# NEW PALESTINE COMMUNITY SCHOOLS

## Employee Handbook

--In Pursuit of Excellence--

2025-2026

05/12/2025

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# GENERAL INFORMATION

## INTRODUCTION

Welcome to the New Palestine Community Schools ("NPCS" or Corporation). We hope that you will find your employment with the school system both challenging and rewarding. We are proud of our reputation in the area as a leader in education, which has been earned as a result of many years of high expectations and high standards in education and service to the community. Your employment makes you a part of a well-respected team in which everyone plays an important role in the success of the NPCS.

This Employee Handbook outlines our current personnel policies and employee benefits. It is designed to be a reference and does not address all issues or have all of the answers.

If you have any questions about the information provided in this Employee Handbook, please speak with your supervisor or contact the Human Resources Department.

Please note that the information contained in this Handbook does not and is not intended to create a contract of employment or employment benefits. It does not create any express or implied contractual rights or give any basis for any cause of action. Except where bound by the Collective Bargaining Agreement for certified employees, and subject to discussion for certified employees as set forth in Indiana Code 20-29-6-7, the New Palestine Community Schools has the right to interpret, modify or deviate from this Handbook at any time and at its sole discretion.

## MISSION STATEMENT

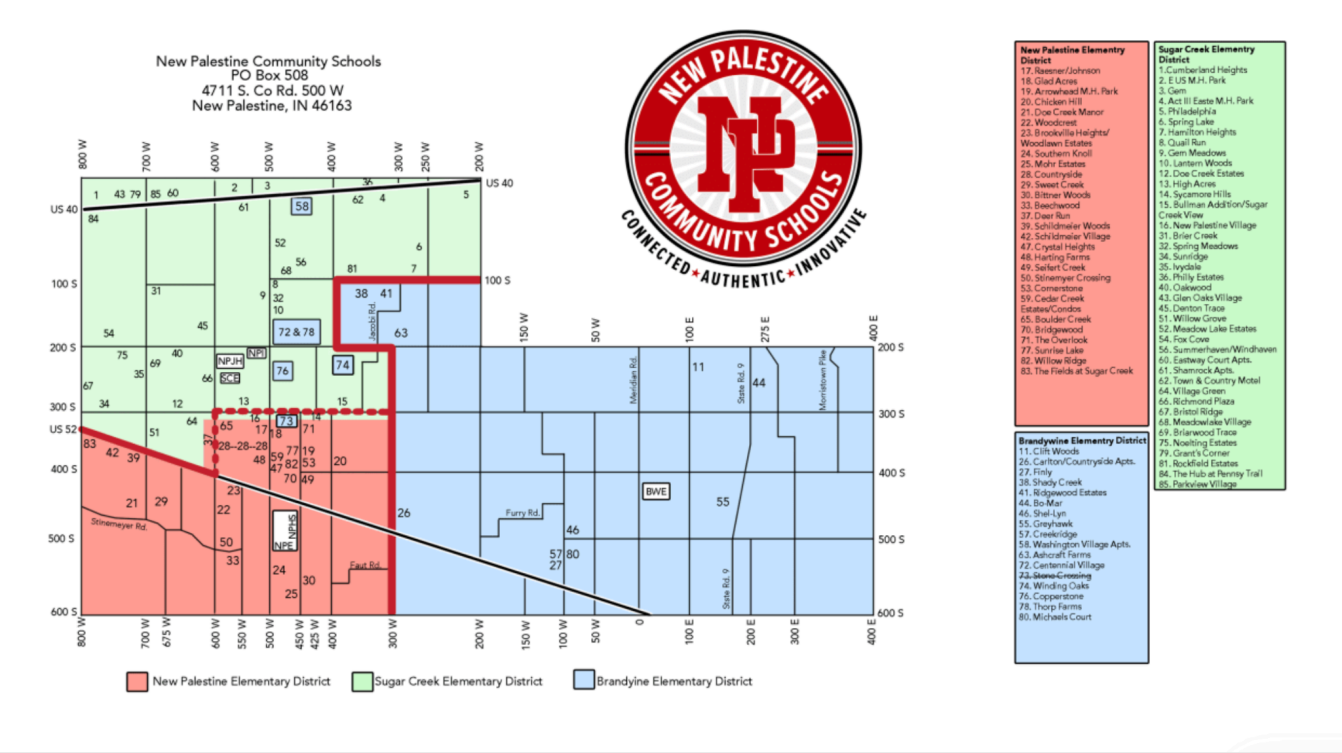
Through collaboration, we provide an environment in which knowledge and skills are developed so every student will achieve their personal best.

## SCHOOL DISTRICT INFORMATION

| Board of Trustees |
|---|
| Laura Haeberle |
| Jon Hooker |
| Brian McKinney |
| Daniel Walker |
| Amanda Wooton |

| Administration Office | | |
|---|---|---|
| https://www.newpal.k12.in.us/ | | |
| Superintendent | Gina Pleak, Ph.D. | 317-861-4463, ext. 1010 |
| Assistant Superintendent | Katy Eastes | 317-861-4463, ext. 1013 |
| Director of Student Learning & Communications | Craig Smith | 317-861-4463, ext. 1040 |
| Director of Finance | Sarah Gizzi | 317-861-4463, ext. 1014 |
| Human Resources Coordinator | Christy Snyder | 317-861-4463, ext. 1008 |
| Human Resources Specialist | Kelly Montes | 317-861-4463, ext. 1004 |

District Map



# EMPLOYMENT POLICY AND PROCEDURES

It is the responsibility of all employees to be familiar with all School Board Policies and administrative procedures. The following summaries include links to School Board Policies where applicable. The full listing of School Board Policies may be found on the Corporation website under "School Board".

## EQUAL OPPORTUNITY NPCS Policy A100

The New Palestine Community Schools does not discriminate on the basis of race, color, national origin, sex, gender, age, religion, genetic information or disability in its educational programs or employment practices.

If a person believes that s/he has been discriminated against or denied equal opportunity or access to the Corporation's programs, activities, or services, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following personnel are the designated contact persons for complaint proceedings:

| | |
|---|---|
| Title VI Coordinator<br>(Race, color, national origin)<br>Mrs. Katy Eastes, Assistant Superintendent<br>keastes@newpal.k12.in.us<br>317-861-4463 | Title IX Coordinator<br>(Sex, including sexual harassment/sexual assault, gender discrimination)<br>Mrs. Katy Eastes, Assistant Superintendent<br>keastes@newpal.k12.in.us<br>317-861-4463 |
| Section 504 Coordinator<br>(Disability)<br>Mrs. Katy Eastes, Assistant Superintendent<br>keastes@newpal.k12.in.us<br>317-861-4463 | Non-discrimination Coordinator<br>(All other forms)<br>Mrs. Katy Eastes, Assistant Superintendent<br>keastes@newpal.k12.in.us<br>317-861-4463 |

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661; Telephone: (312) 730-1530, Fax: (312) 730-1576; TDD: 877-521-2172; E-mail OCR.Chicago@ed.gov; Web: http://www.ed.gov/ocr.

## NON-DISCRIMINATION & ANTI-HARASSMENT NPCS Policy A100

NPCS does not discriminate or tolerate harassment. All students, administrators, teachers, support personnel, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

The Corporation has designated certain employee(s) as coordinators of non-discrimination and anti-harassment. The identity and contact information for these employee(s) are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

| | |
|---|---|
| Title VI Coordinator<br>(Race, color, national origin)<br>Mrs. Katy Eastes, Assistant Superintendent<br>keastes@newpal.k12.in.us | Title IX Coordinator<br>(Sex, including sexual harassment/sexual assault, gender discrimination)<br>Mrs. Katy Eastes, Assistant Superintendent |

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| 317-861-4463 | keastes@newpal.k12.in.us<br>317-861-4463 |
| Section 504 Coordinator<br>(Disability)<br>Mrs. Katy Eastes, Assistant Superintendent<br>keastes@newpal.k12.in.us<br>317-861-4463 | Non-discrimination Coordinator<br>(All other forms)<br>Mrs. Katy Eastes, Assistant Superintendent<br>keastes@newpal.k12.in.us<br>317-861-4463 |

In addition, each school building shall have a designated building-level coordinator who will work in conjunction with the appropriate coordinator listed above to respond to allegations of discrimination.

Any Corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) days.

## AUTHORIZATION TO WORK

The Corporation employs only U.S. Citizens and others lawfully authorized to work in the United States.

The Human Resources department utilizes E-Verify to verify all new employees' right to work in the United States. View the current E-Verify poster on the Corporation website under District Information / Employment.

## AT-WILL EMPLOYMENT - SUPPORT PERSONNEL

This handbook should not be construed as a contract or guarantee of continued employment. NPCS reserves the right to terminate an employment relationship with a support personnel employee at any time. All support personnel not covered by the terms of a negotiated agreement are "at-will" employees.

## BACKGROUND CHECKS AND MANDATORY REPORTING NPCS Policy D325

All employees of the NPCS are required, per state statute, to complete an Expanded Criminal History Check and Expanded Child Protection Index (ECPI) Check at the time of hire, and then once every five (5) years.

During the course of his/her employment with the Corporation, each employee is required to report his/her arrest or the filing of criminal charges against the employee; any substantiated report of child abuse or neglect, and conviction of criminal charges to the Superintendent or designee within two (2) business days of the occurrence. The Superintendent or designee shall review each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted employee.

Failure to timely complete the Expanded Criminal History Check, ECPI Check or report criminal arrests and charges under this policy may result in disciplinary action up to and including termination.

## DRUG-FREE WORKPLACE NPCS Policy D275

The unlawful possession, use, and/or distribution of drugs or alcoholic beverages on the school premises or as part of any of its activities is prohibited. Being under the influence of drugs or alcoholic beverages on the school premises or as part of any of its activities is also prohibited.

## TOBACCO-FREE WORKPLACE NPCS Policy A250

The NPCS prohibits the use of tobacco in any form and the use of e-cigarettes or “vaping” in any building owned or leased by the Corporation, on Corporation property, or in Corporation owned or operated vehicles.

## CONFIDENTIALITY

All information about students and/or employees should be treated with the strictest confidence. Staff members shall ensure they are complying with FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) at all times. Disclosure of confidential information gained through employment is an act of prohibited conduct subject to formal disciplinary action. Any information concerning a student or employees' family, financial condition, or personal situations is strictly confidential and must not be shared.

## PERSONNEL RECORDS AND FILES

Employees should promptly notify Human Resources of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information.

Address and personal information changes should be made by the employee via the Frontline Central.

Employees desiring to inspect their personnel file shall make their request in advance to the Assistant Superintendent of Human Resources. Records must be inspected in the Office of Human Resources, and the employee's personnel file must remain in the Human Resources Office at all times during the inspection. Employees may receive copies of documents contained in their personnel file upon written request to Human Resources.

## USE OF SCHOOL DISTRICT PROPERTY AND MATERIALS

All NPCS property including buildings, vehicles, equipment, office supplies, and materials is intended for school district business only. Any misuse of NPCS property and/or materials may be grounds for discipline up to and including termination.

## INTERNET AND TECHNOLOGY RESPONSIBLE USE NPCS Policy A300

NPCS maintains digital devices for student instruction and school administrative functions. In many cases employees have a direct need to use school devices for school related business. Users should not expect that the files stored on school-based devices will always be private. Internet activities will be monitored by the Corporation to guard against the access of inappropriate sites.

Employees shall not use Corporation equipment or personal equipment including cellular telephones, tablets, or computers including laptops, or other devices to respond to personal emails, access the Internet for personal use, view visual media for personal use, or return personal telephone calls during the instructional time, work time, or professional development. This does not apply to prep or personal break periods, or personal emergencies.

Personal technology such as cell phones, tablets or laptops should only be used as needed during school sponsored field trips or extra-curricular activities. Corporation employees shall not communicate with students utilizing personal technology. Corporation employees shall not view or allow students to view or have access to inappropriate Internet sites at any time, including while on school sponsored field trips or extra-curricular activities.

Employees' personal or private use of social media, even when occurring off school property and outside school hours, may have unintended consequences that affect the school environment. Social media use should be in a manner sensitive to the Student Code of Conduct and the employees' professional responsibilities. Violations of the social media use provision may result in disciplinary action (including termination for employees), confiscation of the device, loss of use of Corporation technology resources, referral to law enforcement or the Department of Child Services, and the recording, data, or image made in violation may be deleted.

Employees must use corporation approved webpage sites, applications and portals to post student progress reports, whole-class progress reports, grades, student work, or any other similar class-related material that would result in the posting of personally identifiable student information. NPCS maintains its own website that employees are required to use for the purpose of conveying the above information to students and/or parents.

Employees must use corporation approved webpage sites, applications and portals to check grades, obtain class assignments, participate in class participation requirements, or to turn in assignments.

## USE OF EMAIL NPCS Policy A300

All employees of NPCS will be assigned a Corporation email account. It is the responsibility of the employee to check this account on a regular basis to obtain important communications from their building and corporation administration. Employees shall use their NPCS email account for school business purposes only, and shall not share their password or allow access to their account by anyone other than themselves. Allowing someone other than yourself to access your email account is strictly prohibited. Any misuse of the NPCS email system may result in discipline up to and including termination.

## SURVEILLANCE VIDEO VIEWING PROCEDURE

- Administrator or designee view the surveillance video in the office.
- Videos involving student misconduct should only be viewed by those with a legitimate educational interest, which may include but may not be limited to, the administrator, the teacher/counselor/driver of that student, and supervisory staff.
- Due to confidentiality issues, parents/guardians are not permitted to view surveillance video footage at any time, unless the Administrator is otherwise directed by the superintendent or designee.
- No hard drive or video clips are permitted to leave NPCS property without a police or court subpoena. These should remain a confidential record at all times.
- Incidents resulting in disciplinary action of one (1) day or more suspension, will require a saved clip in the appropriate school folder.
- Building surveillance videos are captured on hard drives in digital format. This system has been installed to capture and protect the integrity of staff and students. It may record sound.
- Bus videos are captured on hard drives in digital format. This system has been installed to capture and protect the integrity of the driver. It will record sound and the entire passenger compartment of the vehicle. It may also capture areas just outside and in front of the vehicle. When waiting to load or unload, always turn the bus ignition to the accessory position to initiate the recording. This system is designed to record for a predetermined length of time after the bus is shut off.
- Viewing videos for any staff discipline should only be performed by an administrator.

## STANDARD OF CARE AND SUPERVISION OF STUDENTS NPCS Policy D200

All NPCS employees and volunteers shall uphold the highest standards for supervision, control, and protection of students commensurate with their assigned duties and responsibilities. All employees and volunteers shall establish and maintain professional boundaries with students that are consistent with their legal, professional, and ethical duty of care for students. Further, employees shall not communicate with students by any electronic means except on School-approved applications for educational purposes. Communications exchanged via any electronic platform shall not be deleted unless first uploaded to the School's data management system.

## EMPLOYEE ETHICS NPCS Policy D225

All NPCS school employees shall uphold the highest ethical standards in their working relationships. Employees shall establish and maintain professional boundaries with students and colleagues. Employees are expected to treat all individuals with respect and courtesy.

Employees shall aim to protect the health, well-being, and safety of students and coworkers. Employees are expected to maintain the privacy of student information, except for circumstances where employees have a legal duty or professional obligation to report.

Employees shall set a positive example for students in words and actions. This includes, but is not limited to, refraining, while in the presence of students, from use of profanity, demeaning statements, and any other communications that set an inappropriate example for students.

Employees are expected to perform their assigned duties and responsibilities commensurate with their represented competence and expertise.

Employees shall not use their employment position to advance a private economic, political, or religious agenda. This does not limit an employee's constitutionally protected rights as a citizen.

## CIVILITY AND DECORUM NPCS Policy A350

The New Palestine Community Schools Board of Trustees is dedicated to maintaining a supportive learning environment free from disruptive conduct. The School Corporation, through this policy, intends to promote mutual respect, civility, decorum, and orderly conduct among employees, parents/guardians, and other members of the public.

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

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

## SAFETY

It is every employee's responsibility to know and understand the safety rules of your operation. The following general safety practices have been established to protect all employees.

### GUIDELINES

- Inspect your work area before you start working and report hazards, accidents or incidents to your supervisor.
- Keep aisles and fire exits clear at all times.
- Clean your work area as you work and if spills or other hazards occur that could lead to an accident.
- Provide suggestions on how to improve safety and participate in safety training.
- Use tools only for their designed purpose. Never tamper or remove any warning sign or interfere with any form of safety/protective device provided.
- Only operate machines and/or equipment if you are trained and authorized to do so. If you are not sure you thoroughly understand the job, ask your supervisor for help.
- Personal protective equipment may be required for certain jobs (e.g., gloves, safety footwear, eye protection, etc.).
- You are the best judge of what you can lift. Never try to lift what you know you can't.
- Read and be familiar with the label on every container of material you handle to ensure you understand how to protect yourself from chemical hazards.

### STANDARD RESPONSE PROTOCOL

This is the standardized Corporation terminology for safety procedures:

- Hold - This protocol should be used when the building is being used as a shelter.
- Secure - This protocol should be used when people outside of the building need to be moved inside the building in response to an exterior threat.
- Lockdown - This protocol should be used to secure the building against an imminent man-made threat.
- Evacuation - This protocol should be used when people inside of a building need to move outside of the building in response to an interior threat.

- Shelter - This protocol should be used when there is a tornado or earthquake.
- Media Protocol - This protocol is for dealing with the media.

GENERAL EMERGENCY EVACUATION PROCEDURES

1. Recognize the emergency evacuation signal. This will be an audible alarm, or an announcement signaling an evacuation.
2. Know the location of emergency exits in your area. Evacuate your work area through the nearest emergency exit. Remember to always know the alternate route planned in case the primary route is blocked.
3. Remain in the staging area until you are notified to do otherwise. It is important for everyone to stay accounted for during a time of emergency.
4. Evacuation protocols are posted in classrooms
5. Rely on your instincts to protect yourself and your students

## REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT NPCS Policy A225

New Palestine Community Schools is concerned with the physical and mental well-being of all children and will cooperate in the identification and reporting of suspected cases of child abuse and neglect in accordance with law.

If an employee has reason to believe that a student is the victim of child abuse or neglect, that employee shall immediately make an oral report to the Department of Child Services (DCS) at 1-800-800-5556 or to local law enforcement. After the report is made, the employee shall immediately notify the building administrator if the building administrator was not with the employee when the report to DCS or law enforcement was made. If appropriate, the building administrator may also immediately report to the Superintendent or designee utilizing the Digital Report of Suspected Child Abuse or Neglect form.

Information concerning alleged child abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency.

An employee who violates this policy may be subject to disciplinary action.

Per Indiana Code 31-33-22-1, knowingly failing to report suspected child abuse or neglect is a Class B misdemeanor, which is punishable by up to 6 months in jail and up to a $1,000 fine.

## REPORTING ACCIDENTS

The Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this Corporation. To that end, and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury to a student, an employee of the Corporation, or a visitor to the schools must be reported promptly. Injured persons shall be referred immediately to the school nurse and/or appropriate personnel for such medical attention as may be needed.

An injured employee shall report the incident via the procedure listed under Worker's Compensation below.

An injured visitor, or the employee responsible for an injured student shall complete a form, available in the office of the principal, that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

## BLOODBORNE PATHOGENS

The Corporation provides, at no cost to designated employees, the Hepatitis B vaccination series. The Corporation also provides post-exposure evaluation and follow-up for any employee who experiences an exposure incident.

Designated employees will be provided with proper training in universal precautions against exposure and/or contamination. NPCS will also provide designated employees with appropriate protective supplies and equipment.

EXPOSURE CONTROL PLAN FOR HANDLING AND DISPOSING OF BODY FLUIDS

All school employees should be aware of the risks involved when exposed to and dealing with body fluids. It must be assumed that all body fluids are potentially infectious and by following procedures for universal infection control the risks can be greatly reduced and the possibility of accidental infection can be minimized or prevented. A surface should be considered contaminated if blood or the reasonably anticipated presence of blood or other potentially infectious body fluids occur, even if the contaminates have dried. Certain pathogens (e.g. HCV) remain viable for extended periods in dried blood.

CONTROL OF BLOOD-BORNE PATHOGENS

This guideline provides for the Corporation's compliance with Federal regulations for protecting employees against exposure to blood pathogens and other infectious materials, which can cause Hepatitis B and/or HIV viruses.

Employees in the following job classifications have responsibilities for which they could reasonably anticipate exposure to blood and other potentially-infectious materials:

1. School nurses
2. Special education teachers and aides who work with students who are prone to biting, scratching, and other such actions that can cause bleeding or exposure to saliva and other bodily fluids
3. School employees who have been designated to provide first aid when and if necessary
4. Custodial staff

Each of the employees in the above-named categories shall be offered free vaccination with the Hepatitis B vaccine and training within ten (10) days after reporting for duty at the start of the school year or when employed.

Employees must adhere to the proper procedures for reporting, evaluating and following up to any and all incidents of exposure. All records that are required to be maintained will be maintained by Human Resources.

## FIREARMS, WEAPONS, AND DESTRUCTIVE DEVICES NPCS Policy A200

No employee in the scope of his or her employment may possess a firearm, ammunition, or other dangerous weapon in or on school property, in or on property that is being used by a school for a school function, on a school bus, or in a motor vehicle that is owned, leased, or controlled by the Corporation. The Superintendent 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, as well as a School Resource Officer or other school security personnel who is not a law enforcement officer, but who may legally possess a firearm.

## OUTSIDE ACTIVITIES OF EMPLOYEES

Employees should avoid situations in which their personal interests, activities, and associations may conflict with the interests of the Corporation. If non-school activities threaten an employee's effectiveness within the Corporation, the Board reserves the right to evaluate the impact of such activity upon the employee's responsibility to the students and to the Board.

A. Employees shall not campaign on school property during school time on behalf of any political issue or candidate for local, State or National office except on election day at election polls on school property.
B. Employees may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes.
C. Employees should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.

RESEARCH AND PUBLISHING

A. Professional employees are encouraged to contribute articles to professional publications and to engage in approved professional research.
B. Publications and productions shall be subject to the following copyright provisions:
    a. Rights to copyrights or patents of books, materials, devices, etc. developed by professional employees on their own time will be relinquished by the Board upon request of the employee provided that:
        i. the books, materials, devices, etc. were prepared without the use of Corporation data, facilities, and/or equipment;
        ii. the Corporation is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
        iii. the employee does not become involved in any way in the selling of the product to the Corporation.

    The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent.

    Professional employees who desire to publish or produce materials on their own time should make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that Corporation interests and the interests of the employee are protected.

    b. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional employees shall remain the property of the Corporation. The Corporation shall retain all rights and privileges pertaining to the ownership thereof.

    In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc. which will ensure the ownership of the product by the Corporation.

    The Superintendent is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the employee(s) who developed the products.

VOLUNTEER FIREFIGHTING

If an employee is a volunteer firefighter and has notified the Corporation in writing that s/he is a volunteer firefighter, the Corporation may not discipline the employee for:

A. being absent from duty by reason of responding to a fire or emergency call that was received prior to the time the employee was to report to duty;
B. leaving his/her duty station to respond to a fire or an emergency call if s/he has prior authorization from his/her supervisor to leave duty in response to a call received after s/he has reported to work; However, when an emergency call is received while the employee is on duty, the employee should notify the principal before leaving so coverage for his/her class can be arranged.
C. an injury or being absent from work because of an injury that occurs while the employee is engaged in emergency firefighting or other emergency response, provided the employee's absence from work due to each instance of emergency firefighting activity or other emergency response does not exceed six (6) months from the date of injury.

The Corporation shall require that the employee present a written statement from the officer in charge of the volunteer fire department at the time of the absence indicating the employee was engaged in an emergency call at the time of his/her absence.

The Corporation may require that the employee who was injured while engaged in emergency firefighting or other emergency response provide evidence from a physician or other medical authority showing treatment for the injury at the time of his/her absence and a connection between the injury and the employee's emergency response activities. Any

such evidence shall be retained in a separate medical file created for the employee and treated as a confidential medical record.

## NON-FRATERNIZATION

Any relationship that interferes with the Corporation's culture of teamwork, the harmonious work environment, or the productivity of employees will be subject to discipline, up to and including termination.

## GUIDELINES FOR APPROPRIATE DRESS

The following guidelines shall apply to all employees.

Employees should model professional dress in a work environment and are expected to dress in the following manner, unless the day's tasks and responsibilities require otherwise or they are told otherwise by their supervisor:

- Business casual attire (Recommended for daily teaching and working with students)
    - Examples may include khaki or cotton pants, dresses or skirts. Long-sleeved button-down shirts, collared polo/knit shirts, sweaters, and cardigans. Pants and shirts should be neatly pressed. Shoes should be nice.
- Smart casual attire (Recommended for daily teaching and working with students)
    - Examples may include a pair of slacks or a nice pair of dark wash denim slacks with a dressy shirt, cardigan, sweater, or blazer. Shoes should be relaxed but nice. This dress code typically excludes shorts, casual/worn jeans, sweatpants, flip flops, sweatshirts, tank tops and T-shirts.
- Business attire (Recommended for parent meetings, board meetings, and important meetings outside of the Corporation, etc.)
    - Examples may include a shirt, tie, jacket, and dress shoes or a skirt or pants suit and dress shoes. All clothing should be clean and pressed.

Items to avoid:

- Clothing should be within the guidelines and be free of holes, tears, or rips.
- Clothing should be without offensive language or inappropriate designs.
- Clothing should not be too revealing.
- Clothing and accessories shall not disrupt the educational process.

Exceptions to Guidelines:

- Due to the nature of some jobs, and during times of celebration or recognition, exceptions may be made to the employee dress code. The number of occasions and rationale shall be monitored by the Principal or supervisor.
    - Bus Drivers and Aides will follow these guidelines in addition to the above:
        - Shoes should be chosen with safety in mind and should have an enclosed heel and toe.
        - No aspect of dress should hamper vision in any way.
        - Allowable exceptions to the dress code for this group include:
            - Jeans
            - Shorts or capris in warm weather
    - Maintenance staff will follow these guidelines in addition to the above:
        - Shoes should be chosen with safety in mind and should have an enclosed heel and toe.
        - Uniform shirts may be provided for use.
        - Allowable exceptions to the dress code for this group include:
            - Jeans
- Reasonable accommodations may be made for employees with disabilities.

Safety Relating to Employee Dress and Appearance:

- NPCS issued photo employee ID badges shall be worn by all regularly scheduled school employees while on duty. Badges will display a picture of the employee and employee's name. ID badges must be with the employee and easily visible at all times. ID badges must be returned to Human Resources upon separation from employment, and cannot be transferred to another individual for any reason.

- In an effort to prevent slips, trips and falls, footwear should be selected with personal safety in mind.

If there are questions about what constitutes suitable attire and appearance, employees should confer with their Principal or designee.

## WHISTLEBLOWER PROTECTION NPCS Policy A175

The New Palestine Community Schools Board of Trustees requires its members and employees to be careful stewards of public funds and the resources of the Corporation entrusted to them, and to comply with Indiana and federal law, Board policies, and administrative guidelines in the performance of their duties for the Corporation. The Board therefore requires its members, employees, and independent contractors providing services to the Corporation ("Reporters") to report possible violations of these Board expectations in writing in accord with this Policy. For purposes of this Policy, an email shall be considered as a written report.

## STAFF GIFTS AND USE OF CORPORATION RESOURCES NPCS Policy A125

Employees, officers, and agents of the Board shall not make use of materials, equipment, facilities, or any other resources of the Corporation for any unauthorized purpose. In order to assure that Corporation assets are appropriately safeguarded, the Corporation will employ appropriate methods such as vehicle/equipment use logs.

Employees, officers, and agents of the Board shall not solicit gifts, travel packages, or other incentives from prospective contractors.

Employees, officers, and agents of the Board should not expect or accept gifts for carrying out the duties of his/her position.

Employees, officers, and agents of the Board shall not accept any form of compensation from vendors that might influence their recommendations on or raise a conflict of interest with respect to the purchase of equipment, supplies, or services. In addition, employees who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the Corporation or a vendor with whom the Corporation is doing business, whereby an individual professional 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 electronic equipment, appliances, discount certificates, travel vouchers, tickets, passes, and other such things of more than nominal value. In the event that an employee receives such compensation, albeit unsolicited, from a vendor, the professional employee shall notify the Superintendent, in writing, that s/he received such compensation and the compensation has been returned to the vendor.

If an employee has provided an unusual amount of extra help for a student and the family would like to express appreciation, small non-monetary gifts may be accepted.

The Board acknowledges that gift-giving to employees as part of holiday celebrations is in keeping with the spirit of such celebrations and gift-giving at the close of an academic year is traditional. In these circumstances, gifts other than money may be accepted; however, teachers should not open gift(s) in class or comment on item(s) in front of students.

# EMPLOYEE BENEFITS NPCS Policy D425

Certificated employees of the New Palestine Community Schools shall receive the benefits included in collective bargaining agreements, benefits schedules, or individual contracts, as applicable to each position. Support personnel shall be entitled to benefits contained in this employee handbook or individual contracts, as applicable. Benefit schedules, collective bargaining agreements, employee contracts, and this employee handbook shall contain all benefits available to employees, including but not limited to sick leave, vacation leave, and any other type of paid leave.

Please see the Corporation website under Departments / Human Resources for links and specific details regarding the following insurance items and for information about availability of benefits by category:

- Master Teacher Contract
- Support Personnel Benefits Listing
- Insurance & Benefits site

Information regarding benefit eligibility for an employee's specific assignment will be given to the employee at the time of new hire intake.

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

NPCS has contracted with an employee assistance program to provide all employees and their families, regardless of whether an employee is covered by the Corporation health plan, with easy access to licensed, caring counselors focused on helping solve personal problems or concerns that may affect an employee's work, family, and well-being.

Access to dedicated counselors with specialties in child and adolescent behavioral counseling, as well as marriage and family therapy, is provided free of charge (no copayments, no deductibles). All services are completely confidential – the Corporation will never receive any reporting of who uses the service or why. The Board pays the entire cost of this program.

Common reasons employees and their families use these services include:

- Depression
- Grief counseling
- Family and marital problems
- Stress and anxiety management
- Substance abuse

## HEALTH INSURANCE

Eligible employees are offered group health insurance. Coverage is available for the employee, their eligible spouse and/or eligible dependent children. The HR office will provide the employee with information and online enrollment instructions for benefits. For further information, please see the Insurance & Benefit Information page listed under Departments / Human Resources on the Corporation website.

## DENTAL INSURANCE

Eligible employees are offered group dental insurance. Coverage is available for the employee, the eligible spouse and/or eligible dependent children. The HR office will provide the employee with information and online enrollment instructions for benefits. For further information, please see the Insurance & Benefit Information page listed under Departments / Human Resources on the Corporation website.

## VISION INSURANCE

Eligible employees are offered group vision insurance. Coverage is available for the employee, the eligible spouse and/or eligible dependent children. Benefits include an annual eye exam, eyeglasses or contact lenses. The HR office will provide the employee with information and online enrollment instructions for benefits. For further information, please see the Insurance & Benefit Information page listed under Departments / Human Resources on the Corporation website.

## LIFE INSURANCE

Eligible employees are offered a group term life insurance policy which also includes benefits for accidental death and dismemberment. The HR office will provide the employee with information and online enrollment instructions for benefits. For further information, please see the Insurance & Benefit Information page listed under Departments / Human Resources on the Corporation website.

## LONG TERM DISABILITY

Eligible employees are offered a group long term disability income protection policy which also replaces 66 ⅔% of their monthly earnings after an elimination period of 90 continuous calendar days. The HR office will provide the employee with information and online enrollment instructions for benefits. For further information, please see the Insurance & Benefit Information page listed under Departments / Human Resources on the Corporation website.

## COBRA CONTINUATION COVERAGE

Federal law requires that the Corporation give employees and their families a Notice of COBRA Continuation Rights (Notice) which outlines the opportunity to continue their health care coverage as a "qualified beneficiary" when there is a qualifying event that would result in a loss of coverage under the plan.

Examples of qualifying events are termination of employment, reduction in hours, loss of coverage due to an employee's death, divorce or legal separation, or a dependent child ceasing to be eligible for coverage.

The Human Resources department will provide notice to employees and dependents who are eligible for COBRA continuation coverage.

## TAX SHELTERED ANNUITIES

All employees may elect to have a portion of their pay contributed to a Tax Sheltered Annuity 403(b) and/or 457(b). Please contact the Human Resources Department for information regarding the options available.

## WORKER'S COMPENSATION

NPCS maintains a Worker's Compensation policy for all employees.

### WORKPLACE INJURY OR ILLNESS

Employees have a right to report any injury sustained while at work or any illness arising from their employment without fear of any retaliation. Such incidents must be reported to the employee's supervisor as soon as reasonably possible regardless of whether the employee wishes to seek medical treatment.

*Call 911 or use the Rave Panic Button in the case of a medical emergency.*

Otherwise, the employee must call the 24/7 Work Comp Nurse Triage Line as soon as possible (855-262-9879) to report their injury.

Failure to report an incident within three (3) days may delay the proper reporting procedure to the State and forfeit the right to a claim by the employee. Failure to report may also result in disciplinary action.

### WORKER'S COMPENSATION BENEFITS

When an injury occurs while on the job, the following benefits are provided under Worker's Compensation:

1. Worker's Compensation will pay the medical expenses incurred as a result of a workplace injury or illness when the employee obtains medical treatment from an authorized Occupational Health Center by contacting the 24/7 Work Comp Nurse Triage Line (855-262-9879).

   Important Note: If the employee is covered under a group health insurance plan, a claim should not be submitted to the insurance plan. Injuries related to Worker's Compensation are not covered by any group health plan.

2. After the employee is off more than seven (7) consecutive days, Worker's Compensation will begin paying on the eighth (8) consecutive day and for every day thereafter.

3. After the employee is off work for more than twenty-one (21) consecutive days, then Worker's Compensation will go back and pay for the first seven (7) days. If the employee is not off work for twenty-one (21) days, his own leave benefits (sick days) must cover the first seven (7) days of absence.

PAYMENT OF INJURY LEAVE

1. Under the State Board of Accounts rules, based on the official opinion of the Attorney General, No. 134 of 1945, an employee would only be entitled to receive the difference between the amount received under the Worker's Compensation Act and the full benefit the employee would otherwise receive.

   If the employee uses an accrued sick day and receives full pay from the Corporation, then the Worker's Compensation benefit must be turned over to the corporation. Double payment or overlapping payment of compensation on account of the same injury is not permitted.

# EMPLOYEE WORK HOURS AND COMPENSATION

## CERTIFIED EMPLOYEES

Please refer to the Collective Bargaining Agreement on the corporation website under Departments / Human Resources

## SUPPORT PERSONNEL

Individuals employed who are not licensed by the Professional Standards Board or not employed in a position that is part of the Collective Bargaining unit shall be considered members of the support personnel.

WORK REQUIREMENTS

Substitute Teachers

All current and newly hired substitute teachers must have a secondary school diploma or its recognized equivalent and one of the following:

A. Completed two (2) years study at an institution of higher education; or
B. Obtained at least two years of college credit; or
C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
    a. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
    b. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Paraprofessionals

All current and newly hired paraprofessionals must have a secondary school diploma or its recognized equivalent and one of the following:

D. Completed two (2) years study at an institution of higher education; or
E. Obtained at least two years of college credit; or
F. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
    a. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
    b. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Exceptions – These requirements do not apply to a paraprofessional:

A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children;
B. whose duties consist solely of conducting parental involvement activities.

Transportation Staff

All current and newly hired Transportation staff shall ensure they read and understand Appendix 1 - Transportation Guidelines of this Handbook.

Substitute Teachers

All current and newly hired Substitute Teaching staff shall ensure they read and understand Appendix 2 - Substitute Teacher Guidelines of this Handbook.

## WORK HOURS

The appropriate work hours/schedule for each position will be shared at the time of employment. Any deviation from the normal work schedule must be approved by the supervisor/principal.

## DEFINED WORK WEEK

The defined work week begins Saturday morning through the end of the day Friday.

All time that has been worked will be paid to the nearest quarter hour after working the first full quarter hour (15 minutes).

Overtime is all time worked over forty (40) hours of work in a work week. All overtime shall be paid at the rate of one and one-half (1 ½) times the regular hourly rate of pay.

## VIRTUAL WORK

Virtual work is not permitted without advance approval of the Superintendent or designee. Virtual work is pre-authorized, for certain staff groups, by the Superintendent per the guidelines in the "Inclement Weather" section of this handbook.

## PUBLIC EMPLOYEES RETIREMENT FUND (PERF)

As a condition of employment, all eligible support personnel members, as defined in the Support Personnel Benefit Listing, are enrolled in the Indiana Public Employees Retirement Fund (PERF). The employee will contribute 3% of earnings and the employer will pay the portion as determined by PERF. Eligibility is based on position and number of hours worked. Please contact the Human Resources Department if there are questions concerning eligibility.

## PROBATION

All support personnel may be employed on a probationary/introductory basis as defined on the Benefit Information page listed under Departments / Human Resources on the Corporation website. During this period the supervisor shall acquaint the employee with the job activities and evaluate the employee's ability to assume the assignment. Based on observations, the supervisor shall recommend retention as an active employee, extension of the introductory period, or termination within the established time period.

See Support Personnel Benefits Listing regarding applicable probationary period for employment group.

## PAID HOLIDAYS

Eligible support personnel receive holiday pay as noted in the Support Personnel Benefits Listing.

The Board authorizes the following paid holidays for all twelve (12) month employed support personnel on the date of said holiday(s): Independence Day, Labor Day, Thanksgiving (two (2) days), Christmas Eve, Christmas Day, New Years Eve, New Years Day, President's Day, Memorial Day

The Superintendent may require support personnel to work on a holiday when, in his/her opinion, failure to do so would impair public safety.

Support personnel must work their normal schedule or input a paid time off request on the day prior to a holiday in order to be paid for the holiday.

## PAID VACATION

### Support Staff

Eligible support personnel employed to work 12 months per year will receive vacation pay as defined in the Support Personnel Benefits Listing.

All vacation must be taken as arranged between the employee and his/her supervisor. Each employee should schedule vacation as far in advance as possible. Vacation Days must be taken on no less than ½ day increments. Vacation time should be requested via the online absence management system. Vacation time is 'use or lose'. Days granted must be used prior to the next year's anniversary date.

Vacation pay is not prorated. Therefore, the employee must be employed on his/her anniversary date in order to be eligible for any vacation earned in the previous year. If employment is terminated at any time between one anniversary date and the next, all vacation earned during that time is lost. Unused vacation leave will be paid to the employee upon resignation provided a two (2)-week advance notice is given, and the employee is no longer in probationary/introductory status. Unused vacation cannot be used during the final two (2) weeks of employment unless approved by the Superintendent.

### Administrators

Eligible administrators employed to work 260 days per year will receive vacation pay with the beginning of their contract.

All vacation must be taken as arranged between the employee and his/her supervisor. Each employee should schedule vacation as far in advance as possible. Vacation Days must be taken on no less than ½ day increments. Vacation time should be requested via the online absence management system. Vacation time is 'use or lose'. Days granted must be used prior to the next year's contract start date.

Vacation day allotments for newly hired administrators, will be prorated based on employee start date.

## OVERTIME

The New Palestine Community Schools Board of Trustees and the Corporation will comply with the Fair Labor Standards Act ("FLSA") including regulation and guidance from the Department of Labor. For questions about minimum wage or overtime, contact Human Resources.

All overtime must be approved by the supervisor and appropriate central office administration prior to working, except in emergency situations. Employee and supervisor must complete the appropriate overtime approval form and forward it to the central office Payroll Department.

- Note: Only actual work time counts toward the forty (40) hours of work. Time off for vacation, illness, family illness and personal business does not count toward the forty (40) hours of work.
- A "paid" holiday in the work week counts towards "overtime"

Overtime may be offered on occasion. If volunteers are not available, the corporation reserves the right to appoint someone to overtime work. All employees are expected to work overtime in an emergency. If an employee is called in for an emergency from their residence, they will be paid a minimum of two (2) hours overtime.

## COMPENSATORY TIME

If available (see Support Personnel Benefits Listing), hourly employees may elect to bank up to a balance of 20 hours* of compensatory time in lieu of payment for Overtime. (*Additional upon approval by the central office administration.)

Compensatory time accrued between June 1 and May 31 must be utilized by the June 30th immediately following. Time not utilized by the expiration date is forfeited.

## TIMEKEEPING PROCEDURES

The Time Clock electronic timekeeping system and associated work records is the official basis for recording hours of work for all support personnel of the NPCS.

In order to ensure consistency of treatment for employees, the data recorded in the Time Clock system shall be considered the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official Time Clock Records.

It is a job requirement that all support personnel must "clock in" at the beginning of their workday, and "clock out" at the end of the workday at their place of work. Employees must use the official building time clock to clock in and out. Use of personal mobile devices to clock in or out is prohibited unless otherwise directed by supervisor or administration. Additionally, support personnel must review their timesheet weekly and submit it as their "official" record of their work day.

Failure to "clock in" or "clock out" at the employee's scheduled time of work could result in loss of wages or up to disciplinary action.

Falsification, Tampering, and Unauthorized Viewing

- Any attempt to tamper with timekeeping hardware or software will be considered a serious offense.
- Anyone interfering with other employees' use of the Time Clock System will be considered a serious offense.
- Unauthorized viewing of another employees' time in the Time Clock System will be considered a serious offense.

Due to the severity of these infractions, there will be immediate discipline enforced, up to and including immediate termination.

The Superintendent and supervisor will review specific details of such an infraction and develop an appropriate response.

CLOCK PROBLEMS

If an employee is unable to punch in or out because of a time clock malfunction, it is the employee's responsibility to immediately inform their supervisor who will manually clock the employee in and out.

# LEAVE TIME AND ATTENDANCE

## ATTENDANCE AND PUNCTUALITY

It is the responsibility of every employee to report to work on time, work all scheduled hours and remain at work through the end of the scheduled shift.

All instances of unplanned absences, tardiness and/or leaving early will be recorded.

Failure to comply with these requirements may result in disciplinary action up to and including termination.

## TARDINESS AND EARLY DEPARTURES

If you are going to be late, you must notify your supervisor and indicate the approximate time of arrival. Repeated tardiness may lead to disciplinary action up to and including termination.

Employees who leave before their scheduled end time should report their early departure to their supervisor.

Repeated early departures may lead to disciplinary action up to and including termination. If you leave before the end of your scheduled shift, without approval, you may be subject to disciplinary action up to and including termination.

## JOB ABANDONMENT

An employee will be deemed to have voluntarily resigned from employment from the Corporation should he or she fail to report to work and fail to notify their supervisor from 2 consecutively scheduled work shifts.

# REPORTING ABSENCES

All employees must appropriately and timely report absences in deviation from their normal work schedule by entering their absences in the Absence Management system and notifying their supervisor. When possible, this should be done well in advance of an absence, to allow for substitute planning.

Leave and absence information specific to the employee job classification (i.e. Bereavement, Family Illness, etc.) will be given to the employee at the time of new hire intake and annually thereafter, if applicable.

## SICK DAYS

Eligible employees will be provided sick days, as defined in the Master Teacher Contract (certificated employees) or the Support Personnel Benefits Listing (support personnel).

Sick day allotments for newly hired staff members, will be prorated based on employee start date.

Sick days may be used, in no less than ½ day increments, for personal illness, medical or dental appointments, or for the illness of family members. Family is defined for this purpose as: spouse, children, father, mother, legal guardian, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, any member of the step family, grandchildren, grandparent or others living in the home with the employee.

Accumulated sick leave is not payable upon resignation or transfer to ineligible position.

Certified staff who separate or transfer to an ineligible internal position will have their day balance retained in school records for potential transfer to another school district in the future.

## PERSONAL DAYS

Eligible employees will be provided personal days, as defined in the Master Teacher Contract (certificated employees) or the Support Personnel Benefits Listing (support personnel). Personal days may be used for personal business in no less than ½ day increments. Personal days accumulated beyond the maximum, as of July 1st of each year, shall be added to accumulated sick leave of the employee up to the maximum for accumulated sick leave.

Personal day allotments for newly hired staff members, will be prorated based on employee start date.

Unused personal leave will be paid to the support personnel upon resignation provided a two (2)-week advance notice is given and the employee is no longer in probationary/introductory status, or in the event of transfer to an ineligible position, as long as the employee is no longer in probationary/introductory status.

Certified staff who separate or transfer to an ineligible internal position will forfeit these days.

## LOSS OF PAY DAYS

Loss of Pay days are not to be used by employees who receive paid days off except in extenuating circumstances and with prior Superintendent approval.

A day without pay occurs when an employee misses a regularly scheduled workday and has no available sick, personal, or other appropriate leave pay to use on that day. Before an employee is allowed to take time without pay outside of a leave request, he/she must have used all available leave time.

As with paid time off, loss of pay days may occur in no less than ½ day increments.

When a day without pay occurs, the employee will not receive compensation for that day. Additional insurance charges may apply if the day is not part of an FMLA leave. Certified staff should be aware that a loss of pay day outside of an approved leave of absence may constitute a breach of contract.

Recurring workdays taken without pay, outside the context of a leave request, may result in disciplinary action, up to, and including termination.

BEREAVEMENT DAYS

Eligible employees will be provided bereavement days, as defined in the Master Teacher Contract (certificated employees) or the Support Personnel Benefits Listing (support personnel).

Days will be made available as follows:

| Up to: | Relationship: |
|---|---|
| 5 days | Immediate family, defined as: father, mother, legal guardian, brother, sister, husband, wife, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, any member of the step family, grandparent, grandchild, or others living in the home with the employee at the time of death. |
| 4 days | brother-in-law, sister-in-law |
| 2 days | uncle, aunt, first cousin, niece or nephew, grand-parent-in-law |
| 1 day | other family members or that of a close friend |

For immediate family members, employees may use bereavement leave to attend a funeral, make arrangements for the funeral, or serve as the administrator/executor of the estate of a member of the immediate family. Therefore leave may be taken nonconsecutively if needed, however, eligibility for these days ends at the end of the existing school year.

For all other family members, days may only be utilized to attend last burial rites if they do not occur during a time when the employee was not scheduled to work, or already absent from work

The employee must provide the name and relationship of the deceased friend or relative in the administrator notes within the absence management system.

JURY DUTY

Regularly scheduled employees shall report to the immediate supervisor when they are called for jury duty or a work-related court appearance.

Regularly scheduled employees who serve on a jury will not be penalized for doing so. They will receive full pay, if they endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, employees are required to report daily their schedule for the following day, and must report to work when excused for a day or more, or suffer loss of pay.

The time spent on jury duty will not be charged against personal leave and will count as time on-the-job.

Employees must submit to their immediate supervisor a record from the courts of the number of days served.

FLEX DAYS

Flex days are noted in the absence management system for some staff members who work more than the standard school year teacher schedule, but less than 260 days. These days represent their unpaid, non-contract days between July 1 and June 30 of a school year, and must be exhausted annually.

They should be entered on any weekday, not worked, that does not fall on one of the 10 designated school holidays, and should generally only be utilized on non-school days.

# REQUESTS FOR LEAVE OF ABSENCE

An absence that exceeds, or is anticipated to exceed five (5) consecutive business days will necessitate a Request for Leave of Absence.

Additionally, recurring intermittent absences that are tied to a serious medical condition (as defined by the Family Medical Leave Act) and exceed five (5) occurrences in a semester, will also necessitate a Request for Leave of Absence.

Employees must, whenever possible, make arrangements 30 days in advance to Request a Leave of Absence from work. Employees should work with their supervisor with regard to their request, and contact the Human Resources office to receive a "Request for Leave of Absence" form.

Requests for Leave of Absence are reviewed by the Supervisor, Superintendent, and/or Board of Trustees.

Any employee granted a leave of absence by the Board shall be considered to have terminated all work with the Corporation until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the Corporation might be served.

Contracted staff members on a long-term leave will have their contract recalculated based on their work calendar, the dates requested off, and the estimated return to work date.

## MILITARY SERVICE LEAVE

The Corporation complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) as amended and Indiana law. For more information on requests for leave of absence for military service under USERRA, please contact the Human Resources Department.

The Board shall grant a leave of absence in addition to a regular vacation period without loss of pay or time to any employee who is a member of the Indiana National Guard, a reserve component of the U.S. forces, or a retired member of the naval, air, or ground forces of the United States and is on training duty for the State by order of the Governor or under the order of the reserve-component authority for consecutive or nonconsecutive periods not to exceed a total of fifteen (15) days in any calendar year. The employee's vacation benefits, if any, will not be affected by this type of leave.

A professional employee who has been employed for at least twelve (12) months and is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty is entitled to an unpaid leave of absence during one (1) or more of the following periods:

A. during the thirty (30) days before active duty orders are in effect;
B. during a period in which the person ordered to active duty is on leave while active duty orders are in effect; or
C. during the thirty (30) days after the active duty orders are terminated.

The employee must have worked at least 1,500 hours during the twelve (12) month period immediately preceding the day the leave begins.

The leave of absence allowed each year may not exceed a total of ten (10) working days.

The employee may request to substitute any of his/her earned vacation, personal leave, or other paid leave except for paid medical or sick leave available for leave for any part of the ten (10) day period.

After a employee takes a leave of absence, the employee shall be restored to:

A. the position the employee held before the leave, or
B. a position equivalent to the position that the employee held before the leave with equivalent benefits and terms of the negotiated agreement.

The Board shall permit the employee to continue his/her health care benefits during the leave at the employee's expense.

AMBASSADOR FOR EDUCATION LEAVE

Any professional employee selected by the State Secretary of Education as teacher of the year and who agrees to be "ambassador for education" shall be granted a one (1) year professional leave to serve as ambassador during the ambassador's term. During the term of the leave, the Corporation shall continue to provide the professional employee all benefits of employment with the Corporation other than salary. Following the term of the leave, the professional employee may return to the Corporation to the same or a comparable position as the employee held prior to the leave without loss of accrued benefits or seniority.

STUDENT TEACHING LEAVE

A support staff employee, working as an instructional assistant or media specialist who has been employed for at least 2 years, with no disciplinary history, with no record of loss of pay days outside of a leave request, who are not on an improvement plan, who have an evaluation rated effective or highly effective, who receive a recommendation letter from their direct supervisor, are eligible for student teaching leave if they are required by their certifying higher education institution to cease work in order to complete Student Teaching as part of an initial Bachelor's degree in a teaching field or Transition to Teaching certification. This leave of absence may not exceed one (1) semester in length. Benefit days will not continue to accrue while on leave of absence. Following the term of the leave, the support staff employee may return to the Corporation to the same or a comparable position as the employee held prior to the leave without loss of pre-existing accrued benefit days.

FAMILY MEDICAL LEAVE

The New Palestine Community Schools Board of Trustees and the Corporation will comply with the Family Medical Leave Act ("FMLA"), which provides twelve (12) weeks of unpaid leave to eligible employees for their own serious health condition, for care of a spouse, child, or parent with a serious health condition, or birth, adoption, or foster care of a child and twenty-six (26) weeks for service member FMLA. Employees who have been approved for FMLA on an intermittent basis are required to comply with the normal procedures for notifying the supervisor of an absence or the need to take time off and must identify the absence as FMLA related. For further information, please see the FMLA flier listed under District Information / Employment on the Corporation website.

To be eligible for FMLA An employee must also:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;

An eligible employee must also:

- Timely complete a request for leave form, detailing the circumstances and time frame for the leave.
- Timely submit the "Certification of Health Provider for Employee's Serious Health Condition".
- Timely and accurately notify the Human Resources office of any intermittent use of FMLA time off.

An eligible employee whose leave request is approved must adhere to the following:

- Time off must occur in no less than ½ day increments.
- Paid sick and vacation time must be utilized concurrently with approved unpaid FMLA full and half days.
- If requested, personal days may be retained for incidental use after returning to work from leave. However, personal days must be exhausted before a certified staff member will be eligible to make an application to the sick leave bank.
- Approved intermittent unpaid FMLA time off may be accrued in increments of no less than one hour by notifying the HR department of this need with each occurrence.
- While on an approved intermittent leave, hourly staff members must follow normal time clock procedures.
- Unless utilizing time off in a manner allowed per this Employee Handbook (and/or the Master Contract if certified), or in conjunction with an approved leave, the expectation is that the staff member will work their normal work schedule.

TEMPORARY DISABILITY LEAVE

In the event that an employee does not qualify for FMLA, or in the event that an employee has exhausted available FMLA leave, an employee who is in need of temporary unpaid leave may be eligible for a limited Temporary Disability Leave (maximum leave of 1 year; however, requests must be made and leave status may be reviewed every three (3) months).

The decision to grant leave will be based on factors such as the length of requested leave, level of job performance and overall operational needs of the NPCS.

To be eligible for a temporary disability leave, an employee must:

- Timely complete a request for leave form, detailing the circumstances and time frame for the leave.
- Timely submit a signed statement from the certified health care provider stating the employee is not capable of performing his/her regularly assigned duties.
- The Superintendent may require the employee to be examined by a physician selected by the Corporation as part of the determination of whether to approve such a leave request. In such a case, the cost of the examination will be paid by the Corporation.
- While on Temporary Disability Leave, the employee will be required to utilize all applicable paid leave days prior to going unpaid. If requested, personal days may be retained for incidental use after returning to work from leave.
- Unpaid leave shall be without compensation or benefits paid by the Corporation.
- Leave days will continue to accrue in accordance with the normal accrual schedule provided in the Employee Benefits Listing, and any days accrued during the course of the leave will be held for the employee, and added to their available days upon return from leave.
- If an employee wishes to continue in his/her current group insurance plan(s) during unpaid leave, the employee may do so at his/her own expense. The employee must make special payment arrangements with the personnel office.
- Before the employee will be allowed to return to work, written certification must be provided by the certified health care provider stating that the employee has recovered sufficiently from the temporary disability to resume his regularly assigned duties, with or without reasonable accommodation.
- Please contact the Corporation Human Resources Office for more information.

PERSONAL LEAVE

Personal Leaves may be granted at the discretion of the Supervisor, Superintendent, and/or Board of Trustees. Supervisors may grant periodic unpaid leaves of up to 5 days for employees.

Leaves in excess of 5 days must be approved by the Superintendent, and/or the Board of Trustees.

BENEFIT COSTS DURING SHORT TERM DISABILITY AND PERSONAL LEAVES

Staff members who do not qualify for FMLA, by:

- not yet having worked 12 months for NPCS and/or by
- not working 1,250 hours in the year prior to taking a leave,

May have corporation benefit costs remain as-is during the course of an approved leave of absence, for up to 60 work days, providing that:

- the reason for the request falls under either the short term disability or personal leave categories, as defined in the handbook, and
- the individual has not already exhausted these days in the 12 months prior to the request (NPCS will use the same calculation method as FMLA for this purpose).

# NURSING MOTHERS

The Board shall support the decision of employees to breastfeed their infants by providing additional break time, as necessary, for lactating employees to express breast milk for their infants on Corporation premises.

Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify her supervisor of her intent to continue breastfeeding her infant(s), and of her need to express milk during work hours. Further, it shall be the responsibility of the employee to keep her supervisor informed of her needs in this regard throughout the period of lactation.

The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public can be prevented and an employee using this area can be shielded from view.

An employee can express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make accommodations if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Principal, or the employee's supervisor, shall work with the employee to make these necessary modifications.

# SCHOOL SCHEDULE

## SCHOOL CALENDAR

The total number of days when the schools will be in session for instructional purposes shall be in accordance with the collective bargaining agreement, and for purposes of receiving State school aid, such days will number no fewer than 180.

Unless a waiver is obtained from the State Department of Education, all days lost due to snow, fire, epidemics, health conditions, et cetera cannot be counted as a part of the minimum days of instruction for State aid and must be made up in person or completed as a virtual or eLearning day that meets the standards set by the State Department of Education.

Each summer there will be a designated nine (9) day period during which no school-sponsored activities will take place. The nine (9) days will include the five (5) day IHSAA Moratorium and will include the Saturday and Sunday before and after.

## SCHOOL DAY

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and employees.

The Superintendent shall have the authority to determine which school-related activities may be conducted if the schools are closed for a period of time.

## PLANNED VIRTUAL AND E-LEARNING DAYS

The NPCS has planned Virtual and eLearning days built into the school calendar to allow for Professional Development for employees.

On the first planned Virtual Learning day of each school year, all employees are approved to work their normal shift, to allow time for completion of assigned online training and other professional development.

For any additional planned eLearning days, employees are directed to report per the chart below.

## INCLEMENT WEATHER DAYS: VIRTUAL LEARNING, CLOSURE, DELAYS

When schools are delayed or closed due to inclement weather or other conditions, staff members should receive notification via the Corporation messenger system. Employees should report as directed in the chart below, unless otherwise directed by a supervisor or administrator. Any employee directed to report or conduct work, but choosing not to work for weather-related reasons, will do so at loss of pay unless they use applicable paid time for the absence.

## REPORTING DIRECTIVES FOR ALTERNATIVE SCHEDULE DAYS

| Employee Type | 1st Planned Virtual Learning Day of School Year | Planned eLearning days (Day two and beyond) | Parent Teacher Conference Day | Inclement Weather Virtual Learning Days | Inclement Weather CLOSED Days | Inclement Weather Delay Days |
|---|---|---|---|---|---|---|
| 12 month employees (Corp Office, Maintenance, Custodial, Mechanics) | Report | Report | Report | Report* | Report* | Report* |
| Administrator | Report | Report | Report | Report* | Report* | Report* |
| Teacher | Report | Report | Report | Report virtually | Non-work day*** | Report with delay |
| Counselor | Report | Report | Report | Report virtually | Non-work day*** | Report with delay |
| Student Services Specialist | Report | Report | Report | Report virtually | Non-work day*** | Report with delay |
| Admin. Assistant | Report | Report | Report | Elect to Report or Non-work day**** | Non-work day*** | Report* |
| Clinic Nurse, Clinic Assistant | Report | Elect to Report or Non-work day**** | Non-work day | Elect to Report or Non-work day**** | Non-work day*** | Report* |
| Fitness Specialist | Report | Report | Report | Report virtually | Non-work day*** | Report with delay |
| Media Specialist or Assistant | Report | Report | Report | Report virtually | Non-work day*** | Report with delay |
| PreK Specialist | Report | Report | Report | Report virtually | Non-work day*** | Report with delay |
| Interpreter | Report | Report | Non-work day | Report virtually | Non-work day*** | Report with delay |
| Corporation Nurse, OT/PT | Report | Report | Report | Report virtually | Non-work day*** | Report with delay |
| Natatorium Director | Report | Report | Report | Report* | Report* | Report with delay |
| HOSTS Tutor | Report | If needed** | Non-work day | If needed** | Non-work day*** | Report with delay |
| Instructional Assistant (Gen Ed, SpEd, EssSk) | Elect to Report or Non-work day**** | Non-work day | Non-work day | Non-work day | Non-work day*** | Report with delay |
| Bus Driver | Report | Non-work day | Non-work day** | Non-work day | Non-work day | Report with delay |
| Bus Aide | Report | Non-work day | Non-work day** | Non-work day | Non-work day | Report with delay |
| Daycare Staff | Report | Report | Report | Non-work day | Non-work day*** | Report* |
| Substitute Teachers | Long term subs** | Long term subs** | Long term subs** | Long term subs** | Non-work day | Report with delay |

*As close to their normal schedule as the employee can safely do so.
**These employees should check with their building supervisor regarding their need to report for the day.
***Closed days will generally be made up at a later date, elsewhere in the school calendar year.
****Staff given the choice to elect work or non-work day may not utilize paid time off to offset non-work time.

Please check with your Supervisor or Principal if you need additional clarification of the expectations for your particular position.

# PAYROLL PROCEDURES

## PAY PERIOD

Employees are paid on a bi-weekly schedule.

## PAYROLL DISTRIBUTION

Payroll deposit statements are distributed via secure online document delivery. Historical payroll statements will also be available via secure online document delivery.

## PAYROLL DEDUCTIONS

The following payroll deductions shall be considered mandatory for all employees.

- Federal Income Tax
- State Income Tax
- Social Security Tax
- Medicare Tax
- County Option Tax (as applicable)

The following payroll deductions will be optional at the discretion of the individual employee and dependent upon eligibility of the position.

- Tax Sheltered Annuities
- Section 125
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- New Palestine Education Foundation (NPEF)
- Ancillary Insurance

## DIRECT DEPOSIT

It is mandatory that all employees participate in direct deposit.

## MILEAGE / EXPENDITURE REIMBURSEMENT

Employees may be paid for actual and necessary expenses, including traveling expenses in the course of performing authorized services for NPCS, whether within or outside the premises.

The validity of payments for job-related expenses shall be determined by the Superintendent or designee.

The Board shall pay the expenses of employees when they attend professional meetings approved by the Superintendent and Board of School Trustees.

# TRAINING AND DEVELOPMENT

## REQUIRED ANNUAL TRAINING

All employees and volunteer coaches and volunteer club sponsors are required to complete annual training to ensure they are aware of a variety of procedures and best practices. This training is provided online and annual completion is due between June 1 and September 30 of each school year.

Instructional Assistants will be compensated for up to eight (8) hours to complete their required annual training. These hours must be completed in person and may be worked in any combination on the teacher work day, immediately preceding the first day of school, and/or on the scheduled virtual learning day. Instructional Assistants are expected to coordinate with their supervisors to schedule their training hours. If these hours are not worked, it will be assumed that training has been completed during normal work hours for which the employee is already being compensated.

MENTOR AND SUPPORT PROGRAM - CERTIFIED
The Board intends to provide all first year certified employees a year-long program of orientation, assistance, and support during their first year of employment in the Corporation.

A. "Mentor program" means a program of support provided by a Corporation to meet the unique needs of an individual in the first year of employment under a classroom teaching certificate or an educational personnel certificate.
B. "Mentor" means a person assigned to provide professional support to an individual in the first year of employment under a classroom teaching certificate or an educational personnel certificate.

## PROFESSIONAL ASSOCIATIONS

The Board encourages professional employees to maintain active memberships in local, State, and National organizations which have as their purpose the improvement and expansion of the professional role of teachers and welfare of students.

Every professional employee, however, shall be accorded freedom of choice, and shall be assured that decisions affecting their welfare shall be made without regard to membership in professional organizations.

## PROFESSIONAL GROWTH REQUIREMENTS

The Board believes that study is a prerequisite for professional growth of employees and, therefore, encourages the participation of employees in in-service and other training programs. The Superintendent shall plan and implement a program of employee development for employees. The Board may reimburse employees for the costs incurred in participation in such programs.

## PROFESSIONAL MEETINGS

The Board encourages opportunities for employees to develop increased competence beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings.

For purposes of this provision, a professional meeting shall be defined as any meeting that is related to the activities, duties, or responsibilities of employees as determined by the Superintendent.

# ASSIGNMENT, TRANSFERS, AND PROMOTIONS

Relocation of personnel may become necessary to meet load conditions, building or program requirements, or for other good reasons. Transfers between buildings require the approval of the Superintendent.

## INVOLUNTARY TRANSFER

A transfer may be made for the following reasons:

- Factors in the present location i.e. class size
- Schools being opened or closed
- For the good of the NPCS

## VOLUNTARY TRANSFERS

The following guidelines shall be followed in requesting a transfer:

- A written request shall be made to the Human Resources Office at any time during the year for transfer to either a specified or an unspecified location.
- The principal and/or the immediate supervisor of the employee must be made aware of the request for transfer.
- The principal and/or the immediate supervisor of the receiving school or department must approve the request unless the Superintendent directs that the transfer be made.
- The filing of a request for transfer shall not jeopardize his/her present assignment. The request may be withdrawn at any time prior to the official confirmation that the transfer has been affected.
- Voluntary transfers shall be made effective at a time that is in the best interest of the Corporation.

## CHANGE OF EMPLOYMENT STATUS EFFECT ON BENEFITS

When an employee changes from one classification/status to another, any change in benefits will become effective on the first of the month following the date that the employee begins the new position.

It is the employee's responsibility to be aware of a change in benefits when moving from one classification to another. If there are any questions concerning benefits, employees should contact the Human Resources.

# PERFORMANCE, INVESTIGATION, AND DISCIPLINE

## EVALUATION

All regularly scheduled employees will be evaluated annually.

The purpose of the evaluation process is to provide the employee with accurate assessment of their performance. This purpose reflects a correlating concern for employees' growth and development. The process also facilitates free and open communication between the employee and supervisor so that both parties receive needed feedback. Administrative support is an integral part of the evaluation process.

### CERTIFIED EMPLOYEE EVALUATIONS

The Board shall adopt a plan for annual performance evaluations of each certificated employee, as defined in Indiana Code, employed by the Corporation. This includes each certificated employee as defined in Indiana Code and, each teacher as defined in Indiana Code. This plan may be amended as needed, subject to any required discussion with the teachers or the teachers' representative if there is one.

The plan approved by the Board shall include the following components:

A. performance evaluations for all certificated employees, as defined in Indiana Code, conducted at least annually;
B. rigorous measures of effectiveness, including observations and other performance indicators;
C. an annual designation of each certificated employee, as defined in Indiana Code-, in one (1) of the following rating categories:
    a. highly effective (impactful)
    b. effective
    c. improvement necessary (emerging)
    d. ineffective
D. an explanation of the evaluator's recommendations for improvement, and the time in which improvement is expected;
E. a provision that a teacher who negatively affects student achievement and growth cannot receive a rating of highly effective or effective;
F. a pre-evaluation planning session conducted by the Superintendent or equivalent authority for the Corporation with the principals in the Corporation;
G. discussion of the evaluation between the evaluated employee and the evaluator.

The Corporation's annual performance evaluation plan shall be in writing and shall be explained to the Board in a public meeting before the evaluations are conducted. Prior to the plan being explained to the Board, the Superintendent shall discuss the plan with the teachers or the teachers' representative, if there is one. This discussion is not subject to the Open Door Law. The plan is not subject to bargaining; however, a discussion of the plan shall be held.

The Corporation annually shall provide the Indiana Department of Education with the disaggregated results of employee performance evaluations for all schools in the Corporation annually.

SUPPORT PERSONNEL EVALUATIONS

The Board recognizes the importance of a program of continuous support personnel evaluation and growth. To carry out this responsibility, it delegates to the Superintendent the responsibility of defining the traits and skills that result in optimum job performance and recognizing and encouraging the development of these traits and skills in the support personnel.

The Superintendent is directed to propose and continuously improve a program of evaluation of support personnel that:
A. recognizes and rewards the skills and traits that contribute to optimum job performance;
B. addresses any areas of deficiency in essential skills and traits;

Each support employee shall be given a written evaluation of their performance of the essential functions of their position at least once each school year and as needed to reward optimum job performance and/or address deficiencies.

## PERSONAL CONDUCT AND INVESTIGATION

The personal choices of an employee or volunteer may be of concern and warrant the attention of the Board only as it may directly prevent the employee or volunteer from effectively performing assigned functions during duty hours or as it violates local, State, and/or national law.

In the event that an employee or volunteer is arrested for a crime; violations such as, but not limited to, DWI, OWI, DUI, vandalism, stealing, extortion, forgery, possession of a dangerous weapon on school property or at school functions, felonies, misdemeanors, or any violation which could warrant a criminal investigation; the employee must notify the Superintendent within two (2) business days of the occurrence, and the employee may be suspended with pay pending adjudication. It should be noted that any offense, which results in an agreement to withhold prosecution, will be viewed as a violation by the Board.

Should an employee or volunteer be found guilty, the Board will take appropriate local disciplinary action that could result in temporary or permanent suspension from employment. The final determination will be made after the Board conducts a complete assessment of the current issue, reviews the employee history, and evaluates the severity of the offense.

# EMPLOYEE DRUG AND ALCOHOL GUIDELINES

Employees who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis, and may contact the Human Resources Office for a list of available resources.

It is the obligation of New Palestine Community Schools to protect the safety, health, and wellbeing of its students and employees. As a result, the following guidelines on substance abuse have been established.

## Prohibited Activities

The use, purchase, transfer, possession, sale, distribution, offer to buy or sell, trafficking in, presence in the body of or transportation of the following on NPCS property, or while performing NPCS business is a dischargeable offense:

- Alcoholic beverages
- Illegal or controlled substances, including non-prescribed drugs (meaning non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed controlled substances)
- Equipment related to illegal or controlled substance use

## Prescription Medication

Legally administered drugs in an employee's system will not constitute a basis for discharge; however, the legally administered drug must not exceed the prescribed amount, and if so, will constitute a violation. When a legal drug may affect the safety of the employee, the employee's job performance, or the safe or efficient operation of an NPCS facility, the employee must present a doctor's statement that the drug(s) can be used safely in the performance of the employee's job. However, NPCS reserves the right to make a final determination of an employee's fitness for duty based upon the advice of a physician.

## Refusal to Submit

The refusal of an employee to provide a testing sample for the illegal use of drugs or for alcohol impairment will result in the employee being immediately suspended from work without pay, and will be subject to further disciplinary action up to and including discharge. A refusal to test or cooperate with either the drug or alcohol testing process will be treated the same as a positive result. The following is considered Refusal to Submit:

1. Employee fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath;
2. Employee fails to provide an adequate sample for a controlled substance test without a valid medical explanation after he/she has received notice of the requirement for sample;
3. Employee furnishes a sample that is adulterated, diluted, switched, or false; or
4. Employee engages in conduct that clearly obstructs the testing process.

Note: The drug and alcohol collection/testing facility has the right to declare a Refusal to Submit if there is any indication of resistance to the collection/testing procedure. Resistance includes both verbal and non-verbal indications.

## Consequences of Prohibited Conduct

Upon receipt of a "positive" drug or alcohol test of an employee, NPCS may immediately discharge the employee. Employees who are discharged for refusing to test or testing positive, or other terms of the drug and alcohol policy may be disqualified from receiving unemployment compensation benefits. Employees will be granted access to a written copy of their test results upon request. To obtain a copy of the test results, an employee must submit to the NPCS Human Resources Department a written request.

# TESTING PROCEDURES

## Scheduling of Tests

Any reasonable suspicion for the illegal use of drugs or alcohol impairment testing required by NPCS of its employees normally will occur during, or immediately before or after, the employees' regular work period. All testing is considered work time and the employee will be compensated as such. Such compensation will be made in the pay period in which the testing was done. The actual costs for drug and alcohol impairment testing required by NPCS of its employees will

be paid by NPCS. NPCS will provide or will pay reasonable transportation costs to its employees for travel to and from the testing facility.

Reasonable Suspicion Testing

Reasonable suspicion means that NPCS reasonably suspects that an employee may be affected by the use of alcohol and/or illegal drugs and that the use may adversely affect job performance or the work environment. The actions or observations of the employee must occur while the employee is on-duty or just preceding the work period. A supervisor and/or NPCS official must observe the conduct, appearance, and/or actions of the employee.

In the case of suspected drug use, the employee must be taken immediately by a NPCS administrator or designee to a collection site and a sample must be obtained. The employee's action that causes an NPCS administrator to require the test must be documented and signed by the witness within 24 hours after the behavior is noticed. In the case of suspected alcohol use, the test must be done as soon as possible. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the breath alcohol test on the employee.

Right to Demand Re-testing and Challenge the Results

Any test subject who tests positive on a confirmatory test on any drug test required by NPCS may:

- Request in writing a confirmation re-test of the original sample, at his/her own expense, provided that NPCS must receive the request within five working days after the test subject has been informed of the confirmed positive test result; and
- Submit additional information to NPCS in a confidential setting, to try to explain the confirmed positive test results. NPCS must receive the explanation within five working days after the test subject has been informed of the confirmed positive test result.

Confirmatory re-tests requested and paid for by the test subject may be conducted only by laboratories that are properly approved to conduct drug testing by the Substance Abuse and Mental Health Services Administration (SAMHSA) or the College of American Pathologists.

Confidentiality of Results

NPCS will not disclose test results except as authorized, permitted, or required by applicable law.

Searches

NPCS may, without prior notice and where reasonable cause exists, search the person (a non-touching search), any NPCS school corporation location, or any employee's personal property (including but not limited to vehicles, handbags, briefcases, jackets, etc.) that has been brought onto the school corporation location of NPCS. NPCS property covered includes property of any nature owned, controlled or used by NPCS including but not limited to parking lots, offices, desks, file cabinets, lockers and vehicles. Any employee who refuses to cooperate with such a search will be suspended immediately, without pay, and will not be allowed to return to the workplace where the search was to take place. The employee may also be subject to discipline, up to and including discharge.

## DISCIPLINE PROCEDURES

The Board of Trustees believes that all employees want to, and will, do a good job if they know what is required to perform their job properly. The supervisor is responsible for ensuring that employees know what is expected of them in their job. Further, it is school policy that employees be given ample opportunity to improve in their job performance.

Per NPCS Policy D375, the Superintendent, or his or her designee, shall have the authority to discipline, including to suspend an employee, with or without pay, when in the judgment of the Superintendent or designee the employee has violated New Palestine Community Schools policy, procedures, a supervisor's directive, or whose actions are deemed detrimental to school purposes. Any suspension of an employee shall comply with applicable due process requirements. In the case of the Superintendent, the New Palestine Community Schools Board of Trustees shall determine whether suspension with or without pay is appropriate.

In the event of failure to perform satisfactorily, the supervisor will first discuss any problem, with the employee and, if necessary, issue a verbal warning. Improvement will then be expected in a reasonable period of time. If another problem

arises, a written warning will be issued. If performance does not improve, a second warning will be issued to serve as notice that continued infractions will not be tolerated.

During the steps outlined above, suspensions of one (1) to five (5) days without pay may be imposed, depending on circumstances. After the second written warning is issued, however, employees may be subject to dismissal for additional violations or infractions.

Written disciplinary warnings will remain a part of the employee's permanent personnel record. After a period of five (5) school years of exemplary service, the written warning will no longer be considered as part of the employee's record.

There may be exceptions to using the above disciplinary procedure in cases where good practice demands immediate suspension or dismissal of an employee. Such examples include, but are not limited to, the following:

A. Reporting for duty under the influence of alcoholic beverage, or drugs; or bringing alcoholic beverages or drugs onto school premises
B. Insubordination
C. Theft or destruction of school property
D. Failure to report to assigned work schedule
E. Arrest, with subsequent conviction
F. Falsification of application
G. Threats and/or acts of violence
H. Disorderly or immoral conduct
I. Any other action requiring immediate correction

# SEPARATION FROM EMPLOYMENT

## LAYOFF OF SUPPORT PERSONNEL

It is the responsibility of the Board to provide the support personnel necessary for the operation of the Corporation, consistent with the responsibility of the Board for the judicious allocation of its resources. The Board reserves the right to abolish any existing position in whole or in part or to reduce the number of support personnel in such positions based on the recommendation of the Superintendent.

## REDUCTION IN FORCE OF CERTIFIED PERSONNEL NPCS Policy D475

The New Palestine Community Schools will follow all applicable law when financial/operational circumstances justify a decrease in teaching positions (reduction in force).

In accordance with administrative guidelines, prior to commencing action to non-continue or cancel teachers' contracts under the Reduction in Force Policy, the Board of Education will attempt to make needed adjustments through:

- Voluntary retirement
- Voluntary resignations
- Voluntary transfer of existing staff
- Involuntary transfer of existing staff

The non continuance or cancellation of a teacher's contract due to a justifiable decrease in the number of teaching positions shall be determined on the basis of performance. The Superintendent is authorized to limit or narrow the scope of any reduction in force to those employees who work in the school, facility, program, or department subject to the reduction in positions.

The following procedure will first be applied only to probationary and professional teachers in the school, facility, program, or department ("area") to be reduced when the area to be reduced has both established teachers and probationary and/or professional teachers assigned to it. If the area being reduced has only established teachers assigned to it, or if all probationary and professional teachers in the area are already subject to reduction and more reductions are needed, the procedure will then be applied to established teachers in the area to be reduced. An established teacher who is licensed in another content area cannot be subject to the reduction in force if the established teacher is able to replace a probationary or professional teacher in that license area.
Teacher performance will be considered over a time frame of the past three consecutive years. If three years of evaluative data is not available, two years or one year of data will be used.

In the spring, when notices on possible staff reductions must be made, only partial evaluation data for the current school year will be available to use to make these decisions. Summative ratings will likely not be available until the fall of the year. Since the teacher effectiveness rubric (TER) gives the most accurate assessment of a teacher's performance when reduction-in-force decisions have to be made, it will be utilized as a representation of current school year performance. Employees on leave or who for other reasons have not yet received an evaluation will be deemed effective (3.0) unless objective performance data exists indicating that an effective rating would be unlikely were a full evaluation completed.

School officials will use the teacher effectiveness rubric scores to place teachers in one of the four performance categories (ineffective, needs improvement, effective, or highly effective) and then, if necessary, will make further differentiation using the individual TER scores in order to determine who is a lower-performing teacher and/or whether the tie-breaker factors identified in this guideline will need to be considered.

All evaluation information and data used in determining whether or not a teacher is reduced will be the information and data collected while a teacher at NPCS.

In cases where the teachers' performance ratings/scores are the same, the administrator will weigh the following factors before making a determination as to which teacher and/or teachers shall be subject to the non-continuance or cancellation, in the following order:

1. the academic needs of the students in the school corporation
2. current instructional leadership roles
3. degrees earned
4. credit hours earned
5. teaching experience

## RESIGNATION NPCS Policy D450

Pursuant to State law, following submission of a written resignation, the employee does not have a right to withdraw or otherwise rescind that resignation. Any employee, except that Superintendent (who should submit a written resignation to the Board president), should submit a written resignation to the Superintendent or designee. An employee's resignation may be submitted to and received by the Superintendent or designee through any written communication medium, and the employee may not withdraw, rescind, annul, or amend such resignation once submitted to the Superintendent or designee. Such a submission includes written communications left on school property following discovery by school officials that the individual has accepted other employment. A notice of retirement is subject to this policy, as a retirement notification is functionally equivalent to a resignation.

On the last day of employment, the return of all Corporation items (i.e. keys, ID's, and Corporation owned uniforms) to the immediate supervisor is required.

## RETIREMENT OF CERTIFIED EMPLOYEES

Please refer to the Collective Bargaining Agreement on the corporation website under Departments / Human Resources

# RETIREMENT OF SUPPORT PERSONNEL

The Superintendent has established guidelines regarding severance benefits for certain eligible support personnel.

Support personnel who resign for any cause other than ill health, are expected to give two (2) weeks notice. Support personnel who resign with two weeks notice or retire prior to using their eligible vacation days will be paid vacation pay on the basis of the earned days, less any vacation used. No vacation allowance is paid in the event of dismissal for cause or resignation without two (2) weeks notice.

All eligible support personnel who present evidence of retirement from active service will be granted severance in alignment with the following board approved plan.

- To be eligible, an employee must be at least fifty-five (55) years of age and have at least fifteen (15) continuous years of service in the Corporation.
- All unused vacation will be paid.
- All unused sick days, up to the maximum allowed for the position, will be paid at the employee's daily rate. If the employee has no sick days remaining, a minimum of $200.00 severance will be provided by the employer.
- All unused personal days, up to the maximum allowed for the position, will be paid at the employee's daily rate.
- Eligible support personnel employees have the option to continue participation in the group insurance policies at their own expense. The employer does not contribute to the insurance premium of retired support personnel.

# LETTER OF REFERENCE OR EMPLOYMENT REFERENCE

## LETTER OF REFERENCE

A current or former employee has no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts to prepare such a letter, the Board expects that administrator to provide specific and truthful comments concerning the employee's actual performance that can be substantiated by the individual's personnel file.

## EMPLOYMENT REFERENCE

Notwithstanding the preceding provision giving an administrator discretion to provide a letter of reference to a current or former employee, if another school makes a request for an employment reference for a current or former employee, in compliance with I.C. 20-26-5-11.5, the administrator shall disclose to the requesting school any incident known by the Corporation in which the employee committed an act resulting in a substantiated report of abuse or neglect under Indiana law.

In accordance with State law, an administrator who, in the scope of his/her employment, provides a letter of reference or employment reference is entitled to at least a qualified privilege for his/her statements provided such statements were made in good faith.

All Corporation employees, including but not limited to an administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, are prohibited from assisting a Corporation employee, contractor or agent in obtaining a new job if s/he knows or has probable cause to believe that such Corporation employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct.

No Corporation employee shall provide a letter of reference or an employment reference for any Corporation employee, former employee, contractor or agent if s/he knows or has probable cause to believe that such individual engaged in sexual misconduct regarding a minor or student in violation of State or Federal law.

# GENERAL EMPLOYMENT EXPECTATIONS

The following are actions that violate NPCS work rules and are considered serious. Employees will be counseled regarding any violation of work rules and written warning will be issued.

1. Sleeping, wasting time, loitering, leaving work area during work hours without permission, or unnecessary visiting.
2. Unsatisfactory job performance, including but not limited to, carelessness or inefficient performance of job duties resulting in either poor quality or quantity of work.
3. Creating or contributing to unsafe working conditions. Violation of, or disregard of, safety rules or safety practices.
4. Careless handling of equipment or material.
5. Failing to maintain accurate time record.
6. Absenteeism or tardiness.
7. Making false or malicious statements concerning any employee, the School System, or its students; using abrasive language.
8. Misconduct of any nature that adversely affects the School System's best interest and reputation.
9. Excessive non-emergency, non-work related telephone use.

The following are actions that violate the School System's work rules and are considered extremely serious. At the discretion of the School System, violation may result in a report to law enforcement where applicable, and disciplinary action up to and including termination of employment.

1. Intentional misstatement of fact regarding one's qualifications for employment or the determination of salary.
2. Violation of the School System's substance abuse policies.
3. Violation of School System's discrimination or harassment policies.
4. Threatening, coercing, or maliciously interfering with fellow employees, students, parents, teachers or other persons during working hours or on school premises.
5. Gambling in any form on School System property.
6. A repetition of conduct for which counseling or written warnings have occurred.
7. Fraudulent actions toward students, parents, teachers, employees, or the School System.
8. Falsifying School System's records or time records.
9. Insubordination of any kind, including, but not limited to, refusal to perform assigned work or to take orders from or follow supervisor's direction; interfering with supervision, refusal to submit to medical or substance examination in accordance with the School System's Drug and Alcohol Policy.
10. Instigating a fight or fighting during working hours or on employment premises at any time.
11. Outside employment or personal business endeavors that interfere with job performance.
12. Assisting another employee in the falsification of time records.
13. Leaving the building or walking off the job during work hours without proper permission.
14. Theft, misappropriation, destruction, or removal from the building location or premises of any School System's or other employee's property, records, or equipment without proper authorization.
15. Intentionally restricting or disrupting the daily procedures and operations of the School System or encouraging other employees to do so.

16. Circulating or posting unauthorized literature of any type during work time and in work areas.
17. Disconnecting or rendering inoperative any safety system.
18. Falsification of employment application or employment documents.
19. Inflicting or threatening bodily harm to anyone.
20. Soliciting funds or selling items during working hours without written authorization.
21. Reporting for work in an unfit condition.
22. Use of profanity or engaging in immoral conduct during working hours.
23. Handling or carrying a firearm, explosive, or other weapon of any kind on the job.
24. Possession or use of alcoholic beverages during working hours.
25. Possession or use of narcotics or controlled substances during working hours.
26. Promoting a negative attitude related to employment.
27. Inappropriate relationship with students or other Corporation employees.
28. Any other conduct, action, inaction, or circumstances which may adversely affect the efficient operation of New Palestine Community Schools or in any other way jeopardize the safety, welfare, morale, or general well-being of employees, students or visitors.

The above list is not exhaustive and is meant as a guide. Other conduct deemed contrary to the mission of New Palestine Community Schools, though not listed, may be grounds for disciplinary action or dismissal.

# ADDENDUM #1 - TRANSPORTATION GUIDELINES

## DEPARTMENT EXPECTATIONS

### CUSTOMER SERVICE

Our customers are the students, their parents, and the Corporation staff that we serve. Our goal in the Transportation Department is to constantly and consistently exceed our customer's expectations. As NPCS employees, you are expected to help provide this level of service to our customers.

All employees will:
- Greet customers with a friendly greeting.
- Make all conversations, including telephone conversations, positive, professional, and respectful.
- Maintain the customer's confidentiality and privacy.
- Listen completely, giving the customer your undivided attention.
- Ask questions to fully understand customers.
- Tell customers you will get back to them within 24 hours if you don't know the answer.
- Always follow through.
- Not argue with a customer.
- Use respectful language when talking to the customer
- Not threaten a customer in any way.

Contact the Transportation Department staff if you need help working with a customer. Treat a customer as you would like to be treated when dealing with an organization. Providing exceptional customer service to our students/parents and school administrators is an important part of your job. All issues or questions need to be addressed with the Transportation office staff.

## EMPLOYEE EXPECTATIONS

Employees who work for the transportation department can expect:
- A clean and safe environment
- Tools, materials, and supplies necessary to perform the job
- Enforcement of Corporation and department policies by the Director of Transportation
- To be treated equally with dignity and respect
- Timely feedback on the status of discipline issues, route changes, road conditions, etc.
- Informational meetings and training opportunities

### DAILY EXPECTATIONS

Employees on a daily basis will:
- Clock in and out for all shifts
- Perform duties of their job description.
- Perform a proper pre-trip inspection.
- Perform a proper post-trip inspection.
- Notify shop staff of any mechanical problems.
- Not use personal electronic devices while students are on the bus, and/or while driving the bus. Do not use earphones in your ear while on the bus.
- Arrive to work on time and ready to work.
- Leave at the scheduled time with a route sheet and drive through the parking lot at no more than 10 MPH.
- Bring any concerns to the Transportation Office.
- Inform the office if you do not have students riding from particular stops for more than a week.
- Return the route sheets to the appropriate place on the bus at the end of each route.
- Return bus keys to the key board at the end of each day.

- Attend required department meetings and training.
- Check your mailbox, email, and bulletin board for notices and bus assignments every day.
- Use time efficiently. Be working when on the clock.
- Dress appropriately and according to the dress code.
- Drivers and aides should be clocked out of their morning routes no later than 9:15 unless you have routes during the day. If you are on the clock past 9:15, you must fill out a Time Clock Exception Form.
- Drivers should be clocked out of the afternoon routes by 5:00 pm. If you are on the clock past 5:00 pm, you must fill out a Time Clock Exception Form.
- Do not use tobacco products or electronic smoking devices while in the service of the Corporation or on Corporation property, including vehicles. This is especially true of the fueling station.

BUS AIDE EXPECTATIONS

- Assist the driver in maintaining a safe and positive environment.
- Assist the driver with students who have physical needs.
- Assist with the transferring of students to other buses, schools, homes, etc.
- Know the route as well as the routines in order to assist substitute drivers.

DRIVER EXPECTATIONS

- Drivers must report any accidents or moving violations in their personal vehicles.
- Transportation will check driving records in BMV a minimum of once per year.
- Drivers are required to carry their DOE yellow card and their CDL license.

DRIVER AND AIDE EXPECTATIONS

Employment Expectations:

In addition to ensuring compliance with the above Federal and State guidelines, the New Palestine Community Schools requires that drivers and aides meet the following requirements:

1. A driver, mechanic or bus aide must be twenty (21) years of age
2. A driver must hold or be willing to obtain a CDL with Airbrake, School Bus and Public Passenger endorsements.
3. A driver, aide, or mechanic must be able to pass the CDL physical and state required physical certification.
4. A driver, aide or mechanic must pass the state required Performance Standards and any other state/federal requirements.
5. All employees must be able to understand and agree to the NPCS/Transportation policies and employment requirements.

Physical Performance Standards and Test:

On January 1, 2002 rule 575 IAC 1-8 went into effect; this rule sets the final rule on school bus driver physical performance standards and measurements. All drivers that receive an initial Standard Certificate (also known as a yellow card) on or after January 1, 2002 are required to meet the standards for 575 IAC 1-8.

NPCS Transportation Department requires all bus aides to perform the same physical state requirements as set forth for drivers.

SUB DRIVER EXPECTATIONS

- Substitute Bus Drivers must sub at least once per semester to remain active on the substitute bus driver list.

## BUS EXPECTATIONS

FUEL

- When fueling the bus, there should never be students on board.
- When fueling the bus, drivers must remain with the bus at all times.
- The bus should not be parked with less than half a tank of fuel.
- Immediately report any spills to the garage
- Fuel is for authorized NPCS vehicles only.

CLEANING

- It is important that the bus is maintained in a way that promotes a safe, healthy environment for students. Keeping your bus clean will also influence pupil behavior. Students are more likely to respect property that you respect.
- Sweep your bus at least weekly, more frequently if necessary, and after a field trip. Do NOT sweep dirt onto the ground. Use your dustpan to catch dirt as you sweep out your door. Then use the waste cans.
- Trash cans should be emptied as needed before it is full.
- Inside windows should be kept clean.
- Driver area, dash, walls, and ceiling should be cleaned and free of dirt or clutter at all times.
- Buses will be evaluated periodically.
- Authorized items on the bus are magnetic name tags, no larger than 4x6' each, a secure trash can, tissues, hand-sanitizer, cleaning supplies, specialty towels for spills, a garage-approved and installed cup holder, route folders, and clipboards.

IDLING BUS

- The Department of Education endorses the STAI Bus Idling Policy:
    - 32 degrees and above: 5 minutes
    - 20 degrees and below: 30 minutes or until front windows are defrosted and safety equipment is operable.
- If you are to remain at school longer than 3 minutes, you are to shut your engine off and leave it off until ready to depart. This also applies to field trips.
- The bus should run no longer than 5 minutes after becoming motionless.

ROUTE SHEETS

- The full-time driver is responsible for keeping route sheets current and up to date at all times.
- Failure to keep route sheets up to date can result in disciplinary action.

SPARE BUS

When it is necessary for you to drive a spare bus, you are to have the correct bus number displayed on the bus. Make sure you utilize the magnetic numbers available in the garage. You are expected to bring the spare back to the Transportation Center fueled and clean. The spare bus is to be checked in by returning the keys to the key board.

SEATING CHARTS

Seating charts are required to be updated at all times. One should be kept in your route folder and a copy to the transportation office by the end of the second full week of school. It is expected that you learn the names of your students. You will hand the office a new seating chart by the end of the first week of the second semester.

BUS MAINTENANCE

- It is the obligation of the driver to see that the bus is in safe operating condition.
- Any damage or vandalism to your bus is to be reported, and an Incident Report filled out immediately.
- Do not expect a mechanic to remember a conversation about your bus. Fill out a NPCS Fleet Engineering Bus Work Request form to inform the garage of problems with the bus.
- In the event an issue arises during an evening trip you should call the Transportation Supervisor or mechanics listed on the trip sheet.

TWO-WAY RADIO

- Radios should be used for the following bus issues:
    - Accidents involving your bus or another NPCS bus
    - Accidents potentially affecting NPCS bus routes
    - Bus mechanical issues that are essential and require immediate attention
    - Train sitting on track (before you cross)
    - A mechanical issue on another bus (lights, etc. that is a MUST)
    - Low branches or roadway debris affecting NPCS buses
    - Radio base if you are going to be late to the school

    - Radio base if you are running more than 10 minutes behind on your route
- Radios should be used for the following student issues:
    - Missing/lost student
    - Student(s) fighting- Notify transportation office immediately
    - Sick or other medical issues with student or driver
    - No one home for student
    - Not safe to drop off student
    - Missed a student stop
    - When you need assistance from an administrator or supervisor

  *PLEASE REMEMBER
    - Keep it short and simple
    - Be mindful of what you are putting out over the radio
    - OK to use the student's full name
    - Do not share protected information about a student's disability or medical information over the radio if at all possible
    - Write up non-essential mechanical issues – do not use radio

NO STUDENT LEFT BEHIND

Do not deny a ride to school unless it is cleared by a supervisor.

## BUS LOT ROUTINES

TRAFFIC PATTERNS

The bus lot and all NPCS property speed limit is 10 mph at all times.

BACKING

When backing out, be aware of your surrounding buses, parked cars and drivers doing pre-trip inspections. Honk your horn with 2 short beeps and initiate your hazard lights which should be left on until you exit the bus lot. All backing buses have the right of way.

GATES

Will be secured after hours by Transportation Supervisors or electronically. If you see one unsecured and you are the last employee leaving the lot, please secure the gate or call the Transportation Supervisor.

## SAFE DRIVING EXPECTATIONS

No exits should be blocked.

OFF LIMIT AREAS

- The aisle way is to be clear at all times.
- The back of the bus is built to be a crash energy barrier. There is to be nothing stored between the rear seat and the back of the bus.
- No students should be forward of the white line except during loading/unloading. Students should not be allowed on the bus dash at any time.

DRIVING TECHNIQUES

- Drivers shall wear their seatbelts at all times.
- Always keep both hands on the steering wheel and your eyes on the road.
- Always make complete stops at intersections marked by stop signs and use the utmost care prior to proceeding.
- Your door must always be shut when the bus is in motion.
- A bus should always travel in the furthest right lane whenever possible.
- Turning right at a red light is permissible using best judgment unless posted otherwise.
- Keep a safe distance from the vehicle ahead to allow braking distance in the event the other vehicle makes a sudden stop. Remember that sudden stops may cause a collision from a vehicle following you too closely.

- Passing a slow-moving or stalled vehicle is permissible using driver discretion. Activate your 4-way hazard lights during the passing procedure.
- Backing a school bus is dangerous due to restricted sight therefore backing at a school is prohibited. However, if it becomes necessary to do so you must have a spotter, use 4-way flashers, and use your mirrors. Back in, not out (you should never back onto the roadway). If your route actually is written with a turnaround assignment, you should keep the children on board until you have performed the backing maneuver. In the morning you should get the students on board and then perform the backing maneuver.
- 60 mph max on highway
- 40 mph max on county road
- Posted speed limits in NPCS school zones when yellow warning lights are operating
- 10 mph max in the bus lot
- You are required to obey the posted speed limits if less than the speeds stated above.

### LIGHTING RULES

- Headlights should be used at all times.
- Strobe lights shall be operated during routes for more visibility due to darkness, heavy fog, snow, etc.

### MIRRORS

- Mirror Adjustment –FMVSS111 sets the standards for adjustment. It is important to have your mirrors adjusted properly. Mirrors are not just to see traffic. Extra mirrors are on your bus and are specifically used to see students around in the danger zones around your bus.
- There is a mirror adjustment grid painted on the ground in the training area. See the Transportation Office if you need help understanding how to properly adjust your mirrors.

### HIGH WATER

- Flood waters are generally deeper than they appear. One foot of fast-moving water is deep enough to sweep a vehicle off the road.
- ALWAYS travel at a slow speed when going through water.
- Gently ride your brakes to help dry them after leaving the water.
- If you encounter high water, notify the transportation office.
- At the point that you see water in your door, stop and slowly back up. Call the transportation office.

## RAILROAD GRADE CROSSING

- Activate 4-way hazard lights approximately 200' from the nearest set of tracks to give adequate warning of your intentions to other motorists. Stop no closer than 15' and no further than 50' from the nearest track. Cancel all noise within the bus, asking students for silence. Look and listen through an open driver's window and student entry door in each direction more than once. If no train is present and you determine it is safe to cross, and you have enough containment area on the other side of the tracks, close the door and proceed across the tracks. Cancel the 4-way hazard lights by the time you reach the posted speed limit or the next intersecting road.
- If there are lights activated and no train is in sight or can be heard, radio base for permission to proceed.
- If the railroad crossing gates are down, you cannot cross the tracks unless directed by a police officer or railroad personnel.
- For the safety of all passengers, if the gate comes down on your bus, proceed even if it breaks the gate.
- I.C. 9-21-12-17 The driver is to stop the bus at all times regardless if students are on board or not.

## LOADING

### BUS STOP LOADING

- Activate 8-way student warning lights approximately 200' from your stop.
- Monitor mirrors and oncoming traffic while reducing your speed.
- Come to a safe and complete stop 10' from the students.
- Activate red warning lights and stop arm.
- Confirm all traffic has stopped while holding students.
- Give the children the signal to cross and load the bus when it is safe to do so.

- When boarding, students should be instructed to go straight to their assigned seats.
- Once loaded, confirm there are no students, pedestrians, items, or pets in your danger zones.
- Ensure all students are seated.
- Close the door.
- Place the bus in drive.
- Release the parking brake.
- Merge into traffic and continue your route. If your stop is in a turn lane, you will need to
- activate your turn signal when pulling up as well as when you are ready to pull away.

BUS STOP UNLOADING

- Activate 8-way student warning lights approximately 200' from your stop.
- Monitor your mirrors and oncoming traffic while reducing your speed.
- Come to a safe and complete stop 10' from the bus stop.
- Activate red warning lights and stop arm.
- Confirm all traffic has stopped.
- Give the children the signal to cross when it is safe to do so.
- Once unloaded, confirm there are no students, pedestrians, items, or pets in your danger zones.
- Close your door and cancel your stop arm.
- Place the bus in drive.
- Release the parking brake.
- Check mirrors and danger zones.
- Merge into traffic and continue your route. If your stop is in a turn lane, you will need to
- activate your turn signal when pulling up as well as when you are ready to pull away.

LOADING/UNLOADING AT SCHOOL

- Buses are expected at all schools 5 minutes before the afternoon loading time; Drivers are to be on board the buses when students begin to load at the schools.
- Once you stop, set the parking brake and place the bus in neutral.
- Buses shall be turned to the on/accessory position after getting to the school so that the cameras will continue to work and radio is on.
- At the schools, the driver should be actively monitoring students while loading/unloading.

SPECIAL CIRCUMSTANCES

Preschool and Kindergarten age students

- When dropping off, confirm there is an older sibling or an adult present at the residence before dropping off.

No access to residents

*(Examples: No guardian at home, Lost Key, Student fell asleep, etc.)*
Contact the school or transportation office immediately and the office will contact a guardian and formulate a plan. The office will instruct the driver of the alternate plan i.e. circle back around, take back to school, bring back to the school.

Unknown student loading at a bus stop

If an unknown student attempts to board your bus and is not on your route sheet, communicate with the school or transportation office. You may be instructed to transport the student as long as the student is enrolled in a NPCS school.

FIELD TRIPS

- When at the school or destination, park in a safe unloading zone.
- Secure the bus in Neutral and set the parking brake.
- Shut off and take the keys out of the bus.
- Activate your 4-way hazard lights.
- Follow our idling guidelines.
- Supervise the loading and securement of cargo.
- Students should never leave the bus through the emergency door unless it is an emergency.
- The students should not operate the rear door to prevent damage.

- Double-check with the person in charge to account for all students/passengers.
- Communicate with the person in charge with plans. You may need to exchange phone numbers if leaving the location.

## RIDERSHIP

Transportation is provided for NPCS students in grades K-12 who reside within their home school boundary. Persons requesting special consideration will be directed to the Administration Building for clarification.

Unauthorized Persons on the Bus I.C. 35-43-2-2: Criminal Trespass if they refuse to get off after being asked to do so whether orally or in writing. When pertaining to school buses, state law defines an unauthorized person as: a person who is uninvited by the driver to board the bus. Be polite at all times. Please ask parents to come to your window if possible. If a parent or any other person boards your bus that you are uncomfortable with, you may tell them they are not to be on the bus. Repeat this to them. If assistance is needed, notify the Transportation Office immediately.

## PARKING

### SCHOOLS

- All routes will have assigned parking spots at the schools.

### BUS LOT

- Special Needs buses and Sub Buses are assigned according to bus number
- Gen Ed buses are assigned according to bus number
- Activity buses are assigned to the southeast corner of our facility.
- School vehicles are assigned to the southeast side of the transportation center.

### PERSONAL PARKING LOTS

- Drivers and aides are authorized to park along the south and north side of the fenced bus garage area.
- Garage/office team members are authorized to park along the north or south end of the fenced bus garage area.
- NPCS is not responsible for damage that may occur with your choice of the parking lot. (Examples: baseball into the window, fender benders, band trailer damage.)
- When outside the township or in unknown parking lots, please be mindful of traffic patterns and unforeseen congestion. These can make leaving the location hazardous and may end up having damage occur to our equipment or other property.

## EVACUATION DRILLS

- I.C. 20-27-3-6-5: Effective July 1, 2013, all districts will ensure drivers are conducting evacuation drills every semester. The Transportation Office will set the dates and make preparations for this to happen. The Evacuation Drill shall be conducted on school grounds and must be completed within the first 45 days of each semester.
- Evacuation schedules are predetermined according to ideal weather conditions. The schedule will be posted throughout the office and during the drill week.
- The scenario will be placed in your mailbox before the drills.
- Drivers and students are expected to participate. Special exceptions are to be authorized by the Director of Transportation for safety concerns only.
- Every attempt should be made by drivers and monitors to be in attendance for your evacuation drills.

## ACCIDENTS

### NOTIFICATION

- When an incident or accident occurs causing damage to property or injury you must notify the transportation office immediately via the safety channel on the radio. They will guide you through the situation.
- All radio traffic must be silenced unless there is an emergency.

- If there is a road closure due to the incident, assume it will be closed for the duration of the tiers. If your route is not directly affected by the closure, avoid this closure until further notice from the transportation office. Only communicate about the closure if you have students on your route that may be directly affected by the closure.

GENERAL ACCIDENT PROCEDURAL GUIDELINES

- Do not move the bus/corporation vehicle until the NPCS officer, NPPD, or transportation director has approved you to do so.
- Check your students for injuries and instruct them to stay in their assigned seats unless in immediate danger.
- Notify the transportation office of the exact location and the details associated with the incident on the safety channel of the radio.
- Secure the scene. Order an evacuation if passengers or yourself are in immediate danger. Set out your emergency triangles for communication with other motorists as needed and if possible.
- Follow your accident procedure in your Accident Folder located on each bus.
- Do not allow students to leave the scene without the NPCS police approval to do so.
- When the police arrive you will need the following documents ready: vehicle registration and insurance card, your driver's license, student seating chart listing all passengers on your bus at the time of the accident, and be ready to answer questions in detail about the incident.
- Avoid speaking with reporters or bystanders. It is understandable to want to plead your case, but the safety of the students is what is important. If you are approached please instruct them to contact the Transportation Department.
- Do not admit fault or imply fault. The investigation and insurance companies will determine the outcome of the incident at another time.

AFTER AN ACCIDENT OR INCIDENT

- Fill out an Accident Report Form and submit it to a transportation supervisor.
- Drivers may be required to submit to a Drug/Alcohol Test immediately. The transportation office will help this be as easy and quick as possible.
- After the incident, avoid speaking with anyone about the incident. If you are contacted directly, refer them to the transportation office/supervisors.
- Employees involved in an incident may receive an accident referral and/or be required to attend a remedial training session based on the results of the investigation.
- Multiple incidents may result in disciplinary action up to and including termination.

## REQUIRED TRAINING

DOE Annual Safety Meeting (Yellow Card)

This class is mandatory for all Indiana School bus drivers to maintain their certification. Drivers are required to complete this class online before Thanksgiving. Failure to complete the class before the deadline will impact evaluations. If a driver does not complete the class before December 31st, it will result in the loss of driving privileges per state law. If failure to complete the class continues after January 31st, it will result in appropriate disciplinary action and/or termination.

Back to School Meeting

Each year there is a mandatory meeting for all transportation staff before school starts. You will be paid mission rate or aide pay for attending this meeting.

eLearning Day for Vector Training

All transportation staff will be paid your mission rate or aide pay to work on Vector Training coursework. It is required that all Corporation staff complete each year. Human Resources will send out the information for this via school email in June.

Monthly Driver Training Meetings

Once per month, drivers will attend a short training meeting immediately following routes. The topics of the meeting will vary throughout the year and the schedule will be set by the transportation office prior to the start of the school year.

# DRUG AND ALCOHOL TESTING

Any person that is required to have a Commercial Drivers License is subject to drug and alcohol testing. The NPCS maintains a detailed drug and alcohol testing program manual that employees will review with annual training. There are four different tests that you may be required to take.

## PRE-EMPLOYMENT TESTING

- Any person that is required to have a Commercial Drivers License is subject to pre-employment drug and alcohol testing.

## RANDOM TESTING

- At least 25% of the employee pool shall be selected for random alcohol testing.
- At least 50% of the employee pool shall be selected for random controlled substance testing.
- Selection of employees shall be made using a scientifically valid method.
- Tests must be unannounced and reasonably spread out throughout the calendar year.
- Employees shall report immediately to the test site after notification.

## POST-ACCIDENT TESTING

The Corporation shall conduct post-accident testing as follows:

It is the responsibility of the employee to report for post-accident drug and alcohol testing as soon as practical, at the direction of the Corporation, following an accident that occurs while the employee is performing Corporation safety-sensitive functions in which any person involved has been injured, property damage has occurred, or a citation for a moving traffic violation in connection with an injury or tow away accident has been issued within 32 hours, to an employee.

## REASONABLE SUSPICION TESTING

Prior to reasonable suspicion testing being conducted, observation will occur by a trained supervisor. Hearsay or secondhand information will not be sufficient to require an employee to be tested but may prompt further investigation. An employer shall require an employee to submit to an alcohol or controlled substance test when there is reasonable suspicion to believe that the employee has violated the prohibitions concerning alcohol or controlled substances.
A refusal to submit to any of the above tests will be treated as a positive test, and the employee will be removed from duty and subject to discipline.

# STUDENT MANAGEMENT- KEYS TO SUCCESS

## YOU ARE THE ROLE MODEL

Show your students the kind of behavior you would like to see from them. Be friendly and polite. Say “Please” and “Thank you” and “Good Morning/Afternoon”

## CONSISTENCY

It is our intent to be firm, fair, and consistent when managing the students we transport. The school bus rules are plain and simple. They must be taught to all of your passengers and reviewed often. Our staff is expected to be consistent in their actions with any student who may disobey the rules or instructions. Try to use reasoning and simple explanations with the students you are talking with. Your expectations should be understood at their level.

## YOUR APPROACH

Always remain calm, even when students are dysregulated. A dysregulated adult cannot help a student to stay regulated. Stay calm and professional at all times.

## EXPLAIN RULES

Make sure the students have received a written copy of your rules and the expectations. Keep your rules short and simple and uniform within the Transportation Department.

*IC 20-27-10-1*
*When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver/aide and are subject to disciplinary measures by the school bus driver and the governing body of the school corporation.*

STUDENT RULES

Bus Stop

- All students must board/depart the bus at their assigned stop.
- Students must be ready to load at the bus stop 5-10 minutes prior to the scheduled pick-up time.
- No horseplay at the bus stop.
- The bus stop is considered school property and therefore subject to school policies and rules.

Safety Belts

- If there are seat belts on your bus, students are expected to use them at all times.
- The explanation is required once a semester, but daily reminders are expected for safety and compliance.

Carry on Items

- As long as there is room, we will allow students to have carry-on items and instruments on the bus.
- Seating capacity should be maintained to allow for all students.
- The item must fit on the student's lap or on the floor between their legs and may not impede the space of another student.
- The item should remain lower than the window level.
- The item may not block an aisle way, emergency door, or window.
- It is not desirable to use the undercarriage for storage while on a route. This would require the driver to get out of the bus with students on board. This also could be a liability issue to allow students or parents to access this compartment without NPCS supervision.
- Use of personal electronic devices such as cell phones, electronic games, laptops, tablets, laser pointers, flashlights, etc. on school buses shall not interfere with the safe operation of the bus, the safety of students, or the driver.

Food and Drinks

- Due to allergies and the choking hazard, candy, food, and drinks are not to be consumed during regular bus routes.
- Food and drink is allowable on the bus for athletic events due to the length of time away from home for the event.
    - All food and drink MUST be cleaned by the team upon return to the school
    - Absolutely NO peanut products due to the severity of peanut allergies

Windows

- For the safety of all students, windows are not to be lower than halfway down. (1/4 of the total window)
- Students should keep their heads, hands, feet, and bodies inside of the bus at all times.
- Throwing objects out of the window is unacceptable and prohibited by law.

Seating Arrangements

- All students will be assigned a seat and may be changed at the driver's discretion. This must be documented on the seating chart and kept up to date in the office.
- Students must remain seated at all times.
- All personal belongings, head, hands, feet, and body should be kept out of the aisle way at all times.
- Students must sit facing the front, with their feet on the floor, and back to the seat at all times.
- Destruction or vandalism to the bus is unacceptable.

Personal Space

- Students must be respectful of others. Keep all body parts and belongings to themselves.
- Throwing objects on the bus is prohibited.

- Students should keep their area clean, and free from trash or debris at all times.
- Possession of sprays, combustibles, tobacco, e-cigarettes/vapor, alcohol, drugs, or weapons is unacceptable on a school bus and on school grounds.

Directives

- Students must follow individual instructions from the driver/monitor at all times.

## BUS SAFETY GUIDELINES

In addition to the safety guidelines listed above in the main handbook, this is our Corporation action plan in the event of unsafe situations around the Corporation. Follow the directives of our school police during these instructions.

General Guidelines in the Event of a Crisis Situation

- This Crisis Plan, seating charts, route sheets with student information, and a permanent marker should be in the folder on the bus at all times. The folder should be in the pocket behind the driver's seat. In all crisis situations, students will look to adults for support, we should be calm
- Stay off the two-way radio
- Be calm
- Keep your students calm and reassured
- Remain on the bus if you have students on board.
- Do not allow anyone off the bus unless you have been told to do so by base or NPCS Resource Officers or any other emergency personnel.
- Keep your doors closed.
- If you hear popping noises (gunfire) outside the bus, have students put their heads down so they are not visible through the windows.
- Do not speculate on what has happened or make evaluative statements as the students react to the situation.
- If there is a serious injury, write the student's first and last name on their arms with a permanent marker, which is in the folder.
- Refer all media questions to the Administration Office. This is meant to protect you, not limit your rights.
- Document any unusual events you see or hear.
- Note the names of students and staff who seem particularly upset so they may be monitored and referred for assistance later.
- Follow all instructions given by emergency personnel. Trust them to have reasons for what is going on and know you will be informed later. Below you will find several scenarios that could result in communication from the police department, administrators, your supervisor, or fellow co-workers. You may have one of these happen on your bus and need to call for assistance or alert others. We are here to protect the students. If something seems off or out of the norm, communicate your concerns.
- Rely on your instincts to protect yourself and your students

Buses Arriving at Schools in the Process of a Lock Down

- Radio silence should be maintained – Listen for further instructions.
- You will be instructed where to take buses.

Hazard Around the School

- Any suspicious package should not be touched or handled in any way. All students and staff should be kept clear of the package. Do not bump, shake, open, smell, touch, or taste.
- Report the suspicious item to the base immediately.

Hostage Situation on a Bus

- Radio into the base.
- Calmly ask the intruder for permission to evacuate the bus.
- If not allowed to evacuate, remain calm and set the tone for others.
- Don't be a hero. Accept your situation and be prepared to wait.
- Avoid quick jerky movements that might upset the perpetrator.

- Follow the instructions of the perpetrator and inform students to do the same.
- Be prepared to talk by phone, you may be forced to.
- Treat the perpetrator as normally as possible. Do not make demands.
- If anyone needs special medical attention, inform your captors.
- Trust the negotiators. Accommodate the perpetrator. ASK for permission to speak. Face them when speaking, but do not crowd the perpetrator's space. Be respectful, and never argue, or make suggestions.
- Try to remember as many facts and incidents as possible. Make mental notes of those who leave or enter the area.
- Follow instructions of the emergency personnel.

Weapon on the Bus

- If you can see a weapon or if a student reports to you there is a weapon on the way to school (Non-threatening situation-no physical threat to others):
- Do not confront the student.
- Use your professional judgment, but in general, do not let students on or off the bus until you can inform the school resource officer or Transportation Director of the situation. Be calm, do not create panic. The officer will give you directives.
- Calmly radio for an SRO to meet the bus at a specified location on route.
- 
- The transportation office will contact an SRO or the appropriate law enforcement for further instruction.
- After the situation is cleared by law enforcement, report to the Transportation Office to provide documentation.
- 

Reporting Abuse or Threats of Physical Harm

- Hearing possible child abuse you need to the Department of Child Services should be contacted immediately at 1-800-800-5556. Also, your supervisor needs to be contacted.
- Hearing comments about abuse or someone threatening to do physical harm; or "threatening to kill" other students, staff, or themselves must be taken seriously.
- Report to the Transportation Director or School Principal on the same day of the incident.
- Document in writing exactly what was said, and if anyone else heard what was said (have your roster ready for names).

Tornado Procedure

- We will need the radio clear. We will keep you informed if we need the drivers to do anything different than the normal routes. Be aware that what is being said on the radio can be frightening to the students. Remain calm. STAY OFF THE RADIO. Use the radio ONLY if you have emergency information. We will keep the drivers informed as we get information. Transmitting anything other than emergency information in a Severe Weather Disturbance may result in disciplinary action.
- If a tornado is reported and you have not left the school, the students should go inside the building. NEVER SIT IN FRONT OF A SCHOOL BUILDING WITH STUDENTS ON BOARD. If severe weather disturbances are threatening near school dismissal time, we will cooperate with school administrators to retain students in safe areas in the school or other nearby buildings until the threat has diminished.
- Definitions to Know:
    - Tornado Watch – The weather conditions may produce tornadoes.
    - Tornado Warning – An actual tornado has been sighted.

Inclement Weather

For the safety of all employees and the students we transport, we take the effects of weather seriously. Communication between the superintendent, operations manager, director of maintenance, and the transportation office will take place to make the safest decision on whether to conduct school as usual or use an alternate plan. These plans will be communicated through the all-call system at the earliest opportunity to all employees and the public.

# ROUTE MOVEMENT

Routes

Route assignments will be considered based on seniority, qualifications, attendance, and what is in the best interest of our students. If there are route changes during the school year, the primary consideration will be what is in the best interest of our students. Drivers will retain their route on a yearly basis unless they choose to bid on another route.

Routes will pay an hourly rate as determined by the corporation. Routes will pay a minimum of one (1) hour if actual work time is less than one (1) hour. If actual work time is between one (1) and two (2) hours, the route will pay a two (2) hour minimum. If the actual work time is more than two (2) hours, the route will pay the actual work time per clock-in/clock-out procedures.

Midday routes are either part of an existing route, may be added to an existing route due to schedule times/efficiency, or they will be placed up for bid.

Route Bidding

There are two times that bidding takes place:

1 – Before the start of the school year after routes have been set, everyone has the opportunity to turn in their route if they wish to bid on an open route. All open routes are posted for bidding. Participating drivers will be required to add their name to any open route for which they want to be considered (in order of preference: first choice, second choice, third choice…etc.). If a driver receives the route they bid , the driver's current route (if they have an assigned route) will be added to the pool of open routes.

2 – During the school year, a route may become open due to a driver leaving, new route being created, or other unforeseen circumstances. At that time, the route will be posted and any driver may bid on it. A driver may change a route only once per school year. We have an obligation to keep routes as consistent as possible for the benefit of our school community.

An open route will be placed up for bid for any driver or aide interested in a new route or changing routes. Posting will be on the bulletin board for one week. Notification will be made the following week.

Bid Route Process:

- Open routes will be posted on the bulletin board and notification sent out via digital messaging.
- Drivers will indicate their interest in the open route(s).
- Drivers are selected.

Notification is given the following week after posting. Route assignments will be determined based on seniority, qualifications, attendance, and the best interest of our students. Please see the "Use of Seniority Lists" section for further guidance.

Use of Seniority Lists

The use of the seniority list will be a determining factor in route bidding and scheduling field trips. The date used for the seniority list will be the date of hire (if hired with all CDL credentials) or date of obtaining CDL (if hired with no CDL credentials).

The following tiered structure will determine how seniority is used for route bidding:

- 1st tier list - Full-Time Regularly Scheduled Drivers
    - This list includes all drivers who are scheduled for a complete route every school day of the year. This also includes full-time substitutes.
- 2nd tier list - Part-Time Regularly Scheduled Drivers

    - This list includes all route drivers who are not scheduled for a complete route every school day of the year. This includes those drivers who job share a route.
- 3rd tier list - Substitute Drivers
    - This list includes all drivers who are scheduled as needed.

Seniority will be used for route and trip bid consideration:

- For routes:
    - The 1st tier list will be referenced until the route is filled or there are no interested drivers.
    - The process will be repeated with the 2nd tier list followed by the 3rd tier list, as needed, until all routes are filled.
- For trips:
    - Both the 1st and 2nd tier list are eligible to attend trip meetings. The selection order will start with the 1st tier list while the 2nd tier list will immediately follow. This order will apply to each selection round.
    - Those in the 3rd tier list are not eligible to attend trip meetings. But if interested, can be added to the list to fill any open trips or late additions.
    - For any trips left open after each trip meeting or for any trips that are added after the meeting, a list of interested drivers will be made each month to fill those needs. The same tier list order will apply.
    - If you are unable to fulfill a trip you have taken, the trip will be forfeited (no replacement). The transportation department should be informed so the process can be followed to replace you.

# EXTRA DUTIES

## FIELD TRIPS

A field trip is an extracurricular or co-curricular trip taken by a school group, classroom, or athletic team that can take place during the day, in the evenings, or on weekends.

Each month there will be a scheduled field trip meeting. In seniority order as listed above, drivers will select a trip of their choice upon their turn. The list will be utilized until all field trips have been distributed.

Additional field trips submitted after the meeting will be assigned from a second list that will include all interested drivers. There is a two-hour minimum on field trip assignments. If the trip is canceled any time before the driver is en route to the school, the driver will not be paid for the trip.

## FAMILY DRIVEN TRIPS

Field trips offer the opportunity for any CDL driver to drive teams or groups that include participating members of their family. Drivers who have participating family members will have the opportunity to select these trips prior to the monthly trip meeting. If any family trips are selected by a driver who meets the criteria, those trips will be deemed as their "picks" during the trip meeting for however many family trips are taken.

The following criteria will be used for selection of family driven trips:

1. Child(ren)
2. Grandchild(ren)
3. Niece(s)/Nephew(s)/Siblings
4. Cousin(s) (1st, 2nd, etc.)

In the event of a tie based upon the list above the driver of the child who is older by grade level will select first. If the children are in the same grade, then the selection order will be based upon Driver Seniority.

## BUS WASH TEAM

A bus wash team is a group of drivers who will wash buses during the year and summer breaks. Employees are paid according to summer bus wash pay.

## JOB SHARING

Job sharing allows two drivers to share the responsibilities of one complete route. This will allow drivers, who may only be able to continue working part-time, to stay employed with the corporation. When drivers would like to job share a route, the following conditions will be followed:

- To be eligible for job sharing, the original driver of the route that will be shared must have driven the complete route for at least one year.
- Whichever route is being shared, the original driver of that route will remain as the primary driver of that route.
    - If the job share dissolves for any reason, the original driver of the route will be given the opportunity to take back the complete route.
    - If the original driver of the route is unable to take the complete route, the complete route will go up for bid.
- Drivers must submit a schedule to the office for approval. The schedule must remain consistent. (i.e. AM/PM, 9 weeks, semester, etc.)
    - If the scheduled driver cannot drive a particular day, then it is the responsibility of the other driver to cover that day.
    - If the other driver cannot cover, then the office will assign a substitute. If the office has to assign substitutes frequently, the office reserves the right to cancel the job share and the route will go up for bid.
- Both drivers will lose any existing benefits (i.e.personal and sick days) as they are only working half of the complete route.
- Drivers will be paid full driver pay based on the current pay scale.
- Both drivers will be moved to the 2nd tier of the seniority list.

## NEW BUS PROCEDURES

The Transportation Office will assign new buses based on bus age and need. Assignments will be made according to eligible drivers (those with air brake endorsement).

# ADDENDUM #2 - SUBSTITUTE TEACHER GUIDELINES

The New Palestine Community Schools employs approximately 300 instructional staff members to provide positive learning experiences for over 3,800 students during the course of a 180-day school year. It is inevitable that one or more employees will be absent from their assigned instructional duties on any one given day due to such things as personal illness and/or business, staff development activities, curriculum development, student field trip experiences, etc. It is imperative that students continue to learn during the absence of their regular instructor.

## SUBSTITUTE TEACHER REQUIREMENTS

The following information will help you determine if you are eligible to become a substitute teacher in New Palestine Community Schools.

### EDUCATION / EXPERIENCE REQUIREMENTS:

The minimum education required for recommendation for a Substitute Teacher Certificate is either 2 years of college credit (minimum 48 hours, copy of official transcript is required), or two years experience working with children. Examples of these experiences are daycare work, cadet teaching, camp work, private or public schoolwork, church youth work, club leadership, coaching, etc.

### CERTIFICATE

A person who holds a valid Indiana Teacher License and who meets all other local criteria for substitute teaching will not need to apply for a Substitute Teacher Certificate. The Division of Teacher Licensing of the Indiana Professional Standards Board issues all new Substitute Teacher Certificates upon the condition that the candidate is recommended by the superintendent or his designee of a school district. The New Palestine Community Schools MAY recognize and accept any and all valid Substitute Teacher Certificates. To apply for a Substitute license: LVIS - IN.gov.

### AGE REQUIREMENT

Substitute teachers must be at least 21 years of age to sub at the junior high and high school levels. Substitute teachers that are under age 21, but at least 18 years of age may substitute at the elementary and intermediate levels.

## SUBSTITUTE FREQUENTLY ASKED QUESTIONS

### Who do I go to for questions about substitute teaching?

Contact the Human Resources Department with questions or concerns you have about substitute teaching. The Central Office number is (317) 861-4463. The building secretaries & principals are also a good resource for questions.

### How are substitutes paid?

Substitutes are paid a daily rate for a full day and half the daily rate for a half day when subbing for a certified classroom teacher. Full day or half day pay is determined by the details listed on the assignment you sign up for via Frontline. When subbing for the classroom assistant, you will be paid a designated hourly rate for the hours worked. If you sub for an hourly worker (example: IA, secretary, teacher's aide, fitness assistant or media) you will be paid an hourly rate.

Substitute teachers possessing a valid Indiana Teacher's License and teaching in the same assignment will be compensated at a daily rate determined by the corporation's teachers' salary scale beginning on the sixteenth consecutive day. Upon completion of a continuous assignment, the substitute teacher will revert to a regular substitute status and will again be paid at the regular pay schedule for substitute teachers.

### When do substitutes get paid?

Substitutes get paid bi-weekly on the same days as other Corporation employees. The payroll calendar is provided on the Corporation website www.newpal.k12.in.us (under Departments - Accounting/Payroll).

What time do I have to report to the schools?

The absence management system should provide a substitute report time. A general guideline is to arrive at least 15 minutes prior to the AM bell and report to the main office. You can review individual buildings' bell schedules on the Corporation website under District Information, School Day Schedule, and review the building specific guidelines below.

To ensure an assignment you have signed up for hasn't been canceled or changed, it is best to check your school email or the Absence Management system in the morning prior to the assignment start time.

Do I have retirement benefits?

Substitute teachers are eligible for membership in the Indiana State Teachers' Retirement Fund (ISTRF) under the following policy.

- Be certified by the Indiana State Board of Education
- Have obtained at least an Associate's Degree, and
- Teach at least one hundred twenty (120) days in a year or at least sixty (60) days in each of two years.

It is your responsibility to track the number of days you teach with regards to ISTRF and to notify the Human Resources Department of your eligibility for enrollment.

Are substitute teachers allowed to use the computers?

Substitute Teachers are given a school account as well as a school email address. You can use these to access Absence Management, the school training site & Doculivery (pay stubs). Your school email address will be how we contact you, and you are expected to check it on a regular basis. You must follow the corporation's Acceptable Use Policy for computers, which is reviewed in the employee handbook as well as listed in full on the board policy section of our website. Computers may not be used by substitutes for personal use.

Do I need to evaluate my substituting experience at the end of the day?

Yes! We recommend you give us feedback via Frontline Absence Management at the end of the day on your day's experiences.

Will the teacher I substitute for evaluate my performance as a substitute teacher?

Teachers have the opportunity to evaluate a substitute teacher if they wish. This is usually determined on a case by case basis.

What happens if I receive negative feedback from teachers?

Building reports regarding a substitute's unsatisfactory performance may necessitate the temporary or permanent removal of the individual's name from the Substitute Teacher List until the nature of the problem and its resolution are determined. A substitute teacher's name may be removed from the list for any reason, deemed necessary by the administration and to be in the best interest of the Corporation.

Will I be required to go through an onboarding process?

At time of hire, substitute teachers will be required to attend an onboarding meeting.

Each year in June, all employees will be assigned annual online employee training. If a substitute teacher does not complete this annual training by September 30, they will not have access to substitute teacher jobs until the training is completed. If the substitute teacher doesn't complete the online mandatory training prior to the last day of school, they will be removed from the substitute teacher list indefinitely.

Do I need to reapply every year to be kept on the substitute teacher list?

No, you do not need to reapply each year. However, during the summer we may contact you to inquire if you wish to remain on the substitute call list. If you do not reply, your name will not be included. Also, please note, you will be required to work at least once a semester to stay on our active sub list. If you separate from us, you will be required to complete another expanded criminal history check if you decide to return.

# SUBSTITUTE TEACHER GUIDELINES AT SCHOOL

## School Day

Substitute teachers should report to the main office. At the end of each school day, substitute teachers should submit the follow- up comments form in the Absence Management System.

## Lesson Plans

Sub plans are usually found in the classrooms. If a teacher knows they are going to be out, they will have them laying on the desk, usually with a note for the substitute. Occasionally the secretary will have plans to give to the substitute teacher when they check in at the office upon arrival. If plans cannot be found on the desk, please contact the office at the earliest possible time.

## Attendance

Attendance should be taken once per day at the beginning of the school day in elementary/intermediate classrooms and at the beginning of the class period for junior high/high school classrooms.

## Discipline

Many disciplinary issues can be handled by a substitute teacher or with assistance from another teacher on the team. Substitute teachers are encouraged to call the office when there is any question about how a situation should be handled.

## Substitute expectations during Planning / UA Time

During planning time and if possible, the substitute is expected to grade papers, make copies as needed for the remainder of the day, or check with the office for any other possible assignments.

# ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the *Employee Handbook* distributed by the New Palestine Community Schools. I understand that it is my responsibility to read and review all the information contained within the document and that I should contact my supervisor and/or the central office if I need clarification of any part of the information provided.

My electronic signature indicates that I will abide by all school policies, procedures and rules. I acknowledge that this handbook does not create an employment contract. Further, I acknowledge that I understand that normal, reasonable, and customary breaks from work do not qualify for unemployment benefits.