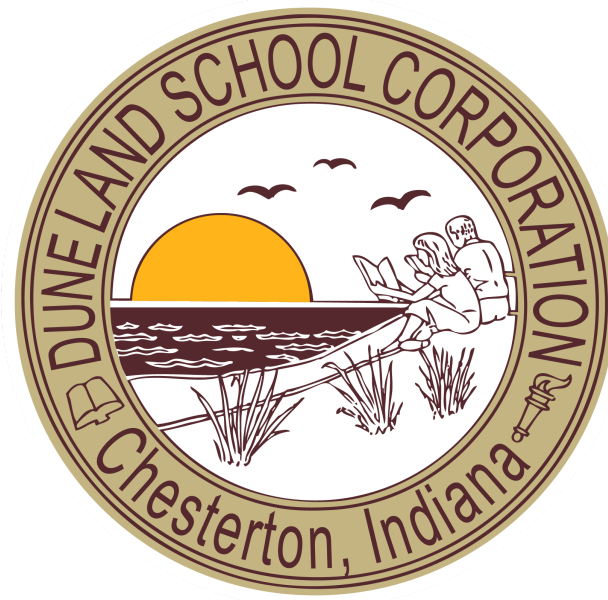


Duneland School Corporation

***ECA Coach/Sponsor/Director
Handbook***



July, 2024

WELCOME to DUNELAND SCHOOLS

Welcome to Duneland School Corporation. You are joining an excellent team of individuals who love children, support each other, and engage in our community.

This handbook is your guide to help you become a successful district coach/sponsor/director and team member. Please familiarize yourself with the expectations, policies, and procedures so that you may enjoy your coaching/directing experience and prosper in our school corporation.

In the State of Indiana, both the employer and the employee may terminate the employment relationship at any time for any reason. ECA coach, sponsor and director positions are hired seasonally or annually depending on the club/sport. Coach, sponsor and director hire recommendations are reviewed and approved by the School Board annually, at minimum. Therefore, this handbook is not a contract of employment and we may amend or change these guidelines and work rules as necessary.

Thank you for your willingness to join our team and support our students in a positive, productive, and professional manner.

Vision, Mission and Core Values

Vision:

Duneland is committed to inspiring growth, igniting curiosity and unlocking potential for all.

Mission:

Duneland provides a safe, collaborative and engaging environment where all students are empowered to explore their talents, build on their curiosity, embrace high expectations, and become responsible, caring individuals.

Core Values:

Duneland is committed to:

- 1. Supporting all students through the development of the whole child*
- 2. Ensuring a culture of high expectations and continuous growth for all through innovation and research-based practices*
- 3. Providing safe, inclusive, collaborative, and accountable learning environments based on integrity, honesty, respect, and responsibility for all*
- 4. Fostering partnerships to improve the quality of life in our community*

Governing Agencies

Indiana Department of Education (IDOE)

The Indiana Department of Education is the governing agency for all public schools in the State of Indiana.

IHSAA

The purpose of the IHSAA is to ensure athletics remain subservient to academics, and to maximize the opportunity for students to engage in transformative relationships with coaches and teammates in which their character and emotional maturity is developed to empower them to be effective in life.

Indiana State Board of Accounts

The Indiana State Board of Accounts regulates accounting procedures for all governmental agencies in the State of Indiana, including public schools. It is the responsibility of the State Board of Accounts to maintain accountability for funding from Indiana taxpayers.

Indiana State Board of Health (ISBH)

The Indiana State Board of Health is responsible for safeguarding the public in matters of public health including restaurants, sewers and sanitation, pools, housing, nursing homes, hospitals, school foodservice, and day care centers by way of Title 410, IAC 7-24.

The ISBH gathers and reports disease statistics and works closely with the Center for Disease Control (CDC).

Porter County Health Department

The Porter County Health Department works under the jurisdiction of the Indiana Department of Public Health and inspects all the cafeterias in the Duneland School Corporation on a regular basis, two times each year. The local health department is responsible for issuing permits on an annual basis.

Occupational Safety Health Administration (OSHA)

OSHA is a division of the U.S. Department of Labor with a mission to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

Environmental Protection Agency (EPA)

The Environmental Protection Agency has a mission to assure all Americans are protected from significant risks to human health and the environment where they live, learn and work.

State of Indiana and Local Fire Marshall

Fire Marshalls perform periodic inspections to make sure there are no hazardous conditions that would cause losses due to fire. Inspections include fire alarms, building inspections to make sure there are no blocked doorways, safe egress, etc.

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Introduction and Philosophy .01

Through participation in clubs and athletics, students have a chance to develop lifelong values including cooperation, leadership, healthful living habits, self-discipline, self-respect, integrity, teamwork, and respect for rules & regulations. These programs are regarded as an integral part of the total educational program at Duneland School Corporation.

It is the intent of Duneland School Corporation to abide by all rules and regulations established by district policies & procedures, as well as those governing specific sports and clubs. These guidelines apply to all coaches, sponsors and volunteers associated with Duneland's extracurricular programs.

Coaches, sponsors and directors of Duneland School Corporation clubs and sports are representatives of the district and are expected to:

- Develop excellence in our students
- Develop a strong work ethic, discipline, selflessness, empathy, and servant leaders
- Build a sense of Trojan Pride and loyalty
- Believe in our students
- Increase the knowledge of students, coaches, sponsors and directors
- Display and teach servant leadership
- Show the importance of preparation and how that leads to confidence
- Promote unselfishness and “losing” yourself in the team
- Show the need to do the little things well
- Be transformational - inspire, motivate, and produce positive change in your students
- Build rapport
- Communicate effectively

Students are expected to:

Actively participate and represent Chesterton, The Duneland School Corporation, CHS, their team/club, coaches, sponsors, directors, teammates, and parents in a respectful and positive manner at all times.

Club/Sport Participation .02

It is the philosophy of Duneland School Corporation that students and athletes enjoy as many club/sport seasons as the student/athlete and their parents wish them to participate without influence from any coach/sponsor/volunteer to specialize in one activity/sport. All coaches/sponsors/directors should encourage participation in extracurricular activities other than the activity the coach/sponsor/directors is assigned to.

Federal and School Guidelines and Policies .03

The School Board believes that the employees and students of this Corporation, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. Before publishing names, photos, etc. of students, check the "*Denial of Permission to Release Directory Information*" database.

Student Notes and Records

Any detailed or comprehensive notes that record specific clinical, educational or other services provided to a student are likely part of a student's educational record. Thus, school personnel should be cautious in the level of detail they use if they wish to keep their personal notes from becoming part of the student's education record.

Staff Personal Communication Devices (Policy 7530.02)

Do not text student information on your personal device – or you are required to archive it - because it is part of a student record.

Corporation employees may carry PCDs and/or cell phones with them while at work, including while operating Corporation equipment, but are subject to the following restrictions:

- A. Excessive use of a PCD and/or cell phone for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.
- B. Employees using ear buds or other devices which impedes their ability to receive audible instructions or communication from others, or to devote their undivided attention to their work related duties may constitute a risk to the safety of themselves or others. This may also impair the productivity of themselves or others. Such conduct may be subject to disciplinary action.
- C. Employees are personally and solely responsible for the care and security of their personally-owned PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally-owned PCDs brought onto Corporation property, or the unauthorized use of such devices.

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on a PCD regardless of whether they are Corporation-owned and assigned to a specific employee or school official or personally-owned by the employee or school official.

PCD communications, including calls, text messages, instant messages, and emails sent or received, may not be secure. Therefore, employees should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

Additionally, PCD communications, including text messages, instant messages and emails sent and/or received by a public employee or school official using his/her PCD may constitute public records. Further, PCD communications about students, including text messages, instant messages and emails sent and/or received by a Corporation employee or school official using his/her PCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages and emails sent and/or received by a Corporation employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310– Public Records. PCD communications that are student records should be maintained pursuant to Policy 8330 – Students Records.

It is the responsibility of the Corporation employee or school official who uses a PCD for Corporation business-related use to archive all text messages, instant messages and emails sent and/or received using his/her PCD in accordance with the Corporation’s requirements. Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged or otherwise protected by State and/or Federal law. It is suggested that employees lock and password protect their PCDs when not in use.

Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Public Records (Policy 7540.05)

The Corporation complies with all Federal and State laws pertaining to electronic mail. Accordingly, emails written by or sent to Corporation staff and Board members may be public records if their content concerns Corporation business or education records if their content includes personally identifiable information about a student. Emails that are public records are subject to retention and disclosure upon request, in accordance with Policy 8310 - Public Records. Emails that are student records must be maintained pursuant to Policy 8330 - Student Records. Finally emails may constitute electronically stored

information ('ESI') that may be subject to a litigation hold pursuant to Policy 8315 - Information Management.

Emails written by or sent to Corporation staff and Board members by means of their private email account may be public records if the content of the emails concerns Corporation business or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a Corporation request to produce copies of email in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold, even if such records reside on a computer owned by an individual staff member or are accessed through an email account not controlled by the Corporation.

Staff Technology Acceptable Use and Safety

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments related to matters of private concern 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 without 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.

Personal Relationships in the Workplace/ Sexual Harassment, Anti-Harassment .04

Sexual harassment can be a grievous action that has far-reaching effects on the characters, careers, and lives of individuals. Section 703 of Title VII of the Civil Rights Act of 1964 guarantees the right of every person to be free from harassment based on sex, race, color, national origin, religion, disability, genetic information.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to another employee when: submission to such conduct is made either explicitly or implicitly a term or condition of employment; Such conduct has the purpose of interfering with an individual's professional performance or creating an intimidating, hostile, or offensive employment environment.

A supervisor may not use his/her authority to solicit sexual favors when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary action.

Members of the DSC community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other DSC officials so that

it may be addressed before it becomes severe, pervasive, or persistent. Members of the DSC community or third parties who believe they have been unlawfully harassed by another member of the DSC community or a third party are encouraged to utilize the DSC's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known, and potential witnesses are available.

The Board of the Duneland School Corporation does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Corporation's Title IX Coordinator(s) is/are:

Assistant Superintendent
601 W. Morgan Avenue
Chesterton, IN 46304
219-983-3600

Any inquiries about the application of Title IX and its implementing regulations to the Corporation may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/in/duneland/Board.nsf/>. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the Corporation will respond.

*It is a violation of school district policy to file a false claim against another person. If it is determined that a false claim has been made, the offending employee may be subject to suspension up to and including recommendation for termination. **See Board Policy 4362.***

All reports of child abuse and neglect in the State of Indiana will be taken by the Indiana Child Abuse Hotline (ICAN) by calling 1-800-800-5556.

IC 31-33-5-2 Notification of individual in charge of institution, school, facility, or agency; report Sec. 2. (a) If an individual is required to make a report under this article in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency. (b) An individual notified under subsection (a) shall immediately report or cause a report to be made to:

- (1) the department; or
- (2) the local law enforcement agency.

IC 31-33-5-3 Effect of compliance on individual's own duty to report
Sec. 3. This chapter does not relieve an individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief.

IC 31-33-5-4 Immediate oral report to department of child services or law enforcement agency Sec. 4. A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to:

- (1) the department; or
- (2) the local law enforcement agency.

IC 31-33-22-1 Failure to make report

Sec. 1. (a) A person who knowingly fails to make a report required by IC 31-33-5-1 commits a Class B misdemeanor. (b) A person who knowingly fails to make a report required by IC 31-33-5-2 commits a Class B misdemeanor. This penalty is in addition to the penalty imposed by subsection (a).

Coach/Sponsor/Director Areas Of Responsibility .05

Bullying Prevention

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning.

Bullying includes:

- Unwanted, aggressive behavior that involves a real or perceived power imbalance.
- The behavior is repeated, or has the potential to be repeated, over time.
- The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others.
- Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours.
- Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships.

Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercing, name-calling, taunting, threatening, and hazing.

Any student who believes he/she has been or is currently the victim of bullying should immediately report the situation to the building principal, the assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that he/she believes to be bullying behavior directed toward a student. Reports may be made to those identified above.

Liability of Staff for Student Welfare

Staff members are responsible for the safety of students on the grounds and within Corporation facilities. In addition to requirements specified in Policy 3213, the following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for actions related to students:

Each staff member:

1. should not leave students unattended;
2. should not leave an unqualified person in charge of students;
3. should accompany students wherever they are assigned and remain with them until supervision is assumed by another responsible person;
4. should ensure students do not use non-corporation-owned and/or maintained equipment or other equipment which may be potentially dangerous or use facilities or equipment except for the intended purpose;
5. must enforce the student code of conduct.

Communication

It is the expectation that all Duneland School Corporation coaches/sponsors/directors engage in professional and courteous written and verbal communication when interfacing with any/all district stakeholders.

Club/sport head coaches/sponsors/directors will proactively communicate with student/athlete parents in a pre-season meeting to discuss schedules and establish a basis for how communication will occur across the season.

Coach/Sponsor/Director Code of Ethics **National Federation Of High School Associations** .06

The function of a coach/sponsor/director is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to

enhance academic achievement and never should interfere with opportunities for academic success. Each child should be treated as though they were the coaches' own, and the child's welfare shall be uppermost at all times. In recognition of this, the NFICA Board of Directors has adopted the following guidelines for coaches:

- The coach/sponsor/director must be aware that he or she has a tremendous influence, either good or bad, in the education of the student/athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
- The coach/sponsor/director must constantly uphold the honor and dignity of the profession. In all professional contact with the student/athlete, officials, athletic directors, and the state high school association, the media and the public, the coach/sponsor/director shall strive to set an example of the highest ethical and moral conduct.
- The coach/sponsor/director shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstance should authorize their use.
- The coach/sponsor/director shall avoid use of tobacco and alcohol products when in contact with players.
- The coach/sponsor/director shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach/sponsor/director shall be acquainted thoroughly with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach/sponsor/director shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
- Coaches/sponsors/directors shall actively use their influence to enhance sportsmanship by their spectators, working closely with the cheerleaders, pep club sponsors, booster clubs and administrators.
- Contest officials shall have the respect and support of the coach/sponsor/director. The coach/sponsor/director shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contests, rival coaches/sponsors/directors should meet and exchange friendly greetings to set the tone for the event.
- A coach/sponsor/director shall not exert pressure on faculty members to give student/athletes special consideration.
- It is unethical for coaches/sponsors/directors to scout opponents by any means other than those adopted by the league/state high school athletic association.

Legal Duties/Risk Management .07

All coaches/sponsors/directors need to know and understand what their legal duties are. These legal duties evolve and become more clearly defined with each court case. The following information is for all Corporation coaches/sponsors/directors so that they will understand their responsibilities and strive to protect themselves and our school.

Nine legal duties have been established as guidelines for coaches/sponsors/directors:

1. Properly plan the activity
2. Provide proper instruction
3. Provide a safe physical environment with administrative help
4. Provide adequate and proper equipment with administrative help
5. Match your athletes
6. Evaluate athletes for injury or incapacity with the help of the trainer
7. Supervise the activity closely

8. Warn of the inherent risks
9. Provide appropriate emergency assistance

It is the responsibility of the coach/sponsor/director to take reasonable care of the student/athlete. This means that all coaches/sponsors/directors, including volunteers, are to supervise their athletes and act in a way that avoids creating unreasonable risk of injury to others. Supervision includes before, during and after a practice, event, or meeting on school grounds. Coaches/sponsors/directors are expected to arrive before their athletes and to not leave them alone. All practice and dressing areas must be supervised until all athletes leave each area, and further until all athlete's leave the sport's facility. This includes not allowing an athlete to sit alone after a practice or contest waiting for a ride. Not performing to a standard of care/performance can result in negligence. The following are specific guidelines for coaches/sponsors/directors to follow:

- Proper instruction: the coach/sponsor/director needs to know and teach proper and correct techniques. If the coach/sponsor/director does not know, it is up to him/her to learn it.
- Warn of Inherent Danger of Club/Sport: A coach/sponsor/director needs to have written proof in his/her practice plans of what was said regarding the inherent dangers of the club/sport. A coach/sponsor/director needs to have the date it was said and warnings should be repeated on several occasions.
- Supervision: All practice, contest and dressing areas shall be supervised until all athletes leave. All doors are to be locked and secured before leaving the area. The primary responsibility for supervising all areas falls upon the head coach/sponsor/director. He/she needs to take personal responsibility or delegate this duty to an assistant. All coaches/sponsors/directors must remember that no students are to be given permission to use school facilities for activities such as shooting baskets, running on the track, lifting weights, etc., unless those individuals are under the direct supervision of a coach/sponsor/director.
- Provide a Safe Environment: Coaches/sponsors/directors must consistently evaluate the safety of the facilities and equipment they use. All equipment that students/athletes use must be properly maintained and fitted. The coach/sponsor/director needs to warn students/athletes of the potential dangers of misusing equipment.
- Enforce Rules and Regulations: There are a number of levels and organizations that determine rules of behavior, discipline, and safety. State and national organizations provide guidelines.
- Classify and Group Participants: Coaches/sponsors/directors need to be careful when grouping students/athletes for drills, practice or scrimmage. Students/athletes need to be similar in skill level, age, maturity, size and experience.
- Safely Transport: Coaches/sponsors/directors must remind athletes of safe driving guidelines when driving to practice.
- Follow Due Process: If and when an athletic case ever gets to court, the 14th Amendment applies to athletes just as it does to all citizens. That is, the athlete will be entitled to the same legal rights as all people if a case went to court.
- Foresee Potentially Dangerous Circumstances and Situations: The coach/sponsor/director must be aware of weather situations, equipment or facility problems, and any other item that might be potentially harmful to the student/athlete.
- Plan: It is wise for the coach/sponsor/director to work from a written, daily practice plan that provides documentation of safe supervision and all of the other necessary safety precautions.

- **Keep Records:** These records should provide evidence that the coach/sponsor/director has shown prudence and ordinary, reasonable judgment and conduct. These records should answer what, when, where, and how and should provide solid evidence against a liability claim.
- **Evaluate:** This should include a written plan to audit facilities, equipment, uniforms, etc. and provide information that details what procedure was used and by whom.
- **Negligence:** A coach/sponsor/director should know that the two most commonly found forms of negligence are failure to provide adequate and complete instruction about the club/sport that is being taught and failure to warn about the potential dangers of the club/sport. The following preventative measures must be taken to help a coach/sponsor/director not be guilty of negligence:
 1. He/she should coach from a daily written practice plan that outlines what is taught, safe play techniques, and warnings of certain acts that are potentially dangerous to athletes. A coach/sponsor/director should be sure that his/her plan reflects actual dates (more than one) when warnings were given of dangers, conditioning was stressed, students/athletes were told about the procedures for reporting incidents/injuries, etc.
 2. Even though a student/athlete has been involved in a club/sport for several years, failure to warn every year is considered negligent. Students and parents should be required to hear of all the possible dangers inherent in participating in a particular club/sport. They should know the full extent of possible incidents/injuries. It may serve as greater protection for the coach/sponsor/director to get signed statements from students and parents saying that they had adequate warning of possible injuries.

Fundraising .08

It is strongly encouraged that all fundraising efforts have an established goal in mind. A goal is not to acquire enough money to purchase student/athlete clothing, shoes, practice equipment, etc. Fundraising is considered to be for the purchasing of uniforms, special pieces of equipment, future needs, etc. Since team members are being used in the project, they need to know what they are going to sell, what the money is going to be used for and their responsibility and liability should they lose their fundraising items or money. Coaches/sponsors/directors may organize fundraisers with the approval of the appropriate program/athletic director and/or the building administrator.

Prior to beginning the project, the coach/sponsor/director should contact the program/athletic director and/or building administrator as to the type of fundraiser, dates, products, etc. All money collected from the sale of fundraising items must be turned into the appropriate department/athletic office/bookkeeper on a daily basis for deposit. Deposits should not be left in desks or offices. The coach/sponsor/director will be issued a receipt of these deposits. All profits from fundraising shall remain in the club/department/athletic fund until required for their intended purpose.

Coaches/sponsors/directors are encouraged to work closely with booster clubs regarding fundraising deposits and spending.

Booster Clubs/LLC's .09

Clubs, teams and groups may choose to form a 501(c)(3) booster club for the purposes of fundraising.

Coaches/sponsors/directors may choose to establish an LLC.

Booster Clubs

- Require head coach/sponsor/director approval
- Coach/sponsor/director will have input on fundraising activities and the use of funds, including the establishing of goals for individual fundraisers
- If a booster club disbands, funds must be returned to the program, team or athletic department associated with the fundraised proceeds
- Coach/sponsor/director shall participate in booster club meetings and quarterly, at minimum, review the fund ledger

LLC

- Coaches/sponsors/directors must be incorporated to run a camp or event. This includes the ability for the coach/sponsor/director to produce proof of insurance in order to use Corporation facilities
- LLC dollars can be used at the coach's/director's/sponsor's discretion
- LLC owner is responsible for tax liability
- Coaches/sponsors/directors must manage the organized and detailed tracking of all proceeds fundraised by athletes and families
 - Fundraising into an LLC must be approved and tracked through a ledger separate from that managed by a booster club
 - Coaches/sponsors/directors must have the ability to produce their organized, clear and detailed ledger entries in response to stakeholder inquiries into the usage of, or purchases from, the coach/sponsor/director-managed funds
 - Proceeds distributed into an LLC must be dispersed to booster clubs or a school fundraiser account

Hazing/Bullying .10

Hazing takes its shape in many forms. It can be physical, verbal, sexual, or emotional, and can involve a combination of these elements.. Extreme examples of hazing are carried out in secret, without coach/sponsor/director knowledge. Simple forms are sometimes thought of as “harmless,” and occasionally with the knowledge of the coach/sponsor/directors. It is Corporation policy that there are no “rituals” that any student/athlete must participate in to partake in any club, sport or team. Hazing in any way, shape, or form will not be tolerated. There will be no “dares,” “dressing up,” “duty,” “tradition,” “test,” or any physical challenge imposed upon a student in order to participate in a team or club.

Head coaches/sponsors/directors are the supervisors of their programs, and must make it clear to all of their students/athletes and assistant coaches that “hazing” (in ANY form) will NOT occur at DSC. What is considered simple and harmless to one person, might not be to another. It is not only the conduct itself which may make certain behaviors inappropriate, but the context or way in which it is delivered, or its repetitive nature. All students/athletes must be informed by each head coach/sponsor/director that any incident or talk of hazing should be reported to the administrator, program or athletic director immediately. Coaches/sponsors/directors can be the most influential participants in preventing harassment, hazing, and abuse during an athletic season. Any coach's/sponsor's/directors's failure to properly monitor and promptly address any such conduct will result in disciplinary action and/or removal from the club/sport assignment.

Locker Room Expectations .11

LOCKER ROOM SUPERVISION

Locker rooms are restricted to authorized personnel, including staff, coaches, sponsors, directors, and participants. Locker room access should be limited to necessary times before and after practice. When not in use, locker rooms are to be locked and secured. Locker rooms should always be monitored by a member of the club/sport staff when students/athletes are present. Supervisory personnel should be of the same gender as the students/athletes using the locker rooms. Coaches/sponsors/directors should communicate to students/athletes and strictly prohibit any inappropriate or unauthorized activities in the locker rooms, including but not limited to photography, bullying, hazing, or harassment. Incidents should be reported to a district administrator as soon as possible. If there is any sign or suspected abuse, the coach/sponsor/director should immediately report this to the Department of Child Services (DSC) and to Corporation administration. Locker rooms must respect the privacy and dignity of the individuals using them.

LOCKER ROOM SUPERVISION OF OPPOSITE GENDER COACH/SPONSOR/DIRECTOR

When a coach/sponsor/director is of a different gender than his/her students/athletes, the head coach/sponsor/director should work to identify an advisor of the same gender as their students/athletes to be part of the club/sport staff. In the event that a monitor of the same gender as the student athletes using the locker room is not available, there should be clear boundaries set for the coach/sponsor/director of an opposite gender to enter the locker room.

- A team member should be assigned to notify the coach/sponsor/director when it is appropriate for him/her to enter the locker room.
- The coach/sponsor/director should limit their access to specific times such as before or after practice and games.
- The presence of the coach/sponsor/director is strictly related to coaching duties and should not be prolonged.
- The role of the coach/sponsor/director is strictly professional and focused on coaching responsibilities.
- Team meetings etc should take place outside of the locker room whenever possible.

Overnight Trips .12

A coach/sponsor/director will not enter into the hotel rooms of students/athletes, nor will a coach/sponsor/director ever invite a student or students into their room. Meetings between students and coaches/sponsors/directors should be hosted in public areas and with more than two people participating.

Ahead of team travel, each coach/sponsor/director shall establish room assignments. Assignments shall be strictly adhered to without exception, barring a student health need or emergency. Coaches are responsible for their students and team personnel from the time they arrive on campus for any competition and/or team activity until the time they leave campus. This includes outside trips, away events, team functions off campus, or overnight events.

Budget, Equipment & Purchase Orders .13

It is the responsibility of the coach/sponsor/director to understand and manage their club/sport budget, and to follow procedures established by the Corporation business office,

building administrator, and the program or athletic directors, when making equipment or purchase orders.

If there are questions or concerns about the establishment or management of a club/sport budget, the coach/sponsor/director must seek direction from the building administrator, program or athletic director prior to the start of the season.

Inclement Weather .14

All coaches/sponsors/directors and employees associated with DSC athletic programs must be committed to the health and safety of students/athletes. A coach/sponsor/director must recognize situations which may create a threat of injury to students and use reasonable efforts to reduce injury exposure. Coaches/sponsors/directors must direct students/athletes to avoid risks and assure their optimum safety.

If a storm or inclement weather materializes while a club/athletic activity is underway, it is the responsibility of the supervising DSC coach/sponsor/director to ensure every student/athlete finds safe shelter and transportation home before the coach/sponsor/director may leave the premises where the event or activity is taking place.

General lightning guidelines: Coaches/sponsors/directors should maintain an organized chain of command. In the absence of a head coach, this MUST be assumed by a designated adult in charge. If a suitable safe shelter or building is not readily accessible to students/athletes, instructions should be given for everyone to return to their cars and buses to wait until an all clear is given. While cars and buses do not provide absolute protection, they are preferable to remaining out in the open. While in a vehicle, windows should remain rolled up and occupants should refrain from touching metal parts. If no shelter of any kind is available, everyone should try to make themselves as small a target as possible by crouching down with only feet in contact with the ground. Coaches/sponsors/directors should instruct their students/athletes to never take shelter under a tree or umbrella.

Travel .15

Riding of the team bus creates unity among teammates and club/sport coaches/sponsors/directors. It is where the students/athletes and coach/sponsor/director can have an opportunity to communicate without interruptions or outside interference. Under certain circumstances or exceptional situations, students/athletes may be excused from riding to or from an event on school authorized transportation. (ex:, funeral, medical emergency, hospitalized relative, wedding, etc.) If a student/athlete has requested not to take the bus, the athlete's parents must email, in advance the head coach/sponsor/director requesting approval.

ATHLETICS

Department/IHSAA Policies

Eligibility (IHSAA) .01

You may be fully **ELIGIBLE** for interscholastic competition, if:

1. Age Eligibility (Rule 4). You will not have turned 20 by the scheduled date of the state finals of IHSAA Tournament Series in your sport.
2. Amateurism Eligibility (Rule 5). You have not:
 - Played under an assumed name.
 - Accepted money or merchandise directly or indirectly for any athletic participation in your sport.
 - Signed a professional contract in your sport.
3. Awards and Gifts Eligibility (Rule 6). You have not received, or been ‘loaned’:
 - An award in recognition of your athletic talents in your sport which was not approved by your school and the IHSAA.
 - Merchandise as an award, prize or gift, or been allowed to purchase for a token sum.
 - An award, medal, recognition, gift or honor from a college/university or it’s alumni.
4. Conduct and Character Eligibility (Rule 8). You have not:
 - Conducted yourself in or out of school in a way which reflects discredit upon your school or the IHSAA.
 - Created a disruptive influence on the discipline, good order, moral and educational environment of your school.
5. Consent and Release Certificate Eligibility (Rule 3). You have on file with your principal, each school year, a Certificate (annual physical form) which was completed between April 1 and your first practice in your sport.
6. Enrollment Eligibility (Rule 12). You have:
 - Enrolled in a school during the first 15 days of the semester.
 - Been enrolled for no more than 4 consecutive years (or the equivalent, e.g. 8 semesters, 12 trimesters, etc.), beginning with grade 9. Page 2 of 2
 - Represented a high school in your sport for no more than 4 years.
7. Illness and Injury Eligibility (Rule 9). You have been absent, due to illness or injury, from practice sessions:
 - On 5 or more, but less than 11 consecutive days (not including Sunday), but have since participated in at least 4 separate days of practice prior to your participation in an interscholastic contest in your sport.
 - On 11 or more consecutive days (not including Sunday), but have since participated in at least 6 separate days of practice prior to your participation in an interscholastic contest in your sport.
8. Participation (Rule 15).
 - a. During the Authorized Contest Season in your sport, you have not:
 - Participated in a try-out or demonstration in your sport as a prospective post-secondary school student-athlete.
 - Participated in a practice with or against players not belonging to your school in your sport.
 - Participated in a non-school sponsored contest, in your sport, without an approved waiver.
 - Attend a non-school sponsored camp in your sport.
 - Attended and participated in a student-clinic in your sport.
 - b. During the School Year Out-of-Season in your sport, you have not:
 - Participated in a team sport contest as a member of a non-school team where there was more than the following number of students, who had participated the previous year in a contest as a member of the school team (also including incoming freshmen):
 - Basketball-3
 - Baseball-5

- Football-6
 - Volleyball-3
 - Softball-5
 - Soccer-7.
- Received instruction in your sport, in a school sponsored program, from an individual who was a member of your school's coaching staff (Exception: see the Limited Contact Program of your school).
 - Participated in a non-school contest during school time without the approval of your school.
- c. During the Summer, you have not:
- Attended a school-sponsored fall sports camp/clinic after Monday of Week 5 (See your athletic director for specific dates).
 - Attended a non-school sponsored camp/clinic after Monday of Week 7 (See your athletic director for specific dates).
9. Pre-participation Practice (Rules 50 & 101). You have completed the required number of separate days of organized practice in your sport under the direct supervision of your school's coaching staff prior to your participation in a contest.
10. Scholarship Eligibility (Rule 18). You have:
- Passed 70% of the full credit subjects, or the equivalent, that a student can take at your school, in the previous grading period (semester grades take precedence of grading period grades).
 - Been enrolled in 70% of the full credit subjects or the equivalent that a student can take at your school.
11. Transfer and Initial Promotion Eligibility (Rule 19). You have:
- a. Not transferred from your prior school to your current school for Primarily Athletic Reasons, or,
- b. Enrolled at your current school for the first time as a 9th grader, or,
- c. Transferred from your prior school to your current school:
- And at the same time you and your parents made a bona fide move to a New District or Territory, or,
 - Because you became a ward of the court, or,
 - Because you became an orphan, or,
 - Because your prior school closed, or,
 - And your prior school was not a member of the local state athletic association or was not accredited by the local state accrediting agency, or,
 - Because of a school board mandate for redistricting which involved your prior school, or,
 - Because you enrolled or attended, in error, a wrong school, or,
 - And you transferred from a correctional school to your current school, or,
 - Because you are emancipated and you have now moved to a New District or Territory, or,
 - And you did not participate in a contest for another school or for a club team during the preceding 365 days, or,
 - And your prior school was not a member of the local state athletic association and you have moved back to reside with the same parent or guardian, or,
 - And the transfer is either to or from a Boarding School, or, And you are a qualified Foreign Exchange Student under an approved CSIET program for one year, or,
 - And at the same time your parent or guardian just took a licensed or certified position at your current school, or,
12. Undue influence (Rule 20). Your enrollment at your new school:

- Was **not** influenced by anyone seeking to secure you as a student at your new school for athletic purposes.
- Did **not** involve a Past Link (see definition).

Physicals & Concussion Management .02

All student-athletes are required by state law to have a physical exam completed and on file with the Athletic Office before practicing in any sport. Physical exams are the responsibility of the athlete and his/her family. Coaches are responsible for making sure that the forms are filled out correctly, properly signed, and on file in the Athletic Office prior to the athlete's first official practice. Coaches will NOT allow an athlete to practice without this requirement fulfilled. Physical examinations for the school year must be completed by a physician on or after May 1st of the current school year calendar prior to participation. In addition, the IHSAA has mandated that the 3-page document on Concussion Management must be signed by each student-athlete and parent, before practicing in any sport. The athletic department will also require all student-athletes to complete the ImPact Concussion Test before competing in a contest. The athletic director and athletic trainer will coordinate dates and times for each sport.

Transfer Students .03

Each head coach is responsible to check his/her candidates for the team to see if any athlete is from another school. If the face is not familiar or there is a doubt, it is the coach's responsibility to investigate.

IHSAA rule: Transferring students shall not be certified or eligible to participate until an athletic transfer is received from the previously attended school, and the transfer is approved by the IHSAA. In the absence of proper documentation supporting a transferred student, athletic contests may be forfeited.

Awards/Lettering Criteria/Patches .04

It is the responsibility of each head coach to establish criteria for lettering. Coaches should inform parents and athletes of the specific criteria that have been set for earning a letter in their sport. Criteria should be on file in the athletic office, and be of a nature that it is a challenge to letter, and not just given away to participants. Coaches should be aware to equate corresponding sports. For example, it would not be fair that you only had to participate in 2 boys track meets to earn a letter, but have to participate in 10 girls track meets to earn one. Lettering criteria should be fair, consistent, and not subjective.

Athletic trophies that are specific to the sport, and that are presented at Recognition Night need to be turned in to the Athletic Office promptly so that the nameplates can be made. These awards are intended to be very special. The winners of these trophies (MVP, Mental Attitude, etc.) should not be made public until they are presented with the award. Chesterton High School has a set system in place for athletes to attain awards. It is important to have an accurate tabulation on the "Letter Awards" sheet of ALL athletes on your particular roster, and to what level that they participated.

Letter C: Awarded to an athlete who has completed the sports' criteria for lettering. The initial chevron is the responsibility of the student to be purchased at Blythes. Each following chevron will be provided by the athletic department.

Sports Offered .05

FALL	WINTER	SPRING
Cheerleading Boys Cross Country Girls Cross Country Football Girls Golf Boys Soccer Girls Soccer Boys Tennis Girls Volleyball	Cheerleading Boys Basketball Girls Basketball Gymnastics Boys Swimming Girls Swimming Boys Wrestling Girls Wrestling	Baseball Boys Golf Boys Volleyball Softball Girls Tennis Boys Track Girls Track Unified Track

DAC Bylaws .06

Each sport has DAC bylaws associated with that sport. These bylaws should be followed by each coach and team.

Coach Responsibilities

Pre-season Checklist .01

- _____ **Practice schedule to athletics to put in calendar (Asst. AD and Admin. Asst. to Athletics)**
- _____ **Eligibility through Final Forms (Asst. AD and Admin. Asst. to Athletics)**
- _____ **Confirm Schedules (AD and Asst. AD)**
- _____ **Transportation leave times to Admin. Asst. to Athletics**
- _____ **Complete Certifications (5 classes) (Asst. AD)**
- _____ **IHSAA bylaws/policies review (myih saa)**
- _____ **Rules interpretation meeting (myih saa)**
- _____ **Confirm Coaching staff (including volunteers) – with proper training (AD)**
- _____ **Order needed equipment (use purchase orders Admin. Asst. to Athletics)**
- _____ **Replenish medical kit (Athletic Trainers)**
- _____ **Conduct a preseason parent meeting – submit any rules, criteria for earning a varsity letter, etc to the athletic department**
- _____ **Know and follow all IHSAA rules and regulations**
- _____ **Join coaches association (Athletics will pay for this)**

_____ **Coaches' gear & My Team Shop through BSN**

In Season Checklist .02

_____ **Turn updated roster (with numbers, positions, etc) into Admin. Asst. to Athletics ASAP after 1st practice**

_____ **Complete IHSAA sectional entry list (Admin. Asst. to Athletics)**

_____ **Complete IHSAA officials survey (AD)**

_____ **Nominate appropriate student athletes for postseason awards (academic all state)**

_____ **Continue to communicate to your student athletes about areas of improvement**

_____ **Report scores to appropriate media**

_____ **Follow all transportation guidelines for bus and SPV travel**

_____ **Supervise your team during practice, in locker rooms, before and after events until they leave the building**

_____ **Make sure all gates and doors are closed and locked before you leave, turn off lights etc.**

_____ **Communicate any potential problems, behavioral issues, ejections, cards, etc to the athletic office in a timely manner**

_____ **Represent Chesterton High School and the Duneland School Corporation in a positive manner**

_____ **Know and follow IHSAA rules and regulations for in season during the school year for the coaching staff and student athletes**

_____ **Keep the athletic office updated with practice schedules and any changes**

Post-Season Checklist .03

_____ **Post season awards banquet**

_____ **Know and follow IHSAA rules and regulations for outside of season activities**

_____ **Turn in end-of-season awards and records sheet (Admin. Asst. to Athletics)**

_____ **Inventory all equipment and uniforms and order new as needed (AD)**

_____ **Limited contact/summer schedules to Asst. AD**

_____ **Evaluate coaching staff and recommend any changes (AD)**

_____ **Preferred list of officials (AD/Asst. AD)**

_____ **Inspect facility and locker rooms for needed repairs and turn into Athletics**

_____ **Schedule end of season evaluation/scheduling/goals for next year**

Summer .04

The DSC Athletic Department supports a summer program that is aimed at helping our students become better athletes within reasonable and agreed upon parameters. All DSC coaches will adhere to the IHSAA required Moratorium in which no contact between coaching staffs and student-athletes may take place.

Roles of School Personnel in Relation to Athletics .05

The Duneland School Corporation School Board or Education approves recommendations of the Superintendent of Schools regarding policy, budget, and staffing of the athletic program. It also directs the Superintendent of Schools to review policies and practices of the athletic program.

The Superintendent of Schools is the employee who is ultimately responsible for all phases of the athletic program. He/she delegates his/her authority for the administration of the interscholastic athletic program through building administrators to the athletic director.

Building principals are responsible for all activities affecting students in their buildings. Principals delegate their authority to direct the interscholastic athletic program through the athletic director.

The athletic director and assistant athletic director are responsible for direct implementation and interpretation of the policies of the IHSAA, the Board of Education, Duneland School Corporation, and the Duneland Athletic Conference. They are also responsible for supervision of athletic events, coordinating and scheduling visiting teams, transportation, cash boxes, officials, workers, and others as needed.

The administrative assistant to the athletic department fulfills the clerical needs of the athletic office. He/she serves as the primary contact for initiating communication between the athletic director and various stakeholders. He/she also maintains schedules of facility usage and contests, files of contest and officials contracts, student eligibility, and others as directed by the athletic director.

The head coach is entirely responsible for the guidance of students in their charge. He/she instructs athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. He/she also models and instructs in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. He/she also works within the framework of the goals of the school system.

The assistant coach fulfills the aims and objectives of the sport program as outlined by the head coach and school administration. They assist the head coaches in instructing athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.

Evaluation Tools of Head and Assistant Coaches .06

It is the responsibility of the head coach to evaluate his/her assistant coach(es) and support personnel at the end of every season.

Coach Information

Scheduling .01

Coaches are encouraged to work with the Athletic Department to secure the best schedule for their athletes. Competitive schedules help develop competitive teams. Time is the needed factor in securing a good change in any schedule. Requests for schedule changes for the next athletic season should be submitted by the head coach, in a timely manner.

Practice Schedules .02

All practice sessions with high school and middle school teams will be scheduled through the Athletic Department:

- Head coaches shall notify the athletic director a minimum of one week in advance concerning vacation period practice plans.
- Coaches are responsible to ensure that all facilities are secure following the completion of a practice. The coach shall stay until all athletes have dressed, left the property, and the building is secure.
- When school is closed due to weather, the athletic department will make every reasonable attempt for teams to still participate in practices and contests. Coaches will need to seek approval and arrange participation with the athletic department.
- Each coach should keep a written practice plan for each day of practice that is conducted. The same format can be used for each sport at all levels.

Transportation Requests .03

Coaches should submit a list of team travel needs to the athletic secretary/director prior to the start of the season. Rosters should be submitted to the athletic secretary/transportation department 2 weeks prior to the start of the season. A weekly bus schedule will be made available to the coach. It is the coach's responsibility to review the weekly bus schedule and communicate with the athletic secretary/transportation department about any adjustments that need to be made.

Coaches' requests should include team name, date, specific destination (e.g. Ames Field –instead of Michigan City High School), time of departure, estimated time of return, and location of pick-up. Changes and/or cancellations must be reported to the athletic office and Transportation Department immediately.

Seating charts must be completed before the arrival of the bus pick-up and maintained by the accompanying coach. Emergency phone numbers should be included on the seating chart along with the first and last names of all passengers including coaches. Students/Athletes should sit in the assigned seat per the seating chart that has been completed by the coach. Seat jumping is not allowed.

A coach must be on the bus during the trip. Coaches must remain in total control over the students/athletes during all trips. Disciplining the student/athletes is the coach's responsibility.

Seat belts should be buckled when available. Eating or drinking (except water/approved food) is generally not permitted on buses. No articles in the center aisle; the rear exit must also remain clear. Students/Athletes are to follow the bus rules which have been established

to assure that Duneland students are transported in a safe manner. Loud, boisterous, or profane language will not be tolerated. Cell phones are allowed but should not be a distraction to the driver (e.g. loud music, brightness should be adjusted at night and no camera flash/phone flashlight at night). Bus rules are listed in the student handbook or can be provided by the Transportation Department.

Students/Athletes should return on the bus with the team. A coach can approve a student/athlete riding home with his/her parent with prior written notification and approval from the Athletic Department and/or administrator.

Upon the conclusion of a trip, coaches are to check for any articles left on the bus and take any garbage left behind with them. It is not the driver's responsibility to clean up after a team.

SPVs (Special Purpose Vehicles)

Coaches should submit SPV requests to the athletic secretary prior to the beginning of the season. SPVs will be assigned based on availability and necessity (i.e. SPV requests will be denied when a school bus is sufficient for the trip request). Only Duneland School Corporation employees who have passed the training and are registered are authorized to operate SPVs.

Drivers must perform a pre-trip inspection and report any defects or damage to the transportation department.

Rules of the road must be followed. Obey the posted speed limit. The maximum speed limit on highways is 60 mph unless a lower speed limit is posted. The maximum speed limit on county roads is 40 mph unless a lower speed limit is posted.

SPVs must stop at all railroad crossings.

Drivers and Passengers must wear seatbelts. The rear emergency door must be kept clear and is to be used as an emergency exit only. Students/Athletes are not to board or exit through the emergency exit door.

Bus rules are to be followed in the same manner as the school bus. Bus rules are listed in the student handbook or can be provided by the Transportation Department.

Drivers must perform a "No Child Left Behind" check for students after each trip or use of the vehicle. The "No Child Left Behind" alarm is not to be deactivated by a student. The driver must perform the "No Child Left Behind" check after students have been dropped off at their destination and before the driver exits the SPV.

Drivers must perform a post-trip inspection and report any defects or damage to the transportation department. Garbage is to be emptied and floors swept. Drivers are to check for any articles left on the SPV. SPVs are to be fueled upon return and parked in the designated parking spot.

SPV clearance is 10 feet. SPVs cannot be parked in parking garages or drive under awnings.

In case of emergencies (e.g. breakdowns, accidents), drivers are to follow the procedure of contacting transportation personnel immediately. Emergency phone numbers are provided in the SPV manual.

Pre-season Parent Meeting Agenda Checklist .04

- 1. Introductions**
 - a. Coach Staff**
 - b. Identify Roles/Duties**
- 2. Academics and Athletics**
 - a. Your expectations**
 - b. IHSAA academic eligibility rules**
 - c. IHSAA participation rules (lessons/travel sports in/out of season) – see IHSAA rules sheet**
 - d. Encouraged to take weights class with Coach Wagner**
- 3. School Attendance (Must be full day with exceptions) Check with athletic office if unsure**
- 4. Team Rules**
 - a. Practice times, location, requirements**
 - b. Holiday practices**
 - c. Player level determination and earning playing time**
 - d. Necessary Equipment**
 - e. Care & responsibility of school equipment**
 - f. Alerts/communication tools**
 - i. Athletic website, final forms**
 - g. Expectations of your student athletes**
 - h. Game rule changes**
 - i. Bullying/hazing/rites of passage**
- 5. Athletic Code of Conduct**
 - a. Policy**
 - b. Representing CHS**
 - c. School behavior**
 - d. Social Media**
 - e. PLP includes vape devices**
- 6. Sports Injuries and Athletic Trainers – Utilize trainers as first step**
- 7. Fundraising / team fees**
- 8. Travel**
 - a. Departure & appx return times**
 - b. Meals – no food on bus**
 - c. Travel Release (emergency only)**
- 9. Awards - Lettering Criterion**
- 10. Parent Expectations / Help**
 - a. Booster club**
 - b. Athletic roles (tickets, concessions etc)**
 - c. Role of parent**
 - d. Communication policy**
- 11. Post season awards night**

Facility Use/Reservations .05

Coaches should work through the Corporation facilities usage request process when looking to reserve space for practices, contests and camps. Coaches should coordinate with the assistant athletic director regarding facility usage related to a practice schedule.

Non-Discrimination and Equal Employment Opportunity 1.01

It is the policy of Duneland School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, genetic information, or disability in its education programs or employment policies as required by the Indiana Civil Rights Act (I.C.22-9-1), I.C. 20-8.1-2, Title VI and of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

1. All employees will be treated by administration, supervisors, and co-workers with the respect due them as individuals. Equal employment opportunities are offered to all employees and to all candidates for employment without regard to age, race, color, sex, pregnancy, religion, marital status, national origin, disabilities, genetic information, or status as disabled or Vietnam-era veteran, as required by federal, state, and local laws pertaining to fair employment practices. This policy will be followed in recruiting, hiring, promoting, training, education, transfers, layoffs, returns from layoffs, demotions, terminations, and treatment as individuals. We adhere to this policy not merely because of legal requirements, but because of our firm belief in human dignity.
2. An employment decision will be based solely upon an individual's qualification for the position.
3. Promotions will be made in accordance with the principles of equal employment opportunity, and only valid, job-related requirements for advancement will be considered.
4. Jobs will be posted as a means of making employees aware of employment opportunities within the department.
5. Reports required by federal, state, and local laws concerning equal employment opportunity will be promptly and honestly rendered and will be maintained on file in the Human Resources office.
6. All files of reminders, advertisements, correspondence, and reports as specified will always be kept readily available for examination.
7. Favoritism or nepotism will never be used as a basis for employment or advancement.
8. The employer reserves the right to transfer, promote or demote any employee. Such action will be taken without discrimination or influence.

Prohibition Against Disability Discrimination in Employment

The DSC prohibits discrimination against any employee or applicant based upon his/her disability. As such, the DSC will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment.

Additionally, the DSC will not participate in any contractual or other relationships that

have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination based on disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working. Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system. An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The DSC will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the DSC's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

DSC COMPLIANCE OFFICER

The following person is designated as the DSC ADA Compliance Officer:

Assistant Superintendent
601 West Morgan Avenue
Chesterton, IN 46304
(219) 983-3600

The DSC Compliance Officer is responsible for coordinating the DSC's efforts to comply with and fulfill its responsibilities under Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of the ADA, including copies of their implementing regulations, may be obtained from the DSC Compliance Officer. The DSC Compliance Officer will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the DSC's adopted internal complaint procedure and will attempt to resolve such complaints. The DSC will provide for the

prompt and equitable resolution of complaints alleging violations of the ADA.

Reports and Complaints of Harassing Conduct

Members of the DSC community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other DSC officials so that it may be addressed before it becomes severe, pervasive, or persistent. Members of the DSC community or third parties who believe they have been unlawfully harassed by another member of the DSC community or a third party are encouraged to utilize the DSC's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs.

Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known, and potential witnesses are available.

Privacy/Confidentiality

The DSC will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the DSC's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Inquiries regarding compliance with this policy should be directed to the Duneland School Corporation Human Resources Department or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

See Board Policy 4122.

Personal Background Checks and Mandatory Reporting of Convictions and Arrests 1.02

To protect students and all employees, the DSC requires an inquiry into the personal background of each applicant the superintendent recommends for employment as a member of the DSC. Such an inquiry shall also be made for substitutes and lay coaches. The procedures for obtaining the personal background information may include the following:

- A. local, state, and national criminal history records check
- B. sex-offender registry check
- C. Indiana Department of Child Services (DCS) check
- 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

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the DSC as a United States citizen or a qualified alien. The DSC 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.

Should it be necessary to employ a person in order to maintain continuity of the program

prior to receipt of the report, the superintendent may provide for a substitute or employ the applicant as a substitute.

The procedures shall ensure that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except to a school employee authorized by the superintendent.

Any costs associated with obtaining the criminal history record are to be paid by the applicant. During the course of his/her employment with the DSC, all employees shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the superintendent within two (2) business days of the occurrence.

The superintendent shall obtain a review of each reported conviction and shall recommend appropriate action to the DSC considering the risk to members of the school community presented by the continued employment of the convicted employee. House Enrolled Act 1079, effective July 1, 2017, requires all school employees to complete an expanded criminal background check every five years. The cost is the responsibility of the employee.

See Board Policy 4121

Volunteers 1.03

Volunteering includes supervision, assisting, or working with students/athletes in our schools. If asked to volunteer, a valid government-issued photo identification will be scanned against state and national sex offender registries and the application will then be sent to the administration office for a criminal history check. All volunteers must be approved by the building level administrator prior to their season beginning. This is to be done on a yearly basis. Volunteers will be informed by building-level administration of their status regarding their volunteer efforts.

Volunteer Coaches 1.04

Volunteer coaches are held to the same standards as community coaches in the Duneland School Corporation. Volunteer coaches must have an active Expanded Criminal History Check on file at the administration office, and completed all required training courses prior to volunteering as a coach. More information on completing this process is available from the athletic director, building administrator and/or the human resources department.

Employee Identification 1.05

As a means of providing a safe environment for Duneland School Corporation students, each employee, while on duty, must have a Duneland School Corporation identification badge on his or her person in full view. If the badge is lost, you are required to immediately report this to your supervisor so the badge can be inactivated. Contact Human Resources to obtain a replacement badge.

Drug Free Workplace Policy 1.06

The DSC believes that quality education is not possible in an environment affected by alcohol, tobacco or 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. It is prohibited to unlawfully manufacture, distribute, dispense, possess, or use a controlled substance, including alcohol, and any drug paraphernalia while working on the property of the Duneland School Corporation or while involved in any DSC related activity or event. Substances include, but are not limited to alcohol, non-prescription drugs, etc. Any employee found in violation of this policy will be subject to disciplinary action including suspension without pay pending investigation.

Drug and Alcohol Testing of CDL License Holders

The DSC entrusts the safety of students being transported to and from school and school activities on school busses to the drivers of those buses. Each school bus driver must always be mentally and physically alert while on duty.

All school bus drivers/CDL license holders shall comply with DSC Policy 4122.01 on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. It is the policy of the DSC that all school bus drivers/CDL license holders are to be free of any impairment from the use of alcohol or controlled substances while on duty.

The drug and alcohol testing program requires each employee who is employed as a regular or substitute bus driver or performs safety sensitive functions on school busses such as bus mechanics, and contractors who drive school busses pursuant to a transportation contract, to be subject to testing for the presence of alcohol in his/her system as well as for the presence of the following:

- A. amphetamines
- B. cannabinoids
- C. cocaine
- D. hydrocodone
- E. hydromorphone
- F. MDA – analogues
- G. opioids
- H. oxycodone
- I. oxymorphone
- J. phencyclidine

Tests are to be conducted pursuant to this policy and Federal regulations:

- A. prior to employment (for controlled substances only);
- B. based upon reasonable suspicion;
- C. upon an employee or contractor's return to duty after any alcohol or drug rehabilitation;
- D. after an accident under circumstances described in the superintendent's administrative guideline;
- E. on a random basis; and
- F. on a follow-up basis.

A driver who tests positive on a test described above shall be prohibited from driving a school bus or performing a safety sensitive function on a school bus. The employee shall also be subject to discipline, up to and including termination and a driver shall be prohibited from driving on the same basis as if the driver was an employee of the DSC.

If an employee is determined under the influence of drugs or alcohol, the Duneland School Corporation may take such action it deems appropriate against such employee up to and including termination or require such employee to satisfactorily participate in substance abuse assistance or rehabilitation program approved for such purposes by federal, state, or local law enforcement or other appropriate agency.

Any employee who receives a criminal drug statute citation or conviction for a violation must notify the immediate supervisor immediately. *All employees are held accountable for work performance. See Board Policy 4122.01.*

Tobacco Free Campus Policy 1.07

The DSC recognizes that the use of tobacco presents a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern to the DSC. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, chew, dip, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. In order to protect students and all employees who choose not to use tobacco, and because the DSC cannot, even by indirection, condone the use of tobacco, the DSC prohibits the use of tobacco by all employees at all times within any facility owned or leased or contracted for by the DSC.

The DSC also prohibits the use of tobacco anywhere on the campus of any facility owned or leased or contracted for by the DSC, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts and all open areas and will remain in effect at all times. Furthermore, the DSC prohibits the use of tobacco in all vehicles owned or operated by the DSC, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars. *See Board Policy 4215 and 7434, Indiana Indoor Air Quality Laws.*

Health Requirements, Physical Requirements of Job, Fitness for Duty 1.08

The DSC reserves the right to require a current employee or applicant for employment (after a conditional offer of employment), to submit to a fitness for duty examination ("FFD exam") by a qualified healthcare provider to determine the employee or applicant's ability to meet the qualification standards and perform the essential functions of the position an applicant is being considered for or an employee is performing.

The cost of an FFD exam shall be paid for by the DSC. An employee shall be paid for the time required for the FFD exam and for travel at the per mile rate established by the DSC. A candidate for employment shall not be eligible for mileage reimbursement.

The Indiana Department of Public Health and/or the Porter County Health Department may require temporary work restrictions or work exclusions on an individual who poses a potential threat to public health.

The employee must be able to perform the essential functions of the job (physical demands) and meet deadlines with severe time restraints and interact with other employees.

While performing the duties of this job, the employee may be required to walk and stand continuously; may frequently bend, twist and turn, stoop, crouch, kneel, climb, reach and stretch, to continuously use hands and arms, and to grasp tools and materials.

The employee may lift heavy boxes or cases, and to push boxes or cases on a mobile transport cart. Visual abilities include close vision, color vision, depth and peripheral vision. *Each job within the department may have different physical demand requirements, so please refer to the individual job description. Potential employees may be health-screened and physical demand tested prior to employment- a “conditional job offer.”*

If there is some question as to whether an employee can perform the duties of the job, the employee may be evaluated by a school-appointed health practitioner. If an employee is not physically or mentally capable of performing the job requirements, the employee may be released from duty. See Board Policy 4160.

The Work Environment 1.09

While performing the duties of his/her job, the employee occasionally works in temperatures above 100 degrees and below zero degrees and will occasionally walk on wet or slippery surfaces. While cleaning tools and equipment, cleaning chemicals are used which may emit some fumes. The noise level in the work environment is frequently loud to where you must raise your voice to be heard. The employee has a greater than average risk of sustaining a minor injury such as a cut or burn, slip and/or fall while performing the duties of the job. The employee must be able to meet deadlines with imperative time restraints and interact with school administrators, custodians, foodservice employees, and other workers. *See Board Policy 8405.*

Meetings 1.10

Occasionally club/sport coach/sponsor/director will be required to attend mandatory meetings. These meetings may occur periodically during the year at times that minimally impact work progress. Such times may be inside or outside of typical coaching hours, or might occur during summer, fall break, winter or spring holiday break, etc.

Change of Name, Address, Phone Number 1.11

Any change of name, address, marital status, or home or cell phone number must be reported to the Human Resources Department in writing within ten (10) days.

Fiscal/School Calendar 2.01

The fiscal/school year shall be from July 1 to June 30 of each year.

Payroll Authorization/Payroll Deductions 2.02

For applicable paid coaching positions, federal, state, and county deductions as required by law are deducted from the employee's paycheck. Deductions may include:

- Federal Income Tax
- Indiana State Tax
- County Option Tax
- FICA, Medicare
- Charitable Contributions- United Way
- Retirement Savings Plans (403b), (457b)
- Flexible Spending Account (FSA)
- Garnishments (Court ordered)
- Other Deductions

Fair Labor Standards 2.03

The Duneland School Corporation will comply with all laws and regulations regarding the Fair Labor Standards Act (FLSA). The salary schedule is approved by the School Board of Trustees and is administered through the Human Resources Department. ***See Board Policy 6700.***

Reporting Accidents (Personal Injury) 2.04

The Duneland School Corporation provides Workers' Compensation Insurance to all employees. If you are injured on the job, please report this to your supervisor, or manager on duty in absence of a direct supervisor, within 24 hours of injury.

Please cooperate with the insurance benefits coordinator to make sure all the proper forms and procedures are followed in obtaining medical care for you. *If you are injured at work and the injury occurs during a time you are not scheduled or authorized to be in attendance, your injury may not be covered by workers' compensation.*

If your injury is determined NOT compensable under workers' compensation, (personal illness while on the job), you may be responsible for medical charges incurred. If light duty is available and you refuse, benefits may be suspended during this period of time.

Fraudulent claims of injury will subject the employee to disciplinary action up to and including termination.

See Board Policies 8442 and 8710.

On the Job Injury (OJI) 2.05

If you are injured at work please report this immediately to your supervisor, or manager on duty in absence of a direct supervisor. If medical treatment is required, your supervisor or school nurse will give you an "Authorization to Treat" form and will direct you to the occupational health provider.

It is important that the first report of injury be filed **within 24 hours of an accident**. Failure to file a first report of injury may compromise your ability to receive benefits under the Workers' Compensation Insurance Program. Following your injury, your supervisor will fill out an accident investigation form. This helps determine the cause of the accident to prevent future injury to yourself or others.

If you did not initially seek treatment on the day of the injury but did so later, you must notify your supervisor and benefits coordinator immediately. In addition, you must make a

follow-up appointment with the occupational health provider on the first business day following your medical visit.

Whenever possible The Duneland School Corporation will accommodate a return-to-work on the date of medical release even if you have work restrictions. The Duneland School Corporation has a light duty return to work procedure to keep you working. Inability to drive does not constitute inability to work. **If the physician orders you to return to work with restrictions, restrictions will be reviewed and appropriate work will be assigned if available.** When you return to work (after initial treatment and all subsequent follow-up visits), you must give your immediate supervisor a copy of the Work Status Summary Report.

Finally, The Duneland School Corporation uses a third-party insurance administrator. It is imperative that you speak with the insurance company as soon as possible. The insurance administrator acts as an agent of the school corporation in all matters regarding on-the-job injuries including payment, work assignments, and follow-up medical evaluations and/or treatment. It is in your best interest to fully cooperate with the person who has been assigned to your case. If you have been given instructions or a plan of treatment that you do not understand or do not agree with, please ask for an appointment with the insurance benefits coordinator to discuss for clarification.

Failure to follow any of these procedures may result in you being personally responsible for the payment of medical bills.

Work Restriction 2.06

If you are injured on the job and your physician releases you to return to work with a work restriction, appropriate work will be provided to you whenever possible. Inability to drive does not constitute inability to work. **If the physician orders you to return to work with restrictions, restrictions will be reviewed and appropriate work will be assigned if available.** When you return to work (after initial treatment and all subsequent follow-up visits), you must give your immediate supervisor a copy of the Work Status Summary Report

If you become injured outside of work and your physician will allow you to return to work with restrictions, restrictions will be reviewed and appropriate work will be assigned if available.

Employee Conduct/Civility Policy 3.01

The proper conduct of employees is critical to the operation of the department. The rules of conduct by which employees operate must be clearly understood by each employee. Federal law, state law, local law, school board policy, The Employee Handbook mandate expected employee behaviors.

While discipline is rarely a pleasant experience for the employee or employer, the enforcement of rules of conduct is critical in maintaining order and good morale in the department.

Civility requires mutual respect and orderly conduct among staff, students, parents, and the public. Civility does not deprive any person of his/her right to freedom of expression, but

serves only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for staff and students.

Positive communication is encouraged, but volatile, hostile, or abusive language or actions will not be tolerated. Any person who attempts to disrupt or threaten normal school operations; threatens the health and safety of anyone through harassment or bullying; willfully causes property damage; uses offensive language; or establishes a pattern of unauthorized entry on school property, will be dealt with according to legal authority or school board or departmental policy or procedures.

Any employee who knowingly files false charges against an individual to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action for misconduct. ***See Board Policies 1200, 3210, and 4362.***

Code of Ethics 3.02

All employees should honor the responsibility of their profession by following a code of ethics:

To uphold the honor and dignity of the profession by conducting themselves in a professional manner and to refrain from any action that would reflect unfavorably on the department, the school, or the profession.

To use their skill and knowledge for the enhancement of human welfare by promoting the good of every person in a caring, compassionate, dignified and confidential manner, by respecting the individuality of each person with respect to their individual or cultural differences, by not acting in a discriminatory manner while providing service with compassion, respecting the dignity, worth, and rights of those we serve.

To be fair, honest, and impartial in their profession by practicing and demanding honesty in all representations, by remaining fair and equitable in all relationships, by conducting themselves so as to not reflect adversely on the integrity of the profession, and by not falsely or maliciously injuring the personal or professional reputation of others.

To serve with fidelity the public and their employees by abiding by the rules of conduct with regard to local, state, and federal laws, and community interests, by having due regard for the health and safety of the public, by optimizing the use of public resources, to avoid accepting anything of value offered by another for the purpose of influencing judgment, by being sensitive to the needs of the community, and implementing and promoting the development and implementation of those programs which will address those needs.

To strive to increase the competence and prestige of their profession by acting with reasonable care and competence in applying the skill, knowledge, and judgment in upholding the duties of the profession, by cooperating with governmental agencies and professional organizations in promoting and developing sound business practices, by supporting regulations that promote effective education on a state and national level, by continuing education and training to keep informed in their professional knowledge, and by not jeopardizing personal and professional integrity due to outside interests. ***See Board Policy 3210.***

Workplace Violence 3.03

The DSC is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States. Therefore, the DSC has taken steps to help prevent incidents of violence from occurring. For this reason, it is the policy of the DSC to expressly prohibit any acts or threats of violence by a DSC employee or former employee against any other employee in or about the DSC's facilities or elsewhere at any time.

DSC employees must be able to work in an environment free of threatening or intimidating speech or actions. Threatening behavior, consisting of any words or deeds that intimidate an employee or cause anxiety concerning his/her physical well-being is strictly forbidden. Any student, parent, visitor, employee, or agent of the DSC who is found to have threatened a member of the staff will be subject to discipline and reported to the principal or immediate supervisor. The principal or immediate supervisor shall immediately make a report to the local law enforcement agency.

The DSC will not condone any acts or threats of violence against the DSC's employees, students, parents, or visitors on the DSC's premises at any time or while they are engaged in business with or on behalf of the DSC, on or off the DSC's premises.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the DSC, in its sole discretion, deems offensive, threatening, dangerous, or inappropriate will be subject to disciplinary action, up to and including termination.

The employee may be required to attend counseling as a condition of continued employment. Failure to attend counseling may result in further disciplinary action up to and including recommendation for termination.

Any person who becomes aware of or believes that he or she has witnessed an incident of violent or threatening behavior, or who is the recipient of threatening and/or violent behavior, should immediately report such incident(s) to the immediate supervisor.

Assaults and/or batteries upon any individual- staff or student will not be tolerated. If an individual is injured during work time and on work property because of assault or battery, release time will be provided to actively participate in the prosecution of individuals who assaulted and or committed a battery upon the individual. ***See Board Policy 4362 and 4362.01.***

In keeping with the spirit and intent of this policy, and to ensure that the DSC's objectives in this regard are attained, the DSC is committed:

To provide a safe and healthful work environment, in accordance with the DSC's safety and emergency preparedness plan.

To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening or intimidating behavior or acts of violence or who uses any obscene, abusive, or threatening gestures or language, including email, graffiti, etc.

To take appropriate action when dealing with employees, former employees, or visitors to the DSC's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.

To prohibit employees, former employees, and visitors from bringing unauthorized firearms or other weapons onto the DSC's premises.

To establish viable security measures to ensure that the DSC's facilities are safe and secure to the maximum extent possible and to properly handle access to DSC facilities by the public, off-duty employees, and former employees.

Duty to Warn

In furtherance of this policy, employees have a "duty to warn" their supervisors, managers, building principal, security personnel, or human resources representatives of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, or visitors and that appear problematic. This includes, for example, threats or acts of violence to themselves or others, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the extent possible. The DSC will not condone or tolerate any form of retaliation against any employee for making a report under this policy.

Nothing stated in this policy is intended to interfere with an employee's rights to engage in lawful protected concerted activities under the National Labor Relations Act.

Confidentiality/ Security Breach of Confidentiality Databases

3.04

Employees are prohibited from disclosing any employee list to any organization other than to organizations with whom DSC has a PHI agreement with or governmental agencies having an interest in discharging the statutory functions of their agencies. An employee list is defined as a list containing the names, addresses, or phone numbers of any or all employees currently or formerly employed in the school corporation. *See Board Policies 8350 and 8351.*

Workplace Searches 3.05

The purpose of a workplace search is to: 1) protect and secure the property of our employees, our students, and the DSC and 2) help prevent the possession, sale, and use of illegal drugs on DSC's premises (in support of the DSC drug-free workplace policy), the DSC establishes the right to question employees (and all other persons entering and leaving our premises), and to inspect any property whether locked or unlocked including packages, parcels, purses, handbags, briefcases, lunchboxes, electronic equipment, vehicles – including containers within vehicles, or any other possessions or articles carried to and from DSC premises if there is reasonable basis for suspecting that Indiana law and/or the school policies are being violated. The employee shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on DSC property nor any expectation of privacy for property left unattended on DSC

property.

In addition, DSC facilities and equipment such as desks, offices, electronic devices, computers, laptops are school property provided for employee use and during their employment subject to the right of the superintendent and his/her designee to enter the facility or equipment as needed for purposes of inspection to ensure Indiana law and DSC policies are being followed. Employees shall not have an expectation of privacy in any facility or DSC property provided by DSC. Employees shall not be permitted to deny entry to a DSC administrator using a lock or other device.

Individuals entering the premises of the DSC who refuse to cooperate in an inspection or search conducted under this policy will not be permitted to enter the premises. Employees who refuse to cooperate in an inspection or search, as well as employees who after the inspection or search are believed to be in possession of stolen property, weapons, illegal drugs, or anything that violates Indiana law will be sent immediately to building principal or supervisor and be subjected to disciplinary action up to and including termination (after an investigation occurs and an employee is found to be in violation of DSC, security procedures or any other DSC policy, rules and regulations).

Employees should not have an expectation of privacy regarding any property or articles on DSC premises, including computers, electronic equipment, etc.

Copyright Policy 3.06

All Duneland School Corporation employees are directed to adhere to all provisions of the Copyright Law of the United States, P.L. 94-553, Title 17 of the U.S. Code related to the duplication of copyrighted materials. Copyrighted materials include, but are not limited to books, magazines, music, and computer software.

Unlawful copies may not be produced on Duneland School Corporation equipment such as scanners, copiers or computers, nor may unlawful copies be used with Duneland School Corporation equipment, within or at Duneland School Corporation functions.

See Board Policy 2531.

Appropriate Use of the Computer, Internet, E-Mail 3.07

The Duneland School Corporation promotes the use of the Internet as a means of promoting education through the collaboration and exchange of information with other Internet agencies and networks.

Employees are provided training on appropriate use of the computer. School use of the computer and/or Internet is prohibited for commercial, illegal, or political purposes, for sending or receiving abusive, profane, defamatory, inaccurate, threatening, racially offensive, obscene or sexually oriented material, or disturbing the use of the network through harassing or intimidating messages or transmissions.

Business Forms

All communications reflect the DSC's image. They should be composed in a professional manner. Employees should keep in mind that electronic files are subject to discovery and may subsequently be used in litigation involving the DSC or the employee.

DSC Property

In addition to the system hardware and software, all electronic files and electronic messages are the property of the DSC, whether composed, received or sent by the employee.

Privacy and Passwords

Because all messages are the property of the DSC, employees should not expect that messages are private. In addition, employees should be aware that deleted files may be retrieved and read by the DSC. The DSC reserves the right to retrieve, monitor, or review any messages in the DSC's Electronic Communication system, and may disclose such messages for any purpose without notice to the employee and without seeking permission of the employee.

Solicitation Prohibited

Employees may not use any DSC owned electronic system to solicit for charitable or commercial ventures, or in any way that violates the DSC's no solicitation policy. Employees may not use the DSC-owned electronic communication systems to further religious, political or other causes.

Proprietary Information Restrictions

Receiving, downloading, or sending or uploading of proprietary information is prohibited without prior authorization. Such information includes student information, personnel information, copyrighted materials, proprietary financial information, or similar materials.

Anti-harassment Policies Applicable

The DSC's policies prohibiting sexual or other harassment are applicable to all electronic communications. Messages that contain foul, inappropriate, or offensive language, or those containing racial or ethnic slurs, or sexual innuendo, are prohibited.

Confidentiality

Employees are expected to respect the confidentiality of messages sent to others. Employees may not access or review messages that are not intended for or distributed to them.

Duneland Schools require that:

If staff members are engaging with students via electronic communication that board policy is strictly adhered to.

Notice of Violations

Employees who observe violations of the DSC's electronic communication policies shall notify their immediate supervisor, manager or building principal or shall report the violation to the Human Resources Office.

Discipline

Employees who violate the DSC's electronic communication policies are subject to discipline, up to and including termination of employment.

Employees should not consider their work email as private. Employee internet use and/or email activity may be monitored by the employer. See Board Policies 7540 and 7540.01.

All club/sport coaches/sponsors/directors are an important and integral part of the DSC. Since club/sport coaches/sponsors/directors are highly visible to students, parents and the public, all should always be well dressed, well-groomed and present a professional image.

Because coaches/sponsors/directors are expected to lead by example, they should dress in appropriate attire for their sport. Student athletes should also dress in a way that will bring pride and respect to their program and their community.

Clothing must be appropriate and may not display or advertise drugs, alcohol, or tobacco. Obscene or offensive language, photos or pictures may not be displayed on clothing.

Personal Protective Equipment (PPE) 3.09

While in the course of work, employees may be required to use personal protective equipment (PPE) while using tools or equipment as a means for safely performing the job and to prevent personal injury. Such personal protective equipment may include safety glasses, face shields, eye goggles, respirators, chaps, or steel knit gloves. If PPE is required, the employer will provide. If PPE is required and none is available, the employee must inform the supervisor so that PPE can be provided, but under no circumstances should the employee perform tasks requiring PPE if PPE is not available.

Job Abandonment 3.10

Coaches/sponsors/directors who intend to resign from their position are required to give proper notice (see Section 3.11, separation). Coaches/sponsors/directors who are unexpectedly absent must notify their building administrator, department or athletic director promptly with an explanation for his/her absence.

When a coach/sponsor/director is absent without notice, the building administrator, department or athletic director will take steps to contact him/her. If the coach/sponsor/director has not notified the appropriate person or people regarding the absence, and/or if attempts to reach him/her are unsuccessful, a signed recommendation to terminate the coach/sponsor/director assignment will be provided from the building administrator, department or athletic director to human resources and the business office.

If a coach/sponsor/director abandons the assignment during working hours, an assumption is made that he/she has voluntarily and immediately resigned the position.

Separation 3.11

If a coach/sponsor/director should decide to terminate their club/sport assignment, they should notify their building administrator, department or athletic director (in writing). Proper and considerate notice is two weeks minimally.

DSC club/sport coach/sponsor/director appointments are recommended annually to the Board of School Trustees. The managing building administrator, department or athletic director may recommend termination of a coach/sponsor/director appointment at any time.

Regardless of the reason for separation, DSC and the employee have certain responsibilities to one another. DSC requires the return of all property assigned to the employee during the course of their employment, or reimbursement for the same, if it is not returned. This includes, but is not limited to keys, computers, cell phones, handbooks, manuals, photo-identification badges, tools, DSC issued attire and any other items belonging to DSC.

Disciplinary Action 3.12

Disciplinary action is only used as a corrective means of changing undesirable behavior or conduct that is deemed inappropriate by reasonable standards. Discipline is not arbitrary or malicious nor used as a tool or instrument to punish or to mistreat any coach/sponsor/director or employee. Discipline is never administered without cause.

The building administrator, department or athletic director is the person initially responsible for making sure that coach/sponsor/director discipline is issued fairly, honestly, and without prejudice within the department. *See Board Policies 4150 and 3139.*

Staff-Student Relations 3.13

The School Board wants to maintain a safe and healthy educational environment for students attending the school corporation. The interactions between Corporation employees and its students are of paramount concern. This policy addresses appropriate boundaries between Corporation employees and its students.

Sexual Relationships with Students Prohibited

Sexual conduct, or sexual relationships with, students by Corporation coaches/sponsors/directors or employees are prohibited. Any teacher, administrator, coach, sponsor, director, school official, or staff member who engages in sexual conduct with a student may be disciplined, up to and including termination. That person's conduct also may constitute the crime of:

1. "sexual battery," under I.C. 35-42-4-8; or
2. "child molesting" under I.C. 35-42-4-3 in the case of a child under fourteen (14) years of age; or
3. "sexual misconduct with a minor" under I.C. 35-42-4-9 in the case of a child between the ages of fourteen (14) and sixteen (16).

The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any conduct that may constitute a crime shall be reported to local law enforcement.

Any coach/director/sponsor or employee accused of sexual conduct or a sexual relationship with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student, regardless of the age of the student, will initiate the termination process for the coach/director/sponsor or employee.

Allegations Constituting Criminal Conduct or Child Abuse/Sexual Misconduct

The Corporation's administrators, including a Compliance Officer or designee, shall report to local law enforcement any conduct that may constitute a crime upon receiving a report of such conduct.

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to report that knowledge or suspicion to the Department of Child Services ("DCS") immediately.

Allegations made during harassment investigations:

If, during the course of a harassment investigation, a Compliance Officer or a designee has reason to believe or suspect that the alleged conduct may constitute abuse or neglect of a child, a report must be made to DCS in accordance with State law and Board Policy.

If, during the course of a harassment investigation, a Compliance Officer or a designee has reason to believe or suspect that the conduct reported may constitute a crime, a report must be made to local law enforcement.

Reports made to DCS or to local law enforcement do not terminate a Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Inappropriate Boundary Invasions by Corporation Employees

The Board prohibits inappropriate boundary invasions by a Corporation coach/sponsor/director or employee into a student's personal space and personal life.

Examples of inappropriate boundary invasions include but are not limited to the following:

1. Kissing, or other similar physical conduct with a student;
2. Telling sexual jokes to students;
3. Engaging in talks containing sexual innuendo or banter with students;
4. Talking about sexual topics that are not related to curriculum;
5. Showing pornography to a student;
6. Initiating or extending contact with students beyond the school day for personal purposes;
7. Using email, text messaging, websites, or other social media services to discuss personal topics or interests with students;
8. Giving students rides in the staff member's personal vehicle or taking students on personal outings without administrator approval;
9. Invading a student's privacy (e.g., walking in on the student in the bathroom or locker room or asking about bra sizes or previous sexual experience);
10. Going to a student's home for non-educational purposes;

11. Inviting students to the staff member's home without proper chaperones (i.e., another staff member or the student's parent);
12. Giving gifts or money to a student for no educational purpose;
13. Accepting gifts or money from a student for no legitimate educational purpose (this does not include gifts given at Christmas or at the end of the year as a "thank you" to the staff member);
14. Being overly touchy with students;
15. Favoring certain students by inviting them to come to the classroom at non-class times;
16. Pulling a student out of class to visit with the staff member;
17. Providing advice to or counseling a student regarding a personal problem (e.g., problems related to sexual behavior, substance abuse, mental or physical health, or family relationships) unless properly licensed and authorized to do so;
18. Talking to a student about problems that normally would be discussed with adults (e.g., marital issues);
19. Being alone with a student behind closed doors without a legitimate educational purpose;
20. Telling a student "secrets" and having "secrets" with a student;
21. Other similar activities or behavior:

Disciplinary action, up to and including termination, may result from the violation of the above-stated boundary invasions.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Indiana Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery and will suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Operations/Maintenance 4.01

The maintenance department depends upon personnel in the custodial department and school personnel to report any item in need of maintenance or repair by way of work order. Maintenance Department personnel cannot possibly repair items for which they have no knowledge.

The purpose of the Maintenance Department is to inspect, maintain, rehabilitate, and preserve the fixed assets of the Duneland School Corporation and the community. **Board Policy 7410.**

Priorities for making repairs and replacements include:

- Any repair that is needed for health or safety remediation
- Any problem that would close a building
- Any problem that impacts programs, teaching or learning activities

Worker Rights Under OSHA 4.02

You have the right to a safe workplace under the 1970 Occupational Safety and Health Act (OSHA). OSHA requires employers to provide a workplace that is free of serious recognized hazards in compliance with OSHA standards.

SPECIFICALLY, YOU HAVE THE RIGHT TO:

- A. Get training from your employer on chemicals and other various health and safety hazards as required by OSHA standards.
- B. Request information from your employer about OSHA standards, worker injuries and illnesses, job hazards and workers' rights.
- C. Request action from your employer to correct hazards or violations.
- D. File a complaint with OSHA if you believe that there are either violations of OSHA standards or serious workplace hazards.
- E. Be involved in OSHA's inspection of your workplace.
- F. Find out the results of an OSHA inspection.
- G. Get involved in any meetings or hearings to discuss any objections your employer has to OSHA's citations or to changes in abatement deadlines.
- H. File a formal appeal of deadlines for correction of hazards.
- I. File a discrimination complaint within 30 days if you are punished or discriminated against for exercising your safety and health rights or for refusing to work when faced with an imminent danger of death or serious injury.
- J. Request a research investigation on possible workplace health hazards.
- K. Provide comments and testimony to OSHA during rulemaking on new standards.

Please refer to OSHA.gov

Whistleblower Protection 4.03

The DSC recognizes that its employees teach its students by example and serve as a role model for students. It therefore requires that they exemplify high standards of honesty and integrity and comply with Indiana and Federal law, DSC policies and administrative guidelines in their words and actions. To implement these expectations, the DSC requires its employees to report possible violations of these DSC standards to their immediate supervisor/building administrator.

An employee who is aware of words or acts of a DSC member or employee that may violate Federal or Indiana law, DSC policy, or administrative guidelines shall bring the words or actions to the attention of the employee's immediate supervisor/building administrator. If the immediate supervisor/building administrator does not respond within a reasonable time, or the immediate supervisor/building administrator is the officer or employee whose words or actions are in question, the employee shall make the report required by this policy to the superintendent.

If the words or acts that violate this policy are the superintendent's words or acts, the report shall be made to the Duneland School Board President. Employees are subject to disciplinary action, up to and including termination for knowingly or recklessly making a false report under this policy or failing to make a report required by this policy.

After a verbal report of a violation of this policy is made, the immediate supervisor/building administrator will direct that reporting employee put the report in writing. If a reporting employee requires assistance in making a written report, the immediate supervisor/building administrator shall assist the reporting employee.

An employee making a report required by this policy shall be protected from discipline, retaliation, or reprisal for making a report required by this policy as long as the employee had a good faith belief in the truth and accuracy of the information reported at the time of the report. A report in compliance with this policy is not required if the employee confirms that another employee has reported the same words or actions.

See Board Policy 4211. See OSHA.gov

Safety Standards/Safely Performing Your Job 4.04

The Duneland School Corporation recognizes its responsibility in providing a safe and healthy working environment for all students and staff. It is the responsibility of each employee to exercise judgment and subsequent action necessary to ensure maximum protection to all persons and property and to perform each job in the safest manner possible and to reduce the risk of an injury. In the support services department, the employee has a greater than average risk of becoming injured due to slips, falls, cuts, and burns. Caution is urged to safely perform tasks to avoid risk of injury to self and others by following safe work practices.

Injuries cause pain and suffering, anxiety, mental anguish, decreased production, lost time from work, increased insurance costs and a multitude of other problems. Accidents for the most part can be avoided by acting against unsafe conditions as they are seen.

Employees who feel they have been asked to perform work that is unsafe or dangerous should ask the immediate supervisor to review the directive. Some steps to take in reducing the risk of an accident:

- A. If you are medically restricted in any way, you must inform your immediate supervisor
- B. Every employee should be safety aware and promote safety awareness, and is responsible for practicing safety for the benefit of self and others.
- C. All employees should know what to do in case of an accident.
- D. Contributing to a safe working environment is the responsibility of every employee. Every employee should report unsafe working conditions, practices, and faulty equipment to the supervisor immediately. If any equipment poses an imminent danger, it must be shut down and taken out of service until a repair or replacement can be made.
- E. Safety rules and regulations must be enforced for the good of employee health, safety, and welfare. Supervisors are required to enforce safety rules with employees.
- F. Every employee should reduce the possibility of hazards by checking work areas on a frequent basis and informing the supervisor if anything needs attention as it relates to safety.
- G. Facility inspections for safety should be conducted regularly in each building. Items requiring attention will be reported immediately to the immediate or building supervisor.
- H. All employees should obey all safety rules and signs that have been posted.
- I. Equipment may not be used until proper instruction has been given.
- J. Each school practices fire drills periodically for your personal safety. Fire extinguishers are located throughout the building. Please know their location, know how and when to use fire extinguishers.
- K. If you spill it, you wipe it up. If you drop it, you pick it up. If you see an unsafe condition, you must report it and continue to report it until it is corrected.

- L. Employees must use caution when walking on wet floors. Wet floor signs must be used when water on floor is present.
- M. Support Services employees may not wear open heel or toed or canvas type shoes. Leather shoes or heavy-duty shoes are the only acceptable shoes for maintenance and/or custodial employees.
- N. Work areas must be kept neat, clean, and clear of clutter.
- O. Each employee will comply with training on blood borne pathogens annually. Custodians are trained to safely clean up and dispose of bodily fluids using “Universal Precautions”.
- P. All accidents, no matter how minor, must be reported to the supervisor immediately.
- Q. School nurses or immediate supervisor will provide immediate first aid to an injured employee and will be responsible for filing an accident report on behalf of the employee.
- R. The immediate supervisor will perform an accident investigation to determine the cause of the accident and to develop a corrective plan of action to prevent a future incident from occurring.

Note: These statements are not all-inclusive. *See Board Policy 7430.*

Student Supervision and Welfare 4.05

All employees shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The administration shall maintain and enforce the following standards:

- A. All employees shall report immediately to a supervisor/building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. All employees shall immediately report to a supervisor/building administrator any knowledge of threats of violence by students to themselves or others.
- C. All employees shall not send students on any personal errands.
- D. All employees 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 or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any employee will subject the offender to potential criminal prosecution and disciplinary action by the DSC up to and including termination of employment.
- E. All employees shall not transport students in a private vehicle without the approval of a supervisor/building administrator.
- F. All employees shall not require a student to perform work or services that may be detrimental to his/her health.
- G. If a student approaches an employee to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the employee may attempt to assist the student by facilitating contact with certified or licensed individuals in

the DSC or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should an employee attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such employee inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

- H. All employees shall not engage in electronic communication with students unless directed to do so by their supervisor/building administrator.
- I. All employees are prohibited from electronically transmitting any personally identifiable image of a student(s) unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any employee who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, alleged child abuse, and any other record information. Pursuant to the laws of the State and DSC Policy 8462, each employee shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect. **See Board Policies 5722, 8330 and 8462.**

Security of Buildings and Grounds 4.06

The protection of buildings and their contents have been entrusted to employees of the Duneland School Corporation by the taxpayers of the community. It is the responsibility of all employees to protect that interest. *The School Resource Officer should be consulted for direction and ALWAYS when emergencies arise.*

Security includes but is not limited to:

- Locks on vehicles, fences, buildings, offices, classrooms, cabinets, and storerooms
- Reducing losses by and/or including fire, theft, waste, vandalism, and excess energy
- Minimizing hazards through accident, injury
- Maintaining records
- Reporting danger areas
- Reducing exposure to loss

Only designated employees may have keys to storage areas and buildings. Each employee is to report (to the immediate supervisor) any concern regarding the issue of security. All exterior doors are to be locked during school hours. Upon separation from employment, employees must surrender keys and other Duneland School Corporation property to the director of support services and/or director of human resources.

Employees may not have access to buildings after normal working hours except by permission of the immediate supervisor.

Visitors must report to the main office and sign in. Do not invite visitors to see you while you are at work. Employees may not allow access to visitors by way of the employee or service entrances. **See Board Policies 7440, 7440.01, and 8400.**

- If you see any vandalism or graffiti, it is your responsibility to report it to your immediate supervisor. Never assume someone else has seen it and will report it.
- If you see anything that you feel is of a suspicious nature, report it to your immediate supervisor.
- Never open the doors to anyone. Do not leave doors propped open.

Security of Supplies & Premises 4.07

School corporation assets such as tools, supplies, parts, or equipment must be secured at the end of the workday. All interior and exterior doors must be locked. Exterior doors must remain locked during the day. All employees are responsible for the safekeeping of tools, supplies, and equipment in the department. Delivery personnel may not leave the receiving area when making deliveries unless accompanied/escorted by an authorized employee. *Employees may not take home any Duneland School Corporation property including tools, equipment, or supplies.* The Duneland School Corporation uses video surveillance to maintain safety and security of property and people. ***See Board Policies 7440 and 7440.01.***

Technology Privacy 4.08

All communication devices including computers, telephones, cellular devices, email, etc are property of the Duneland School Corporation. As such, the Duneland School Corporation reserves the right to access and review all electronic communication including email, voicemail, computer files, databases, etc. with or without knowledge of the user. An employee refusal to provide access may be grounds for disciplinary action up to and including termination. Each employee is provided a Duneland School Corporation email address. The employee will select a personal password for security purposes and may not be shared with others.

Employees may not install software from outside sources onto computers (a violation of copyright infringement) unless permission is obtained from the director of technology. ***See Board Policy 7540.01.***

Procurement, Purchases of Supplies from Vendors 4.09

Certain personnel, as part of their duties, are required to make major department purchases for parts and supplies from vendors. It is important that best pricing be solicited for best use of funds. As such, transactions between employees and vendors must be at “arms length.” Employees may be authorized to make minor purchases by their supervisor from local businesses for emergency repairs. Employees may not solicit gratuities from vendors and there must be no undue influence by vendors to solicit business from employees.

Employees may not purchase supplies for their personal use from vendors using a tax-exempt Duneland School Corporation account nor may personal items appear on a Duneland School Corporation invoice. ***See Board Policies 3210, 6320, 6450, and 6460.***

Bids and Quotes 4.10

The purchasing agent may make open market purchases of no more than \$50,000 for a single item or group of similar items. Three quotes are required for purchases of more than \$50,000 but less than \$150,000 except in an emergency. With purchases of more than \$150,000, bids are required. *See Board Policy 6320.*

Local Purchasing 4.11

The Board is a major purchaser within the community. It is the intention to purchase goods and services at the lowest possible cost. When all considerations are equal, the Board prefers to purchase within the Duneland community from local merchants. *See Board Policy 6450.*

Conflicts of Interest and Vendor Relations 4.12

It is contrary to Board Policy for a purchaser to approve a contract or a purchase in which that employee has a vested “pecuniary,” financial, or personal interest or any interest in which the purchaser has an interest of personal profit or gain. Each contract, service, product, and vendor preference shall be based solely upon quality, quantity, price, and proposed delivery, lowest responsive and responsible bidder. *See Board Policy 6460.*

Gifts/Solicitation 4.13

Employees shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, all employees shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, all employees who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the DSC or a vendor with whom the DSC is doing business, whereby an individual employee receives compensation in any form for services rendered. Such compensation includes, but is not limited to cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. If an employee receives such compensation, albeit unsolicited, from a vendor, the employee shall notify the superintendent, in writing, that s/he received such compensation and the compensation has been returned to the vendor.

If a vendor provides a minor token of appreciation in the form of candy or food items, the items must be shared with all Duneland School Corporation department employees and may not be converted for personal use and/or consumption.

An employee of the DSC making a recommendation to the DSC on a matter to be considered by the DSC shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the DSC's decision on the matter in accordance with the restrictions and provisions of I.C. 35-44-1-3. Only the School Board of Trustees on behalf of the school corporation may accept gifts or donations at a public Board meeting. *See Board Policies 3210, 4214 and 7230.*

Solicitation

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any

cause during scheduled work time. Work time includes the work time of the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed.

Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time, except leadership of the Duneland Teachers Association (DTA) who may post on the designated bulletin board in each school printed materials and notices of DTA, ISTA, and/or NEA. Non-employees are also prohibited from distributing material or soliciting employees on school premises at any time, unless authorized by the superintendent.

Visitors 4.14

Visitors (non-Duneland School Corporation employees) must sign in at the main office, mandated by state law. All visitors are issued a visitor's badge, which must be displayed in plain view during the time of the visit and must be surrendered upon leaving. Salespersons are required to make an appointment in advance of a visit.

Coaches/sponsors/directors and employees are discouraged from entertaining visitors during coaching, student supervising or working hours without express permission of a supervisor/building administrator. Coaches/sponsors/directors may occasionally interact with family members and/or friends for a brief period (no more than 10 minutes) with building administrator, department or athletic director permission.

The administration recognizes that on occasion it may be necessary for an employee to communicate with family members or friends. However, this communication should be limited and not interfere with your job. Personal phone calls should be limited to one call a day for 5 minutes or less during work hours. Coaches/sponsors/directors and employees who fail to abide by this policy will be subject to the disciplinary procedure up to and including their discharge from employment.

See Board Policy 9150.

School Safety 4.15

Students, staff, and visitors are entitled to an environment that is safe and free from hazards to protect health, safety, and lives. The superintendent appoints personnel who will conduct periodic safety inspections, coordinate safety plans, and act as a resource for matters related to school safety. *See Board Policy 7430, 8400.*

Facility Security 4.16

The superintendent or designee shall develop and supervise a program for the security of premises that includes video surveillance. Any person found who knowingly or negligently damages school district property is subject to prosecution with restitution. *See Board Policies 7440, 7440.01.*

Crisis Intervention 4.17

The superintendent shall develop administrative guidelines for response to crises, to develop a prevention plan and provide intervention to those who show warning signs related to violence or troubling behaviors.

Weapons in the Workplace 4.18

The DSC prohibits all employees from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the DSC for the purpose of school activities approved and authorized by the DSC including, but not limited to, property leased, owned, or contracted for by the DSC, a school-sponsored event, or in a DSC vehicle; provided, however, that an employee is not prohibited from possessing a firearm or ammunition that is locked in the trunk of the employee's vehicle, kept in the glove compartment of the employee's locked vehicle, or stored out of plain sight in the employee's locked vehicle.

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by DSC policy. However, State law permits a person who may legally possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

The term "weapon" means any object which, in the way it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a) An employee whose work may require the use of a knife will be permitted to carry said work knife on their person in the form of a pocketknife with the blade to not exceed 4" in length. If the knife is used for any other activity which is not work related will be considered a violation of policy and the employee will be subject to disciplinary action.

The superintendent/designee will report an employee who violates this policy to law enforcement officials. The employee also will be subject to disciplinary action, up to and including termination for violation of this policy. This prohibition does not apply to weapons under the control of law enforcement personnel. Exceptions to this policy include:

- A. Items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved.);
- B. Theatrical props used in appropriate settings;
- C. Starter pistols used in appropriate school related sporting events.

Any employee must report knowledge of dangerous weapons and/or threats of violence by students, employees, or visitors to the principal. Failure to report such information may subject the employee to disciplinary action, up to and including termination.

Environmental Health and Safety 4.19

The School Board will comply with Federal and State statutes and regulations regarding protection from hazards that result from toxic chemicals used in the classroom for instructional purposes, chemicals from cleaning or maintenance.

The superintendent will direct removal of chemicals that are banned from use, direct inspections and remediation related to environmental conditions, establish protocol for inspection and remediation of friable asbestos, direct compliance with mandates related to storage and inventory of chemicals and safety data sheets. *See Board Policy 8431.*

Indoor Air Quality/Idling Policy 4.20

The Duneland School Corporation shall promote and incorporate procedures describing hazard identification and abatement, require periodic inspections of school facilities, develop a corrective plan of action, establish school safety committees, promoting safety initiatives for students and staff, promoting health and safety programs, and providing procedures regarding accident reporting and investigation, etc.

The School Corporation shall meet criteria for indoor air quality as established by the Indiana State Department of Health. Issues relate to carbon dioxide levels, humidity, evidence of mold, and excess dust, periodic filter changes, cleaning and disinfecting, and addressing HVAC concerns as related to indoor air quality, etc.

The School Board endeavors to restrict vehicle emissions from entering facilities, a detriment to proper indoor air quality. Drivers of all vehicles are to turn off vehicle engines in locations where exhaust may be drawn into the building. *See Board Policies 8405 and 8431.*

Hygiene 4.21

The director of facilities is responsible for cleanliness and sanitary management of buildings for the health and well-being of students and staff. The assistant superintendent is responsible for “Universal Precautions” procedures and annual training of staff. *See Board Policy 7420.*

Energy Conservation 4.22

The management of resources to reduce expenses is vitally important in any school corporation. Energy usage is one of those resources. Conserving energy is a group effort that requires cooperation from everyone, not just the custodial or maintenance staff. Some ways to reduce energy:

- Turn off lights when not in use- storerooms, offices, restrooms, gymnasiums
- Turn off equipment when not in use
- Don't start and run equipment any longer than necessary
- Schedule cleaning and preventive maintenance on equipment
- Use vacation shut-down procedures whenever and wherever possible

Employee Use of School Vehicle 4.23

Duneland School Corporation vehicles are assigned to Duneland School Corporation personnel to be used for job-related activities, only. Employees are responsible for the proper use, care, and security of the vehicle. Vehicles are to be locked when not in use except for when vehicles are parked inside the Warehouse. The overhead doors in the warehouse are always to be closed with the exception of being opened for vehicles entering and exiting.

If maintenance service for the vehicle is required, the employee must plan for service with the Transportation Department. Care includes driving in a safe manner following all applicable laws and in consideration for weather; driver may not have used alcohol or controlled substances; no smoking while in the vehicle, no texting while driving and driver must wear a seatbelt while operating the vehicle. Care also includes keeping the vehicle clean inside and out and checking vehicle fluids and tires. Gas pump security code is provided to all drivers.

Employees may not take a school-owned vehicle home unless by authorization from the Immediate supervisor. Employees must drive the vehicle from the Warehouse to the job site using the most direct route possible.

Employees who drive a Duneland School Corporation vehicle must report any vehicular moving violations or points on license to the director of transportation as this must be reported to the insurance company. Drivers' licenses will be checked with the Indiana Bureau of Motor Vehicles periodically for continued insurability. There may not be four (4) points or more on a license. A good driving record is a condition of employment.

Employees must maintain a daily mileage log and submit the log monthly to the director of transportation. Indiana Indoor Air Quality Laws require that all drivers turn off vehicle engines when next to a building (no idle policy).

If an employee is involved with a motor vehicle accident while driving a school district vehicle, the director of transportation must be notified, and a drug or alcohol test may be required. Insurance information must be in the glove box. *See Board Policies 4121, 4122.01, 8651.*

Use of Duneland School Property 4.24

All employees are responsible for the proper care of DSC facilities, equipment, and property in their custody or control. The employee who receives approval to take equipment off campus assumes full liability for the equipment while it is under his/her care. DSC-owned equipment may be used off campus according to the following guidelines:

- No employee may use DSC-owned equipment for personal gain.
- Prior written approval by the supervisor/building administrator is required before any equipment can be taken off DSC property.
- School resources or personnel cannot be used to complete copying or printing work for parent, professional, charitable, or other organizations. The only exceptions are when an individual school duplicates notices of parent group meetings directly connected with a specific activity in the school or those granted to the DTA by the superintendent, in writing.

School Owned Tools and Equipment 4.25

Tools and equipment that are issued to the employee are to be used for the exclusive use for Duneland School Corporation maintenance of buildings and grounds. Employees are responsible for the proper care and maintenance of any tools or equipment that are issued for employee use. Employees must take care of tools and equipment while in their care and request service if service is required. Employees may not misuse or abuse tools or equipment nor should tools or equipment be used for which training has not been provided.

Under no circumstances should defective tools or equipment be used. Employees may not disengage safety devices or guards intended for the safe operation of the equipment. Tools and/or equipment may not be used for personal benefit (no borrowing).

Personal Property of Employees 4.26

From time-to-time, employees may wish to bring personal property to school either for reasons associated with their work responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the DSC will not be responsible for any loss, damage, or misuse of such property. Use of personal property will not be permitted if such use becomes a safety concern or distraction from job performance.

Disposition of Surplus Property 4.27

Periodically it becomes necessary to dispose of property that is deemed obsolete and no longer useful, repairs indicate there is no longer useful life, repair parts are no longer available, the item creates a safety or environmental hazard, worn beyond salvage, etc.

The superintendent may authorize disposition by way of sale to the highest bidder, donation to appropriate parties, or by proper waste disposal. Disposal of surplus property purchased with Federal Funds shall be disposed of in accordance with Federal guidelines. ***See Board Policy 7310.***

Employee Acknowledgment Form

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

By my signature below, I acknowledge that I have received a copy of the Duneland School Corporation ECA Coach/Sponsor/Director Handbook.

I have had an opportunity to review this handbook and agree to conform to the policies and procedures outlined in this handbook. I understand and agree that I will comply with all the policies, procedures, administrative guidelines, rules and regulations of the Duneland School Corporation. Such policies and administrative guidelines are available online via the Corporation's website – www.duneland.k12.in.us.

I understand that this handbook is not a contract of employment and does not constitute one, express or implied, between Duneland School Corporation and myself and I will not view it as a contract of employment.

I understand this handbook takes precedence over, supersedes and revokes all previous versions of any handbook or memo, bulletin, policy or procedure that was issued prior to the date of this handbook with reference to any subject discussed in this handbook. I also understand and agree that Duneland School Corporation reserves the right to change or alter these procedures and policies as necessary. If any significant changes to the handbook are required all employees will be notified.

I understand and agree that my employment with Duneland School Corporation is for no definite period of time and may be terminated, regardless of time and manner of payment of my wages or salary, at any time by myself and/or Duneland School Corporation with or without cause, and with or without any previous notice.

Employee Name (Please Print)

Employee Signature

Date

Revision Date: June, 2024

Please remove this page and sign acknowledging receipt of this Employee Handbook and give to your school or department administrative assistant.