



*School City of East Chicago*

# **EMPLOYEE HANDBOOK**

**Excellence in Education**

**2022-2023  
SCHOOL YEAR**

**SCEC Board of School Trustees Approved on ??**

*This handbook has been designed to be necessarily brief and may be subject to change as authorized by the SCEC Board of School Trustees.*

## Notice of Revision

This Employee Handbook supersedes and revokes all prior versions of the School City of East Chicago Educational Support Staff Handbook and any other handbook that may exist. This Handbook is effective for 2022 - 2023.

This Employee Handbook applies to all employees of the School City of East Chicago (SCEC). When an employee is covered by a collective bargaining agreement (CBA), the CBA will control in all aspects of employment that are covered by the CBA, including instances in which the CBA conflicts with the terms of this Handbook. All personnel matters not addressed within a CBA will be governed by the terms of this Handbook, regardless of whether or not an employee is covered by a CBA.

### **HANDBOOK INTRODUCTION AND PURPOSE**

This Employee Handbook was prepared to assist you in finding the answers to many questions that you may have regarding your employment with the SCEC District. We do not expect that this handbook will answer all of your questions. The Human Resources Department and established board policies will be the primary sources of information should questions arise with regard to this Handbook and any policies contained within it. All employees of SCEC are responsible for understanding Board policies, rules and procedures, including but not limited to all provisions of this Handbook and any applicable CBA.

Many matters covered by this Handbook, such as benefit plan descriptions, are also described in formal benefit plan documents. The formal plan documents are always controlling over any statements or summaries made in this Handbook or elsewhere, or by any member of management.

The policies are subject to change at the sole discretion of SCEC, which may alter, add, or eliminate any of the policies, work rules, and/or benefits at any time. Revisions and additions are to be inserted in the handbook according to Board approval. Once approved, within 72 hours all SCEC employees will be notified via email and posted on website with directions on how to verify receipt of change and confirm acknowledgement.

# School City of East Chicago

Dr. Javier Abrego, Superintendent

Dear SCEC Staff,

Welcome to the 2022-23 school year! We are excited to welcome you to SCEC and the SCEC team. Every year we strive to have people on to our team that exemplify high quality characteristics and expectations. We hope this year is much closer to a normal year than last year, but we also want to make sure we utilize the lessons we learned from last year. We know we have a lot of work to do and opportunities for growth ahead of us. We expect to continue to strive to give our students and staff the best we have to offer each day. We want everyone to have a safe, healthy and successful school year. We want our staff to work together as a cohesive team helping every student to receive the highest quality of education we can deliver, whether that is in person or virtually. Every person in our SCEC district plays a vital role in making this happen. We will face some challenges and adversity, but we also have the potential to make a positive lasting impact on the lives of our students, their families and the community. We are glad you are here and look forward to what our team can accomplish in this school year.

Sincerely,

Dr. Javier Abrego  
SCEC Superintendent

Human Resources Department

We are fortunate to have a team of human resources professionals that are available to answer questions, field complaints and help make our district run smoothly. In fact, the policies in this handbook often refer employees to the Human Resources Department for more information or to obtain help. Please use the following information to contact a member of our team:

Human Resource Department  
1401 E. 144<sup>th</sup> Street  
Phone: 219-391-4100 ext. 12013  
E-mail: [humanresources@ecps.org](mailto:humanresources@ecps.org)

## Board of School Trustees

Vanessa Hernandez-Orange  
President

Diane Smith  
Vice President

Anton Williams  
Secretary

Joel Rodriguez  
Trustee

Jesse Gomez  
Trustee

# School City of East Chicago Teacher/Staff Handbook

## 2022 -2023 School Year

“Excellence in Education”



Welcome Insert name of employee

Date: October 5, 2022

Your School City of East Chicago Email Address: [scec.k12.in.us](mailto:scec.k12.in.us)

SCEC Board of School Trustees Approved on 10/17/2022

This handbook has been designed to be necessarily brief and may be subject to change as authorized by the SCEC Board of School Trustees

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## **District Overview**

**Mission Statement:** The School City of East Chicago is committed to developing a community of life-long learners who are empowered to access, process, evaluate, and ethically apply information in an ever-changing global society.

**Vision Statement:** “The schools throughout East Chicago are a dynamic, motivating, flexible, and cooperative community of students, parents, educators, residents, agencies and businesses learning, dialoguing, and sharing.

### **Goals:**

- Positive interactions between teachers, staff, and students happen daily.
- 100% of schools maintain a safe and orderly environment.
- The integration of technology enriches the curriculum at all levels.
- 100% of students will meet or exceed state standards and expectations
- The cooperation, communication and partnerships with the community will increase by 50%.

## **SCHOOL CITY OF EAST CHICAGO BOARD OF TRUSTEES**

### **President**

Vanessa Hernandez-Orange

### **Vice President**

Diane Smith

### **Secretary**

Anton Williams

### **Trustee**

Jesse Gomez

### **Trustee**

Joel Rodriguez

## **SCEC Commitment to Diversity and Equal Opportunity**

### **Commitment to Diversity**

The School City of East Chicago is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of SCEC and are valued for their skills, experience, and unique perspectives.

### **Equal Opportunity**

The School City of East Chicago provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age (40 and over), disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, benefits and training.

The School City of East Chicago expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any individual who believes that he or she has been subjected to, or has witnessed, unlawful discrimination should immediately contact his or her supervisor or the appropriate persons or offices. However, nothing in this policy should be construed to require an individual who believes he or she has been subjected to unlawful discrimination to report such conduct to the person who is the source of that conduct. Further, nothing in this policy is intended to prevent, discourage, or obstruct an employee from exercising the employee's Constitutional right to file a charge of discrimination with the U.S. Equal Employment Opportunity Commission, or a similar state or local agency, without fear of retaliation or retribution.

### **Americans with Disabilities Act (ADA) and Reasonable Accommodation under Section (504)**

The Americans with Disabilities Act (ADA) prohibits an employer from discriminating against any qualified individual with a disability, because of that individual's disability, with regard to the terms and conditions of employment. SCEC is committed to the fair and equal employment of individuals with disabilities. It is SCEC's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. In accordance with the ADA, as amended, reasonable accommodations will be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees.

Employees seeking accommodation for a disability are responsible for submitting a request for accommodation (Form 504/ADA referral) to the Human Resources Department, and providing medical documentation regarding the disability if requested (responsive to the 504/ADA Physician Questionnaire, which is available from the Human Resources Department). Once medical documentation is received, the Human Resources Department will work with the employee and the employee's direct supervisor or supervisors to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job. The request and potential accommodations will then be discussed with the employee during the 504/ADA Determination Conference, which will be documented in a written report. Based on this interactive process, a reasonable accommodation will be selected that is most appropriate for both SCEC and the individual employee. While an individual's preference will be considered, the SCEC is free to choose between equally effective accommodations with consideration toward expense and impact on the rest of the organization.

## **SCEC Central Office Administrators**

### ***Superintendent***

Dr. Javier Abrego – 391-4100 ext. 12004

### ***Director of Secondary Education***

Michelle Ondas – 391-4100 ext. 12340 [mondas@ecps.org](mailto:mondas@ecps.org)

### ***Director of Elementary Curriculum***

Christina Gutierrez – 391-4100 ext. 12320 [cgutierrez@ecps.org](mailto:cgutierrez@ecps.org)

### ***Director of Special Education***

Tammy Pol - 391-4100 ext. 12332 [tpol@ecps.org](mailto:tpol@ecps.org)

### ***Assistant Director of Special Education***

Elaine Meyer – 391-4100 ext. 12337 [emeyer@ecps.org](mailto:emeyer@ecps.org)

### ***Director of Federal Programs***

Cindy Castro - 391-4100 ext. 12341 [ccastro@ecps.org](mailto:ccastro@ecps.org)

### ***Director of Social Emotional Learning***

TBD – 391-4100 ext.

### ***Director of English Language Learner***

TBD – 391-4100 ext.

### ***Chief Financial Officer***

Lela Simmons - 391-4100 ext. 12365 [lesimmons@ecps.org](mailto:lesimmons@ecps.org)

### ***Director of Human Resources***

Dr. Marlon Mitchell – 391-4100 ext. 12305 [mmitchell@ecps.org](mailto:mmitchell@ecps.org)

### ***Director of Technology***

Jorge Ontiveros – 391-4000 ext. 72004 [jontiveros@ecps.org](mailto:jontiveros@ecps.org)

### ***Director of Facilities***

Lenny Franciski – 391-4059/4060 [lfranciski@ecps.org](mailto:lfranciski@ecps.org)

### ***Director of Transportation***

Susanna Olavarria – 391-4175 ext. 12012 [solavarria@ecps.org](mailto:solavarria@ecps.org)

### ***Director of Athletics***

TBD – 391-4000 ext. 74053

**School City of East Chicago Administration Building  
1401 E. 144th Street East Chicago, IN 46312**

SCHOOL	DOE#	CONTACT	PRINCIPAL Asst. Principal	EMAIL
<b>CARRIE GOSCH PreK</b>	<b>3937</b>	455 E. 148 St.  P: 219-391-4172 F: 219-391-4272	Jessica Peters	<a href="mailto:jpeters@ecps.org">jpeters@ecps.org</a>
<b>BENJAMIN HARRISON K-6</b>	<b>3941</b>	4411 Magoun Ave  P: 219- 391-4192 F: 219-391-4280	Linda Padilla Aaron Carter	<a href="mailto:lpadilla@ecps.org">lpadilla@ecps.org</a>
				<a href="mailto:acarter@ecps.org">acarter@ecps.org</a>
<b>ABRAHAM LINCOLN K-6</b>	<b>3945</b>	2001 E. 135 St.  P: 219-391-4096 F: 219-391-4274	Eliza Gonzalez	<a href="mailto:elgonzalez@ecps.org">elgonzalez@ecps.org</a>
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				<a href="mailto:mgale@ecps.org">mgale@ecps.org</a>
<b>GEORGE WASHINGTON  K-6</b>	<b>3961</b>	2400 Cardinal Dr.  P: 219-391-4169 F: 219-391-4296	Andrea Hogan Daria Rancifer	<a href="mailto:ahogan@ecps.org">ahogan@ecps.org</a>
				<a href="mailto:drancifer@ecps.org">drancifer@ecps.org</a>
<b>BLOCK MIDDLE SCHOOL 7-8</b>	<b>3963</b>	2700 Cardinal Dr.  P: 219-391-4068 F: 219-391-4282	Elsie Quiroga Kelly Hildenbrand	<a href="mailto:equiroga@ecps.org">equiroga@ecps.org</a>
				<a href="mailto:khildenbrand@ecps.org">khildenbrand@ecps.org</a>
<b>CENTRAL HIGH SCHOOL  9-12</b>	<b>3924</b>	1100 W. Columbus Dr.  P: 219-391-4000 F: 219-391-4049	Abrian Brown David Tokarz Marin Lee	<a href="mailto:abrown@ecps.org">abrown@ecps.org</a>
				<a href="mailto:dtokarz@ecps.org">dtokarz@ecps.org</a>
				<a href="mailto:mlee@ecps.org">mlee@ecps.org</a>

### BIWEEKLY PAYROLL PERIODS 2022 - 2023

Payroll Period	Payrolls Due	Payday
06-20-22 to 07-03-22	07-01-22	07-08-22
07-04-22 to 07-17-22	07-15-22	07-22-22
07-18-22 to 07-31-22	07-29-22	08-05-22
08-01-22 to 08-14-22	08-12-22	08-19-22
08-15-22 to 08-28-22	08-26-22	09-02-22
08-29-22 to 09-11-22	09-09-22	09-16-22
09-12-22 to 09-25-22	09-23-22	09-30-22
09-26-22 to 10-09-22	10-07-22	10-14-22
10-10-22 to 10-23-22	10-21-22	10-28-22
10-24-22 to 11-06-22	11-04-22	11-10-22
11-07-22 to 11-20-22	11-18-22	11-25-22
11-21-22 to 12-04-22	12-02-22	12-09-22
12-05-22 to 12-18-22	12-16-22	12-23-22
12-19-22 to 01-01-23	12-29-22	01-06-23
01-02-23 to 01-15-23	01-13-23	01-20-23
01-16-23 to 01-29-23	01-27-23	02-03-23
01-30-23 to 02-12-23	02-10-23	02-17-23
02-13-23 to 02-26-23	02-24-23	03-03-23
02-27-23 to 03-12-23	03-10-23	03-17-23
03-13-23 to 03-26-23	03-24-23	03-31-23
03-27-23 to 04-09-23	04-06-23	04-14-23
04-10-23 to 04-23-23	04-21-23	04-28-23
04-24-23 to 05-07-23	05-05-23	05-12-23
05-08-23 to 05-21-23	05-19-23	05-26-23
05-22-23 to 06-04-23	06-02-23	06-09-23
06-05-23 to 06-18-23	06-16-23	06-23-23

- All programs will be paid in accordance with this schedule.
- Teacher, Substitute Timesheets and Administrator Biweekly reports, absentee report F2-13-6-8 and signed payroll vouchers F2-13-4 **are due on the payroll due date.**
- All employees whose time is recorded in Time Pro must have their time verified and approved weekly, no later than 9:00 a.m. on the Monday following the payroll due date. All employees other than teachers under contract are **required** to use the Time Pro system to record the time when they punch in or punch out. Payroll Clerks will enter days off using applicable absence code.
- Overtime Claims must be made using State Board of Accounts Form EC153-R95. The claim must be signed by the Payee and their immediate supervisor. **All overtime must be approved; unauthorized overtime will not be paid.**
- Employees who are working based on stipends and/or extra assignments must the terms of the contract agreed upon along with any other required documentation. Submit these to the department handling the funds and they will forward to payroll for processing.
- Failure to comply with these due dates will mean the postponement of pay for the affected employee.

## *Office Holidays for 2022-2023 School Year*

July	4	(M)	4 <sup>th</sup> of July
September	5	(M)	Labor Day
November	11	(F)	Veteran's Day
November	24-25	(TH-F)	Thanksgiving Recess
*December	23 & 26	(F, M)	Christmas Eve, Christmas Day Observance
*December	30	(F)	New Year's Eve Observance
*January	2	(M)	New Year's Day Observance
January	16	(M)	Martin Luther King's Birthday
February	20	(M)	Presidents' Day
*April	7	(F)	Good Friday
May	29	(M)	Memorial Day
June	19	(M)	Juneteenth Day

### NOTES:

- **Winter Recess** (December 19, 2022 through December 30, 2022) and **Spring Break** (March 27, 2023 through March 31, 2023) will effect **ONLY certified administrators and union clerks**. All other staff are expected to work during the Winter Recess and Spring Break.
- \*Denotes dates that **Local #73, Crafts & Teamsters employees** are given time off due to their contract.

Revised 7/6/22 db

## Time Off and Leaves of Absence

SCEC observes and allows time off with pay for all eligible employees for the following holidays:

- New Year's Day
- New Year's Eve
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Workday directly before/after Christmas (depending on the day of the week for Christmas)
- Christmas
- Martin Luther King's Birthday
- Easter Recess
- Veterans Day
- Juneteenth Day

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the Superintendent will select either the following Monday or the preceding Friday as a substitute holiday.

### **Holiday pay:**

Part-time and temporary employees, including summer employees, are not eligible for holiday pay.

Holiday pay eligibility shall further depend upon the employee working a full shift on the workday preceding the holiday and a full work shift on the workday following the holiday. Exceptions will be made to this provision only if:

- 1.The employee is ill and has submitted a doctor's statement;
- 2.The holiday falls during the employee's approved vacation period; or
- 3.The employee leaves work on the workday before or after the holiday because of an industrial accident.

### **Religious observances:**

Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with Human Resources. SCEC will seek to reasonably accommodate individuals' religious observances.

## School City of East Chicago 2022 – 2023 Grading Period Timelines for Submitting Grades

### First Quarter: August 10-October 11 (44 days)

August	10	Wednesday	First Day of Quarter 1 Grading Period
September	9	Friday	Midterm 1 Progress Reports Generated
October	7	Friday	Last Day of Quarter 1 Grading Period
October	11	Tuesday	Teachers submit grades from online gradebook by 11 :55 pm.

### Second Quarter: October 24 – January 03 (42 days)

October	10	Monday	First Day of Quarter 2 Grading Period
November	10	Thursday	Midterm 2 Progress Reports Generated
January	03	Tuesday	Last Day of Semester 1/Quarter 2 Grading Period
January	04	Tuesday	Teachers submit grades from online gradebook by 3:00 pm.

### Third Quarter: January 04 – March 14 (46 days)

January	4	Wednesday	First Day of Quarter 3 Grading Period
February	3	Friday	Midterm 3 Progress Reports Generated
March	10	Friday	Last Day of Quarter 3 Grading Period
March	14	Tuesday	Teachers submit grades from online gradebook by 11 :55 pm.

### Fourth Quarter: March 13 – May 26 (48 days)

March	13	Monday	First Day of Quarter 4 Grading Period
April	21	Friday	Midterm 4 Progress Reports Generated
May	26	Thursday	Last Day of Semester 2/Quarter 4 Grading Period
May	30	Friday	Teachers submit grades from online gradebook by 3:00 pm.

## **Instructional Technology Programs**

### **Skyward**

Skyward is the Student Information system used by the School City of East Chicago to compile and provide access to student records. These records may include enrollment and registration applications, student demographic information, mass communication tools such as student and family access, Special Education monitoring, and limited staff records. Several individuals throughout the district have responsibility for entering data into Skyward. The scope of this data includes attendance, discipline, grades, transcripts, scheduling, enrollment records, health records, test scores, extra-curricular activities, special programs, and fee management. Most student data that is reported to the Indiana State Department of Education is generated from Skyward. Several other software programs utilized within the district also sync with Skyward as a way of granting access to educators.

### **Canvas**

Canvas is the web-based Learning Management System, or LMS, used by the School City of East Chicago (SCEC). Our administrators, K - 12 educators, certified personnel, and students use Canvas LMS for eLearning, virtual, hybrid, and/or traditional modes of learning. It is an open web-based software that allows SCEC to manage digital learning. Educators can create and present online learning materials and assess student learning; students can engage in courses and receive feedback about skill development and learning achievement.

Canvas includes a variety of customizable management tools, to create unique and accessible teaching and learning experiences. Our instructors may create and share course content using assignments, discussions, modules, quizzes, and pages. They may also choose to foster a collaborative learning experience using collaborations, conferences, and groups.

SCEC provides all users with their own personal Canvas account. Additionally, while Canvas is primarily a web-based software, any user can access Canvas on a mobile device from the Canvas Teacher, Canvas Student, and Canvas Parent apps. Guidance is available for both Android and iOS devices.



**State Testing Calendar**  
**Indiana Department of Education**  
**Dr. Katie Jenner, Secretary of Education**  
**2022-2023 Indiana Assessment Windows**

The December Biology window is designed for students completing the course during the first semester. <sup>2</sup>

Name of Assessment	Window Begins	Window Ends
<b>Indiana Learning Evaluation Assessment Readiness Network (I LEARN)</b>		
I LEARN Biology End-of-Course Assessment (ECA) December	November 28, 2022	December 16, 2022
I LEARN Biology ECA February	February 6, 2023	February 24, 2023
I LEARN Grades 3-8	April 17, 2023	May 12, 2023
I LEARN Biology ECA May and Optional U.S. Government ECA	April 17, 2023	May 19, 2023
<b>Indiana Statewide Testing of Education Progress Plus (ISTEP+) Retest</b>		
Winter Retest	November 7, 2022	December 9, 2022
Spring Retest	February 6, 2023	March 3, 2023
<b>SAT</b>		
SAT Primary Testing Dates	March 1, 2023	March 3, 2023
SAT Make-Up Testing <sup>4</sup> Dates	April 12, 2023	April 19, 2023
<b>Preliminary SAT/ National Merit Scholarship Qualifying Test (PSAT/NMSQT)</b>		
PSAT/NMSQT Primary Testing Day	October 12, 2022	
PSAT/NMSQT Alternate Testing Day	October 25, 2022	
<b>Indiana Reading and Evaluation Determination Grade 3 (IREAD-3)</b>		
Spring Administration	March 6, 2023	March 17, 2023
Summer Administration	May 22, 2023	July 14, 2023
<b>Indiana's Alternate Measure (I AM)</b>		
1AM	April 3, 2023	May 12, 2023
<b>WIDA ACCESS for English Learners</b>		
WIDA ACCESS Annual Assessments	January 9, 2023	February 24, 2023

The SAT Make-up testing window does not include Monday, April 17, 2023.

## Staff Dress and Grooming

SCEC, in conjunction with state evaluation criteria, 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.

All professional staff members shall, when assigned to Corporation duty:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to Corporation property;
- E. dress and be groomed in such a way that their hair style or dress does not disrupt the educational process.

Articles of clothing such as shorts, t-shirts, jogging suits/sweat suits, hats, bandanas, or other inappropriate footwear (flip flops or slides) are not considered professional attire and must not be worn, subject to the following exceptions:

- **Jeans and spirit wear may be allowed on designated days within individual school buildings, as planned by building principals.**
- **Leggings, jeggings or any other kind of tight pants may only be worn if a suitable top covers them down to mid-thigh**

Certified staff may wear "the colors" providing their apparel falls within the above stated guidelines.

Principals/Directors are to monitor certified staff members' attire. A private, informal conference should be held as the first step to clarify a dress code violation. Subsequent violations will warrant appropriate action.

### **Addressing Concerns or Issues:**

Employees should address all issues and concerns with their immediate supervisor and union representative. If the problems remain unresolved, please contact the HR department in writing. The HR department will engage all parties to resolve the issue and/or concern in a timely manner in accordance with the policy, procedure, regulation or governing laws.

## **Teacher Absence (Call-off Procedures)**

School City of East Chicago has implemented an automated service, called AESOP that is used to record absences and find substitutes. When you must be absent, you must report the absence to AESOP, no later than sixty minutes prior to the teacher start time on the morning of your absence. The system can be utilized online by visiting [www.frontlineeducation.com](http://www.frontlineeducation.com), or by calling 1-800-94-AESOP (1-800-942-3767). When entering an absence, please wait until you receive a confirmation number before you terminate the phone call.

**Call offs made within the allotted fifty minutes are considered Emergency call-offs** and shall be made as soon as possible to the Substitute Coordinator, at 219-391-4100.

If you lose your ID/PIN Number, or need further assistance, please contact the Substitute Coordinator at 219 - 391-4100.

Teachers are expected to have complete lesson plans, seating charts, and specific instructions for guest teachers. The guest teacher will leave a summary sheet detailing what transpired throughout the day. Be sure to address any issues of misbehavior upon your return. Notify an administrator if you are dissatisfied with the guest teacher's work. Please put your concerns in writing, stating specifically what the guest teacher did or did not do.

## **Unauthorized and/or Unpaid Leaves**

Staff members are not entitled to unauthorized, unpaid leaves of absence from SCEC. Leaves of absence that are related to the Family Medical Leave Act (FMLA) are governed by SCEC adopted FMLA policy.

All unpaid leaves of absence by SCEC employees must receive approval by SCEC of Trustees prior to the unpaid absences taking place. Requests for unpaid leaves of absence must be submitted in writing to Human Resources, and to the Superintendent, no less than three (3) business days prior to a regular public meeting of SCEC of Trustees. Please note that submission of the request does not imply automatic approval of the unpaid leave of absence.

Unauthorized, unpaid leaves of absence will be subject to the staff discipline process as described in the district's policy manual.

## **Employment and Pay Information**

### **Employment at Will**

Employment with SCEC is on an at-will basis unless otherwise stated in a written collective bargaining agreement or a written contract. This means that, absent a provision in a written collective bargaining agreement or written contract to the contrary, either the employee or SCEC may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this Employee Handbook is intended to create, or actually creates, an employment agreement, express or implied. Nothing contained in this or any associated document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any definite period of time. Any contract for employment, whether collectively or individually bargained, will be reduced to writing and signed by the employee (or the employee's authorized representative) and an authorized representative of SCEC, if it is the intention of the parties to enter into a contractual agreement. If no such agreement exists, then the employee is considered an employee at will and the terms of this Employee Handbook will control.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to create, nor do they actually create, an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity is understood to include, but is not limited to, employee communications regarding wages, hours, or other terms or conditions of employment.

### **Time Records**

All non-certified (non-teaching, staff) employees required to clock in and out using the Time Pro system located in every building (unless otherwise agreed upon). If for some reason an employee forgets to clock in or out, the employee must inform their building clerk immediately in writing. If a pattern of failing to use Time Pro exists, the employee may be subject to discipline, up to and including termination.

### **Overtime**

When required, due to SCEC's operational needs, non-salaried staff may be asked to work overtime. Overtime is defined as actual hours worked in excess of 40 hours in any given pay period. Paid leave, such as holiday, vacation, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by the Director of Human Resources.

### **Deductions from Pay /Safe Harbor**

The School City of East Chicago has enacted policies and accounting procedures to ensure that improper deductions are not taken from the salaries of exempt employees, and that the exempt positions comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees hiring or transferring into a position classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include: deductions that are required by law (e.g., income taxes); deductions for employee benefits when authorized by the employee; wage reductions resulting from absence from work for one or more full days for personal reasons other than sickness or disability; wage reductions resulting from absence from work for one or more full days due to sickness or disability if the

deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; deduction of offsets for income received as witness or jury fees or military pay; or wage reductions resulting from disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week that an exempt employee begins work for SCEC, or during the last week of employment, the employee will only be paid for actual hours worked.

### **Improper Deductions**

If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated, and if it is found that an improper deduction has been made, SCEC will reimburse the employee for the improper deduction.

### **Paychecks**

The School City of East Chicago's pay period for all employees is set forth in page 13 of this Handbook (above). All employees are required to use direct deposit. The RDS Employee Access software provides employees access to their payroll information online, including paystub information, W-4 information, benefits, pension, leave, license status, contract worksheets and annual contracts with an interactive approval process. Employees can create PDF documents for a single pay stub or by a selected date range. Employees can also view, approve, or submit forms as requested by SCEC.

### **Access to Personnel Files**

Employee files are maintained by the Human Resources Department and are considered confidential. Managers and supervisors may only have access to personnel file information when it is deemed necessary and proper in the discretion of the Human Resources Department. Personnel file access by current or former employees, relating to information or documents contained in the employee's own files, must be requested in writing, and will generally be permitted within 7 days of the request. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

### **Employment of Relatives and Domestic Partners**

Relatives and domestic partners of current SCEC employees may be hired by SCEC if (1) the relatives or domestic partners will not work in a direct supervisory relationship, and (2) the employment of both relatives or domestic partners will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with SCEC, provided that they do not work in a direct supervisory relationship with each other, or otherwise pose difficulties as mentioned above.

If current employees who marry each other or become involved in a domestic partnership do work in a direct supervisory relationship with each other, SCEC will attempt, but is not obligated, to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, or if such a reassignment is considered to be impractical or not financially advisable in the estimation of SCEC, one of the employees may be required to terminate employment with SCEC.

## **Separation from Employment**

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to the Human Resources Department at least 10 working days in advance of the last day of work. The 10 days must be actual working days; holidays will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing, and generally will be eligible for rehire pursuant to standard application, selection, and hiring processes.

The Human Resources Department, or its designee, will make efforts to conduct an exit meeting on or before an employee's last day of employment to collect all company property and discuss final pay. An employee is not entitled to compensation for unused sick or personal business leave, unless this has been provided for in a CBA or other contract. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the School City of East Chicago.

## **Types of Leave**

### **Military Leave**

The School City of East Chicago supports the military obligations of all employees and grants leave for uniformed service in accordance with USERRA and any other applicable federal and state laws. Any employee who needs time off as a result of a military obligation should immediately notify the Human Resources Department, which will provide details regarding the leave. If an employee is unable to provide notice prior to a necessary absence resulting from a military obligation, a family member should notify the supervisor as soon as possible.

The Uniformed Services Employment and Reemployment Relief Act of 1994 (USERRA) provides job protection to workers who serve in the military, typically those in the National Guard or military reserves.

More specifically, USERRA prohibits employers from engaging in discriminating acts against employees who serve in the military and provides eligible service members with job reinstatement rights upon completion of military service. The law applies to all employers but does not require the employer to pay the employee during military leave.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously throughout the duration of the absence. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

## Reemployment Eligibility

When a service member returns from military leave, the guarantee of reemployment in a civilian job applies if:

- The employee gave the employer advanced written or verbal notice of military service or training
- The employee's cumulative military leave does not exceed 5 years
- The employee was discharged under honorable conditions
- The employee applied for reemployment within the specified time

The USERRA provides exceptions to the five-year limitation when certain situations apply. For instance, this limitation is inapplicable when the service member is unable to obtain a release from service, must participate in necessary training, or the service occurs during a time of war or a national emergency. Also, employers are required to make every effort to provide [reasonable accommodations](#) for military service members with disabilities.

There are limited instances where an employer is not required to rehire a military service member returning from active duty. These include the following:

- Changes in the workplace make it impossible (or nearly so) to reinstate the employee
- Reinstatement would create an undue hardship for the employer (in the context of a disability, this could be the unavailability of a reasonable accommodation)
- Employment of service member was so brief that there should be no reasonable expectation to return

### **Bereavement Leave**

Employees may be entitled to bereavement leave upon the death of a member of their immediate families. For purposes of this Section, "immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law or grandchild. SCEC may require verification of the need for the leave. The Superintendent

and Human Resources will consider requests for bereavement leave on a case-by-case basis.

### **Jury Duty /Court Appearance**

The School City of East Chicago supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice, in order to allow advance planning for an employee's absence.

If an employee is released from jury duty after 4 hours or less of service in any given day, he or she must report to work for the remainder of that work day. Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

### **Family Medical Leave (FMLA)**

The School City of East Chicago is bound by the requirements of the Federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain qualifying medical and family-related reasons. Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different; accordingly, the grant of FMLA leave to one employee does not necessarily guarantee the grant of FMLA leave to another.

FMLA is intended to allow employees to balance their work and family lives by taking unpaid leave as a result of a serious health condition, following the birth or adoption of a child, for the care of a child, spouse, or parent who has a serious health condition, for the care of a covered service member with a serious injury or illness, or because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status. Eligible employees may be entitled to up to 12 weeks of unpaid leave within a 12-month period, which may be taken continuously or intermittently. SCEC will comply with all requirements of the FMLA. Employees should contact the Human Resources department to discuss options for leave.

### **Requesting Leave**

Generally, employees are requested to give 30 days' advance notice of the need for FMLA leave using the SCEC Employee Leave of Absence Request Form. If it is not possible to give 30 days' notice, an employee must notify SCEC as soon as possible to ensure that the leave is processed in a timely manner. The SCEC will notify the employee in writing if the request for leave qualifies under FMLA.

Employees do not have to share a medical diagnosis in order to qualify for FMLA leave, but must provide sufficient information to SCEC to allow SCEC to determine whether the leave qualifies for FMLA protection. "Sufficient information" may include, but is not limited to, informing SCEC that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform SCEC if the need for leave is for a reason for which FMLA leave was previously taken or certified.

SCEC can and does require a certification from the employee's attending health care provider every 30 days supporting the need for leave. If SCEC determines that the certification is incomplete, it will provide a written notice to the employee indicating what additional information is required. In addition to the recertification of the medical need for leave, the employee must also report on their status and intention to return to work every 30 days while on FMLA leave.

SCEC may request or require, at its own expense, a second medical opinion from a health care provider designated by the SCEC for purposes of verifying an employee's eligibility for FMLA-protected leave. Should the second opinion differ from the original certification provided by the employee, SCEC, at its own expense, may require that the employee obtain a third opinion by a medical provider who will be selected jointly by SCEC and the employee. The opinion of the third health care provider is final and binding on both SCEC and the employee.

### **Leave Designation**

If an employee does not expressly request FMLA leave, SCEC may direct the employee to information about FMLA. If an absence is a qualifying event under FMLA, the leave will run concurrent with long-term disability, PTO, workers' compensation, benefit days, and/or any other leave where permitted by state and federal law.

### **Continuation of Employee Benefits**

Under federal law, SCEC is required to continue healthcare benefits during FMLA leave as though the employees were still at work and must pay the employer's part of the premium. The employee will continue to be responsible for the employee's portion of the premium as well. Interaction with Accrued Paid Time Off, FMLA leave, and benefit time will run concurrently.

### **Eligibility Requirements**

An employee must meet the following criteria in order to be eligible for FMLA leave. The employee must:

- A. Have worked for the District for at least 12 months (does not need to be consecutive);
- B. Have at least 1,250 hours of service in the 12 months before taking leave.

Eligible employees may be entitled to up to 12 weeks of unpaid leave within a 12-month period, which may be taken in accordance with FMLA policy.

### **Job Protection**

An employee's job, is protected while the employee is on FMLA leave; at the end of the leave period, SCEC is required to return the employee to the same position where the employee worked prior to taking leave, or a substantially equivalent position. Both federal and applicable state laws require that employees be returned to their positions, or to substantially equivalent positions, at the end of FMLA leave.

If an employee is unable to return to work after the expiration of FMLA-protected leave, a brief, limited extension may be granted in certain workers' compensation cases, or if the condition constitutes a disability under the Americans with Disabilities Act (ADA) and a brief additional leave period is reasonably likely to facilitate the employee's return to work.

### **Return-to-Work Policy**

When such work is available, the company will attempt to provide an employee with a temporary modified or light-duty assignment in accordance with documented medical restrictions.

Title I of the Americans with Disabilities Act of 1990 (the "ADA") requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. "In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities." There are three categories of "reasonable accommodations":

"(i) modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires; or

(ii) modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or

(iii) modifications or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities."

### **Sick Leave - Staff Not Covered Under a Collective Bargaining Agreement**

The School City of East Chicago provides regular, full-time employees with paid sick days. Sick days are not intended to be used as a substitute for vacation days, but sick days may be used if an employee needs to provide care for a family member who is ill. Sick days may also be used if an employee needs time off for scheduled medical procedures.

Employees may carry sick days over from one year to the next. The maximum accrual for employees not covered by a CBA is 150 days. If the employee is covered by a collective bargaining agreement, they should refer to the CBA for limits, if any, of the amount of sick day accrual allowed. If the need for sick leave is foreseeable (e.g., a planned medical treatment), employees are required to give at least 30 days' advance notice whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses 3 or more consecutive days because of illness, SCEC may require the employee to provide a physician's written permission or clearance to return to work. The employer may also ask for a physician's written statement if any abuse of sick time is reasonably suspected. Except as required by state law, unused sick days are forfeited when an employee's employment ends for any reason.

### **Sick & Personal Leave for Teachers and Support Staff Under CBA**

Each teacher shall be granted ten (10) sick leave days for each school year. In addition, each teacher shall be granted three (3) days each school year which may be utilized as sick leave or at the teacher's discretion, for the transaction of personal business as allowed by the CBA.

**However, only one (1) personal business day and two (2) sick days will be given for current teachers at the beginning of the school year. The remaining eight (8) sick days and two (2) personal business days will be awarded after fifteen (15) school days. New teachers will receive the ten (10) sick days and three (3) personal business days after the fifteenth (15) day.**

### **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 Corporation'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 Corporation's Education Technology has a limited educational purpose. The Corporation's Education Technology has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Education Technology is consistent with its limited educational purpose. Staff use of the Corporation'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 the Education Technology. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Education Technology.

The Corporation 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 Corporation'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 Corporation 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 Corporation 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 Corporation 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 the 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 designee 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.

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 electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online; and,
- 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 and specified above, and staff members will monitor student's online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use 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 Corporation'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 Corporation'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.

Staff members shall not access social media from the Corporation's network for either personal or educational use.

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 Corporation'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 designee 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 provide 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 Corporation with who 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.

### **Social Media Use**

An employee's personal or private use of social media, such as Facebook, Twitter, Myspace, Blogs, etc. may have unintended consequences. While the School Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property

including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records with parent consent (see Board Policy 8330). Education records include a wide variety of information, and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

### **Staff/Student Relations (Code of Ethics)**

Staff members are expected to maintain an appropriate, professional working relationship with students at all times. Improper informal and/or social involvement with individual students and/or athletes is prohibited. Such conduct will not be tolerated. Teachers are expected to use good judgment in their relationships with students and/or athletes both inside and outside of the school facilities, including but not limited to the following:

- A. Teachers shall not make negative references or derogatory remarks to students regarding the school, staff, parents, or other students.
- B. Teacher-sponsored functions to which students are invited are prohibited unless they are part of the school program and are properly supervised.
- C. Teachers shall maintain a proper teacher-student relationship with all students, regardless of whether the interaction takes place in class, during passing periods, during an extra-curricular event, or in the community outside of school hours. Teachers shall at all times refrain from seductive, illegal, immoral, or scandalous communications or acts with students.
- D. Teachers shall not associate with students and/or athletes during activities, at locations, or in circumstances which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol, or drugs.
- E. Staff members, similarly, shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation of or participation in any situation or activity that could be considered abusive or sexually suggestive, or which involves or could involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct by any staff member which involves a student will subject the offender to potential criminal prosecution and disciplinary action by SCEC, up to and including termination of employment.
- F. Teachers shall not send students on personal errands.

G. Staff members shall not attempt to assess, diagnose or treat a student's personal situation relating to sexual behavior, substance abuse, mental or physical health and/or family relationships, but instead should refer the student to the appropriate individual or agency for assistance.

H. Teachers shall not disclose information concerning students to anyone not authorized to receive such information. This includes, but is not limited to, grades, health information, behavioral reports, disciplinary status, suspensions, and/or family background.

I. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, Myspace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/ extracurricular events or activities with prior approval of the Building Principal. One on one communication is prohibited. Mass communication is the method to be used. Mass communication is defined as a group of two or more people. A single student communication/ exception is permitted when the parent receives the same message concurrently.

J. Students shall be discouraged from collecting money, setting aside funds, or purchasing gifts for faculty members. Students can best express their appreciation to faculty through letters of appreciation and by maintaining congenial working relationships.

Students, parents and other patrons of SCEC shall be discouraged from the routine presentation of gifts to SCEC employees. When a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive, and shall generally be valued at \$25 or less. SCEC shall consider as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

## **Harassment and Complaint Procedure**

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is SCEC's policy to provide a work environment free of sexual and other harassment. To that end, harassment of SCEC employees by management, supervisors, coworkers, or nonemployees (vendors and patrons) who are in the workplace is absolutely prohibited. Retaliation against an individual who has complained about sexual or other harassment, or retaliation against individuals for cooperating with an

investigation of a harassment complaint, is similarly unlawful and will not be tolerated. SCEC will take all steps necessary to prevent and eliminate unlawful harassment.

### **Definition of Unlawful Harassment.**

"Unlawful Harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

### **Definition of Sexual Harassment.**

"Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which causes an adverse impact on the conditions of the employment relationship, in a manner including but not limited to the following:

- A. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- B. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance and/or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets or jokes;
- Written or oral references to sexual conduct;
- Gossip regarding one's sex life;
- Comments about an individual's body;
- Comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments; or

- Inquiries into one's sexual experiences and/or discussion of one's sexual preferences or activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at SCEC. Retaliation of this type is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

### **Complaint Procedure**

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may also complain directly to your immediate supervisor or department manager, the HR director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

Nothing in this policy should be construed to require an employee who believes he or she has been subjected to unlawful harassment or discrimination to report such conduct to the person who is the source of that conduct. Further, nothing in this policy should be interpreted as a prerequisite to, or a means of discouraging, an employee filing a complaint with the U.S. Equal Employment Opportunity Commission, or a similar state or local agency.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to Human Resources and/or Superintendent.

All complaints will be investigated promptly, and efforts will be made to maintain confidentiality of the complainant and witnesses to the greatest extent possible. If the investigation confirms conduct contrary to this policy has occurred, School City of East Chicago will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

### **Personal Background Checks & Mandatory Reporting of Convictions & Arrests**

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment. Such an inquiry shall also be made for all substitutes.

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as a professional staff member, which shall include the following:

- A. an expanded national criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification;
- B. a search of the national sex offender registry maintained by the United States Department of Justice;
- C. a telephone inquiry with each former employer;
- D. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred;
- E. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1; and
- F. a fingerprint check.

Each applicant shall certify under penalty of perjury his/her eligibility to be employed as a United States citizen or a qualified alien. SCEC may deny employment to an applicant who is convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law.

Information and records obtained from pre-employment inquiries under this Section are confidential and shall not be released except as necessary to implement this policy or defend a decision made pursuant to this Section.

Any costs associated with obtaining the criminal history record are to be borne by the applicant. During the course of his/her employment with SCEC, each professional employee and substitute teacher shall be required to report any arrest, filing of criminal charges against the employee, and/or conviction of criminal charges to the Superintendent within two (2) business days of the occurrence.

The Superintendent shall review each reported arrest, criminal charge, or criminal conviction of any employee, and shall recommend appropriate action to the School Board considering the risk to members of the school community presented by the continued employment of that employee.

## **Workplace Guidelines**

SCEC believes that standards of conduct for professional employees are necessary to provide students with a positive example of adult behavior and an orderly instructional environment. To this end, SCEC has adopted a policy of progressive discipline to be applied except in cases of gross misconduct. In instances of gross misconduct, the purpose of this policy is to consider if the misconduct warrants suspension without pay or termination.

As used in this policy, "progressive discipline" means imposition of the least severe sanction that SCEC determines, in its sole discretion, to be likely to prevent a recurrence of the offense. If SCEC finds facts that support the use of progressive discipline, SCEC may impose a penalty which may include, but not be limited to one or more of the following:

- A. Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.
- B. A written warning which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.
- C. Probation for a period of time determined by the supervisor in connection with the written warning.
- D. Administrative leave with pay.
- E. Suspension without pay imposed in compliance with the applicable Indiana statutes.
- F. Termination imposed in compliance with applicable Indiana statutes.

Exceptions to the principle of progressive discipline contained in this policy may be made in cases in which SCEC finds that the interests of students and the school community make the application of the principle of progressive discipline inappropriate.

### **Workplace Violence**

SCEC has no tolerance for individuals who use, threaten to use, possess, or bring a firearm, destructive device, weapon, dangerous instrument, explosive or look-alike weapon on any District premises or to any SCEC sponsored activity, regardless of location, who store any of the items listed above in their personal vehicles on school campuses, or who assist others in doing any of the above. For the purposes of this policy, "no tolerance" means that consequences will occur if this policy is violated, and that the consequences will be commensurate with the circumstances of each situation, up to and including termination of employment.

Threats or acts of physical harm, physical abuse, vandalism, arson, sabotage, other criminal acts, use of weapons, carrying weapons of any kind onto any SCEC property, or any other violent act which is inappropriate in the workplace, is a violation of SCEC policy. Incidents of workplace violence (either actual or threatened), assault, or battery will be reported to the appropriate law enforcement authority.

SCEC reserves the right to conduct searches and inspections of employees, employees' personal effects, and their personal work areas, when there is reasonable cause, without notice. Any illegal or unauthorized articles discovered may be taken and may be turned over to law enforcement representatives.

Any employee who refuses to submit to a search or is found in possession of prohibited articles will be subject to disciplinary action, up to and including termination of employment.

Any conduct that is reasonably suspected to be a crime or incident that did or may compromise the safety and security of the work environment shall be reported immediately to the employee's supervisor or the Safety and Security Supervisor.

### **Outside Employment**

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from outside SCEC for materials produced or services rendered while performing their jobs with SCEC. An employee may be asked to terminate outside employment if SCEC determines that an employee's outside work interferes with his or her job performance. Employees will consider SCEC's scheduling requirements first as it relates to any outside work.

### **Drug-Free Workplace**

SCEC believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

SCEC shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by SCEC employee at any time while on SCEC property or while involved in any SCEC-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with SCEC guidelines and the terms of any applicable Collective Bargaining Agreement.

Employees must report to their supervisor the use of medically authorized drugs or other substances if the use of the drug or substance may impair job performance or pose a risk of harm to the employee or others. Further, employees must provide proper written medical authorization from a physician to work while using such an authorized drug. It is the employee's responsibility to determine from the physician whether the prescribed drug may impair his or her job performance or pose a risk of harm to the employee or others.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, when needed, which comply with the terms of any negotiated agreement.

### **Smoke-Free Workplace**

Smoking is not allowed in School City of East Chicago buildings or work areas at any time. For purposes of this Employee Handbook, "Smoking" is defined to include the use of any tobacco products, electronic

smoking devices, and e-cigarettes containing nicotine cartridges. Any employee who violates this policy may receive disciplinary action, up to and including termination of employment.

### Cell Phone Policy

The following policy statements define the use of cellular phones and other electronic devices as they pertain to school and District employees:

- A. Employees may possess cellular phones and other electronic devices while in school and at school activities.
- B. When employees do use cellular phones or other electronic devices, they must use them appropriately, responsibly, and professionally.
- C. All personal electronic devices (unless being utilized for instructional purposes) shall be **turned off, not used, and kept out of sight** while employees are performing employment responsibilities (e.g., teaching, supervising, attending meetings, etc.). When applicable and acceptable, cellular phones may remain on, but must be placed on the silent mode, and should only be made or received before or after working time, during lunch or break time, or during rest periods.
- D. Personal telephone calls and texting are to be kept to a minimum; however, employees may use personal cellular phones and other such electronic devices for school emergency situations and between class times, during lunch break, during other scheduled breaks, and/or during recess periods as long as the cell phone use does not interfere with employment responsibilities and/or instructional time of students.
- E. Except in an emergency situation, an employee may not use a cellular telephone or other communication device while operating a District vehicle, or while operating any vehicle that is transporting students.
- F. Employees are expected to use technology in an appropriate, professional manner. Employees should not make any inappropriate contact with students, parents, or colleagues using any form of communication (written, verbal, or electronic).
- G. Employees who misuse their personal cell phones or other electronic devices shall be subject to disciplinary action in accordance with State Law and SCEC policy, with potential consequences to include a verbal warning, written reprimand, revocation of the privilege to possess cell phones or electronic devices at school, and/ or referral to Human Resources for further disciplinary action.
- H. For extenuating personal emergency situations which affect staff members and which are ongoing or continuous in nature, the Building Principal or Human Resources Department may make a temporary exception to this policy if other

accommodations cannot be arranged.

- I. Designated District employees that are issued cellular phones by SCEC shall also be required to adhere to this Policy.

### **Off Duty Violence/Threats**

If an SCEC employee commits a violent act or engages in threatening behavior while off-duty, the response to such off-duty conduct will depend on the type and severity of the violence, and its nexus, or connection, to the employee's SCEC position. Each case of off-duty violence or threats will need to be individually evaluated. If the behavior is clearly related to the workplace, or if involves violent actions or threats directed toward other SCEC employees, administrators, or students, it may be treated as if it occurred on duty. An employee who learns of a co-worker's off-duty violence must immediately contact the Human Resources Office so that the situation can be properly investigated.

### **Visitor Policy**

Business hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday. All visitors must sign-in at the receptionist desk in each SCEC location, and may only visit during business hours. There is no solicitation allowed by anyone on any SCEC campus or property.

All visitors, including parents and legal guardians, will state the nature of the visit or business and provide a government photo ID. The receptionist will then issue a visitor's pass. All visitors must be escorted by a current SCEC employee at all times during business hours on SCEC's campus. The visitor's pass that the receptionist has provided to the visitor must be kept in sight on the visitor at all times. Visitors who fail to secure a visitor's pass will be asked to either register with the receptionist or leave the location immediately. The police may be called if the situation warrants.

Exterior building doors must remain closed and locked at all times, especially during business hours when students are present in the building. Employees must not open a locked door for any person or group of people at a doorway.

## **Evaluation of Teaching/Certified Staff Plan**

As required by Ind. Code 20-28-11.5 (Performance Evaluations), teacher and staff evaluations shall meet the following requirements:

- A. Evaluations shall be conducted no less frequently than annually;
- B. Evaluations shall include objective measures of student achievement and growth;
- C. Evaluations shall contain rigorous measures of effectiveness, including observations and other performance indicators;
- D. Following evaluation, each teacher shall be designated in one of the following

rating categories:

- **Highly Effective**
- **Effective**
- **Improvement Necessary**
- **Ineffective**

- E. Each evaluation shall contain an explanation of evaluator's recommendations for improvement and time frame in which improvement is expected.

Any teacher who is observed to negatively affect student achievement and growth cannot receive a rating of “highly effective” or “effective.” The Indiana Department of Education (“IDOE”) will calculate negative impact for all teachers using Indiana Growth Model Data. For teachers who do not have Indiana Growth Model Data, the combined Class Learning Objective, Targeted Learning Objective, and/or SMART Goal Scores will determine negative impact. If a certified staff member receives negative growth on both of the objectives or both of the goals, the staff member is determined to have negative impact on student achievement and growth.

### **General Procedures**

- A. The RISE rubric and evaluation procedures shall be consistently utilized by SCEC, and shall be provided to each newly employed teacher and made available through the SCEC website.
- B. Conferences between evaluators and teachers shall be held in a place suitable for preserving confidentiality, with as few interruptions as feasible and practical.
- C. All evaluators shall receive training on all aspects of the teacher evaluation system.
- D. All evaluation conferences shall be conducted by the principal, assistant principal, and/or other administrative personnel.

### **Classroom Observations**

A minimum of two (2) scheduled classroom observations of each teacher shall be completed per school year, according to the following timetable:

- A. One (1) extended observation (at least 40 minutes in length) shall be conducted, with a mandatory post-conference within 7 calendar days and completed prior to the beginning of the Winter Recess. *NOTE: The extended observation is critical to SCEC's ability to comply with statutory requirements. Extended observations will not be cancelled or rescheduled unless extenuating circumstances, such as absence of one of the parties, require it. Conference rescheduling shall be for a mutually agreed upon date.)*
- B. One (1) additional short observation (at least 10 minutes in length) shall be conducted,

with feedback given within 5 days, and completed prior to June 1 of each year.

A written report of the extended observation shall be provided at least one day prior to any post-evaluation conference. Additional observations and conferences may be held at any time, including "walkthroughs," or other informal observations, without follow-up conferences. If there is no follow-up conference, any concerns from the observer shall be communicated to the teacher through email or written memorandum.

All observations shall be conducted by the principal, assistant principal, and/or qualified designee.

### **Evaluations/Final Determinations**

A Non-Final Summative Worksheet form shall be signed by the evaluator and given to each teacher before the end of each school year. This form will also be shared with the teacher via the STANDARDS FOR SUCCESS system. A final rating will be assigned once the IDOE releases the school's SCHOOL-WIDE LEARNING SCORE and the INDIANA GROWTH MODEL data for teachers.

Any teacher determined to have negative growth shall receive a rating of "Improvement Necessary" or "Ineffective." Negative growth is determined by the results of the ISTEP exam through the IDOE or as determined by the district standards for Local Evaluation systems. Each teacher shall receive a rating in one of the four aforementioned categories through the use of the numerical combination as laid out in the RISE documents.

Where a teacher's non-final summative rating is "Improvement Necessary" or "Ineffective," the teacher will be issued a Professional Development Plan pursuant to Ind. Code 20-28-11.5-6. The Professional Development Plan shall include training activities and benchmarks pertaining to the identified area(s) of improvement. The evaluator and the teacher shall collaborate and agree upon the specific activities to be included in the Plan. The Plan will be developed for not more than 90 school days in length to correct deficiencies noted in the teacher's evaluation. The exact length of the plan will depend on the nature of the deficiencies to be addressed.

No student will be instructed for two consecutive years by two teachers rated as "Ineffective." However, if this situation is unavoidable, communication with the parent will occur as required by law.

**Negative Impact** IC 20-28-11.5-4 (c) A plan must include the following components:

(6) A provision that a teacher who negatively affects student achievement and growth cannot receive a rating of highly effective or effective.

### **Curriculum**

Teachers will use the Skyward programs daily to input students' information. **Teachers are required to input at least two (2) standards-based grades per week for each student.** This will allow parents and

students to monitor students' progress. SCEC uses the Canvas Learning Management platform to facilitate online instruction. Teachers will follow the SCEC Curriculum maps and guidelines as directed by the SCEC Curriculum Department. SCEC uses IREADY and American Reading Company (ARC) materials for Math and ELA in grades K-8. There is an expectation that teachers use the appropriate adopted resources for courses. Technology is used as a resource to enhance the curriculum. Teachers are also expected to learn and grow as they incorporate technology into the curriculum on a daily basis. There will always be new and innovative opportunities and resources for teachers to explore with our students.

### **Assessment**

Teachers are expected to administer district formative and state-wide assessments as directed. These assessments give important feedback about student mastery of standards. SCEC will adhere to state and district testing windows and deadlines. Teachers will use this feedback to inform instruction.

### **Homework**

It is the expectation that students follow instruction with opportunities to practice. Homework should be used as a method for "checking students' understanding" rather than for punitive purposes. Assigned homework should be meaningful and hold purpose. Teachers should assign homework relevant to instruction. Homework should fit the age and grade level of students. Students in elementary should not receive more than 1.5 hours of homework on any given night, middle school students should not receive more than 2.5 hours, and high school students should not receive more than 3.0 hours. These guidelines are stated in the aggregate for all homework from all classes on any given night.

## **Emergency Closings**

SCEC will always make every reasonable effort possible to be open for business on all scheduled instructional days. If inclement weather or some other extenuating circumstance creates a situation in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the administrative offices are not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable. Employees who choose to leave when the SCEC as a whole remains open and classes are conducted as scheduled must use a benefit day to cover the time missed. Employees who call off sick or use a vacation or personal day prior to SCEC announcing it is closing will be charged that day.

If the decision is made to officially close SCEC facilities at some point during the course of the day to permit employees to leave early, hourly employees will be paid only for the time worked. Exempt employees will be paid for a normal full day, but are expected to complete their work at another time.

Please refer to Inclement Weather Guidelines on the next page for departmental guidance on school closures.



# INCLEMENT WEATHER GUIDELINES 2022-2023



INCLEMENT WEATHER GUIDELINES	EARLY DISMISSAL	2 HR DELAY	2 HR DELAY THEN LIVE VIRTUAL LEARNING (AFTER START OF SHIFT)	INCLEMENT WEATHER (SCHOOL CLOSED) ELEARNING	LIVE VIRTUAL LEARNING	NON-LEARNING/ INCLEMENT WEATHER/EMERGENCY
<b>ADMINISTRATORS/ ADMIN CLERICAL AND SUPPORT STAFF</b>	FOLLOW DIRECTIONS FROM CENTRAL OFFICE	NORMAL START TIME	WORK AS NORMAL	WORK FROM HOME-PAID	WORK AS NORMAL	DO NOT REPORT TO WORK-PAID-ADMIN WILL WORK MAKE UP DAY IF APPLICABLE
<b>DISTRICT PARENT LIASON/ BI-LINGUAL</b>	FOLLOW DIRECTIONS FROM CENTRAL OFFICE	NORMAL START TIME	WORK AS NORMAL	WORK FROM HOME-PAID	WORK AS NORMAL	DO NOT REPORT TO WORK-PAID
<b>SY TEACHERS/ CERTIFIED/NON CERTIFIED SUPPORT</b>	FOLLOW DIRECTIONS FROM BUILDING ADMINISTRATOR	2 HOURS LATER	WORK AS NORMAL	WORK FROM HOME-PAID	WORK AS NORMAL	DO NOT REPORT TO WORK-PAID- WAKE-UP DAY IF APPLICABLE
<b>DEANS</b>	FOLLOW DIRECTIONS FROM BUILDING ADMINISTRATOR	NORMAL START TIME	WORK AS NORMAL	WORK FROM HOME-PAID	WORK AS NORMAL	DO NOT REPORT TO WORK-PAID- WAKE UP DAY IF APPLICABLE
<b>BUILDING CLERICAL STAFF</b>	FOLLOW DIRECTIONS FROM BUILDING ADMINISTRATOR	NORMAL START TIME	WORK AS NORMAL	WORK FROM HOME-PAID	WORK AS NORMAL	DO NOT REPORT TO WORK-PAID
<b>TRUANCY OFFICERS</b>	FOLLOW DIRECTIONS FROM BUILDING ADMINISTRATOR	NORMAL START TIME	WORK AS NORMAL	DO NOT WORK-UNPAID	WORK AS NORMAL	DO NOT REPORT TO WORK-UNPAID MAKE UP DAY IF APPLICABLE
<b>FACILITIES</b>	FOLLOW DIRECTIONS FROM CENTRAL OFFICE	NORMAL START TIME	WORK AS NORMAL	WORK AS NORMAL	WORK AS NORMAL	REPORT TO WORK AS NORMAL
<b>TRANSPORTATION SUPPORT STAFF/MECHANICS</b>	FOLLOW DIRECTIONS FROM CENTRAL OFFICE	NORMAL START TIME	WORK AS NORMAL	WORK AS NORMAL	WORK AS NORMAL	WORK AS NORMAL
<b>CUSTODIANS</b>	FOLLOW DIRECTIONS FROM CENTRAL OFFICE	NORMAL START TIME	WORK AS NORMAL	WORK AS NORMAL	WORK AS NORMAL	WORK AS NORMAL
<b>BUS DRIVERS/ BUS AIDES</b>	FOLLOW DIRECTIONS FROM CENTRAL OFFICE	2 HOURS LATER	DO NOT REPORT	DO NOT REPORT TO WORK-UNPAID MAKE UP DAY IF APPLICABLE	DO NOT REPORT	DO NOT REPORT TO WORK-UNPAID MAKE UP DAY IF APPLICABLE
<b>PARAPROFESSIONALS</b>	FOLLOW DIRECTIONS FROM BUILDING ADMINISTRATOR	2 HOURS LATER	WORK AS NORMAL	DO NOT REPORT TO WORK-UNPAID-MAKE UP DAY IF APPLICABLE	WORK AS NORMAL	DO NOT REPORT TO WORK-UNPAID-MAKE UP DAY IF APPLICABLE
<b>SECURITY</b>	FOLLOW DIRECTIONS FROM CENTRAL OFFICE	NORMAL START TIME	WORK AS NORMAL	DO NOT REPORT TO WORK-UNPAID-MAKE UP DAY IF APPLICABLE	WORK AS NORMAL	DO NOT REPORT TO WORK-UNPAID-MAKE UP DAY IF APPLICABLE
<b>TECHNOLOGY</b>	FOLLOW DIRECTIONS FROM CENTRAL OFFICE	NORMAL START TIME	WORK AS NORMAL	WORK FROM HOME-PAID	WORK AS NORMAL	DO NOT REPORT TO WORK-PAID
<b>NURSES/C.N.A.</b>	FOLLOW DIRECTIONS FROM BUILDING ADMINISTRATOR	2 HOURS LATER	WORK AS NORMAL	DO NOT WORK USE AVAILABLE LEAVE OR TAKE UNPAID	WORK AS NORMAL	DO NOT WORK USE AVAILABLE LEAVE OR TAKE UNPAID
<b>SUB TEACHERS/SUB CUSTODIANS</b>	FOLLOW DIRECTIONS FROM BUILDING ADMINISTRATOR	2 HOURS LATER	DO NOT REPORT TO WORK	DO NOT WORK-UNPAID	DO NOT REPORT TO WORK VACANCY-EXCEPTION SLB CUSTODIANS REPORT FOR MAINTENANCE	DO NOT WORK-UNPAID

## **Employee Benefits**

School City of East Chicago recognizes the value of benefits to its employees and their families. SCEC supports employees by offering a comprehensive and competitive benefits program.

### **Medical, Dental, and Vision Insurance**

Full-time employees working 35 hours or more per week are eligible for insurance on the first day of the first month following their first 30 days of service. To keep coverage in force, every insured employee must work a minimum of 35 hours per week.

### **Group Life Insurance**

School City of East Chicago provides life insurance for full-time employees who work a minimum of 35 hours per week. Employees are eligible for this benefit on the first day of the first month following their first 30 days of service.

### **Long-Term Disability**

Long-term disability benefits are offered to full-time employees working a minimum of 35 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays a percent of the employee's salary, up to the policy limits. This benefit is funded solely by SCEC.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave or benefit days.

### **Workers' Compensation**

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. SCEC abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, the employee should notify their supervisor and Human Resources immediately, if it is physically possible for the employee to do so. The supervisor will complete an injury report with input from the employee and return the form to Human Resources. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, the employee should report to the nearest emergency room.

Leave associated with a work-related injury (paid or unpaid) will run concurrently with FMLA leave, if applicable, whenever permitted by state and federal law.

### **Employee Assistance Program**

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. SCEC wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

The SCEC encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the SCEC, nor is the School City of East Chicago given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Human Resources Department.



# **Employee Acknowledgement**

## **Receipt of the Staff Handbook**

I acknowledge receipt of the SCEC Staff Handbook 2022-2023 School Year.

I understand it is my responsibility to read and understand the Staff Handbook, and that I am responsible for knowledge of its contents.

**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Return to Human Resources**

**Acknowledgement of Harassment and Complaint Policy and  
Procedure**

I acknowledge receipt and understanding of the SCEC Harassment and Complaint Policy. I understand it is my responsibility to read and understand this Policy, and that I am responsible for knowledge of its contents.

Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Return to Human Resources**

**Acknowledgement of the Employee Confidentiality Policy Statement  
Acknowledgement**

I acknowledge receipt and understanding of the SCEC Employee Confidentiality Policy Statement Acknowledgement. I understand it is my responsibility to read and understand this Policy, and that I am responsible for knowledge of its contents.

Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## English Learner (EL)

To ensure the success of the SCEC's English Learner (EL) program and the English Language Development (ELD) of our students, EL teachers will have a basic understanding and familiarity of policy and research surrounding key legislation and landmark cases related to English Learner (EL) programs for students. This an abbreviated list of key legislation and landmark cases that are relevant to our EL, ELL, and ELD programs: Title VI of the Civil Rights Act of 1964, Lau et al. v. Nichols, et al. (Alan Nichol-President of the school board) case, Equal Education Opportunities, Act of 1974, Casteneda v. Pickard case, Elementary Secondary Education Act (ESEA), and Every Student Shall Succeed Act (ESSA).

Teachers of EL will form a thorough and comprehensive understanding of effective instructional practices and approaches necessary for assisting students in acquiring a command of the English language. While the structure of and techniques associated with these effective methods may vary by nature, they must be established consistently and provide ongoing service support(s) to EL. The scope of appropriate instructional practices which teachers may use to engage students includes but is not limited to the following program models: differentiated instruction, inclusion, sheltered instruction, and Indiana's Response to Instruction (Rtl). Effective student to teacher communications are key to student success, the following are examples of proven communication strategies: a student-centered classroom environment that promotes student inquiry, interaction and collaboration, and data-driven grouping practices to facilitate social and academic language development.

The EL/Dual Language Two-Way Immersion Program provide students with the opportunity to begin the journey toward bilingualism, biliteracy, and biculturalism, in English and Spanish. The Dual Language Two-Way Immersion Program serves both native English speakers and native Spanish speakers, with each language serving as a model for the other. SCEC uses the 90/10 through 50/50 models at different grade levels. Classroom instructors not teaching in a Dual Language Immersion classroom will receive support from an EL Specialist at each building. Additional training, resources, and support are given to help teachers support second-language acquisition within their classrooms.

### Program Goals

- Develop bilingualism, bi-literacy, and biculturalism in Spanish and English.
- Support students in the acquisition of English.
- Achieve grade level or higher academic progress in Spanish and English.
- Participate in a rigorous academic program that will increase student achievement, and prepare students for a global society.

## **The Benefits of Dual Language Two-Way Immersion**

- **Language Skills:** Students achieve high proficiency in the immersion language, and a deeper understanding of their primary language
- **Cognitive Skills:** Students in immersion programs typically develop better critical thinking skills and problem-solving skills
- **Cultural Competency:** Immersion students develop an appreciation for and an understanding of diverse cultures
- **Long-Term Benefits:** Immersion students are better prepared for the global community and job market where bilingualism and bi-literacy are assets.

The School City of East Chicago's EL/Dual Language Spanish Immersion Program strives to enroll students of all backgrounds and ability levels. Applications are open to all students.

## **Special Education**

Special education is an established part of public education in the United States, by law and by custom. Special education is tailored to meet the needs of students with disabilities. Services and supports are individualized to ensure the students are successful. It is imperative that special education students, along with all other SCEC students, receive resources required to make progress in school and transition to post graduation.

To ensure that our students with special needs are successful and make progress toward their life goals, our teachers are expected to understand and know the laws that govern the special education process. These laws include, but are not limited to, the Individuals with Disabilities Education Act (IDEA), which is a law that makes available a free appropriate public education (FAPE) to eligible children with disabilities throughout the nation. It also ensures special education services, related services and accommodations to those children. As such, IDEA governs our department and ensures that public agencies provide early intervention, special education, and related services to eligible infants, toddlers, children, and youth with disabilities.

Another law enforcing document is Article 7 (511 IAC 7-32 through 49). Article 7 is part of the Indiana Administrative Code (IAC) that contains Indiana's special education rules. These rules have been adopted

by the Indiana State Board of Education (SBOE) in order to implement requirements of IDEA at the state and local levels. Special Education teachers are expected to follow all district policies, and all state and federal laws and administrative regulations, in order to ensure that SCEC remains compliant with Federal and state requirements and indicators.

The Special Education Department is made up of licensed teachers who are trained to provide appropriate services to meet the needs of our students through Individual Education Plans, (IEP's) by providing the services, accommodations and modifications specified in each individual plan. SCEC provides a broad contingent of programs designed to student needs in 13 eligibility areas, such as Inclusive Preschool, Applied Skills, Mild Interventions, Emotional Disabilities, Job Skills, Modified, Co-teach, Resource, Learning Lab, Homebound, and Resource Programs. Most importantly, all students with disabilities are held to high expectations and will receive equitable access to educational opportunities that enrich their lives and prepare them for future success.

Our collective goal as special educators is to improve outcomes for all students. This is accomplished through a system that ensures equitable access. Equitable access is the guarantee that all students are provided, or have access to, necessary and individualized supplementary aids and services, accommodations, modifications, and supports sufficient to allow them to meaningfully participate in the general education curriculum. Equitable access must be accompanied by a school-wide acceptance or belief in shared responsibility, shared accountability, and high expectations between General Education and Special Education. US Department of Education, Every Student Succeeds Act (ESSA) requires a strong core curriculum, high quality instruction, and unbiased assessment that guides instruction. It also makes certain that collaboration among administrators, general and special education staff, parents, and the community takes places on a regular basis. Further, the Multi-tiered System of Supports, (MTSS); and Universal Design for Learning, (UDL); provide the foundation necessary to reach Special Education's overall goals. We have implemented ESSA, MTSS and UDL to enhance the education in our district to create a greater opportunity for students to succeed.