

# South Bend Community School Corporation

Employee Handbook

2025-2026



## Superintendent's Message Mr. Mansour Eid



As we begin another school year, I want to thank you for your dedication and passion. Whether you are a teacher in the classroom, a staff member supporting our daily operations, or a leader guiding our district's vision, your work has a profound impact on the lives of our students. Every single one of you plays a role in shaping the future of South Bend Schools!

Our mission is clear: to promote a culture of academic excellence where every student learns, grows, and thrives both in school and beyond. We do this by focusing on three goals: ensuring safe and secure schools, preparing every student to read at grade level, and maintaining the highest graduation rates in recent history.

This mission is possible because of the important work you do, day in and day out. Regardless of your role, you are part of something bigger—something that shapes the very foundation of our community. You are helping students discover their potential and setting them on a path to success. As we look ahead, it's essential that we ground our work in our core values:

**We celebrate diversity:** Our students and staff bring rich personal and cultural experiences to our schools. By embracing this diversity, we create environments where all students feel respected and valued.

**We build strong relationships:** Through restorative practices, we cultivate meaningful connections with students, colleagues, families, and our broader community. These relationships are the heart of our work, and together, we are stronger.

**We ensure safety:** Safe schools are foundational to a thriving community. For our students to learn and for our staff to do their best work, safety must always be a priority—for everyone, every day.

**We partner with families and the community:** Our success depends on the engagement of families and our community. We will continue to deepen and extend these partnerships to make sure we are serving every student to the fullest.

**We are accountable:** Honesty and transparency are not just expectations—they are commitments we make to each other and our community. Together, we will hold ourselves to the highest standards, ensuring we remain worthy of the trust placed in us.

This employee handbook serves as a roadmap for how we live out these values and expectations, ensuring that our focus remains on our greater mission: supporting every student's journey toward success. I encourage you to view this handbook not just as a guide, but as a reflection of the trust, responsibility, and impact we have as one team united in purpose.

Let's continue to inspire and support each other, making South Bend Schools a place where we thrive together.

Mr. Mansour Eid,  
Superintendent, South Bend Community School Corporation

## Chief Human Resource Officer's Message



Welcome to the South Bend Community School Corporation! We are delighted that you are joining our organization. You have made an excellent choice! We hope that you will enjoy a long successful career with us. SBCSC offers continuous professional development and opportunities for advancement within the school corporation. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further SBCSC's goal of creating a highly efficient workforce that is committed to always putting students first.

It is the policy of SBCSC to provide equal opportunity for ALL, regardless of race, color, national origin, gender, gender identity, genetics, religion, disability, age, or sexual orientation, in all programs, activities, and employment.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our main focus is to ensure a thriving community by preparing students for a global workforce. For the first time in over a decade our instructional and support teams rallied together to increase our graduation rate to 88% and rising. Our employees collaborate to integrate their knowledge and talent to create new solutions, meet new demands, and offer the most effective educational services. With your active involvement and support, SBCSC will continue to achieve its goals. We sincerely hope you will take pride in being an important part of SBCSC's success!

Please take time to review the policies contained in this handbook. It contains vital information concerning SBCSC's policies and procedures. If you have questions, please reach out to your supervisor or contact the Human Resources (HR) department. We are here for you!

Thank you for committing your talents!

Sincerely,  
Dr. Sarita Stevens  
Deputy Superintendent/ Chief Human Resources Officer

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## Purpose

Welcome to South Bend Community School Corporation. We recognize the importance of a high-quality staff in fulfilling the mission of our schools and securing the future of our children. We hope this Employee Handbook answers any questions you may have regarding employment, so that you can focus on the priority of educating our talented students. This handbook, the policies and procedures herein, are not intended to create or constitute a contract, and do not change the nature of the employment relationship between the School Corporation and its employees. Instead, this Handbook is provided only as a resource summarizing the personnel policies and procedures for the employment relationship between the South Bend Community School Corporation and its employees.

The School Board of Trustees believe that it is imperative that Work Rules be developed, approved, and promulgated to ensure good order is maintained and that fair employment practices are followed consistently by both management and workforce. These Work Rules will be expanded to provide employment direction and guidance to all members of the employee groups. This handbook has been developed to ensure that the rules of employment are included in one, common document.

The guidance in this document, which fully supports the mission of SBCSC, is subordinate to Federal, state, and local laws, ordinances, policies and Administrative Guidelines of the School Corporation's Board of Trustees, and Union contracts. Thus, should there be any conflict between this document and any governing law, SBCSC policy or guideline, or Union contract, the latter shall govern. No handbook can include or anticipate every issue, question, or concern that may arise. However, each employee is required to be knowledgeable about the policies and regulations of the school corporation and implement them with good faith.

The SBCSC reserves the right to withdraw or change the policies, benefits, and programs described in this handbook at any time at the sole discretion of the Board of School Trustees and the Superintendent. While SBCSC will make every effort to notify employees of these changes, employees are responsible for keeping up-to-date on school corporation policies, benefits, and programs. For questions about any of the provisions of this handbook or other aspects of the laws, rules, and policies of your employment, contact the Human Resources Department at 574-393-6100. When in doubt, please ask before you make a decision that could violate a law or policy and endanger your employment with The School Corporation.

We hope your employment with South Bend Community Schools is long, productive, and successful, and that we will be able to continue providing the benefits and programs described herein. This handbook and the policies herein are current and in effect as of 08/01/2025.

## Vision

We are the community's first choice for obtaining a relevant and inspiring education.

## Our Mission

To provide a valued and efficient service through our commitment to safety, educational best practices, professionalism, teamwork, and integrity.

## Our Core Values

### **Safety**

We are committed to fostering a culture where safety is our highest priority and takes precedence in our daily operations.

### **Professionalism**

We will demonstrate professionalism in all situations—through our words, written communication, and interactions with students, staff, and the community.

### **Integrity and Transparency**

We will always interact with our customers and co-workers with honesty and respect with full fidelity.

### **Teamwork**

We recognize the power of collaboration and commit ourselves to accomplishing district objectives through streamlined teamwork.

### **Service**

We recognize that we are a service organization where high quality service is a reasonable expectation.

## Focus Areas

**High-quality literacy instruction:** Ensuring all students can read at grade level and critically analyze information.

**College and career readiness:** Establishing robust academic/graduation pathways and providing support for students to pursue their life and career goals.

**Safe and thriving schools:** Cultivating inclusive, caring, and supportive learning environments for all students.

**Financial sustainability:** Effectively manage resources to support the strategic goals.

## **Beginning Employment with The South Bend Community School Corporation**

### **Hiring Practices**

To comply with all applicable Indiana law, we will conduct extensive checks of employment references, education verification, and criminal background check on all applicants prior to extending an offer of employment.

### **Required Documents**

The Human Resources Administrator (HRA) requires the following documents from all employees prior to the first date of employment:

- Resume;
- An Employment Application;
- Employee Biographical Information;
- Completed Employment Eligibility Verification Form (I-9 Form) form to establish your right to work in the U.S.
- A government issued photo ID;
- Appropriate certificates/licenses and/ or degree and transcripts, and
- Completed reference, background, and security checks.

If you are assigned to a position that requires certification or licensure, you must secure and maintain a valid Indiana certificate or license from the Indiana Department of Education or the appropriate authority for the duration of the time that you are assigned to that position.

## **SBCSC Employment Policies and Procedures**

### **Equal Employment Opportunity**

#### **SBCSC Policy # 3122 - Nondiscrimination and Equal Employment Opportunity**

The School Board does not discriminate on the basis of Protected Classes of religion, race, color, national origin, disability, sex, age, marital status, military status, ancestry, genetic information, sexual orientation, gender identity, or any other legally protected category, in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating The School Corporation's efforts to comply with applicable Federal and State laws and regulations, including The School Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the

Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

### **Nepotism**

"Relatives" include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents of a Board member or the Superintendent.

Relatives of Board members may be employed by The School Corporation, provided the Board member involved does not participate in any way in the discussion or vote on the relative's employment. Should The School Corporation employ a relative as herein defined, both the relative and the Board member must file a [conflict of interest statement](#).

Relatives of the Superintendent may be employed by The School Corporation, provided the staff member being employed is not placed in a position in which the relative staff member would be supervised directly by the Superintendent.

If The School Corporation employee is in a supervisor-subordinate relationship choose to date, engage in a romantic relationship, or have sexual relations, the employees must notify The School Corporation's administration and accept The School Corporation's decision to transfer one or both of the employees so that they no longer have a supervisor-subordinate relationship. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially sexual harassment, and, consequently are unacceptable.

Adverse workplace behavior - or behavior that affects the workplace that arises because of personal relationships - will not be tolerated. School Corporation employees who disregard this policy will be subject to discipline, up to and including termination.

### **SBCSC Policy 1623 - Individuals with Disabilities and Job Accommodations**

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504 the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The School Board does not discriminate in admission or access to, or participation in, or treatment, or employment in, its programs or activities. As such, the Board's policies and practices will not discriminate against employees and students with disabilities. We will provide equal employment opportunities and make our facilities, programs, and activities accessible to qualified individuals with disabilities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices of The School Corporation.

“An individual with a disability” means a person who has, has had a record of, or is regarded as having a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions that include, but are not limited to, caring for one’s self, performing manual tasks, walking, seeing, hearing, eating, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system. An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment, or appliances; low-vision devices (not including ordinary eyeglasses or contact lenses); prosthetics (including limbs and devices); hearing aids and cochlear implants or other implantable hearing devices; mobility devices; oxygen therapy equipment or supplies; assistive technology; reasonable accommodations or auxiliary aids or services; or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary, and secondary educational services, a qualified person with a disability means a disabled person:

- who is of an age during which nondisabled persons are provided educational services;
- who is of any age during which it is mandatory under Indiana law to provide educational services to disabled persons; or
- to whom the State is required to provide a free, appropriate public education pursuant to

### **Training**

The School Corporation Compliance Officer will also oversee the training of employees in The School Corporation so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

### **Facilities**

No qualified person with a disability will, because The School Corporation's facilities

are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, The School Corporation will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, The School Corporation is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Title IX Coordinator/ Employees & Volunteers  
Stephanie Steward-Bridges

Dr. Sarita A. Stevens, Chief Human Resource Officer  
Jo Ellen Talos, Director of Employee Relations  
Katie Johnson, Director of Benefits  
Lauren Ellis, Director of Certified Talent

574-393-6000  
737 Beale Street  
South Bend, IN 46616

## **Verification of Employment Eligibility**

### **PO 1521 Personal Background Checks and References**

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on The School Corporation's administrative staff. The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as an administrator which shall include the following:

- A. an expanded criminal history check as defined by I.C. 20-26-2-1.5
- B. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. telephone inquiry with former employer(s)
- F. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred

- G. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1
- H. a detailed background history including all prior employment and volunteer positions
- I. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The Board requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by The School Corporation.

The Board requires that an Indiana expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by The School Corporation.

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before The School Corporation may hire the applicant. The Board shall deny employment to a person who has been convicted of an offense requiring license revocation per I.C. 20-28-5- 8(c), unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may deny employment to an applicant who is the subject of a substantiated report of abuse or neglect.

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

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee. Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are paid by The School Corporation.

The Board requires that an expanded criminal history check be conducted for each School Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment every five (5) years.

The School Corporation shall conduct the updated expanded criminal history checks for School Corporation employees over a period not to exceed five (5) years by annually conducting updated expanded criminal history checks for at least twenty percent (20%) of employees who are employed by the School Corporation on July 1, 2017.

The School Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees, provided the exclusive representatives of the School Corporation's employees do not object.

The School Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if The School Corporation has reason to believe that the applicant or employee:

- A. is the subject of a substantiated report of child abuse or neglect or
- B. has been charged with or convicted of one (1) of the following crimes:
  1. Murder (I.C. 35-42-1-1).
  2. Causing suicide (I.C. 35-42-1-2).
  3. Assisting suicide (I.C. 35-42-1-2.5).
  4. Voluntary manslaughter (I.C. 35-42-1-3).
  5. Reckless homicide (I.C. 35-42-1-5).
  6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
  7. Aggravated battery (I.C. 35-42-2-1.5).
  8. Kidnapping (I.C. 35-42-3-2).
  9. Criminal confinement (I.C. 35-42-3-3).
  10. A sex offense under I.C. 35-42-4.
  11. Carjacking (I.C. 35-42-5-2) (before its repeal).
  12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
  13. Incest (I.C. 35-46-1-3).
  14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
  15. Child selling (I.C. 35-46-1-4(d)).
  16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
  17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
  18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
  19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.
22. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

### **Employment Verification**

In order to comply with Federal law the following verification of employment eligibility procedures will apply:

Completion of Form I-9 : Form I-9 Section 1 must be completed by the employee's first day of employment and Section 2 by the employer within (3) business days of the employee's first day. . If an individual is employed for less than three (3) days, the form must be completed before the end of the employee's first working day.

The following individuals do not need to complete Form I-9:

- persons who are employed by a contractor providing contract services
- persons who are independent contractors

Human Resources is also responsible for reverifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

### **Retention of Employment Eligibility Verification Form (Form I-9)**

The Human Resource Department must retain Form I-9 for three (3) years or for one (1) year past the end of the employment of the individual, whichever is longer. Such forms will be retained in a separate file and shall be considered to be confidential and used only for employment eligibility verification purposes.

### **Preparation of Documents for Inspection**

U.S. Immigration and Naturalization Service (INS) or Department of Labor (DOL) Officers are required to give employers three (3) days advance notice before an inspection. The Human Resources Department will assemble the I-9 forms in preparation for the inspection. Failure to provide the I-9 forms could result in civil monetary penalties for each employee for whom the form was not completed, retained, or presented.

### **Retention of Employee Identification and Social Security Number**

The Board will retain a photocopy of either the employee's document(s) showing the employee's identity and valid social security number.

### **Personnel Files and Recordkeeping**

The School Corporation maintains a personnel file on each employee. This file includes information such as the employee's job application, resume, offer of employment, records of training, documentation of performance appraisals and salary adjustments and other employment records. It is the responsibility of each employee to promptly notify SBCSC Human Resources of any changes in personal data. Personal mailing addresses, telephone numbers, names and number of dependents, marital status, individuals to be contacted in the event of an emergency, educational accomplishment and other such status reports must be accurate and current at all times.

Personnel files are the South Bend Community School's property and access to the information they contain is restricted. Generally, only management personnel who have a legitimate reason to review information in a file are allowed to do so. However, with reasonable advance notice, the School Corporation may permit current employees to review their own personnel files in the presence of the HR Administrator.

At no time will the employee be permitted to copy, alter or destroy any documentation contained in his or her personnel file. However, employees may ask that a note be placed in their file regarding any problems or concerns the employee may have with the contents of his or her personnel file at the time of the review.

### **Change of Personal Data**

It is the responsibility of the employee to notify the HR Administrator of any change(s) in personal data that may have an impact on future employment verification.

## **Bond, Physical Examinations and Identification Fees**

### **Policy on Physical Examinations**

The School Corporation reserves the right to require a current employee or applicant for employment (after a conditional offer of employment), to submit to a fitness for duty examination by a qualified occupational healthcare provider to determine the employee's or applicant's ability to meet the qualification standards and perform the essential functions of a position an application is being considered for or an employee is performing (pre-employment or Fit for Duty (FFD) exams). A pre-employment examination shall be done in accordance with the Board policy guidelines, and the examiner shall be provided with specific essential functions of the position in question.

Reports of all FFD examinations shall be delivered to the Human Resource Department or a named designee, who shall protect the confidentiality of the FFD exam report and its contents. In agreeing to perform the FFD exam, the healthcare provider and the examinee shall agree that no treatment relationship or privileged communication shall occur between the FFD examiner and the applicant or employee. The report of the examiner may be shared with the employee or candidate and made a part of a personnel record on the examinee maintained by the Board. However, the report shall be filed separately from an applicant/employee's other personnel documents so that

the report and related documents are accessible only to the Superintendent and specific designees. The confidentiality of a FFD exam report and related documents will be protected through following

In the event of a report of a condition that could adversely impact the examinee's performance of an essential function of the position occupied or applied for, the Superintendent shall base a recommendation to the Board on the examinee's employment on the assessment of the healthcare provider who conducted the FFD exam as to whether the examinee will be able to meet the qualification standards and perform or continue to perform the essential functions of the position in question.

Employees and applicants referred for a FFD exam will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the results of the healthcare provider's FFD exam to be released to the Board/Superintendent and to allow the Superintendent to speak to the health care provider who conducted the FFD examination if clarification is needed (see Form 1460 F2).

In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 1422.02, a FFD examiner shall be advised not to seek, collect, or report genetic information, including the candidate's family medical history.

The report of the healthcare provider performing the FFD exam shall be the property of the Board and shall be exempt from disclosure pursuant to the Indiana Access to Public Records Act (I.C. 5-14-3). A FFD exam report and related documents will be kept in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended, and the Genetic Information Nondiscrimination Act (GINA).

### **Bond and Identification Fees**

Should the Employer require bond, physical examination and/or identification card for the employee, such requirements shall be complied with by the employees. The cost of such items shall be borne by the Employer. Should the Employer require any employee to give bond, cash bond shall not be compulsory, and any premium involved shall be paid by the Employer. The primary obligation to procure the bond shall be on the Employer. If the Employer cannot arrange for a bond within thirty (30) days, she/he must so notify the employee in writing. Failure to notify shall relieve the employee of the bonding requirements. If proper notice is given, the employee shall be allowed thirty (30) days from the date of such notice to make his/her own bonding arrangements, subject to the Employer's approval of the bonding company, standard premiums only on said bond to be paid by the Employer.

## Employment Classifications

All employees will be classified as either full-time or part-time, and either exempt or non-exempt. We may also utilize consultants and/or temporary employees.

**Full-time employees:** Full-time employees are those who work the full academic year and who work no fewer than 30 hours per week. All full-time employees are eligible to participate in The South Bend Community School Corporation's benefits program.

**Part-Time Employees:** Part-time employees are those who work fewer than 30 hours per week. They are not eligible to participate in the The South Bend Community School Corporation's benefits program.

**Consultant:** Consultants are independent contractors who work under an agreement and are classified as a 1099 recipient. Consultants have no employee status and are not eligible for benefits.

**Temporary Employee:** Temporary employees are those employees whose employment with the The South Bend Community School Corporation is for a limited period, generally not exceeding two academic quarters, or five months, whichever is greater.

**Probationary:** All new South Bend Community School Corporation employees are employed on a probationary basis until they have completed the first 30 days of employment. Participation in benefits programs for probationary employees is limited to eligibility for worker's compensation.

Additionally, all employees are classified as either:

- **Exempt:** Those employees who are employed in an executive, administrative, or professional capacity and who are not covered by the federal minimum wage and maximum hours laws; or
- **Non-exempt:** Those employees who are not employed in an executive, administrative, or professional capacity and who are covered by the federal minimum wage and maximum hours law.

### **Certificated Employee**

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Division of Professional Standards of the Indiana Department of Education.

### **Non-Certificated Employee**

An employee of the Board employed in a position that does not require a permit or license issued by the Division of Professional Standards of the Indiana Department of Education [See Indiana Code 20-29-2-11]. Synonymous with "classified employee" and "support employee".

## **Employee Expectations and Responsibilities**

### **General Duties**

During your onboarding and orientation period, your direct supervisor will explain your job responsibilities and the performance standards expected of you. You will also receive a job description for your position setting forth the essential functions of your position. But please be aware that your job responsibilities may change at any time during your employment and you may be asked from time to time to work on special projects or to assist with other tasks necessary to support the mission of the School Corporation. South Bend Community School Corporation reserves the right, at any time, with or without notice to alter or change job responsibilities, reassign or transfer job positions or assign additional job responsibilities.

### **Moral and Ethical Expectations**

Every employee must carry themselves as a role model for students at all times. All employees are expected to behave in a consistently moral and ethical manner. The School Corporation reserves the right to impose sanctions including suspension and termination of any employee who does not behave in a moral and ethical manner.

### **Student Supervision and Welfare**

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

The Superintendent shall maintain and enforce the following standards:

- Each administrator shall report immediately to the superintendent any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- Each administrator shall immediately report to the Superintendent any knowledge of threats or violence by students.
- An administrator shall not send students on any personal errands.
- An administrator shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- If a student approaches an administrator to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationship, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in The School Corporation or community who specialize in the

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

- An administrator shall not transport students in a private vehicle without the approval of the Superintendent.
- A student shall not be required to perform work or services that may be detrimental to his/her health.
- Administrators shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
- Administrators are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, alleged child abuse, and any other record information.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

### **Family Educational Rights and Privacy Act(FERPA)**

All School Corporation employees, regardless of their classification, are bound by the Family Educational Rights and Privacy Act (FERPA), which affords parents and students over eighteen (18) years of age certain rights with respect to the student's education records. The Model Notification of Rights and the school's directory information public notice are posted in a public employee area and will be addressed annually in detail during staff orientation. All staff must familiarize themselves with FERPA requirements.

### **Personal Property**

Teachers and staff may bring their own property to school and other SBCSC properties for use in their classroom or offices. However, the School Corporation is not responsible

for any property lost or stolen during, or outside of normal working hours. For safety, cleanliness, and consistency across all SBCSC facilities, employees are asked **not to bring or use** the following items in classrooms, workspaces, or offices:

- Candles or any open flames
- Pets or animals (except approved service animals)
- Personal furniture (e.g., sofas, recliners, mini-refrigerators)
- Mists, diffusers, or other scent-emitting devices

**Disclaimer:** Building or department administrators have the final authority regarding what may or may not be brought into school buildings or office spaces.

### **Gifts and Honoraria**

Employees of The School Corporation are strongly discouraged from accepting work-related gifts or gratuities valued at \$50 or more. Gifts or donations that are shared with the staff or benefit The School Corporation itself (e.g., food, equipment) are permissible.

Honoraria paid by a third party to an employee for a speaking engagement, written article, professional development, or other advice or service by an employee performed within the scope of their employment with The School Corporation must be reported by the employee to Human Resources.

### **Outside Employment**

Any outside employment that an employee decides to pursue must not conflict in any way with their role and responsibilities within The School Corporation. Employees may not conduct outside work during their work hours with The School Corporation or The School Corporation property or equipment in connection with their outside work.

### **Visitors**

In order to maintain security and safety for our employees, South Bend Community School Corporation has the following policy with respect to visitors: All visitors must check in with the receptionist, must wear a visitor's badge, and must be escorted by an employee. Volunteers in the classroom are required to have a background check completed. This policy applies to anyone who is not an active employee, including employees on leave, former employees, vendors, and suppliers. Generally, friends and family members are not permitted to visit employees at the workplace. When in doubt whether a person can visit, they should first contact the building administrator.

### **Change of Personal Data**

It is the responsibility of the employee to notify the HR Administrator of any change(s) in personal data including and especially your address, phone number, email, bank information for payroll, and emergency contacts.

### **Arrests and Convictions**

Any employee who is arrested for any offense must report the arrest to their supervisor and the Human Resources Administrator within twenty-four (24) hours or the next business day, whichever is greater. Within twenty-four (24) hours or the next business day, whichever is greater, an employee must report to the Human Resources Administrator any conviction, finding of guilt, withholding of adjudication, commitment to pre-trial diversion intervention program, or entering a plea of guilty or Nolo Contendere for any criminal offense, other than a minor traffic violation (driving under the influence (DUI) is not minor and must be reported). Failure to appropriately report an arrest or conviction will lead to disciplinary action, up to and including termination.

### **Confidential Information**

SBCSC employees may be exposed to confidential information regarding The School Corporation, its clients or fellow employees, which may include processes, know-how, marketing data, or financial information. Employees must refrain from disclosing to anyone outside The School Corporation any proprietary, financial or confidential business information about The School Corporation or its dealings with vendors and clients, or any personally identifying information about its employees and students and families that belongs to The School Corporation or which The School Corporation treats as confidential.

This does not prohibit you from discussing work-related issues with co-workers, or from disclosing or discussing any information with outsiders that you did not learn in connection with your employment. If you have any questions regarding certain documents, please ask Human Resources or the Office of the General Counsel. When in doubt you should assume information is confidential.

Employees separating from The School Corporation are not permitted to take, provide or divulge any form of confidential material.

A breach of this policy may result in disciplinary, civil or even criminal action.

### **Employee Conflict of Interest Policy**

Employees are expected to conduct their business with the highest ethical standards of integrity, honesty, and fairness. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors, or any person doing or seeking to do business with The School Corporation are to act in the best interest of The School Corporation. Employees shall not use their position to solicit or obtain any personal profit or gain, directly or indirectly. Employees must avoid any situation that involves or

may involve a conflict between their personal interest and the interest of the Corporation.

Under no circumstance shall an employee perform any outside work that adversely affects The School Corporation's image, or that affects the employee's job performance, punctuality, loyalty and obligations to The School Corporation, or ability to fulfill other responsibilities of the employee's primary job at The School Corporation.

While the following list is not exhaustive, at a minimum, employees shall not engage in the following conduct unless they have sought, and been granted, written permission in advance as indicated below.

1. Engage in any business with The School Corporation other than in their capacity as an employee or contractor.
2. Accept a monetary gift of any kind or any non-cash gift above \$50.00 in value from vendors, suppliers, contractors, etc. currently or seeking to do business with The School Corporation, including parents and guardians. This includes lunch and/or dinner with vendors.
3. Accept a monetary gift of any kind or any non-cash gift above \$50.00 in value from parents, guardians, and students.
4. Accept any alcoholic beverages from any parent, guardians, students, outside vendors, suppliers, or contractors.
5. Perform or solicit outside work or business during paid working time or during paid absences.
6. Provide services to The School Corporation (including its staff, students, etc.) during the school year other than as an employee or contractor of The School Corporation, or with The School Corporation's express approval to provide such services through an organization partnering with The School Corporation.
7. Use The School Corporation's tools or equipment for outside work.
8. Accept any other job, or participate in any personal outside consulting activities, or other external activities that (a) could be viewed as impairing the employee's judgment in the performance of their duties and responsibilities to The School Corporation; (b) could involve the use of the name of The School Corporation so as to falsely suggest The School Corporation's endorsement or support; or (c) might reasonably require disclosure of confidential information to which the employee is privy by virtue of their employment at The School Corporation.
9. Be a part of any arrangement or circumstance, including a family or other personal relationship, that could dissuade the employee from acting in the best interest of The School Corporation.
10. Engage in any situation that could give the appearance of a conflict of interest, even if no actual conflict exists.

If any employee encounters any of the situations above or has any other questions regarding an actual or potential conflict of interest, the employee should disclose the situation in writing to Human Resources or the General Counsel. Human Resources or the General Counsel will have the discretion to determine whether the situation involves

a prohibited conflict of interest, and how the employee should proceed. Absent express written permission from Human Resources or the General Counsel, the employee shall not proceed with the conduct at issue.

### **Use of Employee's and Relative's Business and Services**

The School Corporation maintains a list of vetted, pre-approved vendors with whom SBCSC maintains business relationships. When engaging and selecting businesses and services, it is the policy of The School Corporation to first engage vendors who have been vetted and pre-approved and with whom The School Corporation has a pre-existing relationship.

Where an employee owns a business or provides a service and wishes to engage The School Corporation for any such business or service, (a) that employee is subject to the same vendor and procurement policy that The School Corporation utilizes for the selection of outside vendors; and (b) because this involves a potential conflict of interest, the employee must obtain written permission before attempting to provide goods or services to The School Corporation.

Additionally, where the relative of an employee holds a significant interest in any outside business or organization which does or seeks to do business with The School Corporation, (a) the employee must disclose this potential conflict and shall not be involved in any way in the decision regarding whether to engage any such business; and (b) the relative must disclose this conflict of interest during the procurement process.

For purposes of this policy, a relative is defined as an individual who is related by blood, marriage or adoption, including, but not limited to, the following relationships: spouse, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, aunt, uncle, niece, nephew, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, any other relative living in the household of the employee, a person who is engaged to be married to the employee or who otherwise holds himself/herself out as, or is generally known as, the person whom the employee intends to marry or with whom the employee intends to form a household, or any other natural person having the same legal residence as the employee.

A significant interest is defined as any ownership or membership interest in the organization seeking to do business with The School Corporation, or where one's compensation would be based in part or in whole on commissions from the sale of goods or services to The School Corporation.

### **Personal Use of SBCSC Property, Tools or Equipment**

South Bend Community School Corporation property, including tools and equipment are for official work done on behalf of the Corporation. Such property is not for personal use. The School Corporation, its Board of Trustees, employees, agents, and any affiliates including the South Bend Community Schools Corporation and the South Bend Community Schools Corporation Board of Education are not liable for harm, injury, or loss, up to and including death, incurred during the use of any individual using

SBCSC property for personal use holds all of the people and entities above harmless for any damages or injuries up to and including death resulting from such use.

### **SBCSC Vehicles**

Employees must have a valid and appropriate class driver's license and proof of insurance to use any School Corporation-owned, leased, or rented vehicles. The director of transportation must inspect the vehicle for safety before you will be allowed to take the vehicle from SBCSC premises.

Such vehicles shall be used only for official SBCSC business, shall be kept in areas designated by The School Corporation when not used for official business, and shall not be used for personal transportation to and from work. Should any vehicle owned/leased/rented by The School Corporation be utilized for any personal use whatsoever, including personal transportation to and from work, the employee who used the vehicle shall be responsible for all applicable taxes for such personal use. The amount of tax owed for such personal use shall be calculated as determined in accordance with all relevant IRS and the Indiana Department of Revenue tax codes and regulations.

## **Performance Management and Evaluation**

### **Supervision and Management**

South Bend Community School Corporation believes that in order to continuously improve our School Corporation and schools, all employees must continuously reflect upon and work to progress their craft. Performance reviews and evaluations, both informal and formal, will be an integral part of every employee's professional development.

While employee evaluations might utilize different rubrics and tools for different classification of employees, all evaluations will take place in a formal setting, scheduled in advance, and will typically include a beginning, mid-year, and end of year conference. The frequency of performance evaluations may vary, depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Performance evaluations may be used to determine professional development opportunities, contract renewal, contract termination, or resolution of other contractually related terms and/or conditions. Performance evaluations will always be delivered in written form.

Your performance evaluation includes factors such as the quality and quantity of your work, your attendance record, your knowledge of the job, your initiative, your work attitude and your attitude towards others. The performance evaluation should help you to become aware of your progress, areas of needed improvement and objectives or goals for future work performance. Performance, behavior, attendance and other aspects of an employee's relationship with The School Corporation may also be reviewed and documented throughout the year, with appropriate records placed in the

employee's personnel file.

Positive performance evaluations do not guarantee increases in compensation or promotions, or in any way limit The School Corporation's right to terminate employment at any time, with or without cause, or impact an employee's Employment-at-Will status.

Employees who have questions about their evaluations are encouraged to contact their supervisor within five (5) business days of receiving their evaluation. The supervisor will make reasonable efforts to schedule a meeting within five (5) business days to address the evaluation. Either party may request the presence of other individuals for the purpose of providing relevant information directly related to the meeting. Once this meeting takes place, a written response shall be provided to the employee within five (5) business days, or as soon thereafter as is reasonably practicable.

### **Corrective Discipline**

Administration recognizes that the concept and use of corrective discipline has a sound basis to alter Employee behavior and enhance Employee self-control. Such a system of corrective discipline includes, for a minor offense, that a documented verbal warning first be given; that a written warning be given for a second violation; and that any subsequent offenses subject the Employee to further discipline, including but not limited to suspension with or without pay, and/or discharge. It is recognized that corrective discipline is not required in more serious cases and in such cases the employer shall have the right to progress through the corrective discipline sequence.

Corrective discipline normally begins with a documented Verbal Warning, and then progresses to a Written Warning/Reprimand, Final Notice, Suspension or Administrative Leave (paid or unpaid), and then Termination. Depending on the nature of the offense and other relevant facts, steps may be combined or skipped. The School Corporation recognizes that, depending on the nature of the offense and/or the interval of time between offenses, it may be appropriate to impose the same penalty as was previously imposed or even a lesser penalty than was previously imposed. Similarly there may be situations in which it is appropriate to impose a greater penalty than that suggested by the pattern of corrective discipline outlined above. The system of corrective discipline in determination of penalties is the sole responsibility of The School Corporation's Administration, who will administer corrective discipline in good faith.

## **Teacher Evaluation Rubric**

### **I. Teacher Professional Practice**

The South Bend teacher evaluation process incorporates the RISE Evaluation Rubric to define and evaluate teaching quality and proficiency. This rubric will form the basis of the evaluation of teacher instructional effectiveness using the following domains. A more detailed explanation of the rubric can be found [here](#)

Domain 1: Purposeful Planning

Domain 2: Effective Instruction

Domain 3: Teacher Leadership

Domain 4: Core Professionalism

In addition, the administrators will engage all teachers in at least two formal observations of their teaching. Further, informal observations to encourage reflective dialogue between evaluators and teachers will be encouraged as part of the evaluation process.

## **II. Formal Observations**

Two formal observations are required of all teachers in order to be in compliance with Indiana requirements for Teacher Evaluation. One formal observation will take place in the first semester; one formal observation will take place in the second semester (prior to May 15). It is the supervisor's responsibility to arrive at a mutually agreed upon time for scheduling these formal observations. Additionally, it is the teacher's responsibility to identify a lesson for observation and prepare for the nature and scope of the observation during a pre-observation planning phase with the supervisor. During the pre-observation planning phase, the administrator and teacher should arrive at mutually agreed upon times for the observation and the post-observation conference.

The observations are snapshots of the teachers planning, instruction, classroom environment, and classroom management. They are used with other evidence gathered during the year to inform the teacher practices component of the overall evaluation. Any and all of the four areas of the RISE rubric may or may not be a part of the evidence observed and recorded during the observation. The observations will inform but not be the sole basis for determining the teacher's growth and proficiency during the evaluation process.

### **Formal observations are comprised of:**

- a. Pre-observation planning with the appropriate protocol, held up to two working days prior to the observation. The pre-observation planning can occur in more than one way (electronically, face to face, etc.). Face to face pre observation planning is not mandatory but must be scheduled if requested by either the teacher or the evaluator.

- b. The observation of a full lesson with data gathering related to the Rise Rubric.
- c. Observation data made available to the teacher in SFS within three working days of the
- d. conclusion of the observation.
- e. A post-observation conference held within five (5) working days of the observation.

### **III. Informal Observations**

Informal observations are encouraged, and are to be conducted at administrator discretion. All walkthroughs must be documented in SFS and made available to the teacher within 24 hours. As with the formal observations, evidence gathered during the informal observations may be used to inform the teacher growth and proficiency ratings.

### **IV. Timelines and Procedures**

Administrators will engage all teachers in the following:

**a. Pre-observation Planning** The pre-observation planning is for the teacher and administrator to determine areas of emphasis for the teacher and class during the formal observation. It may be thought of as goal setting for areas of improvement that the teacher wants to work on.

**b. Two formal observations**

The first formal observation should be completed by the end of first semester.

The second formal observation should be completed by May 15.

**c. Post-observation conference**

Completed by the administrator and the teacher and held within five working days of the conclusion of the observation.

**d. Year-End Conference**

This conference draws on the Self-assessment as well as other evidence gathered during the year. It is the administrator's responsibility to schedule the year end conference at a mutually agreed upon time with the teacher. All Year End Conferences should be completed and documented in SFS no later than the Friday prior to Memorial Day. Documentation in SFS should include selecting "Share All Finalization Data, Comments, and Scores. The evaluation is now finalized.

**Support Employee Evaluation Rubric:** The Support Employee Evaluation Rubric is designed to assess the performance of support staff in a fair, consistent, and constructive manner. This tool outlines key performance areas that reflect the essential contributions support employees make to the success of school operations. Each criterion focuses on core work habits, collaboration, communication, and effectiveness in carrying out assigned responsibilities. For positions with supervisory or leadership components, additional evaluation criteria are included. The rubric supports professional growth and development while reinforcing the values and expectations of the South Bend Community School Corporation.

### Rating Scale

Excellent       Very Good       Satisfactory       Fair       Unsatisfactory

### Evaluation Criteria :

- Performance Results: Completes work on time and without sacrificing performance goals or standards.
- Cooperation/Teamwork: Able to work on a team and willingly accept assignments.
- Initiative: Self-starter who puts forth the time and energy to perform tasks without being told.
- Organizing and Planning: Effectively uses time and resources to accomplish work within appropriate deadlines.
- Communication: Both verbal and written communications are clear, concise, and accurate.
- Interpersonal Skills: Works well with others in both informal and formal situations.

### Additional Criteria for Supervisors, Directors, or Leadership Roles

- Supervision and Leadership: Effectively directs staff, provides ongoing feedback, and acts as a positive model for others.
- Other: (Define and rate another significant performance factor if necessary.)

**Administrative Employee Evaluation Rubric:** The Administrative Employee Evaluation Rubric is designed to support professional growth, promote accountability, and align leadership practices with the goals of the South Bend Community School Corporation. This rubric outlines key leadership domains that reflect the core responsibilities of administrative roles. Each domain is weighted equally and contains performance indicators that will be evaluated using a standardized rating scale. The evaluation emphasizes not only the execution of leadership practices but also their measurable impact on school culture, student success, and operational effectiveness.

Domain 1: Mission, Vision, and Core Values (16.60%)

- 1.1 Plans data driven decision making
- 1.2 Implements the school's mission, vision, and core values in all aspects of leadership
- 1.3 Impacts mission, vision, and core values

Domain 2: Ethics and Professional Norms (16.60%)

- 2.1 Creating a culture of ethical and professional behavior
- 2.2 Sustaining systems of ethical and professional behavior
- 2.3 Impacts of ethical and professional behavior

Domain 3: Equity and Cultural Responsiveness (16.60%)

- 3.1 Creating equitable and culturally responsive systems
- 3.2 Implementing equitable and culturally responsive systems
- 3.3 Impacts of equitable and culturally responsive systems

Domain 4: Curriculum, Instruction and Assessment (16.60%)

- 4.1 Develop systems of support for curriculum, instruction and assessment
- 4.2 Implement coherent systems of curriculum, instruction and assessment
- 4.3 Impacts coherent systems of curriculum, instruction and assessment

Domain 5: Professional Capacity and Community of School Personnel (16.60%)

- 5.1 Develops professional capacity and fosters professional community
- 5.2 Provides a professional culture embedded with established norms and reflective conversation
- 5.3 Impacts the professional community through collaborative examination of practice

Domain 6: Operations and Management (16.60%)

- 6.1 Develops systems to support operations and management
- 6.2 Manages school operations/resources for student academic success
- 6.3 Impacts school operations/resources for student academic success

## Working Conditions

### Open Door Policy

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that South Bend Community School Corporation amply demonstrates its commitment to employees by responding effectively to employee concerns. If employees have concerns about work conditions, terms of employment, or any other issue, they are strongly encouraged to voice these concerns openly and directly to their direct supervisor. If issues arise concerning their direct supervisor, the employee should contact the Human Resources directly.

### Anti-Harassment

#### **PO 1662 Anti-Harassment General Policy Statement**

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in The School Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off School Corporation grounds or outside The School Corporation's employment opportunities, programs, and activities, affecting The School Corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all School Corporation operations, employment opportunities, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring in The School Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off School Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the School Corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects The School Corporation environment.

The Board will vigorously enforce its prohibition against unlawful harassment (see definition above) based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information and/or classes protected by Federal and/or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within The School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems occurring in The School Corporation's employment opportunities, programs and/or activities, or, if initially occurring off School Corporation grounds or outside The School Corporation's employment opportunities, programs and activities, affecting The School Corporation environment.

All School Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment (see definition above) occurring in The School Corporation's employment opportunities, programs and/or activities, or, if initially occurring off School Corporation grounds or outside The

School Corporation's employment opportunities, programs and activities, affecting The School Corporation environment that the employee observes or which is reported to the employee.

The Board will investigate all allegations of unlawful harassment occurring in The School Corporation's employment opportunities, programs and/or activities, or, if initially occurring off School Corporation grounds or outside The School Corporation's employment opportunities, programs and activities, affecting The School Corporation environment and, in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment occurring in The School Corporation's employment opportunities, programs and/or activities, or, if initially occurring off School Corporation grounds or outside The School Corporation's employment opportunities, programs and activities, affecting The School Corporation environment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school.

#### **Other Violations of the Anti-Harassment Policy**

The School Corporation also will take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment .
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

#### **Definitions**

##### ***Bullying***

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and the bullying is based on sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing;

- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. sexual violence
- I. theft;
- J. sexual, religious, or racial harassment;
- K. public humiliation; or
- L. destruction of property.

In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### ***Sexual Harassment***

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. sexual violence, including physical and/or sexual assault;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in

athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;

- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent so that it adversely affects, limits, or denies an individual's employment or education or creates a hostile or abusive employment or educational environment.

Furthermore, School Corporation employees who fail to report any incident of alleged unlawful harassment occurring in The School Corporation's employment opportunities, programs and/or activities, or, if initially occurring off School Corporation grounds or outside The School Corporation's employment opportunities, programs and activities, affecting The School Corporation environment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, "**School Corporation community**" means students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

NOTE: Sexual conduct/relationships with students by a School Corporation employee or any other adult member of The School Corporation community is prohibited, and any teacher, administrator, coach, other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and also may be guilty of the criminal charge of "sexual battery" as set forth in I.C. 35-42-4-8. In the case of a child under fourteen (14) years of age, the person also may be guilty of "child molesting" under I.C. 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person also may be guilty of "sexual misconduct with a minor" under I.C. 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

### ***Race/Color Harassment***

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based on an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### ***Religious (Creed) Harassment***

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based on an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involving religious slurs.

### ***National Origin Harassment***

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based on an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's national origin, such as negative comments regarding customs, language, surnames, or ethnic slurs.

### ***Disability Harassment***

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based on an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment also may include but is not limited to conduct directed at or pertaining to a person's genetic information.

### **Reports and Complaints of Harassing Conduct**

Students, members of The School Corporation community and third parties are encouraged to promptly report incidents of unlawful harassment to an administrator, supervisor or other School Corporation official so that The School Corporation may address the conduct before it becomes severe, pervasive, or persistent. All School Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee. Any administrator, supervisor, or other School Corporation-level official who receives such a complaint shall file it with The School Corporation's Anti-Harassment Compliance Officer at his/her first convenience. School Corporation employees who fail to comply with the reporting responsibility shall be subject to discipline, up to and including termination.

Members of The School Corporation community or third parties who believe they have been subjected to unlawful harassment by another member of The School Corporation community or a third party are entitled to utilize the Board's complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of a reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying, the principal or his/her designee believes that the reported misconduct may have created a hostile work or learning environment and may have constituted unlawful harassment based on "Protected Classes", the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy.

### ***Anti-Harassment Compliance Officers***

The following individuals serve as "Anti-Harassment Compliance Officers" for The School Corporation. They are hereinafter referred to as the "Compliance Officers".

The names, titles, and contact information for the Compliance Officers will be published annually: in the student, parent, and staff handbooks; on The School Corporation's website; in the annual back to school mailing; and/or in a posting at each building.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to "unlawful harassment", to assist students, other members of The School Corporation community and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any School Corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one (1) of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student if age eighteen (18) or older, or the student's parents if under the age of eighteen (18) within two (2) business days to advise him/her/them of The School Corporation(s) intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or his/her designee to conduct an investigation following all the procedures outlined in this policy for a formal complaint. Additionally, if the alleged harasser is a student, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age of eighteen (18), within two (2) business days to advise him/her/them of The School Corporation's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint. However, all complaints of harassment involving a School Corporation employee or any other adult member of The School Corporation community against a student will always be formally investigated.

The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School Corporation community or a visitor to The School Corporation, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School Corporation community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. However, if the alleged harasser is the Superintendent, the recommendations shall be submitted to the School Board Attorney.

All School Corporation employees must report incidents of unlawful harassment that they observe or that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

### *Investigation and Complaint Procedure*

Any employee or other member of The School Corporation community or third party (e.g., visitor to The School Corporation) who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of unlawful harassment and a process for rendering a decision regarding whether the claim of unlawful harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner.

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR), the Indiana Civil Rights Commission (ICRC) or Equal Employment Opportunity Commission (EEOC), or to file a concurrent criminal complaint with the law enforcement agency having jurisdiction.

### *Informal Complaint Procedure*

The goal of the informal complaint procedure is to stop inappropriate behavior and/or unlawful harassment and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who believes s/he has been unlawfully harassed or retaliated against in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off School Corporation grounds or outside The School Corporation's employment opportunities, programs, and activities, affecting The School Corporation environment. This informal procedure is not required as a precursor to the filing of a formal complaint and/or filing a concurrent criminal complaint, and will be utilized only where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such a process.

Employees, other members of The School Corporation community, or third parties who believe that they have been subjected to unlawful harassment or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint procedure.

However, all complaints of unlawful harassment involving a School Corporation employee, any adult member of The School Corporation community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officer(s) is/are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one (1) of the Compliance Officers; and/or 3) to the Superintendent or other School Corporation-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School Corporation's informal complaint procedure is designed to provide employees, other members of The School Corporation community or third parties who believe they are being subjected to unlawful harassment with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, one of the Compliance Officers or a designee will exercise his/her authority to attempt to resolve all informal complaints in a timely manner, may file a complaint with the United States Department of Education, Office for Civil Rights (OCR), the Indiana Civil Rights Commission (ICRC) or Equal Employment Opportunity Commission (EEOC), and/or may file a concurrent criminal complaint with the law enforcement agency having jurisdiction. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above,

parties may request that the informal process be terminated at any time to move to the formal complaint process.

One (1) of the Compliance Officers or a designee will retain all materials generated as part of the informal complaint process in accordance with the Board's records retention policy (see Policy 8310, Policy 8320, and Policy 8330).

### ***Formal Complaint Procedure***

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

The formal complaint process is not intended to interfere with the rights of an employee, other member of The School Corporation community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR), the Indiana Civil Rights Commission (ICRC) or Equal Employment Opportunity Commission (EEOC), and/or to file a concurrent criminal complaint with the law enforcement agency having jurisdiction.

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with a teacher, principal, the Compliance Officer, Superintendent, or other School Corporation-level employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, Superintendent, or other School Corporation-level employee, either orally or in writing, about any complaint of harassment or retaliation, the employee to whom the complaint is reported must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process as described herein, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints of unlawful harassment or retaliation must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the

oral interview and the Complainant will be asked to verify the accuracy of the reported complaint by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent and/or Board Attorney.

The Complainant, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/unlawful harassment/retaliation.

Contemporaneously, one of the Compliance Officers or a designee will inform the individual alleged to have engaged in the unlawful harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of the Board's anti-harassment policy shall be provided to the Respondent. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, one of the Compliance Officers or a designee will attempt to complete an investigation into the allegations of harassment or retaliation in a timely manner of receiving the formal complaint.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; and
- D. consideration of any documentation or other information, presented by the Complainant, Respondent, or any other witnesses that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment or retaliation. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used (i.e., it is more likely than not that

unlawful discrimination retaliation occurred. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within seven (7) business days. At the conclusion of the additional investigation, the Superintendent must issue a written decision as described above.

A Complainant or respondent who is dissatisfied with the decision of the Superintendent may appeal through a signed written request to the Board of School Trustees within seven (7) business days of his/her receipt of the Superintendent's final decision.

If the Superintendent is the Respondent, the appeal process will skip the review by the Superintendent and move directly to the Board. In such circumstances, the Compliance Officer, or the designee, shall prepare and deliver a written report to the Board that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment or retaliation.

The Board shall meet with the concerned parties and their representatives within thirty (30) business days of the receipt of a written request to appeal. At this meeting, the parties have the right to present evidence, including testimony and/or exhibits, to the Board in support of their position. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final. The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of The School Corporation community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant and the Respondent may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with

the Office for Civil Rights, Equal Employment Opportunity Commission, Indiana Civil Rights Commission, or the filing of a concurrent criminal complaint. Use of the complaint procedures is not a prerequisite to the pursuit of other remedies. Furthermore, the complaint must be investigated even if a separate investigation is being conducted by another agency, including but not limited to the local police department.

#### *Privacy/Confidentiality*

The School Corporation will employ all reasonable efforts to protect the privacy of the Complainant, the Respondent(s) (that is the individual(s) against whom the complaint is filed), and the witnesses to the extent possible, consistent with The School Corporation's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed.

All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of The School Corporation community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

In accordance with the Board's records retention policy and student records policy, the Compliance Officer will maintain all records created as a part of an investigation of a complaint of unlawful harassment/retaliation occurring in The School Corporation's employment opportunities, programs and/or activities, or, if initially occurring off School Corporation grounds or outside The School Corporation's employment opportunities, programs and activities, affecting The School Corporation environment. (See Policy 8310 - Public Records and/or Policy 8330 - Student Records)

#### *Remedial Action, Sanctions, and Monitoring*

The Board shall vigorously enforce its prohibitions against unlawful harassment retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment.

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant. Such remedial action may include, but is not limited to, counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the

suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s), if any.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s), if any.

All subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects. Prior sanctions imposed on the Respondent(s) for similar past conduct shall be considered in determining the appropriateness of the sanction(s) imposed for the present conduct.

The Board may appoint an individual, who may be an employee of The School Corporation, to monitor the Respondent to ensure no further discrimination or retaliation occurs. Likewise, the Board may appoint an individual, who may be an employee of The School Corporation other than the Respondent, to follow up with the Complainant to ensure that no further discrimination or retaliation has occurred and to take action to promptly address any reported occurrences.

#### *Retaliation*

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited.

Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice of unlawful harassment, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing pertaining to unlawful harassment, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by Federal or State laws.

Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

#### *Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct*

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Child Services or local law enforcement. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct

reasonably indicates abuse or neglect of the Complainant or the alleged victim, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement.

Any reports made to Child Protective Services or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies.

#### *Mandatory Reporting of Conviction and Substantiated Child Abuse and Arrests*

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

#### *Education and Training*

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Compliance Officers will oversee the training of School Corporation employees and students so that they understand their rights and responsibilities under Federal and State law and are informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

#### *Notice*

Notice of the Board's policy on anti-harassment related to employment practices and the identity of the Compliance Officers will be posted throughout The School Corporation, and published in any School Corporation statement regarding the availability of employment, in any staff handbooks, and in general information publications of The School Corporation as required by Federal and State law and this policy.

Coordinator ("School Corporation Compliance Officer"):

TBA  
737 Beale Street, South Bend, IN 46619  
(574) 393-6000 (phone)  
(574) 283-8143 (facsimile)

## **Substance Free Workplace**

### **Controlled Substances and Alcohol**

The School Board believes that quality education is not possible in an environment affected by drugs. The School Corporation is committed to maintaining a substance-free workplace in compliance with the Drug-Free Workplace Act and Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of The School Corporation's non-certified staff at any time while on School Corporation property or while involved in any School Corporation-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with School Corporation guidelines and the terms of collective bargaining agreements.

### **Use of Tobacco**

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

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students who choose not to use tobacco from an environment that might be harmful to them, the Board prohibits the use and/or possession of tobacco at all times within any facility owned, leased, contracted for by the Board. The Board also prohibits the use and/or possession of tobacco anywhere on the campus of any facility owned, leased, contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use and/or possession of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

The administration of each school building will take appropriate action in cases involving students who use and/or possess tobacco in violation of this policy.

## Health, Safety and Security

The School Corporation shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within The School Corporation, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of School Corporation facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a School Corporation-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether or not appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and School Corporation safety committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in The School Corporation.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to School Corporation employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and OSHA-related programs that are required by Federal and State law, such as, employee safety and health training and training in hazard recognition, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective

### *Identification and Access to Properties*

All staff are required to wear either access control badges, metal name badges or uniform issued by SBCSC while in any school district building or on school district grounds. All employees are issued a photo ID access control badge at no charge.

Access control badges and codes are not to be loaned or shared with any other person. A \$10 replacement fee will be charged when an old badge is not returned. An

old badge can be exchanged for a new badge at no cost.

Staff will be issued the minimum number of keys at the lowest level of access needed to perform their job responsibilities based on actual need. Keys issued by SBCSC are the property and will remain property of The School Corporation. Keys must be returned upon termination of employment or when requested by a supervisor. If a School Corporation key is lost it should be reported to the employee's supervisor immediately. They are to be safeguarded and remain solely in the possession of the person whom they were issued. Duplicating or replacing keys outside of SBCSC is STRICTLY PROHIBITED and is a breach of the access control policy.

#### *Visitors and Volunteers*

The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not compatible with School Corporation needs.

Each volunteer who is in direct contact with students will be required to submit a Limited Criminal History Record Check. The procedures shall ensure that information and records obtained from criminal history inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy. The Superintendent is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and School Corporation guidelines while on duty as a volunteer;
- B. will be covered under The School Corporation's liability policy but The School Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- C. will be asked to sign a form releasing The School Corporation of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. will be required to report any arrest, the filing of criminal charges against him/her, or convictions for a crime while serving as a volunteer;
- E. will be required to report any substantiated report of child abuse or neglect of which s/he is the subject.

The Superintendent also shall ensure that each volunteer is properly informed of The School Corporation's appreciation for his/her time and efforts in assisting the operation of the schools.

## **Annual Asbestos Hazard Emergency Response Act Notice (AHERA)**

This information is being provided to comply with the requirements of the federal Asbestos Hazard Emergency Response Act (AHERA), which requires schools to perform certain tasks in regard to the presence and control of asbestos containing materials (ACM) in school buildings. These tasks include:

- SBCSC has developed an asbestos management plan which is designed to outline procedures and guidelines for the inspection, re-inspection and periodic surveillance of the ACM that are present in the buildings.
- SBCSC provides awareness training and additional training to selected school employees.
- SBCSC provides periodic notification to all employees, students (via their parents/guardians), and building occupants of the availability of asbestos management plans, the location of the same, and the times that the plans may be reviewed.

## **Infectious Diseases**

If you have a medical condition that poses a substantial health or safety threat to the schools or workplace, you must leave the premises until your attendance on duty no longer poses such a threat. The School Corporation shall rely upon public health and medical experts to determine when to require your removal and permit your return to work.

## **Weapons**

The School Corporation shall act forcefully to control anyone who brings weapons of any kind to school, schools sponsored activities, or any SBCSC property. Anyone who unlawfully brings weapons to school, school sponsored activities, or any SBCSC property shall be subject to prosecution under the provisions of the law. Employees who violate this policy are also subject to disciplinary action up to and including termination.

## **Acceptable Use Policy**

### **Staff Use of Personal Communication Devices**

Use of personal communication devices (“PCDs”) has become pervasive in the workplace. For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), cell phones (e.g., mobile or cellular telephones or smartphones), and other web-enabled devices of any type. Whether the PCD is School Corporation-owned and assigned to a specific employee or school official or personally-owned by the employee or school official (regardless of whether the School Corporation pays the employee or school official an allowance for their use of the device, the School Corporation reimburses the employee or school official on a per-use basis for their business-related use of their PCD, or the employee or school official receives no remuneration for their use of a personally-owned PCD), the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guidelines, as well as other

pertinent Board policies.

#### *Conducting School Corporation Business Using a PCD*

Employees and school officials are permitted to use a School Corporation-owned or personally owned-PCD to make or receive calls, emails, texts, and instant or other messages on matters that concern School Corporation business of any kind.

Employees and school officials are reminded that even on personally-owned PCDs, communications concerning School Corporation business may be subject to various laws, regulations and policies and could require disclosure of the communications.

#### *Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones*

Employees and school officials whose job responsibilities include driving are prohibited from holding or using their device while operating a moving motor vehicle during work duties. Safety must come before all other concerns. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while operating a moving motor vehicle is strictly prohibited. Exceptions to these prohibitions are to place a call to 911 to report a bona fide emergency or using the telecommunications device with hands-free or voice-activated technology. In cases of reporting a bona fide emergency, if possible, the driver should move to the side of the road and stop the vehicle before using the cell phone, electronic device, mobile phone, or telecommunications device. In the interest of safety for employees, school officials, and other drivers, employees, and school officials are required to comply with all applicable State laws and local ordinances while driving, including any laws that prohibit texting or holding/using a cell phone or other PCD while driving.

Employees and school officials may not use a PCD in a way that could reasonably be perceived as threatening, harassing, humiliating, or intimidating to others.

#### *Duty To Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements*

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

#### **School Corporation-Sponsored Social Media Sites**

The Board recognizes the importance of social media as a communications tool. However, the Board also acknowledges the fact that misuse of social media can result in significant negative impacts upon students, staff, the community, and the School Corporation. All social media pages and sites sponsored by the South Bend Community School Corporation are to be created for the sole purpose of furthering the educational mission of the School Corporation. This policy applies to the use of all School Corporation-sponsored social media communication tools by employees, students, and the community.

## **Definitions**

The term "social media" includes, but is not limited to:

- A. social networking sites, such as Facebook, Tumblr, Linked-In, and Google+;
- B. micro-blogging sites, such as Twitter;
- C. blogs, Wikis, and other forums;
- D. video and photo sharing sites, such as Flickr, You Tube, Instagram, and Pinterest;  
and
- E. all third party non-public classroom management sites and educational communication tools, such as Edmodo and Moodle.

The term "Content Manager" refers to the School Corporation employee responsible for performing regular monitoring, updating, and maintenance of a School Corporation approved social media site.

## **General Guidelines**

Schools, school-based organizations, or school employees wishing to establish a school-related social media site must first obtain written approval from the Superintendent or his/her designee. All requests to establish a school-related social media site must: (1) identify a School Corporation employee to serve as the Content Manager for the site; and (2) be approved by the building principal or other administrator responsible for supervising the Content Manager. A building principal or other administrator, by approving the request, accepts responsibility for regularly and frequently monitoring the site. The Superintendent or his/her designee shall maintain a list of all School Corporation-approved, school-related social media sites and the associated Content Manager.

All School Corporation-approved school-related social media sites shall adhere to the following guidelines and standards:

- A. The social media site must provide access to and name the Technology Coordinator as an additional administrator for the site;
- B. Whenever possible, Content Managers should post from a professional e-mail or other account or as the approved institution/organization itself rather than from a personal account;
- C. Content Managers and their associated social media sites are prohibited from:
  - 1. promoting or endorsing any illegal activity;
  - 2. promoting or endorsing violence against any person or persons;
  - 3. disclosing any information that is confidential or proprietary with respect to the School Corporation, students, or employees, or that is protected by privacy laws, including but not limited to, the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA);
  - 4. expressing opinions on topics not directly related to the educational mission of the School Corporation;
  - 5. promoting or endorsing any political issues or candidates;
  - 6. expressing or communicating information that is demeaning, demoralizing, harassing, disrespectful, vulgar, or crude;

7. posting images of employees taken within the workplace without the employees' consent;
  8. posting images of students for whom parents have signed and returned a media denial form;
  9. posting student work without written parental consent, except for work that does not contain student identifiable information or for which publication will not diminish the student's intellectual property rights;
  10. posting employee or student personal contact information such as cell phone numbers, e-mail addresses, and/or home addresses without the approval of the Superintendent or his/her designee;
  11. posting images of any non-public areas located within School Corporation owned buildings and facilities, including but not limited to, floor plans; and
  12. engaging in any other action that violates other School Corporation policies and/or administrative guidelines.
- D. Published content must conform to all applicable State and Federal laws, including but not limited to, those laws regarding copyrights and trademarks, and employees may not use or post school or School Corporation logos or images of mascots without permission from the Superintendent or his/her designee;
  - E. Content Managers must diligently monitor any sites that accept public comments or postings in order to ensure that such information is appropriate for display on the site;
  - F. Teachers should not utilize a social media site as the sole source of information for students since access to social media sites is restricted on the School Corporation network;
  - G. Employees should not post comments or otherwise act in a manner than implies that they are an authorized spokesperson for the School Corporation, except as authorized by the Superintendent;
  - H. Teachers who utilize either private or public social media sites for their classroom or subject area must provide written notice to parents/guardians regarding the creation of the classroom site and allow parents to have access to the site;
  - I. Content Managers must comply with any additional directives or guidance provided by the Superintendent or his/her designee; and
  - J. School-related social media sites created prior to the adoption of this policy must comply with all requirements set out in this policy or be terminated.

Many social media sites sponsored by The School Corporation have been created in order to afford the community an opportunity to receive and share information concerning our schools and the achievements of students and staff. Consistent with the purpose of these social media sites and the educational mission of the School Corporation, it is reasonable to expect that community members participating in this dialogue will exercise good judgment. The School Corporation reserves the right to delete all posts by community members on its social media sites that are in violation of the expectations for Content Managers established above or are otherwise determined

by the Superintendent or his/her designee to be in violation of the terms of this policy. The School Corporation's intent is not to prohibit all negative comments or criticism from being posted, but rather to protect the privacy and other rights of all members of the school community. It is the sense of the Board that robust public discussion is inhibited by comments that are profane, obscene, harassing, threatening, inflammatory, defamatory, or otherwise outside the boundaries of appropriate public discourse.

In order to post a comment on a School Corporation-sponsored social media site, members of the public must agree to abide by the terms of this policy and in particular the following additional terms of use:

- A. By posting a comment or other material to a School Corporation-sponsored social media site, users grant South Bend Community School Corporation the irrevocable right and license to exercise all copyright, publicity, and other publication rights with respect to any such content and to make use of any submission for any purpose and in any form of media, including but not limited to displaying, modifying, reproducing, distributing, and creating other works from the submission.
- B. Users agree to and acknowledge South Bend Community School Corporation's right to reject or remove comments for any reason, including the School Corporation's unilateral determination that the comments violate the terms of this policy.
- C. Users may not post any comment or other material that is profane, obscene, harassing, threatening, inflammatory, defamatory, or otherwise outside the boundaries of appropriate public discourse.
- D. Users may not post telephone numbers, e-mail addresses, or other identifiable information concerning students, employees, or any other person besides themselves.
- E. Users may not post any information that infringes on the privacy, intellectual property, or publication rights of South Bend Community School Corporation or any other individual/entity.
- F. Users may not post material that promotes or advertises a commercial product or business, nor may they solicit business for, membership in, and/or financial or other support of any business, group, or other organization, except for affiliated groups and entities sponsored by South Bend Community School Corporation.
- G. Users may not post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the use of a School Corporation sponsored social media site.
- H. Users may not allow another individual or entity to use his/her identification in order to post comments.
- I. Users may not post comments under multiple names or by using another person's name.
- J. Students may not post comments during the course of the school day and employees may not post comments during the course of their work day, except when acting in the capacity of a Content Manager.

- K. Students who violate the terms of this policy may be subject to student disciplinary action, to the extent that their actions are found to be in violation of the Code of Student Conduct.
- L. Employees who violate the terms of this policy may be subject to employee disciplinary action, as is appropriate under State and Federal law.

South Bend Community School Corporation reserves the right to:

- A. delete all posts by community members on its social media sites that are in violation of the expectations for Content Managers established under the terms of this policy or that are otherwise determined by the Superintendent or his/her designee to be in violation of the terms of this policy;
- B. prohibit further posts by community members who repeatedly and/or egregiously violate the terms of this policy;
- C. remove or edit comments at any time and for any reason, consistent with the terms of this policy; and
- D. amend this policy from time to time in order to address operational issues and/or reflect changes in relevant legal considerations.

Members of the public are encouraged to remember that all postings to School Corporation-sponsored social media sites are freely accessible to all, including the news media. As such, discretion with respect to the sharing of personal information is advised.

The Board authorizes the Superintendent to establish such additional administrative guidelines as are deemed necessary in order to implement the terms of this policy.

### **School Corporation Email**

It is expected that all employees will use common sense and sound judgment when utilizing the e-mail system. Specifically, employees are expressly prohibited from sending any messages or materials containing obscene, derogatory or otherwise potentially offensive language or images. The use of material containing racial, sexual or similar comments or jokes is forbidden. Users should respect the rights and sensitivities of recipients and potential recipients or viewers, and should take care that all e-mail messages reflect a positive image of The School Corporation. Employees are also prohibited from transmitting, receiving or storing any information that may violate applicable copyright laws and from using The School Corporation's e-mail system and Internet access for any other illegal purpose.

Users should be aware that e-mail messages cannot be considered private and may be monitored by management. All messages created, sent or retrieved over the School Corporation's Internet and e-mail are the property of The School Corporation and should be considered public information. Such messages also may be subject to disclosure to outside third parties, including the court system and law enforcement agencies, under certain circumstances.

Violators of this policy will be subject to appropriate disciplinary action, up to and

including termination of employment. Any known or suspected violations of the policy should be reported immediately to management. This policy will not be applied to prevent employees from discussing the terms and conditions of their employment or to otherwise interfere with their rights under the National Labor Relations Act (NLRA) or other applicable laws.

### **Telephone Policy**

All teachers have full access to the school telephones in the Main Office, Classrooms, and the Teacher Workroom. Please limit the use of phones to school-related business. Long-distance calls are not permitted unless for authorized school-related business.

### **Recordings**

Conversations and communications generally should be free and open among employees. So, you and/or anyone acting on your behalf may only use audio or video to record or reproduce any conversation among employees or about school business while on school premises and/or while conducting school business if you get the consent of everyone engaged in the conversation or communication. The School Corporation may record public presentations, board meetings, hearings, grievances, procurement activities, official investigations, and any other school activities. Any such recordings are the sole property of The School Corporation and are not for employee personal use. This includes recordings and photographs of all schools related activities whether on or off-campus.

## **Dress Code**

### **Dress Code**

Cleanliness and appearance are expressions of an employee's personal pride and reflect SBCSC high standards of good grooming. Employees are expected to show good taste, avoiding extreme dress and personal grooming which might be unsafe, interfere with job performance, or disrupt The School Corporation from fulfilling its mission. Employees are expected to present themselves in a professional manner that leaves a favorable impression on our students, families, and community.

### **Procedures**

South Bend Community School Corporation department managers may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time. Reasonable accommodations will be made where required.

### **Casual Business professional attire**

Traditional casual business attire is expected of all employees. Basic elements for appropriate and professional business attire include clothing that is in neat and in clean condition.

Appropriate workplace dress does not include clothing that is too tight or revealing; mini skirts/dresses, short shorts, leggings or cropped tops, clothing with rips, tears or

frays that highlight or reveal private body parts; or any extreme style or fashion in dress, footwear, accessories, or fragrances.

SBCSC will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her school leader, manager or supervisor.

### **Business casual attire**

Business casual dress will be permitted in accordance with the employees assigned duties. Business casual dress is defined as follows:

- Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans or graphics, tank tops, muscle shirts, and crop tops.
- Pants: Casual slacks and trousers and jeans without holes, frays, etc. Examples of inappropriate pants include shorts, and pants worn below the waist or hip line.
- Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. Examples of inappropriate footwear include flip-flops and construction or hunting boots.

The School Board believes that staff members set an example in dress and grooming for students. A certified staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. The business casual dress code also factors into maintaining a safe and orderly school environment and the maintenance of discipline.

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

- be physically clean, neat, and well groomed;
- dress in a manner consistent with their certified responsibilities;
- dress in a manner that communicates to students a pride in personal appearance.

## **Workplace Searches and Inspection of Property**

### **Workplace Searches**

To safeguard the safety and property of our employees, students, and The School Corporation, SBCSC reserves the right to inspect all areas on campus, on school transportation, and at school-related events, including, when there is reasonable suspicion that a search will turn up evidence of misconduct, employees' personal property, lockers, tool boxes, desks, purses, briefcases, packages, school-issued computers and electronic devices, and cabinets. Inspection of electronic devices

includes inspection of the contents, such as emails, texts, photos, images, documents, and any other information contained therein. It is considered to be part of each employee's job in The School Corporation to cooperate fully with such searches. Refusal to cooperate may lead to disciplinary action, up to and including discharge.

### **Inspection of School Corporation Property**

All School Corporation property including desks, lockers, file cabinets and work areas must be maintained according to SBCSC rules and regulations. They must be kept clean and are to be used only for work-related purposes. To ensure compliance with its rules and regulations, The School Corporation reserves the right to inspect all SBCSC property, including files and documents on SBCSC computers, without giving prior notice to the employees, including in their absence. As such, employees should have no reasonable expectation of privacy in their use of School Corporation property.

Prior authorization must be obtained before any Corporation property may be removed from the premises.

An employee's personal property brought onto The School Corporation's premises, including but not limited to packages, purses, and vehicles, may be inspected upon reasonable suspicion of unauthorized possession of SBCSC property, illegal drugs or illegal possession of weapons.

## **Work Day**

### **Time and Attendance**

Employees are expected to report to work as scheduled, on time and prepared to start work, and remain at work for their entire work schedule, except for break periods or when required to leave on authorized business.

### **Timekeeping**

All non-exempt employees must accurately record time worked on a timecard. Employees are required to record their own time at the beginning and end of each work period, including before and after the lunch break. The beginning of a paid working day will start at the time you arrive at the office or the job, whichever comes first. The day ends when you leave the job, or when you leave the office if you are required to report in after leaving the jobsite. Employees must record their time whenever they leave the building for any reason other than The School Corporation business. Filling out another employee's timecard, allowing another employee to fill out your timecard, or altering any time card are grounds for discipline up to and including termination.

Salaried employees may also be required to record their time on either a timecard or time sheet.

Any errors on your timecard should be reported immediately to The South Bend Community School Corporation HR Administrator, who will attempt to promptly correct legitimate errors.

### **Timekeeping Abuse**

All employees must sign their time records agreeing that the time recorded is the time worked. The time card must accurately record the time an employee begins his/her work and the time such work ends. Compensation shall be according to the time reflected on the record for nonexempt employees. Completeness and accuracy of the records are necessary to ensure that proper payment is made on payday. Falsification of a time card is unlawful, a criminal offense, and shall be referred to Human Resources for review and disposition, which may include referral to law enforcement. Proven falsification of a time record shall result in termination of the employee's employment.

The School Corporation has a "zero-tolerance" policy of permitting or requiring any hourly employees to work off the clock. It is against this policy for any member or management to expressly or implicitly permit non-employees to perform any services for the South Bend Community School Corporation without being paid for them.

This policy requires non-exempt employees to perform no work before clocking in, after clocking out, or during any unpaid break times, including meal periods. Nonexempt employees must not take their lunch breaks at their work stations.

Employees are required to promptly notify the HR Administrator or Superintendent if any member of management ever requires or permits an hourly employee to work off-the-clock. Non-exempt employees are expressly assured within this policy that they will not be discriminated or retaliated against for making a good-faith complaint under this policy.

Any South Bend Community School Corporation employee who violates this policy in any respect will be subject to discipline, up to and including termination.

### **Time Records**

The School Corporation is required by federal and state laws to maintain an accurate record of all hours worked for each non-exempt employee during a particular work week. The actual start and ending of the work week in the pay period may vary from position to position. The immediate supervisor will inform each employee of their time schedule and discuss any changes prior to them going into effect. In order to comply with the law, it is mandatory that each employee accurately complete a time record. All time records must be verified and submitted by the employee at the end of the work week. It is a violation of School Corporation policy for anyone other than the employee to clock in or out, or submit a record of time worked for pay on that employee's behalf. Support Staff should arrive not more than five minutes before regularly scheduled starting time, and not stay more than five minutes after their regularly scheduled end time, unless authorized by their immediate supervisor. Support staff who work seven or more hours in a day will have a required 30-minute lunch deducted.

### **Emergency Closure and Delayed Opening**

When Schools have a delayed start, support staff employees essential for building and

ground maintenance, communication, and safety will report to work at the regular time unless redirected by the Superintendent or their immediate supervisor. Reasonable caution should be taken for travel to work; safety should not be at risk. Those who believe it to be too dangerous to venture out must call their immediate supervisor. All other employees will report to the assigned delayed start times as directed by the Superintendent or immediate supervisor. Support staff employees will be paid for their actual hours worked. If the school is delayed, local media will be notified.

Unexpected school closure on the last scheduled workday prior to a holiday or the first scheduled workday immediately following a holiday will not affect an Employee's eligibility for holiday pay, provided that the Employee had planned to work the day school was unexpectedly closed. In other words, if school is closed on the day prior to or immediately following a holiday, the day that school is closed will be considered a day worked for the purpose of determining eligibility for holiday pay.

#### *Emergency School Closing and ELearning Days*

When, due to inclement weather or other emergency, a school is closed by the Employer, the school office will be open and office personnel will be expected to report to work in person (unless remote work is authorized by the Superintendent or (respective designee) and will be compensated at their regular straight time rate.

When all schools are closed due to weather or other emergency, The School Corporation offices shall remain open unless announced closed by the Superintendent or respective designee.

On scheduled ELearning days, employees will be expected to report to work in person (unless remote work is authorized by the Superintendent or respective designee).

Employees may elect to use PTO if they choose not to report to work due to hazardous weather conditions or other circumstances.

## Work Year, Holidays, and Time Off

### Calendar

South Bend Community School Corporation																											
2025 - 2026 School Calendar																											
August '25							September '25							October '25													
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S							
					1	2		1	2	3	4	5	6				1	2	3	4							
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25							
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31																											
November '25							December '25							January '26													
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February '26							March '26							April '26													
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May '26							June '26							July '26													
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31																											

## Color Key

	Schools Closed		eLearning/Election Day (synchronous)
	Board Meeting		Last Day of Quarter/Semester
	New Teacher Orientation		Parent-Teacher Conferences (Fall asynchronous eLearning; Spring eLearning type TBD)
	First Day for Teachers		Graduation
	Teacher Record Day		
	First Day of School		

## Significant Dates

August 15 New Teacher Orientation  
 August 19 All Teachers Report (Building Opening Meeting and Protected Work Time)  
 August 20 First Day of School for Students  
 September 1 Labor Day  
 October 16 Teacher Record Day  
 October 17-20 Fall Break  
 October 23 Parent/Teacher Conferences/eLearning (fall asynchronous; spring TBD)  
 November 4 Election Day/eLearning/synchronous  
 November 26-28 Thanksgiving Holiday  
 December 19 Teacher Record Day  
 Dec. 22 to Jan. 4 Winter Break  
 January 19 Dr. Martin Luther King, Jr Day  
 February 16 Presidents Day  
 March 13 Teacher Record Day  
 March 19 Parent/Teacher Conferences/eLearning type TBD  
 April 3 Good Friday No School  
 April 6-April 10 Spring Break  
 May 25 Memorial Day  
 June 5 Last Day Students  
 June 8 Last Day Teachers  
 June 19 Juneteenth(observed)

## Quarters

Q1	August 20 - October 15	40 Days
Q2	October 21 - December 18	40 Days
Q3	January 5 - March 12	47 Days
Q4	March 16 - June 5	53 Days

## Contact List – Effective August 1, 2025 (Subject to Change)

High Schools	Middle Schools	Elementary Schools	Elementary Schools
<b>Adams High School (001)</b>	<b>Dickinson Fine Arts Academy (054)</b>	<b>Coquillard Elementary (018)</b>	<b>Muessel Elementary (041)</b>
James Seitz, Principal	Jeremy Tucker, Principal	Laura Krieger, Principal	Jennifer McGhee - Principal
Karen Berk, Secretary	Sharonda Smith, Secretary	Chantris Teague, Secretary	Kierra Pittman, Secretary
808 S Twykenham Dr, 46615	4404 Elwood Ave, 46628	1245 N Sheridan, 46628	1021 Blaine Ave, 46616
(o) 393-5300, (f) 283-7704	(o) 393-3900, (f) 283-7633	(o) 393-2000, (f) 283-8813	(o) 393-3400, (f) 283-7863
<b>Riley High School (007)</b>	<b>Edison Middle School (020)</b>	<b>Darden Elementary (019)</b>	<b>Nuner Fine Arts Academy (041)</b>
Shawn Henderson, Principal	Jesus Pedraza, Principal	Sean Dillon, Principal	Jennifer Sears
Tuong (Vi) Nowak, Secretary	Marisa Hernandez, Secretary	Sabrina Beaty, Secretary	Amanda Klein, Secretary
1902 S Fellows, 46613	2701 Eisenhower Dr, 46615	18845 Janet St, 46637	2716 Pleasant St, 46615
(o) 393-5100, (f) 283-8405	(o) 393-4400, (f) 283-8903	(o) 393-2900, (f) 243-7338	(o) 393-2600, (f) 283-7853
<b>Rise Up Academy (002)</b>	<b>Jackson Middle School (004)</b>	<b>Harrison Elementary (026)</b>	<b>Swanson Traditional (049)</b>
Francois Bayingana, Principal	Ivan Castillo, Principal	Sally Eggleston, Principal	Amy Troyer, Principal
Tamiko Pittman, Secretary	Angie Bartmess, Secretary	Jenna DeLaruelle, Secretary	Cheryl Neff, Secretary
740 N Eddy St, 46617	5001 S Miami Rd, 46614	3302 W Western Ave, 46619	17677 Parker Dr, 46635
(o) 393-3500, (f) 283-8783	(o) 393-4500, (f) 231-5605	(o) 393-3000, (f) 283-7303	(o) 393-2700, (f) 393-2798
<b>Washington High School (008)</b>	<b>Jefferson Traditional School (028)</b>	<b>Kennedy Academy (029)</b>	<b>Wilson Elementary (040)</b>
Kevin Goralczyk, Principal	Lori Anderson, Principal	William Waskom, Principal	Samantha Smith, Principal
Angela Hardrict, Secretary	Melinda Funderburg, Secretary	Michelle Overton, Secretary	Connie Stopper, Secretary
4747 W Washington St, 46619	528 S Eddy St, 46617	609 N Olive St, 46628	56660 Oak Rd, 46619
(o) 393-5500, (f) 283-7205	(o) 393-4100, (f) 283-8373	(o) 393-3100, (f) 283-7441	(o) 393-3700, (f) 283-7407
<b>Bendix Building</b>	<b>Lasalle Academy (005)</b>	<b>Lincoln Elementary (031)</b>	<b>Virtual School</b>
Andrew Findley, Director	Gail McDaniel, Principal	Tracy Streider, Principal	Latifah Oudghiri, Principal
Stacy Niespodziany, Secretary	Rebecca King, Secretary	Kim Bjorkland, Secretary	Leticia Coria, Secretary
3206 Sugar Maple Business Ct, 46628	2701 W Elwood Ave, 46628	1425 E Calvert St, 46613	(o) 393-3514
(o) 393-5801, (f) 283-7549	(o) 393-4700, (f) 282-7513	(o) 393-2300, (f) 283-8963	
<b>SAMP (School Aged Mothers)</b>	<b>Navarre Middle School (042)</b>	<b>Madison STEAM Academy (035)</b>	<b>Studebaker YAS</b>
Karen Patterson, Supervisor	Dr. JeNeva Adams, Principal	Whitney Alexander, Principal	Deb Martin, Principal
Christine Benson, Secretary	Jazmin Gonzalez, Secretary	Ana Bonilla Elias, Secretary	(o) 393-6250
245 N Lombardy Dr, 46619	4702 W Ford St, 46619	832 N Lafayette Blvd, 46601	
(o) 393-5850	(o) 393-4600, (f) 283-7351	(o) 393-3200, (f) 283-8328	
<b>McKinley/SNAP</b>	<b>Clay International Academy (15)</b>	<b>Marquette Montessori (037)</b>	<b>Clay High School (3)</b>
Amanda Jackson, Principal	Dr. Nicole Garcia, Principal 8:30-3:30	Matthew Emery, Principal	Jason Zook, Principal CTE Programs
Ashton Gladden, Secretary	Priscilla Nerio, Secretary	Theresa Yonto, Secretary	19131 Darden Rd, 46637
228 N Greenlawn SB 46617	52900 Lily Rd, 46637	1818 Bergan St, 46628	(o) 393-4900
(O) 393-3300, (F) 283-7603	(o) 393-4300, (f) 393-4369	(o) 393-2400, (f) 231-8373	
<b>Media/Tech Systems</b>	<b>Transportation (575)</b>	<b>Marshall Traditional (038)</b>	
Nate Tribett, Help Desk	Robert Dum, Interim Dir 37003	Amanda Choinacky, Marshall	
Terri Jamerson, Secretary	Bev Greider, Sec 37001	Julie Allison, Secretary	
(o) 393-5970, (f) 283-4236	3003 Bendix Dr 46628	1433 Byron Dr, 46614	
<b>(SSC) Service Building</b>	(O) 393-7000, (f) 284-1416	(o) 393-4200, (f) 393-4290	
Open 36025		<b>Monroe Elementary (039)</b>	
420 S Eddy St, 46617		Brian Harris, Principal	
(o) 393-5900, (f) 283-8810		Yolanda Palmer, Secretary	
		312 E Donmoyer, 46614	

**South Bend Community School Corporation (7552) (IN-7205)**  
**737 Beale St., South Bend, IN, 46616-1804**  
**Ph: 574.393.6000**

**Security: Lobby**

Joel Houston (Mon-Tues) & Ron Carl (Wed - Fri) 36146

**Security Office**

Eric Crittendon 36024

**Lobby Front Desk**

Dymia Miles 36030

**Alumni Association: 1st Floor**

Kris Arizmendi Choinacky, Executive Director 36003

*Kara O'Malley, Office Manager 36004*

**Athletics/Community Programs K-12**

Milt Lee, Director of Community Prog/K-12 Athletics 36194

Yanic McDowell, Youth Sports and Community Engagement 33808

**Bilingual Services & Migrant Education: 2nd Floor**

Julia Cordova-Gurulé, Director of Bilingual Services 36007

Glorinela Aguilera, Budget Officer 36010

Adrian Martinez, IT/Fiscal/Data Specialist 36017

Catherine Handres Rodriguez, English/Spanish Translator & Interpreter 36016

Edward Marshall, Migrant Family Outreach 36009

Federico Rodriguez, Support Services Coordinator 36015

Lauren Riggs, Program Coordinator 36019

Sarai Martinez, Bilingual Program Coordinator 36013

Savino Rivera, ID/Recruitment Specialist 36021

Sergio Martin del Campo, MRSC ID & R Specialist 36011

**Staff at the Bendix Building: Career & Technical Education:**

Dr. Andrew Findlay, Director of CTE, Ed.D. 36187

Maricela C. Navarro, CTE Dual Credit & Testing Coord 36163

Robin Savchick, CTE Coordinator 36167

**Communications:**

Andrew Goetz, Director of Communications 36178

Blair Yankey, Assistant Director of Communications 36180

Asha Stichter, Communications Specialist 36071

**Curriculum & Instruction: 1st Floor**

Karla Lee, Executive Director of Curriculum & Instruction 36043

*Vicky Hernandez, Administrative Assistant to ED 36043*

Amy Carter, Literacy Specialists K-12 grades 33811

Cheryl Batteast, Director of Primary Schools 33801

*Donna Denny, Administrative Support to C&I dept. 36039*

Jennifer Van Haver, Literacy Specialists K-12 grades 33809

Kara Draeger-Thomas, Principal Pre-K and After School Program, Kaleidoscope 36

Mark Zache, Fine Arts STEM Coordinator 36184

*Mary Alexander, School Transfers Admin Support 36047*

Nelda Love, Literacy Specialists K-12 grades 36050

Rachel Sachritz, STEM Coordinator 36050

Regina Warren Ellison, Secondary Literacy Coordinator 36188

Thomas Sims, Director of Secondary Schools 36053

**After School Program Staff at Swanson Traditional:**

Angela Payne, After School Program Coordinator

**Federal & Community Grant Programs: 2nd Floor**

Darice Austin-Phillips Executive Director, Federal Grants 33807

Emma Dockery, Director of Federal Grants and Community Programs 36186

David Moses, Title I Budget Supervisor 36191

Delba Smith, Non-Pub Supervisor

Jackie Reed, Administrative Assistant 33807

Michael Duttlinger, Assistant Director

**F&C Grant Program Staff at McKinley Elementary School:**

Vacant, Title I/Early Learning Coordinator 33348

**Financial Services: 2nd Floor**

Ahnaf Tahmid, Chief Financial Officer 36102

Banitha Owens, Operations Mgr./Compliance Specialist 36096

Emma Dockery, Director of Federal Funds and Grants 36091

Helesha Thomas, Payroll and Accounting Manager 36104

Jane Tiller, Payroll Supervisor 36098

Jazmin Galvez, Accounting Specialist 36105

Kate Evans, Payroll Benefits Specialist 36101

Kawnain Chowdhury, Senior Project Manager 36097

Lisa Steinbergs, Fees Cashier 36099

Luisa Brand District Accountant 36200

Marlaina Johns, Director of Internal Audit 36186

Rahman Johnson, Director of Purchasing 36192

Sherrelle Granderson, Accounting Clerk 36090

Todd VanKeppel, District Capital Project Manager 36207

**Food and Nutrition Services: 1st Floor**

Naomi Whitby-Brown, Regional District Manager 36060

Tammy Alstott, Administrative Assistant Chartwells 36142

Andrea Gammage, Application Specialist 36059

Anthony Gladden, Chartwells HR Specialist 36058

Bryan Frank, Director of Dining Service, Supper Prog. 36061

James Lutaaya, Director of Food & Nutrition Services 36025

Lori Weldy, Accountability Supervisor 36060

Mark Liddell, Director of Dining Services, Elementary 36058

Steve Stutz, Director of Dining Services, Secondary 36058

Marketing and Dietitian 36057

**Human Resources (HR): 1st Floor**

Dr. Sarita Stevens, Deputy Superintendent 36075

of Operations

Jacques Johnson, Administrative Assistant of HR 36075

Charith Reddy Pitta

Christine Timmons, Benefits Specialist 36072

Records Management Specialist 36069

Jason Zook, Director of Talent Management 36153

Jo Ellen Talos, Director of Employee Relations 36066

Katie Johnson, Director of Benefits 36068

Kimberly McManus, Operations Specialist 36164

Lauren Ellis, Operations Specialist 36074

Pamela Paulszewski, HR & Corp Counsel Admin Coord 36173

Samillia Williams, Benefits and Wellness Specialist 36070

Timothy Finnan, Acquisition Specialist 36076

**South Bend Community School Corporation (7552) (IN-7205)**  
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**Information Technology Services**

**Edison Middle School (Door 5)**  
 (o) 393.5970 (f) 939.5998

Matthew Monger, Chief Technology Officer 36080

Terri Jamerson, Admin. Assist. to CIO 36080 Bethnay  
 Eyrick, Integration Developer 36195  
 Betty Herron, Support Analyst 36077  
 Dr. Bo Yan, Chief of Accountability, Assessment and Strategy 33804  
 Derek Albright, Digital Integration Coordinator 36172  
 Tanjin Taharat, I.T. Research Analyst 35985  
 Jerrell White, Training & Support Specialist Admin 36073  
 Kevin Andreassi, SIS Tech. Admin Coordinator Tech Systems 36080 36080

**Media Services:**

Jeff Kroger, Media Services 35975  
 Mike Szymanski, 35975  
 (f) 574.283.8236

**Textbook Warehouse (011)**

Adam Cannon, Textbook Supervisor  
 420 S. Eddy St. 46617  
 (o) 393.5908 (f) 283.8810

**OTHER CONTRACTED SERVICES**

**Costume Shop at LaSalle Academy**  
 2701 W. Elwood Ave, 46628  
 (o) 393.4784 (f) 283.8396

**FACILITIES**

**Cenergistic Energy Management**  
 Jim Verhagen, Energy Specialist-East  
 (c) 574.213.4550 - jverhagen@sbcsc.k12.in.us

Teri Woodruff, Energy Specialist-West  
 (c) 574.274.9317 - twoodruff@sbcsc.k12.in.us

**SBCSC Buildings and Grounds**

Joseph Somers, Executive Director of Facilities ext. 3-  
 James Mason, Director of Buildings/Grounds ext. 3-6040  
 Anthony Pearson, Director of Custodials ext. 3-  
 Kenneth Gray, Regional Director of Operations  
 Gabe Murei, ext 36131

**HEALTH**

**Everside Health Clinic**  
 611 Lincoln Way East Ste 1, 46601  
 (o) 574.855.1090 (f) 574.855.4660

**Nursing Services Beacon Health**  
 Ventures Professional Services  
 Mindy Konrath, School Nurse Manager  
 3355 Douglas Rd., Suite 100  
 South Bend, IN 46635  
 (o) 647.8661 (f) 647.8762

**Mail Room: 1st Floor**

Sue Alerding, Mailroom Clerk 36103

**Print Shop: 1st Floor**

John Ridenour, Technician 36095

**Research & Evaluation: 1st Floor**

Daniel Kmitta, Director of Evaluation Research and Testing 36110  
 Jenna Harrington, Assessment & Data Facilitator 36044  
 Virginia Weaver, Research Analyst 36206

**South Bend Education Foundation: 1st Floor**

Executive Director 36113  
 Charlotte Walterhouse, Administrative Assistant 36114

**Special Education: 2nd Floor**

Dr. Kwalfle Scott-Bradley, Executive Director of Exceptional Learners 36119  
 Mary Suth, Administrative Secretary 36117  
 Cate Sullivan, Data/Budget 36118  
 Christi Carr, YAS/INTERN/Project Search/JJC 36124  
 Joel Boehner, Assist. Director of Exceptional Learners 36042  
 Lisa Ward, Psychologist Supervisor/North District 36120  
 Pam Ascano, Data Tech, CSLI 36121  
 Ramie George, Administrative Secretary Budget/Paraprofess Supervisor 36119 36122  
 Tonya Fletcher, Life Skills/DHH/OT/PT 36125  
 Tracy Hickey, Speech/Language Pathology Supervisor 36123

**Student Services: 2nd Floor**

Stephanie Steward-Bridges, Chief of Diversity, Equity, and Inclusion / Title IX Coordinator 33871  
 Sierra Savannah, Administrative Assistant / School Climate Transformation Grant 33853  
 Anne Boehner, MTSS Coach 33867  
 Angel Ash, Director of System Support 36001  
 Cindy Harris, Student Records 36109  
 Erika Jones, District FACSS 33819  
 Kylee Kleinhans, Mental Health Liaison  
 Michael Boyd, District Coordinator of Restorative Justice and Restorative Youth Leadership 33803  
 Monique Williams, Building Site Coordinator 33843  
 Rochelle Brown, District Community Standards Coord 36041  
 Sarah Nowicki, McKinney-Vento/Foster Liaison 33834  
 Taylor Williams, Family Engagement and Mentor Coord 33868  
 Thomas Brown, Student Enrollment/Attendance Coord 36193

**Superintendent's Office:**

Mansour Eid, Interim Superintendent 36129  
 Dr. Bo Yan, Chief of Accountability, Assessment and Strategy 33804  
 Gaby Hernandez, Project Manager 36129

## Holidays

Full time employees who have completed their probationary period at the time of recognized holidays, as defined below, shall receive pay for their regularly scheduled work hours at their straight time rate for the following recognized holidays regardless of the day of the week on which they fall, provided that such employees work the regularly scheduled hours on the last scheduled work day immediately prior to the holiday and the regularly scheduled hours on the first scheduled work day immediately after the holiday.

Employees will be considered to have met these requirements in the following situations:

1. Employees who have worked any hours of the week on which the holiday falls and who are laid off during said week shall be entitled to receive holiday pay.
2. Employees who have worked any hours during the week in which the holiday falls, but who are unable to fulfill the requirements listed above as the result of an occupational accident of the type covered by Worker's Compensation, shall be considered to have met the limitations set forth above.
3. Employees who are unable to work the regularly scheduled hours on the last scheduled work day prior to the holiday and on the first scheduled workday after the holiday, shall be entitled to receive holiday pay if the reason for failure to work the required hours results from an emergency situation or excused absence and the employee produces a written excuse from a doctor.
4. The recognized holidays are as follows:

### 12 Month Employees

1--New Year's Day  
1--Martin Luther King Day  
1--President's Day  
1--Spring Holiday/Good Friday  
1--Memorial Day  
1--Juneteenth  
1--Independence Day  
1--Labor Day  
1--Thanksgiving Day  
1--Day After Thanksgiving  
1--Christmas Eve Day  
1--Christmas Day  
1--New Year's Eve Day

### 10/10.5/11 Month Employees

1--New Year's Day  
1--Martin Luther King Day  
1--President's Day  
1--Spring Holiday/Good Friday  
1--Memorial Day  
1--Juneteenth (if a scheduled work day)  
1--Labor Day  
1--Thanksgiving Day  
1--Day After Thanksgiving  
1--Christmas Eve Day  
1--Christmas Day  
1--New Year's Eve Day

Holidays shall be recognized in accordance with the official school calendar and may vary from one (1) year to the next.

Should a holiday fall within an employee's approved vacation period, the employee shall be paid the employee's regular straight time rate for such holiday. (The holiday will not be charged to the employee's vacation time.)

Employees who work on any days celebrated on one of the above-listed holidays, due to a change in the school calendar, shall be paid straight time rate for hours worked on that day.

Unexpected school closure on the last scheduled workday prior to a holiday or the first scheduled workday immediately following a holiday will not affect an Employee's eligibility for holiday pay, provided that the Employee had planned to work the day school was unexpectedly closed. In other words, if school is closed on the day prior to or immediately following a holiday, the day that school is closed will be considered a day worked for the purpose of determining eligibility for holiday pay.

### **Administrative Leave**

If the Director of Human Resources, Employee Relations or designee determines that an Employee, with a pending criminal charge would be subject to administrative separation if convicted of that charge termination may occur. (Assignment to this type of leave will occur as expeditiously as possible upon confirmation of the pending charge). The written approval from the Director of Human Resources, Employee Relations or designee must be in the form of either: a) an email approving the administrative leave with or without pay; or b) a letter recommending termination of employment due to disciplinary action.

### **Bereavement**

#### **Section A**

All salary not exceeding five (5) school days will be allowed any employee for absence due to the death of a father, mother, step-father, step-mother, brother, sister, spouse, child, stepchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandchild, or others residing in the same household of the absent employee. Such absence shall be at the time of death, when memorial services are held, or for settlement of the estate and need not be taken on consecutive days.

#### **Section B**

Two (2) day's salary will be allowed for absence due to the death of any other blood relative, such as: first cousin, aunt, uncle, niece, nephew, or grandparents-in-law. Such absence shall be at the time of death, when memorial services are held, or for settlement of the estate and need not be taken on consecutive days.

#### **Section C**

Employees may use up to three (3) days of accumulated sick leave to attend funerals or other memorial services for others not covered by sections A or B when paid time off has been exhausted and there is no evidence of abuse.

The School Corporation may require verification of the relationship between the deceased and the employee. Failure to provide verification upon request shall result in disciplinary action.

### **Court Appearance**

Any employee not a party to the proceeding who is required by subpoena to appear and testify at any court proceeding or administrative hearing, shall be entitled to regular salary for up to, but not to exceed, five (5) days.

### **Jury Duty**

The Employer will pay an employee called for jury duty the difference between the employee's scheduled regular straight time rate of pay for the period of jury duty and the payment received for jury duty, upon presentation or proper evidence as to jury service, and the amount of compensation received therefrom; provided, however, that such employee shall report for work (to the extent reasonable and practical) during the hours of the employee's normal schedule upon being relieved from such jury duty to perform any available work that may be assigned to him/her.

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

The South Bend Community School Corporation provides leaves of absence to eligible employees for certain family and medical reasons in compliance with the Family and Medical Leave Act (FMLA). Important information concerning the implementation of this Policy is contained in Administrative Guidelines 1630.01. Any questions should be addressed to the Human Resources Department.

#### *Reasons for Leave*

**Employee Medical Leave.** This leave is for the employee's own "serious health condition" if the condition renders him unable to perform his job functions.

**Family Medical Leave.** This leave is to care for the "serious health condition" of the employee's spouse, child, or parent.

**Parenting Leave.** This leave is to care for a new son or daughter, including by birth, adoption, or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption, or placement. This leave cannot be taken intermittently or on a reduced schedule.

**Military Family Exigency Leave.** This leave is for a qualifying exigency arising from the fact that the employee's spouse, son or daughter, or parent is on or has been called to covered active duty in the U.S. Armed Forces. Qualifying exigencies include making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the service member with alternative child care arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements, assisting the service member with certain financial and legal arrangements related to active duty or the call to active duty, attending counseling arising from covered active duty or the call to covered active duty,

spending time with the military member who is on short-term, temporary rest and recuperation leave, and caring for a military member's parent when the parent is incapable of self care.

Covered Service member Leave. This leave is to care for the employee's spouse, child, or parent who is a Covered Service member with a Serious Illness or Injury incurred or aggravated in the line of active duty on active duty. Also, this leave may be taken by an employee who is the next of kin of a Covered Service member.

#### *Duration of Leave*

An eligible employee is entitled to a total of 12 work weeks of leave during a "rolling" 12-month period measured backward from the date he uses leave other than Covered Service member Leave.

For Military Family Exigency Leave, an eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

When planning medical treatment or taking leave pursuant to Covered Service member Leave, the employee must consult with Human Resources and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the School Corporation, subject to the approval of the healthcare provider.

During leave, an employee may be required to report periodically on his status and intent to return to work.

#### *Substitution of Paid Leave*

Generally, FMLA leave is unpaid. However, an employee may use certain types of accrued paid leave during FMLA leave, as set forth below:

The employee may request to substitute (i.e. run concurrently) any of his/her earned or accrued paid leave (e.g. sick leave, personal leave, vacation leave) for unpaid Employee Medical Leave, Family Medical Leave, or Covered Service member Leave.

The employee may request to substitute any of his/her earned or accrued paid vacation or personal leave for unpaid Parenting Leave or Military Family Exigency Leave.

FMLA leave will run concurrently with disability or worker's compensation benefits, regardless of whether the employee supplements any payments associated with such leave with available paid leave.

#### *School Corporation Notice Requirement*

After an employee submits a request for leave or the School Corporation otherwise

becomes aware of the need for leave, The School Corporation will notify the employee regarding eligibility and rights and responsibilities concerning leave. Such notice may be given orally or in writing and should be given within five (5) business days of the request. When verbal notice is given, it will be followed by written notice within five (5) business days. In the case of intermittent or reduced schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the School Corporation does not have sufficient information about the reason for absence or use of leave, it may inquire further to ascertain whether the leave is FMLA-qualifying. Once The School Corporation learns that an absence or leave is for an FMLA leave-qualifying reason, it will notify the employee within five (5) business days that the paid leave will count toward the employee's FMLA-leave entitlement. The notification will indicate whether the employee is required to provide a fitness-for-duty certification to return to work.

### ***Limits Regarding Spouses***

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child. Additionally, the aggregate number of work weeks of leave to which both the husband and wife may be entitled pursuant to this policy is limited to twenty-six (26) work weeks during the single twelve (12) month period provided for in the Service Member Family Leave provision if the leave is taken pursuant to Service Member Family Leave or a combination of general FMLA leave and Service Member Family Leave.

### ***Certification***

An employee requesting Family Medical, Employee Medical, or Covered Service member Leave must submit a medical certification from the employee's or family member's health care provider within fifteen (15) days after receiving the written request for medical certification. The certification must also contain the reasons why the intermittent or reduced schedule leave is medically necessary and of the schedule for treatment if applicable. Employees requesting Military Family Exigency Leave must also submit certification of the qualifying exigency within fifteen (15) days after written request. For Covered Service member Leave, any certification permitted under 29 C.F.R. § 825.310 shall be allowed.

Failure to provide medical certification may result in the denial of FMLA leave.

When on a Family or Employee Medical Leave, an employee may be required to submit medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical recertifications may also be required under certain specific circumstances, for example, (1) when an employee requests an extension for a leave, (2) when circumstances under an initial certification have significantly changed, (3) when there is information which casts doubt on the current medical certification, or (4) when an employee is unable to return to work after leave.

Upon the conclusion of any Employer Medical Leave, the employee must present

certification from his health care provider that he is able to return to work. Unless and until an employee provides this fitness-for-duty certification, he will not be able to return to work, and his employment will be administratively terminated if the certification is not promptly provided.

After an employee submits a medical certification, the School Corporation may require an employee to obtain a second opinion from a provider of The School Corporation's choice and at its expense. In some cases, The School Corporation may require, at its expense, a third opinion from a provider selected jointly by the employee and The School Corporation.

### ***Continuation of Benefits***

During FMLA leave, The School Corporation shall maintain the employee's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the employee had been continuously working during the leave period. If the employee was paying all or part of the premium payments prior to going on FMLA leave, the employee must continue to timely pay his/her share during the leave.

The School Corporation's obligation to continue health coverage during FMLA leave will end if the employee's premium payment is more than thirty (30) days late. Even if an employee does not continue health coverage during leave, the Board will restore regular coverage if the employee returns to work.

### ***Return from Leave***

Upon return from any FMLA leave, the Board will restore the employee to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

### ***Other Provisions***

An employee who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions, and will be subject to discipline up to and including termination of employment.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a non-discriminatory manner. Similarly situated persons shall be treated similarly.

A copy of the policy shall be provided to all employees, and a record of how and when the policy was distributed will be retained. A notice of Rights and Obligations shall also

be provided each time an employee requests FMLA leave or The School Corporation has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

### **Military Leave**

School Bend Community Corporation Sevier values military service and provides benefits for employees as outlined in the Uniformed Services Employment and Reemployment Rights Act (USERRA). School Corporation contracted employees that are mobilized for training, active duty, disaster response, etc. will be placed on military leave.

Employees without leave benefits will be placed on a Leave of Absence during military mobilization. School Corporation employees whose military activation requires absence from work must verbally notify their immediate supervisor and notify the Superintendent or designee in writing as soon as possible and provide a copy of their military orders to ensure full compliance with USERRA.

#### *Leave of 30 day or less*

Upon written approval from the Superintendent or designee, an employee that is mobilized for 30 days or less must follow the leave policy #2045 and may use their own leave up to 15 days.

#### **Leave of greater than 30 days**

An employee that is mobilized for greater than 30 days, will be entitled to 15 days of paid military leave; and the use of personal leave days and/or vacation days will not be allowed. Once an employee's military leave is exhausted, the mobilized military member will be placed on a Leave of Absence (without pay) until they are released to return to their Sevier School District assignment. A similar assignment will be reserved for employees upon their return from military service.

Employees that receive medical benefits will need to request, should they choose, to pay the prorated portion of the employer's health insurance cost as well as 100% of the employee's portion of the insurance in order to continue their district medical benefits during their deployment.

The School Corporation will follow Indiana state law regarding state retirement; all other School Corporation benefits will end unless maintained by the employee during the leave of absence. If applicable, the prorated portion of the employee's contract, if

owed, will be paid out in a lump sum or over the remaining contract period, as directed by the employee.

### **Return the School Corporation Duties**

Employees mobilized for military service for 30 days or less will return to work the next duty day after the allowance for safe travel and eight hours of rest. Employees mobilized for 31-180 days must apply for reinstatement within 14 days after completion of service. Employees mobilized for over 180 days must apply for reinstatement within 90 days after completion of service.

### **Religious Holiday Leave**

Employees may use up to three (3) days of their accrued sick leave per school year for religious holiday(s) when such observation requires time during the regular school day. Employees must submit a request for Religious Holiday Leave to Human Resources at least five (5) days prior to the religious holiday.

### **Sick Days**

All eligible employees earn paid sick days subject to their respective classification. Please refer to your respective collective bargaining agreement for more information.

### **Unpaid Time Off**

Days without pay may not be taken in lieu of other paid days off (sick, personal, vacation). Once all available paid time off for that reason has been exhausted, future absences would be considered unexcused and will count against the attendance policy. Exceptions would be FMLA or other health emergencies involving immediate family members.

# Employee Compensation and Benefits

## Employee Pay

### Pay Policies

The South Bend Community School Corporation pays its employees every 5th and 20th of the month. Each paycheck represents wages earned by the employee during the two-week period ending on the previous Sunday. Wages will be paid via direct deposit to the financial institution of the employee's choice.

All School Corporation employees are paid in 24 equal installments. The [pay calendar](#) can be found on our website under the Payroll Calendars tab. The 2025-2026 payroll schedules are provided below. To determine your applicable pay calendar, locate the classification that corresponds to your position.

South Bend Community School Corporation  
2025 - 2026 School Year  
Teacher Pay Schedule w/ June Payout  
Class 1, Class 19, Class 71, & Class 77

PAY PERIOD	REPORT DUE		SEMI-MONTHLY PAY DATES	INSURANCE DEDUCTIONS
	DATE	TIME		
August 09 - August 23	Fri 8/22	10:00 AM	Friday, September 5, 2025	1
August 24 - September 07	Fri 9/5	10:00 AM	Friday, September 19, 2025	2
September 08- September 22	Mon 9/22	10:00 AM	Friday, October 3, 2025	3
September 23- October 07	Tue 10/7	10:00 AM	Monday, October 20, 2025	4
October 08 - October 22	Wed 10/22	10:00 AM	Wednesday, November 5, 2025	5
October 23 - November 06	Thu 11/6	10:00 AM	Thursday, November 20, 2025	6
November 07- November 21	Fri 11/21	10:00 AM	Friday, December 5, 2025	7
November 22 - December 06	Fri 12/5	10:00 AM	Friday, December 19, 2025	8
December 07 - December 21	Fri 12/19	10:00 AM	Monday, January 5, 2026	9
December 22 - January 5	Mon 1/5	10:00 AM	Tuesday, January 20, 2026	10
January 06 - January 20	Tue 1/20	10:00 AM	Thursday, February 5, 2026	11
January 21 - February 04	Wed 2/4	10:00 AM	Friday, February 20, 2026	12
February 05 - February 19	Thu 2/19	10:00 AM	Thursday, March 5, 2026	13
February 20 - March 6	Fri 3/6	10:00 AM	Friday, March 20, 2026	14
March 07 - March 21	Fri 3/20	10:00 AM	Thursday, April 2, 2026	15
March 22- April 05	Thu 4/2	10:00 AM	Monday, April 20, 2026	16
April 06 - April 20	Mon 4/20	10:00 AM	Tuesday, May 5, 2026	17
April 21 - May 05	Tue 5/5	10:00 AM	Wednesday, May 20, 2026	18
May 06 - May 20	Wed 5/20	10:00 AM	Friday, June 5, 2026	19
June Payout 1 (Excl Class 19)			Monday, June 8, 2026	20
June Payout 2 (Excl Class 19)			Wednesday, June 10, 2026	21
June Payout 3 (Excl Class 19)			Thursday, June 11, 2026	22
June Payout 4 (Excl Class 19)			Monday, June 15, 2026	23
May 21 - June 08	Mon 6/8	10:00 AM	Thursday, June 18, 2026	24

INCLUDES FOLLOWING PAY CLASSES	
1	Cert 9.5M Contract Teacher & Instructional Support
19	Teacher Apprentice (Non Cert)
71	Non-Cert 10-Month Academic Facilitator Cognitive Intervention Special Factl, Restorative Justice Family Community Special Family Community Specialist Home Liason Intervention Specialist McKinney Vento Liason Pre-School Coordinator Preschool Teacher Restorative Justice Coach TI-Restorative Justice Instr
77	Non-Cert 9.5-Month OT/Pt Therapist Speech Assistant

Updated on May 09, 2025

South Bend Community School Corporation  
2025 - 2026 School Year

Teacher Pay Schedule w/ Summer Pay

**Class 2**

PAY PERIOD	REPORT DUE		SEMI-MONTHLY PAY DATES	INSURANCE DEDUCTIONS
	DATE	TIME		
August 09 - August 23	Fri 8/22	10:00 A.M.	Friday, September 5, 2025	1
August 24 - September 07	Fri 9/5	10:00 A.M.	Friday, September 19, 2025	2
September 08- September 22	Mon 9/22	10:00 A.M.	Friday, October 3, 2025	3
September 23- October 07	Tue 10/7	10:00 A.M.	Monday, October 20, 2025	4
October 08 - October 22	Wed 10/22	10:00 A.M.	Wednesday, November 5, 2025	5
October 23 - November 06	Thu 11/6	10:00 A.M.	Thursday, November 20, 2025	6
November 07- November 21	Fri 11/21	10:00 A.M.	Friday, December 5, 2025	7
November 22 - December 06	Fri 12/5	10:00 A.M.	Friday, December 19, 2025	8
December 07 - December 21	Fri 12/19	10:00 A.M.	Monday, January 5, 2026	9
December 22 - January 5	Mon 1/5	10:00 A.M.	Tuesday, January 20, 2026	10
January 06 - January 20	Tue 1/20	10:00 A.M.	Thursday, February 5, 2026	11
January 21 - February 04	Wed 2/4	10:00 A.M.	Friday, February 20, 2026	12
February 05 - February 19	Thu 2/19	10:00 A.M.	Thursday, March 5, 2026	13
February 20 - March 6	Fri 3/6	10:00 A.M.	Friday, March 20, 2026	14
March 07 - March 21	Fri 3/20	10:00 A.M.	Thursday, April 2, 2026	15
March 22- April 05	Thu 4/2	10:00 A.M.	Monday, April 20, 2026	16
April 06 - April 20	Mon 4/20	10:00 A.M.	Tuesday, May 5, 2026	17
April 21 - May 05	Tue 5/5	10:00 A.M.	Wednesday, May 20, 2026	18
May 06 - May 20	Wed 5/20	10:00 A.M.	Friday, June 5, 2026	19
May 21 - June 08	Mon 6/8	10:00 A.M.	Thursday, June 18, 2026	20
Summer Pay 1			Friday, July 3, 2026	21
Summer Pay 2			Monday, July 20, 2026	22
Summer Pay 3			Wednesday, August 5, 2026	23
Summer Pay 4			Thursday, August 20, 2026	24

Updated on May 09,2025

South Bend Community School Corporation  
2025 - 2026 School Year  
Teacher Pay Schedule

**Class 3 -4**

PAY PERIOD	REPORT DUE		SEMI-MONTHLY PAY DATES	INSURANCE DEDUCTIONS
	DATE	TIME		
July 26 - August 8	Fri, Aug 8	10:00 AM	Wednesday, August 20, 2025	1
August 09 - August 23	Fri 8/22	10:00 AM	Friday, September 5, 2025	2
August 24 - September 07	Fri 9/5	10:00 AM	Friday, September 19, 2025	3
September 08- September 22	Mon 9/22	10:00 AM	Friday, October 3, 2025	4
September 23- October 07	Tue 10/7	10:00 AM	Monday, October 20, 2025	5
October 08 - October 22	Wed 10/22	10:00 AM	Wednesday, November 5, 2025	6
October 23 - November 06	Thu 11/6	10:00 AM	Thursday, November 20, 2025	7
November 07- November 21	Fri 11/21	10:00 AM	Friday, December 5, 2025	8
November 22 - December 06	Fri 12/5	10:00 AM	Friday, December 19, 2025	9
December 07 - December 21	Fri 12/19	10:00 AM	Monday, January 5, 2026	10
December 22 - January 5	Mon 1/5	10:00 AM	Tuesday, January 20, 2026	11
January 06 - January 20	Tue 1/20	10:00 AM	Thursday, February 5, 2026	12
January 21 - February 04	Wed 2/4	10:00 AM	Friday, February 20, 2026	13
February 05 - February 19	Thu 2/19	10:00 AM	Thursday, March 5, 2026	14
February 20 - March 6	Fri 3/6	10:00 AM	Friday, March 20, 2026	15
March 07 - March 21	Fri 3/20	10:00 AM	Thursday, April 2, 2026	16
March 22- April 05	Thu 4/2	10:00 AM	Monday, April 20, 2026	17
April 06 - April 20	Mon 4/20	10:00 AM	Tuesday, May 5, 2026	18
April 21 - May 05	Tue 5/5	10:00 AM	Wednesday, May 20, 2026	19
May 06 - May 20	Wed 5/20	10:00 AM	Friday, June 5, 2026	20
June Payout 1			Wednesday, June 10, 2026	21
June Payout 2			Thursday, June 11, 2026	22
May 21 - June 08	Mon, Jun 8	10:00 AM	Thursday, June 18, 2026	23
June 09 - June 23	Tue, Jun 23	10:00 AM	Friday, July 3, 2026	24

INCLUDES 11-MONTH CERTIFIED CONTRACT
Associate Dean
Building Trades
Curriculum Facilitator
Data, Research Specialist
Head Counselor, High School
Head Counselor, Intermediate
Instructional Intervention
Literacy Specialist
Magnet Facilitator
Math Specialist
Read 180 Ell Program Coord
Supervisor, Special Education
Support Team Specialist

South Bend Community School Corporation  
2025 - 2026 School Year  
Eleven Month Administrative Pay Schedule

**Class 11**

PAY PERIOD	REPORT DUE		SEMI-MONTHLY PAY DATES	INSURANCE DEDUCTIONS
	DATE	TIME		
July 26 - August 8	Fri 8/8	10:00 AM	Wednesday, August 20, 2025	1
August 09 - August 23	Fri 8/22	10:00 AM	Friday, September 5, 2025	2
August 24 - September 07	Fri 9/5	10:00 AM	Friday, September 19, 2025	3
September 08- September 22	Mon 9/22	10:00 AM	Friday, October 3, 2025	4
September 23- October 07	Tue 10/7	10:00 AM	Monday, October 20, 2025	5
October 08 - October 22	Wed 10/22	10:00 AM	Wednesday, November 5, 2025	6
October 23 - November 06	Thu 11/6	10:00 AM	Thursday, November 20, 2025	7
November 07- November 21	Fri 11/21	10:00 AM	Friday, December 5, 2025	8
November 22 - December 06	Fri 12/5	10:00 AM	Friday, December 19, 2025	9
December 07 - December 21	Fri 12/19	10:00 AM	Monday, January 5, 2026	10
December 22 - January 5	Mon 1/5	10:00 AM	Tuesday, January 20, 2026	11
January 06 - January 20	Tue 1/20	10:00 AM	Thursday, February 5, 2026	12
January 21 - February 04	Wed 2/4	10:00 AM	Friday, February 20, 2026	13
February 05 - February 19	Thu 2/19	10:00 AM	Thursday, March 5, 2026	14
February 20 - March 6	Fri 3/6	10:00 AM	Friday, March 20, 2026	15
March 07 - March 21	Fri 3/20	10:00 AM	Thursday, April 2, 2026	16
March 22- April 05	Thu 4/2	10:00 AM	Monday, April 20, 2026	17
April 06 - April 20	Mon 4/20	10:00 AM	Tuesday, May 5, 2026	18
April 21 - May 05	Tue 5/5	10:00 AM	Wednesday, May 20, 2026	19
May 06 - May 20	Wed 5/20	10:00 AM	Friday, June 5, 2026	20
June Payout 1			Wednesday, June 10, 2026	21
June Payout 2			Thursday, June 11, 2026	22
May 21 - June 08	Mon 6/8	10:00 AM	Thursday, June 18, 2026	23
June 09 - June 23	Tue 6/23	10:00 AM	Friday, July 3, 2026	24

INCLUDES 11-MONTH CERTIFIED ADMINISTRATIVE
Ath Dir & Dean of Students
Coord, Literacy & Virtual
High School Ass't Principal
Intermediate Ass't Principal
Primary Ass't Principal
Principal Intern
SAMP-Supervisor
Special Ed Supervisors

Updated on May 09, 2025

South Bend Community School Corporation  
2025 - 2026 School Year  
Pay Schedule

**Class 13**

PAY PERIOD	REPORT DUE		24 SEMI-MONTHLY PAY DATES	INSURANCE DEDUCTIONS
	DATE	TIME		
July 27-August 10	Mon 8/11	10:00 AM	Wednesday, August 20, 2025	1
August 11 - August 25	Tue 8/26	10:00 AM	Friday, September 5, 2025	2
August 26 - September 09	Wed 9/10	10:00 AM	Friday, September 19, 2025	3
September 10 - September 24	Thu 9/25	10:00 AM	Friday, October 3, 2025	4
September 25 - October 09	Fri 10/10	10:00 AM	Monday, October 20, 2025	5
October 10 - October 24	Mon 10/27	10:00 AM	Wednesday, November 5, 2025	6
October 25 - November 08	Mon 11/10	10:00 AM	Thursday, November 20, 2025	7
November 09 - November 23	Mon 11/24	10:00 AM	Friday, December 5, 2025	8
November 24 - December 08	Tue 12/9	10:00 AM	Friday, December 19, 2025	9
December 09 - December 23	Fri 12/26	10:00 AM	Monday, January 5, 2026	10
December 24 - January 07	Thu 1/8	10:00 AM	Tuesday, January 20, 2026	11
January 08 - January 22	Fri 1/23	10:00 AM	Thursday, February 5, 2026	12
January 23 - February 06	Mon 2/9	10:00 AM	Friday, February 20, 2026	13
February 07 - February 21	Mon 2/23	10:00 AM	Thursday, March 5, 2026	14
February 22 - March 08	Mon 3/9	10:00 AM	Friday, March 20, 2026	15
March 09 - March 23	Tue 3/24	10:00 AM	Thursday, April 2, 2026	16
March 24 - April 7	Wed 4/8	10:00 AM	Monday, April 20, 2026	17
April 08 - April 22	Thu 4/23	10:00 AM	Tuesday, May 5, 2026	18
April 23 - May 7	Fri 5/8	10:00 AM	Wednesday, May 20, 2026	19
May 08 - May 22	Tue 5/26	10:00 AM	Friday, June 5, 2026	20
May 23 - June 06	Thu 6/11	10:00 AM	Thursday, June 18, 2026	21
June 07- June 25	Fri 6/26	10:00 AM	Friday, July 3, 2026	22
Summer Pay 1			Monday, July 20, 2026	23
Summer Pay 2			Wednesday, August 5, 2026	24

INCLUDES 11-Month Non-Certified
21st Century Scholar Recruiter
Adult Ed Career Coach
City Connect Coordinator
District FACCS
JROTC

\*Updated on: May 09, 2025

South Bend Community School Corporation  
2025 - 2026 School Year  
**Classes 12, 15, 17, 20, 40, 45, 46, 60, 61 Pay Schedule**

PAYROLL PERIOD	REPORT DUE		SEMI-MONTHLY PAY DATES	Insurance Deductions		
	DATE	TIME		Admin	NC 12 Month	CLASS 61
June 13- June 26	Fri 6/27	10.00 AM	Thursday, July 3, 2025	1	No Insurance	No Insurance
June 27-July 11	Mon 7/14	10.00 AM	Friday, July 18, 2025	2	1	SBCSC
July 12- July 26	Mon 7/28	10.00 AM	Tuesday, August 5, 2025	3	2	2
July 27-August 10	Mon 8/11	10.00 AM	Wednesday, August 20, 2025	4	3	3
August 11 - August 25	Tue 8/26	10.00 AM	Friday, September 5, 2025	5	4	4
August 26 - September 09	Wed 9/10	10.00 AM	Friday, September 19, 2025	6	5	5
September 10 - September 24	Thu 9/25	10.00 AM	Friday, October 3, 2025	7	6	6
September 25 - October 09	Fri 10/10	10.00 AM	Monday, October 20, 2025	8	7	7
October 10 - October 24	Mon 10/27	10.00 AM	Wednesday, November 5, 2025	9	8	8
October 25 - November 08	Mon 11/10	10.00 AM	Thursday, November 20, 2025	10	9	9
November 09 - November 23	Mon 11/24	10.00 AM	Friday, December 5, 2025	11	10	10
November 24 - December 08	Tue 12/9	10.00 AM	Friday, December 19, 2025	12	11	11
December 09 - December 23	Fri 12/26	10.00 AM	Monday, January 5, 2026	13	12	12
December 24 - January 07	Thu 1/8	10.00 AM	Tuesday, January 20, 2026	14	13	13
January 08 - January 22	Fri 1/23	10.00 AM	Thursday, February 5, 2026	15	14	14
January 23 - February 06	Mon 2/9	10.00 AM	Friday, February 20, 2026	16	15	15
February 07 - February 21	Mon 2/23	10.00 AM	Thursday, March 5, 2026	17	16	16
February 22 - March 08	Mon 3/9	10.00 AM	Friday, March 20, 2026	18	17	17
March 09 - March 23	Tue 3/24	10.00 AM	Thursday, April 2, 2026	19	18	18
March 24 - April 7	46120	10.00 AM	Monday, April 20, 2026	20	19	19
April 08- April 22	Thu 4/23	10.00 AM	Tuesday, May 5, 2026	21	20	20
April 23 - May 7	Fri 5/8	10.00 AM	Wednesday, May 20, 2026	22	21	21
May 08 - May 22	Tue 5/26	10.00 AM	Friday, June 5, 2026	23	22	22
May 23 - June 06	Thu 6/11	10.00 AM	Thursday, June 18, 2026	24	23	23
June 07- June 25	Fri 6/26	10.00 AM	Friday, July 3, 2026	1	24	24

- INCLUDES FOLLOWING  
PAY CLASSES
- 12 12-Month Certified Administrative
  - 15 12-Month Non-Certified Admin
  - 17 Non Cert 12 Month Salaried
  - 20 Non-Cert Supervisor 12 Month
  - 40 Non-Cert Employee 12 Month
  - 45 Non-Cert 12 Month Part Time
  - 46 Non-Cert 12 Month Full Time
  - 60 Technical
  - 61 Building Maintenance

\* Attendance for schools due 4/2/26 for both Cert and Non-Cert

\* May 25 Memorial Day  
\* Later Reprt Due Date

Updated on May 09, 2025

South Bend Community School Corporation  
2025 - 2026 School Year  
**Classes 21, 43, 50, 51, 55, 57, 58, 59, 68, 69, 70, 73 Pay Schedule**

PAY PERIOD	REPORT DUE		SEMI-MONTHLY PAY DATES	INSURANCE DEDUCTIONS		
	DATE	TIME		10 MONTH	CLASS 43	CLASS 51
July 12- July 26	Mon 7/28	10.00 AM	Tuesday, August 5, 2025			No Insurance
July 27-August 10	Mon 8/11	10.00 AM	Wednesday, August 20, 2025		No Insurance	No Insurance
August 11 - August 25	Tue 8/26	10.00 AM	Friday, September 5, 2025	1	1	1
August 26 - September 09	Wed 9/10	10.00 AM	Friday, September 19, 2025	2	2	2
September 10 - September 24	Thu 9/25	10.00 AM	Friday, October 3, 2025	3	3	3
September 25 - October 09	Fri 10/10	10.00 AM	Monday, October 20, 2025	4	4	4
October 10 - October 24	Mon 10/27	10.00 AM	Wednesday, November 5, 2025	5	5	5
October 25 - November 08	Mon 11/10	10.00 AM	Thursday, November 20, 2025	6	6	6
November 09 - November 23	Mon 11/24	10.00 AM	Friday, December 5, 2025	7	7	7
November 24 - December 08	Tue 12/9	10.00 AM	Friday, December 19, 2025	8	8	8
December 09 - December 23	Fri 12/26	10.00 AM	Monday, January 5, 2026	9	9	9
December 24 - January 07	Thu 1/8	10.00 AM	Tuesday, January 20, 2026	10	10	10
January 08 - January 22	Fri 1/23	10.00 AM	Thursday, February 5, 2026	11	11	11
January 23 - February 06	Mon 2/9	10.00 AM	Friday, February 20, 2026	12	12	12
February 07 - February 21	Mon 2/23	10.00 AM	Thursday, March 5, 2026	13	13	13
February 22 - March 08	Mon 3/9	10.00 AM	Friday, March 20, 2026	14	14	14
March 09 - March 23	Tue 3/24	10.00 AM	Thursday, April 2, 2026	15	15	15
March 24 - April 7	Wed 4/8	10.00 AM	Monday, April 20, 2026	16	16	16
April 08- April 22	Thu 4/23	10.00 AM	Tuesday, May 5, 2026	17	17	17
April 23 - May 7	Fri 5/8	10.00 AM	Wednesday, May 20, 2026	18	18	18
May 08 - May 22	Tue 5/26	10.00 AM	Friday, June 5, 2026	19	19	19
May 23 - June 06	Thu 6/11	10.00 AM	Thursday, June 18, 2026	No insurance	No Insurance	No Insurance
June 07- June 25	Fri 6/26	10.00 AM	Friday, July 3, 2026			

- INCLUDE FOLLOWING  
PAY CLASSES
- 21 Cafeteria Manager
  - 43 Non Cert Salary Employee
  - 50 Non-Cert Employee 10 Month
  - 51 Non-Cert Employee 11.0 month
  - 55 Full Time Empl 10 Month
  - 57 P T Aide
  - 58 Cafeteria Worker
  - 59 P T Cafeteria
  - 68 Corporation Bus Driver
  - 69 Non-Cert Paraprofessional
  - 70 Security
  - 73 Special Ed Paraprofessional

\* Attendance for schools due 4/2/26 for both Cert and Non-Cert

\* May 25 Memorial Day  
\* Later Report Due Date

Updated on May 09, 2025

Start and end dates for different classes



**South Bend Community School Corporation  
Start and End Dates for 2025-26 School Year**

<b>CLASS</b>	<b>EMPLOYEE GROUP</b>	<b>2025-26 START DATES</b>	<b>2025-26 END DATES</b>
<b>1, 2, 71, 77, 50</b>	Teachers, Therapist/Service Provider, Title I FACCS, Restorative Justice Facilitator, Library Secretaries	Tuesday, August 19, 2025	Monday, June 8th 2026
<b>12</b>	Principals	Monday, July 14, 2025	Friday, June 12, 2026
<b>11</b>	Assistant Principals Principal Interns, District FACCS Special Education Supervisors Athletic Directors	Monday, July 28, 2025	Friday, June 12, 2026
<b>11</b>	Director of Athletics HS	Monday, July 28, 2025	Friday, June 19, 2026
<b>4</b>	High School Guidance Directors, Literacy Specialists, Curriculum Facilitators	Monday, August 4, 2025	Tuesday, June 23, 2026
<b>4</b>	Middle School Guidance Directors	Monday, August 11, 2025	Tuesday, June 23, 2026
<b>1</b>	High School Guidance Counselors	Friday, August 15, 2025	Wednesday, June 10 2026
<b>51</b>	Secretaries to Middle & Elem Principals, 11-month transportation assistants,	Monday, July 14, 2025	Monday, June 16, 2026



**South Bend Community School Corporation  
Start and End Dates for 2025-26 School Year**

CLASS	EMPLOYEE GROUP	2025-26 START DATES	2025-26 END DATES
4	Adult Education Teacher	Monday, August 4, 2025	Tuesday, June 30, 2026
13	District FACCS, Adult Ed Instructor, Coord. Bright Beginnings, City Connect Coordinator, Adult Ed. Career Coach	Monday, August 4, 2025	Tuesday, June 30, 2026
51	Elementary Administrative Assistants	Monday, July 14, 2025	Friday, June 12, 2026
50	HS Attendance Sec'y MS Attendance Sec'y	Monday, July 28, 2025	Friday, June 12, 2026
50	HS Athletic Sec'y	Monday, July 28, 2025	Friday, June 19, 2026
50	Primary only SAMP secretary (AA) Half-time secretaries Second secretaries (per Student count (ADM) October 1 of the school year	Monday, July 28, 2025	Friday, June 12, 2026
19	Teacher Apprentices	Tuesday, August 19, 2025	Monday, June 8, 2026
55	Bilingual Resource Specialist	Wednesday, August 20, 2025	Friday, June 5, 2026



**South Bend Community School Corporation  
Start and End Dates for 2025-26 School Year**

CLASS	EMPLOYEE GROUP	2025-26 START DATES	2025-26 END DATES
43, 55	Career Guidance Specialists, Montessori assistants	Tuesday, August 19, 2025	Monday, June 8, 2026
55, 69, 70, 73	Kindergarten Aides, Para-prof, Data Techs, Sped Behavioral, Sped D/DH/BLV Facilitator, Sped Adm Asst, Security, Early Childhood Assistant	Wednesday, August 20, 2025	Friday, June 5, 2026
21	Cafeteria Managers	Tuesday, July 29, 2025	Friday, June 5, 2026
58, 59	Cafeteria CSA & PPA	Wednesday, August 6, 2025	Friday, June 5, 2026
68, 69	Corporation Bus Drivers and Bus paraprofessionals	Wednesday, August 20, 2025	Friday, June 5, 2026
61	Building Maintenance	Tuesday, July 1, 2025	Tuesday, June 30, 2026

**Note: 12-month employees not included in this calendar due to them working year round**

**Direct Deposit**

The Employer will provide direct deposit services through the “automatic clearing house” (ACH) system. All Employees are expected to participate in the direct deposit program. It will be incumbent upon each Employee to select a financial institution that is capable of receiving direct deposits to comply with this requirement.

**Reimbursement and Travel Policy**

At times, employees may incur costs to fulfill their job responsibilities in the normal course of business. We trust our employees to use good judgment in keeping costs to a minimum in order to fulfill the responsibilities of their position in a professional and conscientious manner.

Whenever possible, these costs should be paid directly by The South Bend Community School Corporation, either by requesting an invoice to be issued or by using the School Corporation’s credit card. When employees need to pay for business expenses out-of-pocket, they should submit an expense report for reimbursement as soon as possible, but no later than two weeks from when the expense was incurred.

When traveling, employees should verify that planned travel is budgeted and eligible for reimbursement before requesting or making travel arrangements. Employees are requested to submit an expense report, including both The School Corporation credit card charges and out-of-pocket expenses, to obtain reimbursement within two weeks of completion of travel. Receipts and any other supporting documentation should be provided to The South Bend Community School Corporation’s HR Administrator along with the reimbursement form, or as they are incurred. The South Bend Community School Corporation will periodically monitor expenses, and invite employees who are uncertain whether a particular expense is reasonable or consistent with the guidelines to contact the HR Administrator or Superintendent in advance.

**Meals**

Meals are reimbursed when an employee incurs an overnight stay for business purposes. Guidelines regarding reasonable pricing for meals are available at [www.gsa.gov](http://www.gsa.gov).

**Dependent Textbook Fee Waiver**

The Board agrees that the textbook fees of an employee’s dependents who are enrolled as students in the School Corporation will be waived. To be eligible for this fee waiver, an employee must submit a Textbook Tuition Assistance Application and Request for Textbook Fee Waiver for each student on or before September 1.

**All Sport Pass**

Employees will be provided an annual All Sport Pass permitting him or her to attend most School Corporation athletic events free of charge.

## Employee Benefits

### Health Insurance Overview

South Bend Community School Corporation offers eligible employees a choice between four health insurance plan options. All plans are administered by Anthem Blue Cross and use the same Anthem Blue Access PPO network.

The Buy-Up Plan (closed to new enrollment) and the Core Plan are traditional PPO plans with copayments for office visits and prescription drugs. Both plans include access to the Everside (formerly Activate) Health Center with no out-of-pocket cost for services and medications received at the Health Center.

The HSA Plan (new in 2022!) and the Essential Care Plan are HSA-qualified high-deductible plans. There are no copayments on either HSA Plan 1 or the Essential Care Plan because all covered services, including office visits and prescription drugs, apply to the annual deductible and coinsurance. This means that no benefits are paid (except for preventive care), including prescription drug costs, until the annual deductible has been met.

Highlights of HSA Plan 1 include:

- If you enroll in HSA Plan, South Bend Community School Corporation will contribute \$1,000 annually to your HSA account. The \$1,000 contribution by SBCSC is divided by the number of pay periods during the year and deposited each pay date. If you are hired mid-year, the contribution from South Bend Community Schools will be prorated based on your effective date.
- Enrollment in the HSA plan allows you to receive care at Everside Health Center. (see pages 17-19 for more information).
- You may open a Health Savings Account at Teachers Credit Union. Both your contributions and contributions from SBCSC will be made directly to your TCU HSA. The Essential Care Plan does NOT include access to the Everside Health Center, and employees and dependents enrolled in this plan are not permitted to receive services or medications at the Health Center.
- Spouses may not be enrolled in the Essential Care Plan. If you wish to cover your spouse, you must choose the Core Plan or HSA Plan 1 for yourself and your family. Children may be enrolled in the Essential Care Plan, however this may not be the best plan option if covering children.

### *PPO Providers*

Please go to [www.anthem.com](http://www.anthem.com) or download the mobile app, Sydney, to find participating providers. Although most physicians in this area participate, it is recommended that you verify with your doctor that they participate in the Anthem Blue Access PPO network every time you make an appointment. Both the website portal and the mobile app, Sydney, allow you to review claims, estimate costs and order ID cards. You can also review innovative tools to help you manage your health and, with Sydney, you can chat 24/7 to get quick answers to your questions. You can also call Customer Service for assistance with any of your health care questions.

### *Additional Information for all four plans*

Preventive Care such as routine physicals, routine mammograms, routine pap tests, routine PSA tests, and most immunizations are covered at 100%. Claims must be coded by your doctor as “Routine” rather than “Diagnostic”. The Annual Deductible accumulates from January 1st, 2022 through December 31st, 2022.

Most covered treatment and services, such as hospital room and board, surgery, nursing care, X-rays, MRIs, ambulance, home care, etc.:

- For in-network providers, services are paid at 80% after the annual in-network calendar year deductible has been met.
- For out-of-network providers, services are paid at 60% after the annual out-of-network calendar year deductible has been met.
- Care must be medically necessary and the treatment appropriate.

Pre-Certification and Prior Authorization - The plans require precertification for hospital stays as well as for many other tests and procedures. Durable medical equipment also requires pre-approval. Please refer to your Anthem ID card for plan contact information and provide your ID card to your provider. In-network PPO providers are responsible for obtaining pre-certification and/or prior authorization from Anthem. If you utilize an out-of-network provider, you are responsible for obtaining prior authorization.

Health Care Reform Note: All health insurance plans offered by SBCSC meet the minimum coverage requirement under the individual mandate provision of the Patient Protection and Affordable Care Act. Information about the health insurance marketplace coverage options is located on the SBCSC website or you can visit [www.healthcare.gov](http://www.healthcare.gov) for more information.

### **Emergency Room Visits**

Non-emergency visits to the ER will be covered only if:

- You are directed to the emergency room by another medical provider
- Services were provided to a child under the age of 14
- There is not an urgent care or retail clinic within 15 miles
- Visit occurs on a Sunday or major holiday

You should always call 911 or seek care from the nearest Emergency Room for life-threatening situations. However, if you seek care for yourself or a dependent during hours when your primary care physician is unavailable, please seek other options such as the Everside Health Center, urgent care centers, retail health clinics, walk-in doctors' services and online services such as LiveHealth Online®.

The LiveHealth Online® app is available on Google Play and Apple. These will provide you with cost effective and time saving medical care. Members are also encouraged to utilize Anthem's online tools like 24/7 NurseLine to help determine the most appropriate care for non-emergencies. You can call NurseLine to get started at 800-337-4770

## **Employee Life Assistance Program**

At no cost to you, the Employee Assistance Program (EAP) through New Avenues provides employees and their family members living in the same household with five free counseling services from certified professionals to help with work and life issues. The Life Assistance Program (LAP) through Cigna provides employees and their family members living in the same household with three free counseling services from certified professionals to help with work and life issues. These include stress, depression, bereavement and marital/child issues. Services are available 24/7 by phone, depending on the help requested. Cigna LAP can also refer you to specialists in your area to schedule in person counseling sessions.

## **Dental Insurance**

### Important Information

- You may choose any dentist.
- To receive the best benefits and discounts, use a participating dental provider in the Guardian PPO dental network. Go to [www.guardiananytime.com](http://www.guardiananytime.com) for providers. Please confirm with your dentist that they actually participate in the Guardian PPO network, rather than simply “accepting” Guardian and filing the claim for you.

Predetermination of Benefits – It is recommended that your dentist request a predetermination of benefits from Guardian whenever the cost is expected to exceed \$300. This will allow you to find out how much you will be responsible for, and how much the dental plan will pay before treatment begins.

## **Vision Insurance**

To receive the best benefits and discounts, you should go to a vision provider who is contracted with VSP. Visit [www.vsp.com](http://www.vsp.com) to find a provider or to make sure your current provider is “in-network”. VSP has an extensive list of contracted providers and the website is very user-friendly. Confirm that your provider actually participates in the VSP network rather than simply accepting VSP. Contact VSP at 800-877-7195 with any questions

## **Life and Disability Insurance**

### *Basic Life and Accidental Death & Dismemberment (AD&D)*

South Bend Community School Corporation offers Term Life Insurance and Accidental Death & Dismemberment (double indemnity for accidental death) to you when newly eligible for benefits. The amount is based on your employee classification. Please contact the Benefits Department if you are unsure of your benefit level.

### *Supplemental Life and AD&D*

You may also elect Supplemental Term Life and Accidental Death & Dismemberment for yourself and your dependents. This option is available only for employees who are newly eligible for benefits. If you waive coverage when you are newly eligible, you will not be able to elect Supplemental Life in the future. You can choose benefit increments

of \$50,000 for yourself up to a maximum of \$200,000. If you are enrolling, you may also elect \$25,000 or \$50,000 for your spouse and \$10,000 for each dependent child. The premium is based on your age and will increase as you move into the next 5-year age band.

The only life events that allow a change to your Supplemental Life insurance enrollment status are marriage and birth/adoption. If you are currently enrolled in this benefit, you may add your new dependent within 30 days of the marriage or birth/adoption. You may drop this coverage at any time. Please contact the Benefits Department for more information.

#### *Long Term Disability Insurance*

To protect you and your family in the event of a long-term disability, South Bend Community School Corporation offers Long Term Disability Insurance if you are enrolled in Basic Life Insurance. If disabled more than 6 months, the plan will pay you two-thirds of your pre-disability salary up to a maximum benefit of \$6,000 per month. The plan will continue to pay, as long as you are disabled, until you reach age 65.

#### **Flexible Spending Account (FSA)**

In addition to your benefit premium contributions being deducted pre-tax, you also have the option during the American Fidelity Open Enrollment to have additional money deducted pre-tax and deposited into a flexible spending account for eligible out-of-pocket medical, dental and vision expenses. You may also set up a dependent care account into which you can make pre-tax deductions which can be used to pay for childcare expenses.

American Fidelity will visit each school building in the fall. For more information on any of these policies, please contact American Fidelity at 1-800-638-4268.

#### **Healthcare Spending Account (HSA)**

Please note, the IRS does not allow you to contribute to both an HSA and an FSA Health Care Account. This account reimburses you for qualified health, dental, and vision care expenses not covered by insurance. You may set aside up to IRS regulations per year. Your elected contribution is then divided by your number of paychecks and that amount is deducted tax-free each pay period.

Next, the deducted contributions are then placed into your FSA(s). Not only do you not pay taxes on this money, but it's deducted from your paycheck before you can spend it on anything else, thereby helping you budget for known expenses that you will have throughout the year. You also do not pay income taxes on the money when it is spent. Current Employees: Your current Flex plan election will not carry over into the next calendar year! You must re-enroll during the American Fidelity open enrollment in order to participate each year.

#### **Dependent Care Reimbursement Account**

This account reimburses you for day care expenses for eligible children and adults.

Through regular payroll deductions, you may set aside part of your income to pay for these expenses on a pre-tax basis. To qualify, your dependents must be:

- A child under the age of 13
- A child, spouse or other dependent who is physically or mentally incapable of self-care and spends at least 8 hours a day in your household.

Qualified expenses for reimbursement include adult and child day care centers, preschool and before/after school care. The annual maximum contribution is IRS regulations if married and filing separately. Examples of Eligible Medical Expenses:

- Any charges not covered by your Medical Plan, including (but not limited to) Deductibles, Copayments and Prescriptions
- Chiropractic or other therapy charges over the plan maximum benefit
- Weight-loss programs
- Dental or vision care copays or charges over the maximum benefits
- Hearing aids and batteries
- Laser eye surgery
- Over-the-counter medications with a written prescription from your doctor

### **Other Supplemental Benefits**

#### *Disability Income Insurance*

The advantage of this plan is that benefits become available on a short-term basis, which would help you during the 6-month period before you would be able to start receiving benefits on your Long Term Disability plan provided to you by South Bend Community School Corporation. Benefits are paid directly to you in the event you are unable to work due to an illness or accident.

#### *Life and Disability Insurance*

The life insurance benefits provided to you through South Bend Community School Corporation are term benefits, which means you only get your Basic Life and AD&D while you are employed (unless you convert your coverage when you retire); and if you have elected Supplemental Term Life Insurance, your benefit reduces to 50% at age 70. American Fidelity offers permanent, whole life insurance options, as well as additional term insurance if you are interested in applying for more insurance than is available through New York Life's voluntary term life group policy.

#### *Accident Only Insurance*

Individual and Family plans are available with the Accident Only insurance policy. Benefit payments are made directly to you and there are several options available. As long as you pay your premiums, the policy is guaranteed renewable – you cannot be canceled for any reason.

#### *Hospital Indemnity Insurance*

You choose the amount to be paid to you for an untimely admission to the hospital for you or a family member. Benefits include payment for Intensive Care, Rehabilitation and Ambulance Services.

### Cancer Insurance

The Cancer insurance policy covers expenses such as Lost Income, Utilities, Spouse's Lost Income, Meals and Lodging, Transportation Costs, Special Dietary Needs, Housekeeping Expenses and House/Mortgage Payments if you or a covered family member is diagnosed with cancer after the policy becomes effective. The money can be used however you need, allowing you to protect yourself from financial hardship.

For more information on any of these policies, please contact American Fidelity at 800-638-4268.

NOTE: You can ONLY enroll in these plans during the American Fidelity open enrollment.

### **Indiana Public Employees Retirement Fund (INPRS) and Retirement**

South Bend Community School Corporation participates in the State of Indiana's retirement program known as the Indiana Public Employees Retirement Fund "INPRS" which covers most employees.

Current employees are required to participate upon employment. South Bend Community School Corporation contributes three percent (3%) of your gross pay. If you have any name/address changes or any questions, please contact INPRS Customer Service directly at (844) GO-INPRS or 844-464-6777.

#### *Retirement*

Certified employees are required to notify Human Resources no later than April 1 of the year in which they will retire. All other eligible employees are required to notify Human Resources not less than 90 days before they retire. Please refer to your union agreement for specific retirement notification procedures.

Upon retirement notification, you will receive a letter from Human Resources advising the benefits termination information.

For any questions regarding your retirement fund, contact INPRS Customer Service directly at (844) GOINPRS or 844-464-6777.

### **Workers Compensation**

If an employee is injured on the job and cannot finish the regular workday, the employee shall be compensated for the day, provided The School Corporation is provided with authorized medical evidence acceptable to the Employer supporting such absence.

The employee may elect to also collect sick leave pay and may collect full sick leave pay in an amount equal to his/her wage at the time the accident occurred for the first seven (7) days, since no Worker's Compensation benefits are payable for that period. Once Worker's Compensation benefits start, sick leave pay may be used to supplement Worker's Compensation benefits so that the total amount (the sum of Worker's Compensation benefits and sick leave pay) equals the employee's weekly wage at the time the accident occurred. In no case will an employee be paid more than his/her

average actual weekly wage at the time the accident occurred.

### **Federal Group Health Continuation (COBRA)**

Approximately two weeks after you leave the South Bend Community School Corporation, you will receive a letter from our COBRA third party administrator regarding your COBRA options and rates.

COBRA is a federal law that allows you to continue your health, dental and vision insurance by paying the full premium rates plus 2%. Please feel free to contact the Human Resources Department in advance for COBRA rates. You may also wish to explore other health insurance coverage options through the Marketplace Exchange at [www.healthcare.gov](http://www.healthcare.gov).

#### *Qualifying Event*

1. Employees covered under the School Board's Group Health Coverages shall be offered the opportunity to continue the Group Health Coverages upon occurrence of one (1) of the following "qualifying events":
  - a. voluntary or involuntary termination of employment for reasons other than "gross misconduct"
  - b. reduction in the number of hours of employment
2. Spouses may continue the Group Health Coverages upon occurrence of one (1) of the following "qualifying events":
  - a. termination of the covered employee's employment for any other reason other than "gross misconduct"
  - b. reduction in the hours worked by the covered employee
  - c. covered employee's becoming entitled to Medicare
  - d. divorce or legal separation of the covered employee
  - e. death of the covered employee
3. Dependent children may continue the Group Health Coverages upon the occurrence of one (1) of the following "qualifying events":
  - a. termination of covered employee's employment for any reason other than "gross misconduct"
  - b. reduction in the hours worked by the covered employee
  - c. loss of "dependent child" status under the plan rules
  - d. covered employee's becoming entitled to Medicare
  - e. divorce or legal separation of the covered employee
  - f. death of the covered employee

#### *Election*

Qualified beneficiaries have a sixty (60) day period from the later of the coverage loss date or the date the notice to elect COBRA coverage is sent to elect whether to continue coverage. Once COBRA coverage is chosen, the beneficiary is required to pay for the coverage. COBRA coverage is retroactive if elected and paid for by the qualified beneficiary.

#### *Benefits Available to Qualified Beneficiaries*

Qualified beneficiaries have the right to elect to continue coverage that is identical to the coverage provided under the plan. A covered employee or the covered employee's spouse may elect COBRA coverage on behalf of any other qualified beneficiary. Each qualified beneficiary, however, may independently elect COBRA coverage. A parent or legal guardian may elect on behalf of a minor child.

#### *Termination of COBRA Coverage*

Coverage for the employee and eligible dependent(s), if any, can end when:

- the last day of maximum coverage is reached;
- premiums are not paid on a timely basis;
- the employee ceases to maintain any group health plan;
- coverage is obtained with another employee group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition of such beneficiary;
- a beneficiary is entitled to Medicare benefits.

Special rules for disabled individuals may extend the maximum periods of coverage. If a qualified beneficiary is determined under Title II or XVI of the Social Security Act to have been disabled at the time of a termination of employment or reduction in hours of employment and the qualified beneficiary properly notifies the plan administrator of the disability determination, the eighteen (18) month period is expanded to twenty-nine (29) months.

#### *Regular Conversion Option*

After the continuation coverage under COBRA expires, the beneficiary may be eligible for coverage under any conversion option provided under the plan.

- The Board will notify a qualified COBRA beneficiary of the option to enroll in a conversion plan within 180 days before the expiration date of COBRA continuation coverage.
- The benefits and costs of coverage available under a conversion option may differ from those offered through the group health plan.

#### *Notification Requirements*

The Board shall:

- notify all covered employees and spouses of their coverage continuation rights on the date the COBRA requirements took effect;
- Thereafter, each employee shall be notified of this policy at the time they begin coverage under the Board's Group Health Coverages and each spouse shall be notified of this policy at the time family or spouse coverage begins under the Board's Group Health Coverages.
- Notification to the employee's spouse shall be deemed to serve as notice on dependent children.
- include information on the continuation rights in the Summary Plan Description;
- notify the plan administrator within thirty (30) days of the following qualifying events:
  - Death of the covered employee

- Termination of employment or reduction in hours of the covered employee
- Eligibility of covered employee for Medicare
- Bankruptcy of covered employee

The Plan Administrator shall:

- Notify the employee of their COBRA provisions when the employee begins under the group health coverages;
- Notify the eligible beneficiaries within fourteen (14) days of receiving the specified notification of the qualifying event of his/her right to continuation of coverage. Notifying a spouse or former spouse of an employee is considered sufficient notice to all other eligible beneficiaries living with that person.

The employee, retiree, or family member should notify the plan administrator within sixty (60) days of events consisting of divorce or legal separation or a child's ceasing to be covered as a dependent under plan rules.

### **HIPAA Compliance**

The School Corporation acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The School Corporation also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic Protected Health Information in accordance with the HIPAA Security Rule.

The School Corporation hereby appoints the Director of Benefits, Wellness and Retirement to serve as the Security Official of the group health plans.

All of the group health plans' functions are carried out by the insurer and the insurer owns and controls all of the equipment and media used to create, maintain, receive, and transmit electronic Protected Health Information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule.

The Security Official does not have the ability to assess or adjust the insurer's policies related to the HIPAA Security Rule. Accordingly, unless otherwise determined by the Security Official, the group health plans shall utilize as administrative guidelines the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information.

The Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing, the Board agrees to

indemnify and hold harmless the Privacy Official and Security Official in connection with the performance of their delegated duties for the group health plans, except to the extent that any liability is imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official as defined by law.

The fully insured group health plans established by the Board shall:

- Refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with HHS, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule
- provided that the individual has a good faith belief that the practice opposed is unlawful.
- Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
  - Provide notification to affected individuals, the Secretary of the HHS, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

# Separation from The School Corporation

## Separation of Employment

### Resignation by Employee

The Board of Trustees authorizes the Superintendent or his/her designee to accept the resignation from employment by any employee. Written resignations shall be tendered at the earliest possible date prior to the proposed effective date, but in no event fewer than 30 days prior to proposed effective date. Failure by employee to provide the requisite notice may result in The School Corporation's incursion of the costs of replacing the employee on an interim basis and other expenses associated with employee's expedited replacement. Because these costs are impossible to compute and ascertain with certainty, and because liquidated damages represent a fair, reasonable, and appropriate estimate thereof, in lieu of actual damages, if employee fails to provide the requisite 30-day written notice to The School Corporation, the employee may be required to pay The School Corporation \$2,000 to account for these costs, which may be withheld from employee's final paycheck. Further, failure to provide adequate notice of separation or resignation during a contract period may constitute ineligibility for rehire with The School Corporation. Additionally, The School Corporation may report the employee to the Indiana Department of Education in cases of contract abandonment.

For annual-duty employees, upon your departure, The School Corporation will pay you for your accumulated, unused annual leave.

### Termination by The School Corporation

The School Corporation may terminate an employee at any time, with or without cause. In some cases, progressive discipline may be used prior to termination to correct a performance problem, but progressive discipline is not required.

### Progressive Discipline

**Standard Operating Procedure Statement:** This Progressive Discipline Human Resource procedure establishes a structured and consistent framework for addressing employee performance or conduct issues. Its purpose is to correct undesirable behavior, ensure fairness, promote employee growth, and maintain a productive and respectful work environment.

### Core Principles:

- **Fairness & Consistency:** This policy will be applied uniformly and equitably to all employees across similar situations.

- **Documentation:** Comprehensive and accurate records of all incidents, discussions, and disciplinary actions will be maintained in the employee's official personnel file.
- **Correction & Development:** The primary focus of disciplinary action is to provide employees with clear feedback and opportunities to improve their performance or conduct.
- **Employee Rights:** Employees will be informed of the issues, provided with specific expectations for improvement, and given a reasonable opportunity to respond and provide their perspective.

## Policy Procedures: Stages of Discipline

### 1. Verbal Warning:

- **Purpose:** To address minor infractions, first-time occurrences of policy violations, or slight deviations from performance expectations.
- **Procedure:** The supervisor will conduct a private, direct discussion with the employee. During this discussion, the specific issue will be clearly outlined, expected behavior or performance standards will be reiterated, and potential consequences for continued non-compliance will be explained.
- **Documentation:** A brief, factual memo detailing the date of the discussion, the issue addressed, and the agreed-upon expectations will be placed in the employee's personnel file. Employee signature for acknowledgment is not required, but is encouraged where possible.

### 2. Written Warning:

- **Purpose:** To address recurring issues, a failure to correct behavior after a verbal warning, or more serious initial infractions that warrant a formal record.
- **Procedure:** A formal meeting will be held where the supervisor, often accompanied by an HR representative, will present a written document to the employee. This document will detail the specific issue, reference any previous verbal warnings, clearly state the required improvements, establish a reasonable timeline for correction, and outline the potential next steps (e.g., final warning, suspension) if the issue persists.
- **Documentation:** The employee will be asked to sign the written warning to acknowledge receipt (not necessarily agreement with the content). A copy will be provided to the employee, and the original will be placed in their personnel file.

### 3. Final Written Warning / Suspension:

- **Purpose:** To address persistent issues where previous warnings have not resulted in sustained improvement, or for significant policy violations that do not warrant immediate termination but require severe corrective action.
- **Procedure:** A formal meeting, typically involving HR and the supervisor, will be conducted. A final written warning will be issued, or a temporary suspension (with or without pay, depending on the severity and company

policy) will be implemented. This stage explicitly communicates that any further similar issues or failure to meet expectations will result in employment termination.

- **Documentation:** A detailed written document will be prepared, outlining all prior disciplinary actions, the current infraction, the specific consequences (e.g., duration of suspension, conditions for return), and a clear statement that continued issues will lead to the termination of employment.

#### 4. Termination:

- **Purpose:** This is the final step in the progressive discipline process, enacted when all previous attempts at correction have failed, or for severe misconduct that warrants immediate dismissal (e.g., gross insubordination, theft, violence, harassment).
- **Procedure:** A final meeting, typically conducted by HR and the supervisor, will inform the employee of the decision to terminate employment. Details regarding final pay, benefits, and return of company property will be discussed.
- **Documentation:** A comprehensive record of all prior disciplinary actions, relevant performance reviews, and the specific, documented reasons for termination will be maintained in the employee's personnel file.

### Employment-at-Will

The employee understands his/her employment with South Bend Community School Corporation is at-will, which means that either party may terminate the employment relationship at any time for any reason, with or without cause and with or without notice.

#### *At-will employment exceptions:*

Even for at-will employees, termination cannot be for an illegal reason, such as discrimination based on race, sex, religion, or national origin. It also cannot be in retaliation for a protected activity, like filing a workers' compensation claim or reporting illegal activities (whistleblowing).

**Certified vs. Non-Certified Staff:** The rules for termination can differ for certified and non-certified staff.

- **Certified staff (teachers):** Teachers in Indiana have contracts, which provide them with some protections. State law outlines specific reasons for which a teacher's contract can be canceled, such as insubordination, incompetence, or neglect of duty. The process often includes a right to a "private conference" with the superintendent and a hearing before the school board.

- Non-certified staff: Employees who are not certified may be considered at-will, but their dismissal must still be approved by the school board and cannot be for an unlawful reason.

In summary, while Indiana is an at-will employment state, employees of the South Bend Community School Corporation, particularly teachers and certified school administrators have protections and rights that limit the school corporation's ability to fire them without a valid reason and without following specific procedures.

## **Termination procedures**

This procedure is governed by Indiana state law, as well as the corporation's own policies and any applicable collective bargaining agreements. The process varies significantly depending on whether the employee is certified (like a teacher) or non-certified.

### **Termination Procedures for Certified Employees (Teachers)**

Teachers in Indiana have specific protections under state law. The process for terminating a teacher's contract is generally more formal and provides the employee with several due process rights.

Reasons for Termination: A teacher's contract can be canceled for specific reasons outlined in Indiana Code § 20-28-7.5-1, which include:

- Immorality
- Insubordination (willful refusal to obey state school laws or reasonable rules)
- Repeated ineffective performance
- Neglect of duty
- Conviction of certain felonies
- Other good or just cause

Notification and Due Process: The school corporation must follow a detailed notification process before a teacher's contract is canceled.

1. **Written Notice** : The teacher must receive written notice of the proposed cancellation, including the date, time, and place of the meeting at which the school board will consider the action. This notice must be provided no fewer than 30 days and no more than 40 days before the meeting.
2. **Statement of Reasons** : Upon written request, the school corporation must provide a written statement of the reasons for the proposed termination within five (5) days of the request.

3. **Right to a Hearing** : The teacher has the right to request a hearing before the governing body (school board). This written request must be submitted within 15 days of receiving the initial notice.
4. **Hearing Rights** : During the hearing, the teacher has the right to:
  - a. Receive a full statement of the reasons for the proposed termination
  - b. Present evidence and witnesses
  - c. Be represented and heard
5. **Superintendent's Recommendation** : The superintendent must submit a written recommendation to the school board regarding the proposed contract cancellation.
6. **Final Determination** : After considering the superintendent's recommendation and all presented evidence, the school board will make the final decision by a majority vote. This decision is binding.

### **Termination Procedures for Non-Certified Employees**

Non-certified employees (such as cafeteria workers, custodians, and secretaries) are often considered "at-will" employees, but their employment can still be governed by local policies and collective bargaining agreements. The procedures are generally less formal than for certified staff, but there are still requirements that must be followed.

"At-Will" Employment: While non-certified employees may be considered "at-will," their dismissal cannot be for an illegal reason (e.g., discrimination). The school board may also have created a right to continued employment through its own policies or a collective bargaining agreement.

#### *Progressive Discipline Process*

The Corporation generally follows a **progressive disciplinary process**, outlined in the personnel handbook and administrative guidelines. Disciplinary actions may include:

- Verbal warning
- Written warning
- Suspension (with or without pay)
- Termination

Not all steps are required in every case; the severity of the misconduct may justify immediate action.

**School Board Approval:** While the superintendent may have the authority to recommend termination, the final decision to dismiss a non-certified employee is often ratified by the school board.

**Collective Bargaining Agreements:** Many non-certified employees are represented by labor unions, such as AFSCME Local 686 (serving custodial and maintenance staff). In these cases, the applicable collective bargaining agreement (CBA) governs disciplinary and termination procedures. Key provisions may include:

- Requirement for just cause
- Specific timelines for disciplinary action
- A multi-step grievance and arbitration process before final termination

It is important to note that these procedures can be complex and are subject to change. The specific details would be outlined in the employee's contract, the school corporation's official policies, and any applicable collective bargaining agreements.

### **Separation Process**

If you separate from The School Corporation, you must follow the formal separation process or risk having your final paycheck delayed. If resigning, your official separation request must be tendered in writing to Human Resources. The steps in this process may vary, depending on your reason for leaving. The steps include, but are not limited to the following:

- An exit survey or interview
- The return of all SBCSC property, as described in more detail below
- Repayment of any monies owed to The School Corporation

### **Return of SBCSC Property**

Upon an employee's separation from The School Corporation, no matter the reason, employees must return all keys and fobs, IDs, records, files, supplies, mobile phones, computers, and any other School Corporation property, including intellectual property. When permitted by law, The School Corporation may withhold from the employee's final paycheck the cost of any items that are not returned when required. The School Corporation may also take any appropriate action to recover its property.

### **Reference Requests and Employment Verification**

All requests for an employment reference must be directed to Human Resources. The School Corporation's general policy regarding references for employees who have left The School Corporation is to disclose only the dates of employment and the title of the last position held. If the employee provides written authorization, The School Corporation may also provide a prospective employer with information regarding the amount of salary or wage last earned. No further information will be disclosed to third parties without an executed release holding The School Corporation and the third party harmless for such disclosure and its use.

The School Corporation reserves the right, in its discretion, not to respond to a request

for additional information.

### **Personnel Records**

The School Corporation maintains a personnel file on each employee. This file includes information such as the employee's job application, resume, offer of employment, records of training, documentation of performance appraisals and salary increases and other employment records. It is the responsibility of each employee to promptly notify Human Resources of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, marital status, individuals to be contacted in the event of an emergency, educational accomplishment and other such status reports must be accurate and current at all times.

Personnel files are SBCSC's property and access to the information they contain is restricted. Generally, only management personnel with a legitimate reason to review information in a file are allowed to do so. However, with a 48-hour advance notice, the SBCSC Human Resources Department may permit current employees to review their own personnel file in the presence of a Human Resources Administrator. At no time may the file be removed from the premises. Employees may request copies of documents contained in their file, which will be provided within a reasonable timeframe. The employee can also request a digital copy via email.

At no time will the employee be permitted to copy, alter or destroy any documentation contained in his or her personnel file. However, employees may ask that a note be placed in their file regarding any problems or concerns the employee may have with the contents of his or her personnel file at the time of the review.

### **Paid Time Off upon Separation**

Payment of unused vacation days will be paid out after final paycheck. Vacation time will only be paid out if two (2) weeks' notice is given. Vacation days are awarded in full to current employees. When paying out vacation days, they will be prorated based on the date of resignation. Vacation time will not be paid out for employees whose employment status was terminated. Per Board Policy 3836 unused sick days will be paid out at \$30 a day for Support Staff employees who have completed their 10th consecutive year of service prior to resignation or retirement, notified Human Resources 60 calendar days prior to the date of resignation or retirement and accrued sick leave not to exceed 150.

### **Exit Interview**

Upon resignation, an employee will have the opportunity to complete an exit interview. Exit interview surveys will be sent out electronically automatically after notification of resignation. Employees who would like to have an in-person exit interview may contact Human Resources.

*\*This employee handbook is current as of August 1, 2025\**

## Acknowledgment of Receipt of Employee Handbook

### Receipt of printed Employee Handbook or its electronic link

I hereby acknowledge receipt of the South Bend Community School Corporation Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment, employment is at-will. Therefore, I acknowledge and understand that unless I have a written employment agreement with the Corporation that provides otherwise, I have the right to resign from my employment with the Corporation at any time with or without notice and with or without cause, and that the Corporation has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand, and agree to all of the above. I have also read and understand the South Bend Community School Corporation Employee Handbook.

Name

Signature

Title

Date

## Confidentiality Policy and Pledge

Any information that an employee learns about the South Bend Community School Corporation, its students and families, employees, its members, partners, or donors, as a result of working for the South Bend Community School Corporation that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the South Bend Community School Corporation or to other persons employed by the South Bend Community School Corporation who do not need to know such information to fulfill function and duties, or assist in rendering services.

The disclosure, distribution, electronic transmission or copying of the South Bend Community School Corporation confidential information is prohibited. Any employee who discloses confidential information of the South Bend Community School Corporation will be subject to disciplinary action, including possible separation, even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Name

Signature

Title

Date

Please print, sign, and date both the Acknowledgement of Receipt of Employee Handbook as well as the Confidentiality Policy and Pledge, and return to the Human Resources Administrator.

*\*This employee handbook is current as of August 1, 2025*