance                                     | up to \$11,000 paid toward plan  | up to \$11,000 paid toward plan                | none  |
| Dental and Vision                                    | available / employee pays all costs  | available / employee pays all costs            | available / employee pays all costs           |
| Paid Holidays  | yes / 9 days   | none   | none  |
| Paid Vacation  | Prorated days to July 1 of first year<br>1 week after 1 year,<br>2 weeks after 2 years,<br>3 weeks after 3 years, 4 weeks after 10 years of service. | none   | none  |

### **Personal Days**

Personal days will be credited on July 1 for year round (full time) support staff and at the beginning of the school year for part time (school year only) support staff. No more than two (2) days may be taken consecutively without permission of the immediate supervisor and/or building principal. The employer shall be notified two weeks in advance if personal leave will be used to extend school breaks or holidays. Any unused personal leave days shall be credited to sick leave. New employees must work 90 days prior to using personal days.

### **Sick Days**

Sick days will be credited on July 1 for year round (full time) support staff and at the beginning of the school year for part time (school year only) support staff.

- a) These days may be used for emergency leave for necessary absence on the part of an employee due to serious illness of grandparent, grandchild, father, mother, brother, sister, spouse, or child and similar relationship established by marriage. After all of the days for the current year have been taken, an employee may ask for additional days to be used for family illness if the need still exists. The decision on the part of the superintendent to grant or not grant additional days is final.
- b) All unused personal leave and sick days will accumulate as sick leave to a maximum of two hundred (200) days. For less than 1,080 hour per year employees, days accumulate to a maximum of 75 days. For employees hired after January 1, 2012, sick days accumulate to a maximum of ninety (90) days. For less than 1,080 hour per year employees, days accumulate to a maximum of sixty (60) days. See chart on preceding page for details.
- c) Employees having two hundred (200) or fewer sick leave days accumulated as of July 1, 1999, will be capped at two hundred (200) accumulated days.
- d) Each year, each individual who has accumulated above his/her cap will receive \$40.00 per day for each day accumulated above his/her cap. This reimbursement is payable in the final pay of June of each year that an individual qualifies to receive it.
- e) Upon retirement, the employee will receive any balance owed of remaining days over the two hundred (200) day cap or above his/her personal cap. This does not apply to employees that work less than 1,080 hours per year.
- f) New employees must work 90 days prior to being paid for sick days.
- g) Your supervisor will consider requests for leaves on a case-by-case basis and may grant such requested leave if the leave does not create an undue hardship to the operations and work schedules of the School District.

### **Bereavement**

Upon the death of a member of an employee's immediate family, an employee requesting a leave will be granted up to five (5) school days to commence on the day after death unless the employee does not report for work that day. In that case, the day of death shall be counted as the first day. Immediate family is defined as grandparent, grandchild, father, mother, brother, sister, spouse or child and similar relationship established by marriage or any other person who is living in the employee's household.

Upon the death of a member of the employee's extended family, an employee requesting a leave will be granted up to one (1) bereavement day for extended family. Extended family is defined as aunt, uncle, niece, nephew, cousin, and a similar relationship established by marriage. An employee may be granted additional bereavement days at the Superintendent's discretion.

### **Maternity Leave**

Maternity leave may be taken by an employee at the discretion of the employee and the physician. The length of each leave will be determined on an individual basis; but in any event, no more than a total of 12 (twelve) work weeks of paid leave during any 12-month period, such leave to be determined without discrimination. The Union County College Corner Joint School District will abide by all restrictions and provisions of the Family and Medical Leave Act for any unpaid leave requested. NOTE: Not required if an employee is employed less than a year and less than 1250 hours.

All or any part of any employee's accumulated sick leave must be used while on maternity leave. A physician's statement must be furnished to verify disability. Upon the employee's return to work, the physician must provide a statement indicating the ability of the employee to return to work.

### **Jury Duty Leave**

When an employee is called for jury duty, he/she shall continue to draw full pay, provided the employee agrees to return all jury duty pay to the employer.

### **Leaves/Half Day or Full Day**

If an employee misses 50% or more of the hours the employee was scheduled to work on the day of the leave, then it is a full day leave. If the employee misses less than 50% of the hours the employee was scheduled to work on the day of the leave, then it is a half day leave.

The combination of pay for leave and pay for hours worked on a day of a leave shall not be more than a full day's pay.

### **Early Dismissal for Professional Development**



At the discretion of the building principal, non-certified staff may be expected to stay for professional development.

### **Worker's Compensation**

An employee who is injured on the job must report the injury to the administrative office within 24 hours. The appropriate form is available in the principal's office of each school and the administrative office. The completed Worker's Compensation Form must be completed and returned to the administrative office within 24 hours.

### **Insurance**

The Board shall purchase a long term disability program that provides for a minimum benefit of two-thirds (2/3) salary to age sixty five (65) with a ninety (90) day elimination period. A current long-term disability informational booklet is on file in the administrative office.

**Life Insurance** - The employer shall pay the full amount, except one cent (.01) which shall be paid by the employee, to provide each employee a group whole life insurance policy in the face amount of fifty thousand dollars (\$50,000) with accidental death and disability provision for all those employees actively contributing shall be one employed. The employee contribution shall be one cent (.01) to such insurance. This contribution shall be taken as a payroll deduction the last pay of the calendar year. Upon leaving the district, the employee has the right to convert his/her life insurance policy to an individual policy assuming all costs. Information regarding the conversion of the life insurance policy is available in the administrative office. A current life insurance informational booklet is on file in the administrative office.

**Health Insurance** - Health insurance is available to employees working a minimum of 1,080 hours per year. The Board shall contribute \$11,000 or all the premium but \$.01, not to exceed \$11,000 by the approved health insurance company. When two members of the same family are employed by the Board, they may combine the \$11,000 contribution for each individual, less \$.02 to pay for any of the plans offered. If an employee chooses a high deductible health plan, any amount of the \$11,000 that is above the premium shall be deposited into the employee's Health Savings Account.

Each qualified beneficiary who would lose coverage under the health insurance plan because of a qualifying event is entitled, under the plan, to elect COBRA (Consolidated Omnibus Budget Reconciliation Act) within the election period, continuation coverage under the plan.

Support staff members who qualify for Union County College Corner retirement pay as described in Article V, Section 15 of this document or any 1,080 hours per year or more employees who are disabled during their employment will be allowed the option of buying into the health insurance plan. They may continue until such time as they become Medicare eligible (employee and/or spouse). The employee shall pay the monthly cost of each full year's premium by the first of the month. Individuals electing this option of insurance continuation must do so in writing within 90 days of the retirement date to the Office of the Superintendent. The health plan packet is on file in the administrative office.

**Dental & Vision Insurance** - Dental and Vision Insurance is available with the employee assuming all premiums. The premiums will be payroll deducted. The dental insurance booklet and the vision insurance booklet are on file in the administrative office.

### **Paid Holidays**

With the exception of school bus drivers, non-certified employees who work a minimum of 1,080 hours per year and 12 months per year will be paid for: New Year's Day, Good Friday (if school is NOT in session on that day) or the first business day after the last day of school, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Eve and Christmas Day.

### **Paid Vacations**

New, full time employees receive their initial set of vacation days on July 1 following their hire date. These days will be prorated from their date of hire to July 1 at a rate of 1 day for every 52 days worked ( $260 / 5 = 52$ ). The following July 1, they will receive their full 5 days.

On July 1, following their second full year, they will receive 10 days of paid vacation. On July 1, following their third full year, they will receive 15 days of paid vacation. On July 1, following their tenth full year, they will receive 20 days of paid vacation.

Example: An employee is hired on April 1, 2011 and works 65 days until July 1. The employee would receive 1 vacation day on July 1, 2011. They would receive 5 vacation days on July 1, 2012, and 10 vacation days on July 1, 2013, and 15 days on July 1, 2014, and 20 days on July 1, 2021.

All support staff who qualify for vacation days must use their vacation days for the year by June 30. Vacation days cannot be carried over into the next year. We recognize there can be special circumstances which do not allow a person to use their days. In these cases an appeal to this practice may be made to the Superintendent to allow either an accumulation or a payoff for the unused days in this special circumstance only.

Vacation time shall be granted upon approval of the immediate supervisor and /or Superintendent. The school district reserves the right to deny or to determine when vacation may be taken.

## **Retirement**

The board pays the Non-Certified employee retirement contribution to PERF (Public Employees' Retirement Fund).

Non-Certified Employees must work and be paid for a minimum of 1,080 hours per year to qualify for benefits. (1,080 hours equals one (1) year of service.) The exception to the 1,080-hour level are bus drivers. Regular route drivers will receive the PERF contribution.

After an employee has nineteen years or more experience in the school district, and meets PERF's retirement qualifications, the employee is eligible for Union County-College Corner Joint School District retirement pay. The employee must choose one of the following options:

- ❖ \$50.00 for each year experience in the School District plus \$30.00 per day of accumulated sick leave. Total amount may not exceed \$8,000.
- ❖ \$35.00 per day of accumulated sick leave. Total amount may not exceed \$8,000.
- ❖ The employee must submit a letter stating their intent to retire 60 days before their final day of work to be eligible for this benefit. The retirement payout will be received in the last two pay periods of the final contract. An emergency retirement may be considered on an individual basis.

## **Sick Leave Bank**

### **Purpose:**

The purpose of the Sick Leave Bank is to relieve members of the support staff from undue financial burdens as a result of an absence from work due to illness, injury, or incapacitation sufficiently severe to make their presence in school inadvisable. It shall be a continuous, year-to-year entity.

### **Eligibility and Participation:**

Any member of the support staff employed by the Union County / College Corner Joint School District shall be eligible to become a member of the Sick Leave Bank.

### **Membership and Donations:**

- ❖ The Bank shall be formed by voluntary participation and voluntary donations of one (1) personal sick leave day by members of the support staff who then become members, after signing an authorization form to withdraw days as per this agreement. The initial period for donation to the Bank shall be the thirty (30) working days following the opening of each school year.
- ❖ New support staff members may become members and, if so, they will contribute for the first time. The donation must be made within thirty (30) working days following the date of employment.
- ❖ Support staff members may make voluntary donations of sick days to the bank at any time by filling out an authorization form and submitting it to the Sick Bank Chair and the Superintendent.
- ❖ Support staff members currently employed may become members by paying all back assessments that would have been paid had the employee joined the Bank when that employee first had the opportunity to join.
- ❖ All donated days lose their identity and become property of the Sick Leave Bank. Each donated day will equal that of a day used by a support staff member who requests Sick Leave Bank days (one day for one day).
- ❖ Members of the support staff who have withdrawn days from the Bank shall repay at least one day per year in order to remain a member in good standing. Support staff members may choose to repay more than one day per year. Repayment will begin with the school year immediately following the year of withdrawal from the bank.

**Benefits:**

The maximum number of days that may be granted per member shall be twenty-five (25) days per school year.

**Use of Bank and Procedures:**

- ❖ Written application by the member or the member's family accompanied by a physician's certificate stating the nature and estimated length of the disability and prognosis of the support staff member's condition shall be submitted to the chairperson of the Sick Leave Bank Committee and the Superintendent.
- ❖ The applicant must be a member of the Sick Leave Bank.
- ❖ The Bank may be used only by the contributor for his or her personal illness.
- ❖ Days from the Bank may be used only for those working days that the individual contributor is contracted during the regular school year.
- ❖ The applicant must use all available sick leave and personal days before application for use of the Sick Leave Bank will be approved by the Sick Leave Bank Committee.
- ❖ Application shall be acted upon by the entire Committee, and any positive decision must be by a majority vote of the Committee. The chairperson shall inform the applicant or, where applicable, a member of the family, of the decision of the Committee. The decision of the Sick Leave Bank Committee shall be final.
- ❖ The chairperson shall report any positive Committee decision to the treasurer in writing. This written document must be in terms of days to be deducted.
- ❖ A minimum of twenty-five (25) support staff members participating in the Sick Leave Bank will be required to implement the Sick Leave Bank. If at any time, the number of participants falls below twenty-five (25) the operation of the Bank will be discontinued following use of the days remaining in the bank.

**Administration of the Sick Leave Bank**

1. The administration of the Sick Leave Bank shall be the responsibility of the Sick Leave Bank Committee. This committee will be composed of a representative of the administration to be determined by the Superintendent, and one support staff member from each of the following groups: clerical staff, cafeteria staff, Corporation bus drivers, maintenance or custodial staff, and instructional aides. The Committee will select the chairperson.

2. The Chairperson of the Sick Leave Bank Committee will provide a list of new enrollees to the Central Office by September 30 of each school year. The Chairperson of the Sick Leave Bank Committee will sign this list verifying its accuracy.

3. Central Office personnel will deduct one sick leave day from each new enrollee and add the total to the existing balance of the Sick Leave Bank.
4. Central Office personnel will also deduct any repayment days due from employees who owe days to repay days used.
5. After the deductions for new enrollees have been made and after the repayment of days owed have been added to the account balance, a statement will be issued to the Sick Leave Bank Committee showing the new account balance. Steps 3, 4, and 5 will be completed by November 15<sup>th</sup> of each year.
6. By June 15<sup>th</sup> of each year, the Chairperson of the Sick Leave Bank Committee shall meet with the appropriate member of the Central Office staff to reconcile the number of any withdrawals that have been made during the year from the Sick Leave Bank Account and to compile an end-of-year account balance.
7. Copies of the final report showing the end-of-year account balance and all activity affecting the fund will be provided to the Superintendent.
8. At such time as the Sick Leave Bank account falls below fifty (50) days, an obligatory assessment of one (1) sick leave day shall be made upon all current members of the Bank who have personal sick days. For those who have used all sick leave days, such assessment may need to be made the following year in order to balance the account.
9. If a member of the Bank retires, resigns, or for other reasons leaves employment before the repayment to the Bank has been completed, the debt shall be waived.

## **Grievance Procedures**

### **Definition:**

- A "grievance" shall be a timely filed alleged violation of a specific article or section of this Policy.
- A grievance may be filed by any non-certified employee.
- The term "days" shall mean school days. During the summer recess, the term shall mean weekdays.

**Procedure:**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum. The time limits specified may, however, be extended by mutual written agreement.

**Step 1:**

- a. The grievant may orally present the alleged violation to his/her building principal and/or supervisor in an effort to resolve the matter informally.
- b. If, as a result of the informal discussion with his/her building principal and/or supervisor, a grievance still exists, the grievant may file a written grievance on the form provided in Appendix A by submitting the form to the building principal and/or supervisor within ten (10) days of the alleged violation or within ten (10) days of when he/she should have had knowledge of the alleged violation. The grievant may choose to submit the grievance in writing without oral presentation. Within five (5) days of receipt of the grievance, the principal and/or supervisor shall, if requested, meet the grievant in an effort to resolve the grievance. The principal and/or supervisor shall advise the grievant of his disposition in writing within five (5) days of receipt of the grievance.

**Step 2:**

If the grievant is not satisfied with the disposition in Step I, he/she may submit the written grievance on the form provided in Appendix A to the superintendent or his/her designee of the Union County-College Corner Joint School District within five (5) days after the answer in Step I. Within five (5) days of receipt of the grievance, the superintendent or his/her designee will meet with the grievant if requested to do so in an effort to resolve the grievance. The superintendent or his/her designee shall answer the grievance in writing within ten (10) days of receipt of the grievance.

**Step 3:**

If the grievant is not satisfied with the disposition in Step Two, he/she may submit the written grievance on the form provided in Appendix A to the administrative office of the school board within five (5) days from the answer in Step Two. The board shall review the grievance at its next regular meeting or within forty (40) days, whichever is less, and render a decision within ten (10) days after such meeting. The grievant has the right to be present at such a meeting to present his/her views to the board if the grievant requests to do so.

## Grievance Report Form

|  |
|--|
| <b>Union County-College Corner Joint School District Support Staff Handbook</b><br><b><i>Grievance Report Form</i></b> |
|--|

Employee's Name:

School Building:

Date Grievance Filed:

### **STEP I**

A. Date of Grievance

B. Identification of Violation

C. Facts Surrounding the Grievance

D. Relief Sought

Employee's Signature

E. Disposition by Building Principal

Principal's Signature

### **STEP II**

A. Date Received by Superintendent

B. Disposition of Superintendent:

Superintendent's Signature

C. Position of Grievant

Employee's Signature

### **STEP III**

A. Date Received by Administrative  
Office or School Board

B. Disposition of School Board

President of School Board's Signature



## **Section VI- Certified Staff**

### **Assessments**

All teachers should have formative assessments for each course they teach and should always reteach important skills and concepts. Assessment of student performance in the classroom should be to evaluate work from all learning styles. Begin with the end in mind – create an assessment from the standards and then prepare your lessons to teach the material.

### **Student Attendance**

It is each teacher's responsibility to record absences/attendance for students in your class(es) each period/day.

## **Classroom Teacher Job Description**

### **Qualifications:**

1. Bachelor's degree in education; valid Indiana Teacher's License
2. Have all mandated records on file

**Reports to:** Building Principal

### **Responsibility:**

To serve the students/parents of the Union County/College Corner Joint School District by providing the best education for each student in their classroom

### **General Description:**

To instruct and evaluate progress of assigned students in an atmosphere conducive to learning, to prepare instructional materials, plan daily and long range instructional programs, to supervise students according to assignments, and to carry out those tasks relative to maintaining and upholding the philosophy of the school and the policies set by the Superintendent and the Board of Education.

**Essential Functions:**

1. Meets with and instructs classes in the location and at the time designated
2. Follows a written daily plan that:
  - a. Establishes clear and concise objectives for lessons, units, and projects
  - b. Encourages positive self-concept of students and recognizes and develops worthwhile traits
  - c. Utilizes a variety of appropriate materials, techniques and presentations to instruct and motivate
  - d. Makes provisions for an on-going evaluation
3. Maintains order in the classroom that is conducive to learning
4. Administers discipline in a fair and just manner
5. Provides supervision for extra-curricular activities and programs as requested
6. Provides supervision for students and areas assigned at designated times during the regular school day
7. Regularly assesses student progress with appropriate assessment instruments (e.g. pre & post tests, samples of students' homework and classroom work, observations, classroom participation, etc.)
8. Prepares reports utilizing results of student performance evaluations
9. Maintains open lines of communications with parents regarding both academic and behavioral progress
10. Is available for conferences with parents and/or students when requested to do so, under reasonable conditions
11. Serves on staff committees and district curriculum committees as requested
12. Attends staff meetings as required
13. Any other duties and responsibilities that may be assigned by the building principal

**Knowledge, Skills and Abilities:**

1. Knowledge of board policies and procedures, educational in-service programs, curriculum and instructional techniques, textbooks and educational materials, public relations and supervision
2. Ability to interpret and follow board policy, evaluate educational programs, develop rapport with fellow staff, maintain accurate, complete, and correct records as required by law, district policy and administrative regulation, effectively manages class time, and effectively completes other job performance criteria as assigned.

**Classroom Management/Organization:**

1. Teachers should not make comments that could be misinterpreted by the students in their classes. Teachers should be role models of proper behavior
2. Teachers should set up a classroom management plan and deal with discipline problems immediately, so students don't become disruptive; call the parent(s)
3. Teachers are responsible for keeping the facility administrator informed about any part of

- the classroom that has been broken/vandalized.
4. Post the standard(s) and agenda for learning expected of students.
  5. Plan options so students can succeed (differentiation). Work with department and special education teachers to plan them.
  6. Make that positive phone call home, introduce yourself.

### **Care of Classroom**

It is important that teachers and students assist in maintaining our facilities. At the end of the day, all movable chairs should be placed on top of desks. This includes chairs at a reading table. Teachers are responsible for closing windows and securing their classroom at the end of the day. Anytime you are not in your classroom (or the adjacent hallway space), your classroom doors should be closed. Immediately report any spills to a custodian. **Floors are to be picked up of all large debris including paper, pencils, crayons, books, etc.** Nothing should be left on the floors except furniture.

### **Controversial Issues in the Classroom**

The following guidelines are designed to assist teachers in the instruction of controversial issues in the classroom, as defined in Policy 2240:

- When a controversial issue is not part of a course of study, its use in the classroom must be approved by the principal.
- Before introducing a controversial issue, teachers should consider:
  - ◆ The chronological and emotional maturity of the students
  - ◆ The appropriateness and timeliness of the issue as it relates to the course and the students
  - ◆ The extent to which they can successfully handle the issue from a personal standpoint
  - ◆ The amount of time needed and available to examine the issue fairly
- The teacher should encourage student views on issues as long as the expression of those views is not derogatory, malicious, or abusive toward other student views or toward a particular group.
- Teachers should not interject their personal opinions, but should make sure both sides of controversial issues are discussed.

## **Emails**

Check your email daily prior to 8:05 AM and before leaving school for messages (at a minimum).

## **Faculty Meetings**

Every teacher is expected to be in attendance unless excused in advance or ill.

## **Fundraising**

A fundraising application form must be submitted for approval to the Principal one month prior to the starting date of the fundraiser and be School Board Approved. All fundraising must be on a voluntary basis without financial obligation to the student. The Fundraising Request Form is available from the office. There is a limit of one major fund raising activity per school year per club or organization, unless otherwise approved by the principal. All fundraising must be documented using forms 5830 F2 and F3.

Estimated receipts and expenditures must be disclosed to the Treasurer at least two weeks prior to the start of the fundraiser.

All purchase orders must be in effect prior to the proposed fundraiser date.

All funds are to be collected on a daily basis and deposited with the Treasurer. **ABSOLUTELY no funds are to be left in the building overnight.** If the Treasurer is unavailable due to absence, arrangements have been made to deposit your money bag overnight to hold until the Treasurer's return to work.

If deemed necessary, the ECA sponsor and vendor representative will meet with the Treasurer in advance of the approved fundraiser to discuss ECA policy as it relates to the specific fundraiser.

Selling incentives or commissions are PROHIBITED by state statute.

Policies 5830,6605, 9211, and 9700 deal with fundraising and crowdfunding.

## Grading Policy and Grades

A subject grade issued at the end of any grading period must be recorded identically in Powerschool. The teacher's grading system must follow the approved grading scale. On the first day of class, it is imperative that students are told and given an explanation, in writing, of exactly how grades for each class are determined. Emphasize the importance of student growth.

Teachers are expected to post grades within one week of collecting assignments or testing. When putting grades in grade books, please remember the following items:

- Teachers may exempt students from work, if they are ill, missed instruction, etc.
- Do not leave blanks in your grade book for students who do not do assignments. "0" should be entered in blanks, unless the assignment does not pertain to all students.
- It is important that you have enough data on a student's quality of work to justify the grade given. There should be enough grades in the grade book to fairly assess all students' mastery and have as much opportunity to do as well as possible. **(The minimum is suggested at one grade per week.)**
- Required assignments and tests should be graded thoroughly and returned to students within a week's time.
- All Senior Teachers: If you have seniors in danger of failing your class, please let them know by the end of the 14<sup>th</sup> week, contact their parents, and send a list to the guidance counselor.
- Final Exams: The weight of a final or the end of unit exam shall not exceed 20% of the final grade (Unless grades are dictated by Ivy Tech)

**EXTRA CREDIT** – should be directly related to class instruction, should not exceed 2% of the total grade for the grading period, and should not be given for attending or participating in outside activities unless cleared by the administration.

### Grading Policy

The awarding of grades to students is very important. It should be fair, equitable, and justified. Parents are entitled to discuss their children's grades with a teacher upon request. It is imperative that you communicate student achievement with students and parents on a regular basis.

Grades are to be updated once every week at a minimum. **At least ONE parental contact must be made and documented before a student would be issued an F on midterms or final grades.** Even though it is a student's right to earn an F, it is the best education practice to try to pull the parent into the communication loop regarding the progress of their student. Our parents expect to be "in the loop" as far as the progress of their child is concerned. The one best practice you can follow is to communicate often and thoroughly with all your parents.

**All teachers are to use the corporation grading scale:**

Grading should be up-to-date in PowerSchool. When issuing a test/assignment we would expect the grade to be recorded within five days; larger assignments need to be recorded within ten school days. This allows the parents to stay abreast of their child's progress and/or lack of progress in your class.

A+ 100-99  
B+ 89-88  
C+ 79-78  
D+ 69-68

A- 93-90  
B- 83-80  
C- 73-70  
D- 63-60

A 98-94  
B 87-84  
C 77-74  
D 67-64  
F 59 and below

Grades 1-5 will be using the PowerSchool online gradebook system.

Students in grade 1 and 2 will be graded on an E-S-N basis. Students in grades 3, 4 and 5 will receive percentage and letter grades in all academic areas. Music, Art, Physical Education, and Effort will also be graded on an E-S-N basis. The kindergarten report card will be a checklist based on specific skills.

Special Area teachers will have grades on the report cards by the date designated on the *Grading Periods* chart.

A behavior grade is placed on the report card. This is a percentage determined by the number of rule infractions (referrals and cards pulled) during the grading period in grades 3, 4, and 5. In grades K - 2 it is an E, S, or N grade determined by the professional judgment of the classroom teacher. Teachers may use + or – to indicate a strong showing or area of concern.

**Grade Reporting**

1. Grades are to be recorded for all subjects in which students receive grades on their report card. When issuing a test/assignment the grade is expected to be recorded in the electronic grade book within five school days; larger assignments need to be recorded within ten school days. This allows parents to stay abreast of their student's progress and/or lack of progress in Parent Connect.
2. At the end of each grading period, all teachers will report grades for each student that they have on PowerSchool. If you experience difficulty, please contact the secretary.
3. Teachers will report grades with a percentage and letter grade.
4. Staff is encouraged to make positive as well as concerned comments on the report cards. Parents look forward to hearing something good, as well as bad!

## **Guest Speaker**

As a courtesy, send an email to your principal, letting him/her know the guest speaker is coming and how his/her speech relates to students the class is studying. Ask this guest to sign in at the main office and get a visitor's pass. All guests working with students must have background checks.

## **Instruction**

### **Homework** - *Board Policy 2330*

The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools in grades K to 12.

“Homework” shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

- ★ Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.
- ★ Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- ★ Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- ★ The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- ★ As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- ★ The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- ★ Homework should always serve as a valid learning purpose. It should never be used as a punitive measure.

## **Lesson Planning**

Research shows that those classes where teachers plan appropriately, student success is most evident. Every teacher is responsible for planning on a weekly and daily basis. Lesson plans are to be developed within the context of the applicable courses of study and learning units. Plans should be designed for individual student programs reflecting adjustments for students' strengths and weaknesses.

Lesson plans as well as adequate directions are to be provided for substitutes so that they can continue the instructional progress as closely as possible.

It is important that teachers plan lessons using a framework similar to what is below:

|   |   |
|---|---|
| <b><u>Anticipatory Set</u></b><br><br>Hook<br><br>Initiation<br><br>Review of prior learning<br><br>Activate prior knowledge  | <b><u>Strategies</u></b><br><br>KWL<br><br>SQ3R<br><br>Anticipation Guide<br><br>Brainstorming<br><br>Question of the Day |
| <b><u>Objective/Purpose/Focus</u></b><br><br>State Standard: main idea or “gist” of it<br><br>Focus: State the specific skill to be learned<br><br>Define what students should know/ be able to do<br><br>“Why we are learning the skill or content?” | <b><u>Strategies</u></b><br><br>Standards-based Agenda<br><br>Communicate to the students<br><br>Use academic vocabulary  |



| <b><u>Instruction</u></b>   | <b><u>Strategies</u></b>   |
|---|--|
| <p><b>Modeling:</b> “I do you watch”</p> <p>Use vocabulary and academic language associated with the skill</p>  | <p>Lecture</p> <p>Demonstration</p> <p>Examples</p> <p>Student exemplars</p>   |
| <p><b>Shared Learning:</b> “I do and you help me”</p> <p>High expectations for students</p> <p>Students <u>actively</u> participate</p> <p>Use critical questions</p> <p>Check for understanding</p> <p>Stay here until students show understanding</p>   | <p>Jigsaw</p> <p>Think-Pair-Share</p> <p>White Boards</p> <p>Learning Partners</p> <p>Graphic Organizers</p>         |
| <p><b>Guided Learning:</b> “You do and I help”</p> <p>Students practice new knowledge or skill under the direct supervision of the teacher</p> <p>Students practice in partners and groups, then individually</p> <p>Teachers check for understanding/ provide immediate feedback</p> <p>Students ask themselves critical questions</p> | <p>Game</p> <p>Guided Reading Groups</p> <p>Learning Groups</p> <p>Learning Centers</p> <p>Skit</p> <p>Role Play</p> |

|   |  |
|---|--|
| <p><b><u>Independent Practice and Review</u></b></p> <p>“You do it and I watch”</p> <p>The teacher monitors and observes</p> <p>Student practices the skill(s) at a higher level in new context</p> <p>Student applies the skill(s) in different situations</p> <p>Assess student progress in a variety of ways</p> <p>The teacher applies differentiated strategies to targeted groups of students</p>     | <p><b><u>Strategies</u></b></p> <p>Labs</p> <p>Experiments</p> <p>Projects</p> <p>Conferencing</p> <p>White Boards</p> <p>Learning Groups</p>  |
| <p><b><u>Inspect and Reflect</u></b></p> <p>Closure</p> <p>Student directed</p> <p>Ask students, “How do you know you know?”</p> <p>Student puts in own words.</p> <p>Address the original focus of the lesson</p> <p>Formatively assess students before they leave class to determine what the teacher needs to address the next day.</p> <p>Ask students, “How would you use this in the real world?”</p> | <p><b><u>Strategies</u></b></p> <p>Journal</p> <p>Presentation</p> <p>Demonstration</p> <p>Rubric</p> <p>Checklist</p> <p>“L” on the KWL</p> <p>Create a question for a quiz</p> <p>“Tell me or a partner one thing you learned”</p> |

## **Mailbox**

Each teacher has an assigned mailbox located in the teacher workroom. Check your mailbox daily, prior to 8:05 AM, and before leaving school for messages. Please do not let your mailbox become cluttered with outdated or unnecessary materials. **NO FOOD IS TO BE KEPT IN THE MAILBOXES.** Mail that will not fit in the mailbox will be left on the counter below the mailboxes.

## **Movies**

All movies have an instructional purpose and are tied to the curriculum and used as an instructional tool. Teachers need to fill out a request with the principal one week prior to showing a movie in class to secure permission.

## **Parent Contact**

Teachers must contact parents if classroom violations by a student occur. Please make contact before referral to the administration. Please use the following guidelines for parent contact:

1. Introduce yourself and state the purpose of the call.
2. State actual behavior of the student. Give facts; avoid personality discussions and emotional reactions. If at any point, the conversation becomes crude or rude, end it politely and inform an administrator.
3. State desired behavior of students in your classroom.
4. State consequences for students if behavior is not corrected.
5. Develop a plan of action with the parent for the student's future behavior in class.
6. Review discussion with parents and restate jointly made plans.
7. Record time, date, and these plans for your record.

## **Prep Time**

The use of teachers' prep time is an important issue. The following guidelines have been developed to better define prep time.

### **Prep time should be used to:**

- ❖ Prepare for classes
- ❖ Contact or meet with parents (telephone calls, written correspondence, conferences)
- ❖ Grade papers
- ❖ Work on professional or school goals
- ❖ Confer with administrators, guidance counselors or other staff
- ❖ Take care of emergencies (with permission of principal)
- ❖ Conduct Learning Walks

### **Prep time should NOT be used to:**

- Conduct personal business on the computer/phone
- Leave the building without permission
- Socialize

## **Returning Student Work**

Feedback in student performance on tests, papers, projects, homework, etc. should be done as quickly as possible. For evaluation to be a learning experience, work needs to be returned in a timely manner. Students should be able to see the results of tests and assignments and have an opportunity to know what the correct responses are.

## **Special Education**

### **General Information**

- A. A copy of modifications and accommodations along with other pertinent information needed for each student with an Individualized Education Plan (IEP) will be given to you at the beginning of each school year. As needs change, you will be given updated copies. Please keep them confidential, and return the packet to the teacher of record at the end of the school year.

- B. In addition to a copy of each child's paperwork being with the teacher of record, the office also has a copy. If the teacher of record is unavailable, anyone in the office or a teaching assistant can provide you with the necessary information
- C. Please do not hesitate to ask if unsure about any student's modifications or accommodations. If it's in the IEP, the student's team has deemed it necessary, making it **REQUIRED**. Even if the child refuses, we need to be in compliance. Please notify the teacher of record or administration as soon as possible if you find any modifications or accommodations that are necessary but are not listed, should be removed from the list, are being refused by the student, and/or need to be modified/clarified. In addition, please share positive reports with the teacher of record as well.
- D. Remember that it is **YOUR** responsibility as a classroom teacher (in compliance with the IEP) to make sure that any student required to have his/her assignment book signed daily gets it signed. Others may only need to write down their assignments but will not be required to have them signed. A list of who gets what will also be given to you.
- E. Every attempt to schedule case conferences during cluster conferences will be made, but the case conference must be at the parent's convenience. If you are requested to attend and it is outside of the cluster conference day, please make every attempt to attend – your input is imperative. If you are unable to attend, please send a note about strengths, challenges, behaviors, comments, concerns, grades, etc. to the teacher of record.
- F. If you will need extra assistance in your classroom for upcoming projects, assignments, testing, etc. please let the special education teachers know as soon as possible so that they can adjust the schedule accordingly to honor your request(s). The same applies to having tests/quizzes read to students.
- G. If you see that a special education student is struggling and needs extra help to grasp the concept, make up work, etc., please notify his/her teacher of record as soon as possible. This will hopefully prevent him/her from falling too far behind to catch up.
- H. Progress sheets will be sent around in a grade level folder for your input. It will be indicated in the folder when the reports will be sent home (generally a Friday). Enough time will be given for you to pass them to each member of the grade level team for input. Feel free to add comments and concerns as applicable. Progress sheets will be sent out about every 3-4 weeks.

## **Section 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal assistance. In order to fulfill obligations under Section 504, Union County College Corner Joint School District has the responsibility to avoid discrimination in policies and practices regarding its students. Union County College Corner Joint School District's responsibilities under this law include the identification, evaluation, and appropriate education of students with special needs covered by Section 504. If there are any questions, please contact the compliance officer by calling 458-7471.

A copy of modifications and accommodations along with other pertinent information needed for each student with a Section 504 Plan will be given to you at the beginning of each school year. As needs change, you will be given updated copies. Please keep them confidential, and return the packet to the Section 504 coordinator at the end of the school year in alphabetical order by grade. Section 504 plans will be revised each September (and/or as otherwise necessary).

## **Start/End Times**

College Corner Elementary School Teacher Workday is from **7:40 AM-3:10 PM**. A half day is completed at 11:30AM. Teachers are to be in their classrooms by 7:40 AM when the first bell rings and students begin entering the building.

Liberty Elementary School Teacher Workday is from **7:55 AM - 3:25 PM**. A half day is completed at 11:45 AM. Teachers are to be in their classrooms by 8:05 AM when students begin entering the building.

Union County Middle School Teacher Workday is from **8:00 AM – 3:30 PM**. A half day is completed at 11:45 AM. Teachers are expected to be in close proximity to their classrooms at 8:00. Also, teachers are to be in the hallways near their classroom between classes.

Union County High School Teacher Workday is from **8:00 AM- 3:30 PM**. A half day is completed at 11:45 AM. Teachers are expected to be in close proximity to their classrooms at 8:00. Also, teachers are to be in the hallways near their classroom between classes.

## **Student Disciplinary Descriptions**

### **Lunch Detention**

The student will be isolated during his/her lunch period. While serving this detention, s/he may not buy snacks or treats with his/her lunch.

### **Social Probation**

This probation means that the student will not be allowed to attend any extracurricular activities offered at school or by the school. This includes athletic events, socials, field trips, etc. Parents will receive notification if their child is placed on probation.

### **In School Suspension (ISS)**

This is an alternative to out-of-school suspension. The student will work on classroom assignments while isolated from the student/school environment. Students will be allowed to make up any daily missed work, including but not limited to classwork, homework, quizzes, tests, and projects. Any assignment due on the day(s) of ISS must be turned in by the student. ISS does not extend assignment deadlines.

### **Out-of-School Suspension (OSS)**

Based on Indiana Code 20-8.1-5-4 and adopted by the Union County College Corner Joint School Corporation, a student may be suspended out of school if the student's behavior warrants it. Students will be allowed to make up any daily missed work, including but not limited to classwork, homework, quizzes, tests, and projects. Any assignment due on the day(s) of OSS must be turned in by the student. OSS does not extend assignment deadlines.

### **Expulsion**

Any student may be expelled for repeated refusal or neglect to obey school rules. A student may also be expelled for conduct while at school, on school property, on school-sponsored trips or while under the supervision of any school official. "Expulsion" shall be the removal of a student from the schools of this corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-26. The exception being a violation involving a weapon in which a student may be suspended for a full calendar year.

## **Student Helpers**

If a staff member wants to have a student helper, the following guidelines will be used:

- No staff member may have more than one student helper (exception: cafeteria helpers)
- Student helpers are to remain with their assigned staff member
- The staff member will notify the office as to what period the student is helping
- Student helpers must maintain a “C” average at grading periods
- Student helpers must have a pass if they are working outside their assigned classroom
- Student helpers are to follow all handbook policies and procedures

## **Student Procedures**

Teachers are responsible for reviewing and implementing policies and procedures in the UCCCJSD Student Handbook.

### **Taking Attendance**

Check attendance in each class and report attendance discrepancies to the office immediately.

### **Absent Student Make-up Work**

Teachers are responsible for providing make-up work for their classes.

Students have the number of days missed plus one day to turn in make-up work from an absence (adjustments may be made to this).



### **Sick or Injured Student**

Students should be sent to the clinic at the discretion of the teacher. Please notify the office when sending a student to the clinic. Should medical assistance be needed, call the office (or 911 if it is an emergency) immediately. DO NOT MOVE the student if you are uncertain.

School policy states that medications such as Tylenol, Advil, etc. will not be given before 9:00 AM or after 2 PM - **do not send students to the clinic before 9:00 AM or after 2:00 PM.**

### **Student Tardiness to Class**

Individual teachers are responsible for handling tardiness to class. Students are to report to the office if they are tardy for the start of the school day.

### **Student Passes Out of Class**

Students must have their pass signed or a hallway pass when they are out of the classroom. Staff members should ask for the pass if not visible.

Students may not leave school grounds without prior permission from the administration.

Students are not to be released from class to their parents or anybody else unless cleared by the administration.

### **Student Detention or Report of Misconduct**

When a student is written up or sent to the office for disciplinary purposes the following procedure is to be followed:

- ❖ Accurately write out a description of the incident in a log entry in PowerSchool.
- ❖ Please provide all prior attempts you have made to correct the student's behavior – indicate this on the log entry.
- ❖ Never send a student to the office for behavior issues unless he/she is accompanied by an adult (or make a call to the office). The classroom teacher should submit a log entry in PowerSchool.
- ❖ The teacher must make contact (by phone or via email) with the student's parents.\*

*\*Teachers are to keep a log of parental contacts.*

**All referrals should be in line with the UCCCJSD Code of Conduct.**

## **Substitute Teachers**

### **EACH SUBSTITUTE TEACHER SHOULD BE PROVIDED WITH THE FOLLOWING:**

- ❖ Daily schedule and lesson plans, including daily assignments (if any) and any special instructions based on individual student needs
- ❖ Roster/Attendance sheet for each class/period
- ❖ Seating charts
- ❖ Classroom management plans
- ❖ Emergency Management Guide/Fire & Disaster Emergency Procedures (with a current list included)
- ❖ Plans – Each teacher should provide a plan book or other planning format that outlines the lesson plans for the week. It is not only desirable for the course to be planned; but in case of illness, your substitute will know what to do. These should always be made out at least one week in advance and left on your desk.
  - Have two to three graded activities for which students have been prepared.
  - Teachers should refrain from giving assignments that require computer/iPad/internet use. Subs will not monitor proper internet use as well as full-time teachers.
  - Make it clear that if a substitute leaves a student's name for misbehavior, it will be a detention.
  - Do not assign reading for all of the period– even the best students won't stay on task with this.
  - Remind the sub that your room should be locked when leaving.
  - Have emergency plans available that will allow students to review skills.

There will be times that you will not be able to come in to make plans. Sometimes you won't be able to email or fax plans. Be prepared!

## **Reduction in Force (RIF) Policy**

*(Policy 3131)*

It is the responsibility of the School Board to employ and retain the certificated staff necessary for the effective and efficient implementation of its educational program and the safe operation of its schools.

The Board shall eliminate certificated positions and reduce the number of certificated staff when the Board finds that curricular changes, changes in enrollment, return to duty from leave of a certificated staff member, closing of schools, territorial changes, fiscal reasons, or other good cause warrants.

**Discussion Prior to RIF:** Discussion shall be held with the exclusive representative of the Corporation's teachers prior to any RIF for the purpose of discussing any proposed reduction in the certificated staff.

**Procedure for RIF:** As required by I.C. 20-28-7.5-1(d), once the positions to be eliminated are identified by the Board, the certificated staff members to be dismissed shall be identified on the basis of licensure and merit not years of service or seniority unless Indiana law dictates otherwise.

As used in this policy, "licensure" means the scope of the license issued by the Office of Educator Licensing and Development in the Indiana Department of Education, and "merit" means a performance category assigned to an educator pursuant to I.C. 20-28-11.5, i.e. "highly effective", "effective", "improvement necessary" or "ineffective". Where two (2) certificated staff members are in the same performance category and are required by law to be RIF'd based upon merit, one or more of the following factors may be considered to identify the staff member to be terminated:

- A. The academic needs of students in the Corporation.
- B. The results of an evaluation conducted under I.C. 20-28-11.5.
- C. The possession of either additional content area degrees beyond the requirements for employment; or additional content area degrees and credit hours beyond the requirements for employment, if required under an agreement bargained under I.C. 20-29.
- D. The assignment of instructional leadership roles, including the responsibility for conducting evaluations under I.C. 20-28-11.5.
- E. The number of years of a teacher's experience.

Certificated staff members selected to be terminated pursuant to this policy shall receive the initial notification of possible contract cancellation required by law between May 1st and July 1st preceding the proposed cancellation of their contract with the Board.

© Neola 2018 Legal I.C. 20-28-7.5-1(d), I.C. 20-28-7.5-2(a)(2), I.C. 20-28-9-1.5(b), I.C. 20-28-11.5 Elliott v. Board of School Trustees of Madison Consolidated Schools, No. 16-4168 (7th Circuit Dec. 4, 2017)

## **Textbook Information**

### **Distribution and Collection**

- ★ The textbook distribution and collection data form can be found at: *Policy form 5513 F1* <http://www.neola.com/unioncounty-in/search/forms/fm5513F1.pdf>
- ★ Complete one distribution form for each class. **THIS IS THE ONLY FORM THAT IS TO BE USED FOR TEXTBOOK DISTRIBUTION.**
- ★ Return a copy of all forms to the school treasurer. Keep copies for your own record.
- ★ A final copy should be given to the office at the end of the school year with the total number of books on hand indicated and that number reconciled with the number on hand at the beginning of the year.
- ★ In the event that a student damages, destroys, or loses a textbook, the teacher needs to complete a textbook financial charge form. If you have any questions, please see the school treasurer.

### **Textbook Charges**

- ★ Complete a separate charge sheet for each damaged/lost textbook. Present book numbers should be checked with the book numbers indicated on the textbook distribution sheets.
- ★ Ask the treasurer for replacement textbook costs.
- ★ Damage charges should be assessed and a charge determined by the teacher. Make two copies of each charge sheet given to a student. Keep a copy for your record and give a copy to the treasurer.
- ★ The student should **RETURN PAYMENT TO THE TEACHER**. The teacher is to return their copy with money to the treasurer when paid by the student.
- ★ On the final student day, give the treasurer a copy of any textbook charge sheets that have **NOT** been paid or cleared.

## **Section VII- Transportation-Bus Drivers**

### **Statement of Purpose and Policy**

**<https://cdn.zephyrcms.com/2794f38d-0d25-4f34-8d30-d16254fe0166/-/inline/yes/substance-abuse-policy-for-commercial-drivers-2024-05-10.pdf>**

Employees are an extremely valuable resource and their health and safety is a serious concern of the Union County College Corner Joint School District. Drug or alcohol use may pose a serious threat to driver health and safety. It is therefore the policy of the Union County College Corner Joint School District(hereafter referred to as UCCCJSD) to prevent substance use or abuse from having an adverse effect on our drivers. UCCCJSD maintains that the work environment is safer and more productive without the presence of alcohol, illegal or inappropriate drugs in the body or on company property. Furthermore, employees have a right to work in an alcohol and drug-free environment and to work with employees free from the effects of alcohol and drugs. Drivers who abuse alcohol or use drugs are a danger to themselves, their coworkers and the UCCCJSD's assets.

The adverse impact of substance abuse by employees has been recognized by the federal government. The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations which require UCCCJSD to implement a controlled substance testing program. UCCCJSD will comply with these regulations and is committed to maintaining a drug free workplace. All drivers are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with UCCCJSD.

Specifically, it is the policy of UCCCJSD that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any driver while on school premises, engaged in school business, while operating school equipment, or while under the authority of the school is strictly prohibited. FMCSA states that mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement.

The execution and enforcement of this policy will follow set procedures to screen body fluids (urinalysis), conduct breath testing, and or search all driver applicants and drivers for alcohol and drug use, and those drivers suspected of violating this policy who are involved in a U.S. Department of Transportation (DOT) reportable accidents or who are periodically or randomly selected pursuant to these procedures. These procedures are designed not only to detect violations of this policy, but to ensure fairness to each employee. Every effort will be made to maintain the dignity of drivers involved. Disciplinary action will, however, be taken as necessary.

Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. UCCCJSD retains the sole right to change, amend or modify any term or provision of this policy without notice. This policy is effective upon passage, and will supersede all prior policies and statements relating to alcohol or drugs.

## **Section VII- Receipt of Handbook**

### **Employee Handbook**

This handbook is intended to inform corporation employees of selected laws, policies, rules and regulations impacting the operation of the Union County College Corner Joint School District. It is not intended to contain every law, policy, rule or regulation which governs the operation of the schools, or which impact employment activity. Employees should be familiar with the types of information included in this booklet.

Other sources of information regarding corporation rules, policies, laws and regulations include:

1. Master Agreement with the Union County College Corner Joint School District Teachers Association
2. Union County College Corner Joint School District School Board Policies-available on the Corporation Website(uc.k12.in.us)
3. State of Indiana code (Laws), and Rules of State Agencies
4. Federal Laws and Rules of Federal Agencies

This handbook does not, and is not intended to, create any guarantee of employment or create a contract of employment. The Union County College Corner Joint School District Has the right to modify or terminate policies or practices, at its sole discretion, following any applicable law(s).

Please sign and date below showing that you have received the Union County College Corner Joint School District Employee Handbook.

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Employee Name

Date