Duneland School Corporation

Administrator Handbook

Revised
February, 2026

WELCOME to DUNELAND SCHOOLS

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

This employee handbook is your guide to help you become a successful team member. Please familiarize yourself with the expectations, policies, and procedures so that you may enjoy your work and prosper in our school corporation.

This handbook does not include all the provisions and conditions of employment that may be required for an outstanding employer and employee relationship. If you have questions or concerns about this handbook or any aspect of your job, please contact your immediate supervisor/building administrator. Our goal is to help you be a productive and successful employee.

In the State of Indiana, both the employer and the employee may terminate the employment relationship at any time for any reason. Therefore, this handbook is not a contract of employment and we may amend or change these guidelines and work rules as necessary.

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

INTRODUCTION

ABOUT DUNELAND

The Duneland School Corporation is governed by an elected five member Board of School Trustees, elected to represent the interests of over 5800 students from the townships of Westchester, Jackson, Liberty and part of Pine, all located in Porter County. The corporation spans a 92 square-mile area including the towns of Chesterton, Porter, Burns Harbor and Dune Acres, on the shore of beautiful Lake Michigan in Northwest Indiana.

The Duneland School Corporation consists of five elementary schools (grades K-4), two intermediate schools (grades 5-6), two middle schools (grades 7-8) and a high school (grades 9-12). Each school has a hot lunch program and bus service is provided to all students living outside of walking boundaries.

In partnership with our parents and community, Duneland Schools are committed to maintaining a broad and rich educational program that responds to the individual needs of the children of our community. Fine Arts, physical education and STEM related learning experiences are provided in all grades K-12. World Language classes (e.g. French, German, Japanese and Spanish) begin at the middle school level and continue through high school. The International Baccalaureate program is offered at Chesterton High School, one of only 21 such programs in the State, in addition to extensive program offerings in Advanced Placement, concurrent/dual credit courses and a wide variety of vocational/career related courses.

The well-rounded curriculum with emphasis on core subjects is enhanced by a variety of co- and extra-curricular opportunities. Our students are actively involved in a nationally recognized speech and debate program, an award winning radio station – WDSO – celebrating its 40th year, award winning student publications, Fine Arts programs and performance groups, secondary interscholastic athletics, co-curricular and extracurricular clubs and finally, students and staff members at all grade levels are involved in numerous community service programs each year.

Duneland employs nearly 386 professional staff, counselors, administrators and specialists. A support staff of approximately 430 provides instructional assistance, transportation, supervision, secretarial, maintenance, child nutrition and custodial services throughout the school district. Parent volunteers, parent organizations and advisory groups are active at each school level and provide a viable link for home, school and community.

Duneland's close proximity to the Indiana Dunes National Lakeshore and the city of Chicago provides unique educational, cultural, social and recreational opportunities for our students, parents and community. Further educational opportunities are available at regional campuses

for Indiana University, Purdue University and Ivy Tech, as well as Valparaiso University and several technical schools. The Duneland Chamber of Commerce provides information regarding educational and family activities and programs throughout the area.

DISCLAIMER

This employee handbook represents the personnel policies and practices of the DSC and where applicable are based on policies approved by the DSC. The DSC retains the absolute right to modify or alter these policies based upon professional and business concerns we consider in the best interests of all involved, including administration and employees.

These policies are only guidelines and do not represent an employment contract and should not be treated as such. They are designed to enhance DSC operations and may be changed with or without notice although we will endeavor to keep you abreast of any necessary changes. No member of the administration has the authority to bind the DSC to any of the terms or provisions of this handbook.

The DSC will make every effort to provide secure employment and rewarding careers to its employees. However, the DSC makes no guarantee of length of employment or advancement.

Vision, Mission and Core Values

Vision:

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

Mission:

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

Core Values:

Duneland is committed to:

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

Governing Agencies

Indiana Department of Education (IDOE)

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

Indiana State Board of Accounts

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

Indiana State Board of Health (ISBH)

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

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

Porter County Health Department

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

Occupational Safety Health Administration (OSHA)

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

Environmental Protection Agency (EPA)

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

State of Indiana and Local Fire Marshall

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

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Board Policies referenced in this document can be seen in full at:
Board Docs

Nothing in this handbook is intended to be understood as an employment contract between the Duneland School Corporation and the employee. The information presented is intended to be a guide for administrators and is subject to change.

Administrator Contract Days **0.01**

Central Office Administrators	**Contract Days**
Superintendent	260
Assistant Superintendent	260
Assistant Superintendent / Chief Financial Officer	260
Director of Facilities	260
Director of Human Resources	260
Director of Public Relations	260
Director of Technology	260
Director of Teaching and Learning	260
Director of TLC	260
Business Manager	260

District Administrators	**Contract Days**
Director of Child Nutrition	260
Director of Transportation	260
Director of Health Services	195

Building Administrators	**Contract Days**
Elementary Principals	260
High School Assistant Principal	260
High School Associate Principal	260
High School Assistant Athletic Director	260
High School Athletic Director	260
High School Principal	260
Middle School Principal	260
Middle School Assistant Principal	200
Elementary School Assistant Principals	195

District Coordinators	**Contract Days**
Instructional Technology Coordinator	210
Behaviorist	200
Exceptional Learning Coordinators	200
Student Support Services Coordinator	200

An additional non-work day will be added to the calendars of full-time, year-round benefited administrators in years where there are more than 260 business days.

Calendar **0.02**

A master calendar of all events at each school is to be kept in the office and on the Duneland School Corporation website. Each administrator should check with the director of public relations before adding dates to the master calendar.

Attendance Procedures for Administrators **0.03**

Administrators will keep their direct supervisor, building administrative team, and main office administrative assistant informed when out of the building. Principal's designee and administrative assistant, at a minimum, should know of their building administrator's specific whereabouts and direct contact information when the administrator is out of the school building during the school day.

Administrators are expected to be on duty as necessary for the position and to follow the guidelines listed below as they relate to attendance:

- Administrators are expected to work a minimum of eight hours per business day
- Building administrators must be in their respective building 45 minutes before students arrive or 15 minutes before teachers arrive (whichever is earlier) and until the building's last bus run has completed
- By 7:00 a.m. each morning, administrators who are to be absent or tardy for any reason shall notify their immediate supervisor, superintendent, administrator designee & administrative assistant (where appropriate) and human resources
- Principals shall verify the appropriateness of the absence of assistant principal, athletic director and dean
- The superintendent and/or director of human resources shall verify the appropriateness of the absence of all other administrators
- The superintendent's absence shall be reported to the Board President and the superintendent's secretary
- The Middle School should always have at least two administrators and/or security personnel on-site (principal, assistant principal, dean of students, school resource officer)
- The high school should always have at least three administrators and/or security personnel on-site (principal, assistant principal, dean of students, athletic director, assistant athletic director, school resource officer).
- Long-term or pre-arranged absences are to be reported in advance. Building administrators should include dates for pre-planned leave in their weekly report to the superintendent.
- Building administrators requesting personal leave usage must request that leave via email to the superintendent 48-hours in advance except in the case of an emergency.
- Eligible administrators requesting vacation day usage must request that leave via email to the superintendent two-weeks in advance at a minimum. Building administrators should schedule pre-planned vacation day usage for days other than those when students are present. If a building administrator would like to request an exception to this practice, the administrator should

send their request to the assistant superintendent and director of human resources at least 30 days in advance of the requested usage date.

- Administrators shall arrange for coverage of their building or department by designating a contact individual within the building/department and also another administrator who may be called upon to assist in the event of an emergency or question. This information is to be provided to the superintendent, assistant superintendent, and/or director of human resources at the beginning of each year.

The superintendent shall act as final arbiter in cases of disagreements and misunderstandings.

Workday for Administrators 0.04

The workday for Duneland Corporation school administrators is a minimum of eight hours.

Central office administrator hours will work the following hours during the school year:

- 7:30 a.m.—4:00 p.m.

Summer hours for administrators will be a ten-hour / four-day workweek valued as follows:

One ten-hour day = 1.25 contract days, four each ten-hour days = five contract days
(4 x 1.25 = 5 contract days).

Leave days (personal business, sick, family illness, vacation, etc.) are valued as ten (10) hours each during this time. In other words, if an administrator takes a day off during the summer hours, then he/she would just use 1.25 sick days. Absences are recorded in .25 increments. The summer hours will start and end at the direction of the superintendent.

It is recognized that for some it is not always possible for some building administrators to enjoy adequate free time for lunch. Lunch periods must be planned with the contingency in mind that building administrators must be available to handle telephone calls, visits from parents, and discipline problems during their lunch periods.

School offices will be open 45-minutes before school begins and 30-minutes after school ends with the expectation that telephones will be answered by a staff member. It is the expectation than an Administrator be present in the building until the bus routes for that building have been completed in the afternoons. Principals may stagger the hours of administrative staff to maintain office hours.

Administrative Salaries and Contracts 0.05

Administrative salaries will be determined based upon the recommendations of the superintendent and approval of the Board.

Twelve-month administrative contracts for positions requiring certification begin July 1 and continue through June 30.

Mileage Reimbursement **0.06**

Some administrators may receive a yearly stipend for travel as part of their regular duties. Administrators who do not receive a travel stipend may submit mileage reimbursement when traveling on school business outside of Porter, Lake, and LaPorte counties. Mileage is generally reimbursed at the current IRS rate. Certain grants from the State of Indiana may require that mileage be reimbursed at the current state of Indiana rate and not at the IRS rate.

All mileage reimbursement claims must be completed on the appropriate form and submitted to Accounts Payable for processing within 6-months of travel. Google or MapQuest may be used in lieu of odometer information when determining mileage. Mileage is calculated using the Administrator's school/office as the starting/returning destination.

Leave Request and Usage Information **0.07**

Employees who need to be absent for reasons set forth in the leave categories that follow shall notify their supervisor as soon as possible before their absence and the reason for their absence so that coverage may be obtained when appropriate. All employees are expected to demonstrate personal integrity in the use of requested leave time.

Requests for/Notice of Use of Leave Days
Requests for approval of use of applicable benefit days and notice of use of personal illness, family illness, and bereavement days must be given to the administrator's immediate supervisor and director of human resources, and in the case of the superintendent, to the Board President in advance. In addition, administrators shall notify their secretary or applicable support personnel on or prior to the day of any absence, and the payroll department within the applicable payroll period of the use of all benefit days.

Prorated Contract
Administrators whose employment begins after July 1st, will receive salary and benefits on a prorated basis based on employment time.

Bereavement Leave:
Duneland School Corporation recognized the importance of allowing its employees to grieve and celebrate the life of a loved one. Employees are responsible for personally contacting and notifying their supervisor/building administrator prior to their absence for bereavement leave. Notification should include the date of the death of the family member, the relationship of the deceased to the employee, the name of the deceased, and, if known, the date and location of the upcoming funeral or service. Verification of death of family member may be required in order to receive bereavement pay including a copy of the obituary from the newspaper or website, the funeral program, a letter or notice from the funeral home, and/or the name and location of the funeral home. Such documentation shall be provided as soon as reasonably possible after the employee returns to work.

For information on bereavement days granted to administrators, see ***Administrator Benefit Summary addendum.***

The superintendent, depending upon travel and circumstances, may grant additional leave without pay. Administrators may request to use family illness, personal business, or accumulated personal illness days as bereavement days for other persons not considered immediate family.

Family Medical Leave Act (FMLA):
In accordance with Federal law, the School Board shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible staff members for qualifying reasons. ***Contact the Human Resources Office for additional information. See Board Policy 1630.01, 3430.01, 4430.01.***

For any FMLA-qualified leave, including a childcare leave, employees must use their paid sick, personal and vacation time to run concurrently with their FMLA-protected time off of work.

Sick Leave:
Regular attendance on the job is a condition of employment. "Sick days" are a benefit to provide income protection to an employee who becomes ill or injured, or when an employee's immediate family member is ill or injured, and the employee is not able to work. Immediate family members shall be defined as husband, wife, child, sister, brother, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, step-parent, step-child, or any other person living in the same household no matter what degree of relationship. ***Sick days may not be used for personal business or vacation***. Sick days are cumulative.

Employees are required to report illnesses or other reasons for absence according to the procedures established by their supervisor/building administrator. Upon approval, sick leave shall only be used in quarter-day, half-day, three quarter-day or full-day increments. The payment of sick time must be approved by your supervisor/building administrator prior to receiving payment.

Sick time may be used when regular check-ups and appointments with licensed health care providers and tests required by physicians cannot be scheduled outside of regular working days/hours. The DSC reserves the right to require medical documentation from a licensed healthcare provider upon any employee's return to work from sick leave, no matter how long the leave.

If accumulated sick days have been exhausted, additional days without pay may be granted by submitting a written request with appropriate, supporting documentation to the superintendent or designee. Any administrator whose personal illness extends beyond the period compensated by accrued sick days will use all other available benefit days before requesting unpaid days. For additional information see ***Unpaid Leave of Absence (LOA).***

All administrators shall be entitled to initially transfer from a previous Indiana school employer up to ninety (90) accumulated sick days to be made immediately available. In addition, any remaining sick days from previous employers for each administrator shall be transferred as provided by Indiana statute to maintain a sick leave balance not less than the waiting period for

the Long-Term Disability (LTD) Insurance plan. For information on sick days granted to administrators, see ***Administrator Benefit Summary addendum.***

Jury Duty

If you are called for jury duty, please inform your immediate supervisor. You will be compensated during your absence. You will need to provide a copy of your jury summons as soon as you have been called for duty. You will need to reimburse DSC for the amount the court paid to you for your service not including mileage.

Military Service

If you are a member of the Armed Services and you are required to perform military duty, please inform your immediate supervisor or the director of human resources. Your employment rights will be guaranteed upon your return to work, provided you comply with administrative policy. ***See Board Policy 4437***

Personal Day Request and Usage

Other districts may refer to these as family illness or flex days. Notification to direct supervisor and director of human resources for personal leave shall be made at least forty-eight (48) hours before taking such leave (except in the case of emergencies) In the case of the superintendent, the request for time would go to the Board President. Personal leave days should not be used for the purpose of extending vacations. Exceptions to this must be approved in advance by the superintendent and reported to the director of human resources. Any unused personal days shall be added to unused and accumulated sick leave for each administrator at the end of each year (June 30). For information on personal days granted to administrators, see ***Administrator Benefit Summary addendum.***

Vacation Day Requests and Usage for Eligible Administrators:

- It is recommended that building administrators be in attendance during the 185-day teacher contract. Vacations should be taken outside of the time students and teachers are in attendance. Exceptions should be limited and approved in advance by the superintendent.
- Eligible administrators shall request the use of vacation time at least two weeks in advance of the requested time off in order to be approved.
- Vacation time should be taken in consultation with the direct supervisor so as not to cause disruption in service.
- Upon approval, vacation time shall only be used in quarter-day, half-day, three quarter-day or full day increments.
- Approval/denial of requested vacation time is at the discretion of the employee's supervisor and is to be based on scheduling of all employees and work requirements.
- Any unused vacation time that remains as of June 30 each year shall be forfeited with no additional compensation.
- There shall be a black out period consisting of the 2 weeks immediately prior to the beginning of each school-year. This may be waived at the discretion of your supervisor.
- Upon separation of employment unused vacation time will be paid to the employee at their regular hourly/daily rate.
- Vacation time, if available, may be used for sick leave. However, sick leave may NOT be used for vacation or personal leave.

For information on vacation days granted to administrators, see ***Administrator Benefit Summary addendum.***

Professional Leave Day Request and Usage
All building-level and central office administrators must request in advance in writing from the superintendent permission to receive professional leave days. The administrator may request reimbursement for travel, food (limited by board policy), lodging, and registration fees. Reimbursement for professional leave is outlined below in the "Reimbursement for Travel Expenses."

Reimbursement for Travel Expenses 0.08

After attending an approved conference, seminar or meeting, an Administrator may submit a claim for expense reimbursement for items related directly to the event and in accordance with Section 2.18 – Job Related Expenses. Claims should be completed and submitted to Accounts Payable processing as soon as possible after the event is completed. Claims submitted more than 30 days after the date the expenses were incurred as subject to denial.

Long Term Leaves 0.09

General Leave Provisions
The superintendent may, at her/his discretion, upon the presentation of good and sufficient reason, recommend a leave of absence for any administrator.

All requests for long-term leaves and extensions of such leaves will be made to the superintendent in writing as soon as possible and disposition shall be made in writing. Any request for leave by the superintendent must be made directly to the Board.

An administrator on leave should inform the superintendent in writing not later than March of the year on leave of his/her intent to return for the following school year. If the administrator on leave fails to notify the superintendent by March 1, the board shall, by registered or certified mail, request of the administrator that such notice be given. If the board's letter is returned marked "no forwarding address" or if the administrator fails to give such notice by April 1, the administrator shall be considered to have resigned and the position shall be deemed as open.

Upon return from a leave, an administrator will be assigned to the same position if available, or, if not, to a substantially equivalent position provided he/she is not affected by a Reduction in Force.

An administrator may continue his/her insurance coverage while on leave of absence by informing the Benefits Coordinator in writing of his/her desire to do so and by forwarding the premiums for such insurance to the Benefits Coordinator. All benefits to which an administrator was entitled at the time a leave of absence commenced, including unused sick leave, will be restored upon his/her return.

Personal Illness
Any administrator whose personal illness extends beyond the period compensated by accrued personal illness days will use all other available benefit days before requesting unpaid days.

Graduate Studies
Administrators may be granted time away from their regular work schedule to accommodate professional development opportunities or the pursuance of graduate and or postgraduate studies. Requests should be made in writing to the superintendent or designee.

Military Leave
Military leave will be granted to any administrator who is inducted or enlists in any branch of the armed forces of the United States. Upon return from such leave, an administrator will be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence up to a maximum of four (4) years. The administrator shall have up to sixty (60) days after release from active duty and otherwise consistent with the Uniform Services Employment and Reemployment Act (USERA) to notify the board of his/her intention to return to the system.

Dress Code 0.10

Professional dress is the norm with business casual being the minimum standard for administrators, unless for a spirit day or special occasion day. See Board Policy 3216.

Evaluation of Administrators 0.11

Each year, the superintendent shall report to the board on the efficiency of instructional, supervisory, and administrative personnel with recommendations pertaining to continuance of contracts and to salary adjustments. ***See Board Policy 1530.***

Administrative – Staff Relations 0.12

The relationship between the administration and staff must be one of cooperation, understanding, and mutual respect. Administrators have a responsibility to provide a professional atmosphere conducive to learning and to motivate each employee to perform to his/her capacity.

Administrators should strive to secure individual and group cooperation and should be treated with respect by staff at all times. By the same token, administrators should extend to staff the same respect and courtesy that they, as administrators, have a right to demand.

Although it is desired that administrators have a sincere interest in staff as individuals, partiality and the appearance of impropriety must be avoided.

Administrators are expected to use good judgment in their relationships with staff both inside and outside of the school context.

Administrator-Workplace Behavior 0.13

Conduct and Cooperation
Duneland School Corporation administrators are expected to behave in a professional manner that enhances the reputation of the corporation. They are to treat people with respect, courtesy, and without harassment and are expected to comply with law and policy and to behave honestly and act with integrity, care, and diligence. Furthermore, administrators are required to maintain

confidentiality and to protect personal privacy and to use company resources properly and appropriately.

Administrator-Workplace Civility **0.14**

For any administrator to be effective, a positive and supportive attitude must exist between its administrators and between administrators and staff. An administrator has the right to express his/her point of view on relevant educational issues among the administrators and among staff and shall not suffer retribution or disciplinary action for input or feedback provided in a civil manner. It is important that communication is kept open and that problems are handled quickly and without disruption to the workflow.

The following behaviors violate the rules of civility and should be avoided.

1. Treating others in a disrespectful or discourteous manner.
2. Exhibiting passive-aggressive behaviors and failing to take responsibility for one's own actions.
3. Using email or other communication tools to harass or to incite others to harass, violate rules, or act unprofessionally.
4. Engaging in tirades and temper tantrums including shouting and finger pointing.
5. Bullying others.
6. Disrupting meetings or displaying inappropriate behavior at meetings, including talking when someone has the floor.
7. Using profanity or abusive language directed toward coworkers.
8. Rumoring, gossiping about, or damaging a coworker's reputation.

Staff Conflict Resolution

If an administrator has a problem with another administrator or employee, he/she must use appropriate problem-solving strategies and follow proper channels. Appropriate procedures for problem resolution follow.

1. Discuss the problem individually with the administrator/employee in question to seek amicable resolution.
2. If the problem is not resolved, explain the problem to your immediate supervisor and meet jointly with the other administrator/employee to resolve the problem.
3. If this step is inappropriate or ineffective, present the problem to the appropriate administrator.

All administrative and employee groups need to work together consistently, collaboratively, and cooperatively with respect. ***See Board Policy 3210.01, 4210.01, 5510, and 9160.01.***

Civility Policy for Unbecoming Conduct (To be considered inclusive for harassment, bullying, and use of profane language)

This policy requires mutual respect, civility, and orderly conduct among Corporation students, parents, employees, and the public. Civility does not deprive any person of his/her right to freedom of expression, but serves only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

In the interest of presenting adults as positive role models to the children of this Corporation, as well as the community, the Corporation encourages positive communication and will not tolerate volatile or hostile actions and/or abusive language by any student, parent, guardian, employee, or patron (hereafter known as "person").

Any person who disrupts or threatens to disrupt normal school, after school, or school-related events, and/or office operations (either in person, in writing, electronic communication, or social media); threatens the health and safety of anyone through harassment or bullying (in person, in writing, electronic communication, or social media); willfully causes property damage; uses offensive language; or who otherwise establishes a continued pattern of unauthorized entry on school property, will be dealt with either according to student disciplinary procedures, or if an adult, will be asked to cease such behavior or be directed to leave school property, be banned from school property, or may be restricted from attending any activity or event Duneland School Corporation is affiliated with.

If any person uses obscenities or speaks in an abusive manner (in person, in writing, electronic communication, or social media), the administrator or employee to whom the remarks are directed will politely request that person to communicate in a courteous manner.
If corrective action is not taken by the person, the employee will verbally notify him/her that the meeting, conference, or telephone conversation is terminated and will refer the person to the building principal or designee. For students, appropriate disciplinary action will be taken according to the school handbook. For employees, appropriate disciplinary action will be taken in accordance with due process. For adults, the superintendent or designee will inform the person that s/he will not be allowed on school property for an amount of time commensurate with the violation of this policy.

Verbal harassment or disrespect targeting a student or employee (in person or electronically) on the basis of race, religion, or handicap will not be tolerated. Any person claiming to have experienced such harassment shall follow the same reporting procedures set apart for sexual harassment.

Bullying of students, either verbal or physical shall not be tolerated. Any report of bullying shall be reported to a school administrator and investigated. Student disciplinary procedures shall be enforced. Any employee or student who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to sanctions for misconduct set forth in paragraph five (5) of this policy.

Administrator Ethics **0.15**

The proper performance of school business and administration of an effective educational program requires the services of individuals of integrity, high ideals, and human understanding. To maintain and promote these essentials, the School Board expects all administrators to maintain high standards in their working relationships, provide professional leadership in the Corporation and community, and in the performance of their duties, to:

A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
B. represent accurately their qualifications;
C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
E. keep in confidence legally-confidential information;

F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
H. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

In addition, the Board believes that each administrator should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth below as adopted from the American Association of School Administrators' Statement of Ethics for School Administrators by:

A. making the well-being of students the fundamental value of all decision making and actions;
B. fulfilling professional responsibilities with honesty and integrity;
C. supporting the principle of due process and protecting the civil and human rights of all individuals;
D. obeying local, State and national laws and not knowingly joining or supporting organizations that advocate, directly or indirectly, the overthrow of the government;
E. implementing the Board's policies and administrative rules and regulations;
F. pursuing appropriate measure to correct those laws, policies, and regulations that are not consistent with sound educational goals;
G. avoiding the use of his/her position for personal gain through political, social, religious, economic, or other influences;
H. accepting academic degrees or professional certification only from duly accredited institutions;
I. maintaining the standards and seeking to improve the effectiveness of the profession through research and continuing professional development;
J. honoring all contracts until fulfillment, release or dissolution mutually agreed upon by all parties to the contract.

See Board Policy 1200

Unrequested Leaves of Absence **0.16**

It is the policy of the School Board to protect students and employees from the professional staff members who are unable to perform essential job functions with or without accommodation.

The Board may place a professional staff member on unrequested leave of absence when the staff member is unable to perform assigned duties in conformance with statute and the negotiated, collectively-bargained agreement with or without accommodation.

If the superintendent believes the staff member is unable to perform essential job functions, the professional staff member will be offered the opportunity for a meeting to discuss these issues.

If a professional staff member refuses to attend the meeting, the Board may order the professional staff member to submit to an appropriate examination by:

A. a physician designated and compensated by the Board;
B. a physician or institution of the professional staff member's choice provided such physician or institution has been approved by the Board.

Where the physician designated by the Board disagrees with the physician designated by the professional staff member, the two (2) physicians shall agree in good faith on a third impartial physician who shall examine the professional staff member and whose medical opinion shall be conclusive and binding on the issue of ability to perform assigned duties with or without accommodation. The expenses of a third examination shall be borne by the Board.

The professional staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/superintendent and to allow the superintendent or his/her designee to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 1422.02, the superintendent shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the Corporation inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties with or without accommodation, the professional staff member may be placed on leave of absence for a reasonable time to heal or until the staff member is able to perform the essential job function, but only for a period not to exceed one (1) year. A professional staff member placed on leave without a written request is entitled to a hearing on that action in accordance with I.C. 20-28-7-3,4,5.

Should a professional staff member refuse to submit to the examination requested by the Board and the professional staff member has exercised his/her rights under the provisions hereinabove set forth, such refusal shall subject the professional staff member to disciplinary action.
See Board Policy 1461

Personal Background Checks, References, and Mandatory Reporting of Convictions and Substantiated Child Abuse and Arrests **0.17**

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 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-
H. fingerprint check
I. a detailed background history including all prior employment and volunteer position
J. 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 Corporation.

The Board requires that an 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 Corporation. An expanded child protection index check shall include inquires to each state in which information necessary to complete the expanded child protection index check is available.

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before the 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.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the superintendent may provide for a substitute or employ the applicant as a substitute.

The procedures shall 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 to be borne by the applicant.

The Board requires that an expanded criminal history check be conducted for each Corporation employee every five (5) years.

In implementing this requirement, the Corporation shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed 5 (maximum is 5) years by annually conducting updated expanded criminal history checks for at least 1/5 (minimum is 1/5) of employees who are employed by the Corporation on July 1, 2017.

Any costs associated with obtaining the expanded criminal history check are to be borne by the employee unless otherwise agreed upon through an agreement reached following negotiations with the exclusive representative of the employees.

In implementing this requirement, the Corporation shall obtain the updated expanded child protection index checks for Corporation employees over a period not to exceed 5 years by annually obtaining updated child protection index checks for at least 1/5 of employees who are employed by the Corporation on July 1, 2017.

The Corporation may obtain an expanded criminal history or an expanded child protection index check at any time if the 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. 35-42-1-2.5).
    3. Assisting suicide (I.C. 35-42-1-3).
    4. Voluntary manslaughter (I.C. 35-42-1-5).
    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.

During the course of his/her employment with the Corporation, each administrator shall be required to report their own

A. arrest or the filing of criminal charges against the employee;
B. conviction of the employee for a crime; and
C. substantiated report of child abuse or neglect of which the employee is the subject

to the superintendent within two (2) business days of the occurrence. 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 the subject of a substantiated report of child abuse or neglect.
See Board Policy 1521

Non-Renewal of Administrative Contracts **0.18**

Before March 1st of the year in which the contract of an assistant superintendent, a principal, or an assistant principal is due to expire and before February 1st of the year in which the contract of a local director of special education is due to expire, the Board or designee, at its direction, shall give written notice of renewal or refusal to renew the individual's contract for the following school year.

At least thirty (30) days before giving written notice of refusal to renew a contract, the Board or designee, at its direction, shall inform the administrator by written preliminary notice that:

A. the Board is considering a decision not to renew the contract; and
B. if the administrator files a request for a private conference not later than five (5) days after receiving the notice, the administrator is entitled to a private conference with the superintendent.

If the administrator files a request with the Board for an additional private conference not later than five (5) days after the initial conference with the superintendent, the administrator is entitled to an additional private conference with the Board before being given written notice of refusal to renew the contract.

The written preliminary notice must include the Board's reasons for considering a decision not to renew the contract.
See Board Policy 1543

Public Complaints and Concerns **0.19**

Any person or group having a legitimate interest in the operations of this Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or concerns reaching the Board, Board members, and the administration shall be referred to the superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

   If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within his/her authority and Corporation administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the principal.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the principal, a written request for a conference shall be submitted to the superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision and/or grant a hearing.

The Board's decision on the matter will be final, and it will not provide a hearing to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding the Superintendent

Should the matter be a concern regarding the superintendent which cannot be resolved through discussion with the superintendent, the complainant may submit a written request for a conference to the Board. This request should include:

A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
C. the reason that matter was not able to be resolved with the superintendent;
D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board or a committee of the Board or refer the matter to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days. The Board's decision will be final and not subject to appeal.

Matters Regarding an Administrative Staff Member
Since administrators are considered members of the Corporation's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding a Support Staff Member
In the case of a support staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member."

Matters Regarding Corporation Services or Operations
If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the building principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding the Educational Program
If the request, suggestion, complaint, or concern relates to a matter of Corporation program, it should be addressed, initially, to the building principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding Instructional Materials
The superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130 F3.

See Board Policy 9130

Workplace Confidentiality 0.20

The Duneland School Corporation recognizes its responsibility in regard to the collection, management, use and disclosure of personal information. The Corporation respects the

individual's right to privacy and undertakes to keep personal and sensitive information in confidence. No staff member may use or disclose any personal or sensitive information to a third party without specific authority unless use or disclosure is in the normal course of business or there is a legal or professional duty to disclose the information. Personal or sensitive information may be in either hard copy or electronic form.

Personal information is defined as information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be ascertained, from the information or opinion.

Sensitive information is defined as personal information about an individual's racial or ethnic origin, political opinion, membership of a political association, religious beliefs or affiliations, health status (either physical or emotional), disability, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation, or criminal record.

Personal and sensitive information is only collected where it is necessary for normal Human Resources functions. The information is usually obtained from the individual concerned. Staff members should be advised whenever information is being collected, whether the collection of such information is compulsory, and what other parties will have access to the information.

All collected personal and sensitive information must be accurate, relevant, up-to-date, complete and not misleading. The Corporation takes all reasonable steps to protect such records from misuse, loss, unauthorized access, modification or disclosure. Staff members have the right of access to their personal information and the opportunity to correct information when necessary.

Protection of confidentiality includes ensuring that files and work areas are organized so that information is not inadvertently disclosed. Only authorized staff may access information that is required for legitimate work purposes

See also "Confidentiality/Security Breach of Confidentiality Databases" section

Confidentiality of Student Information

Student records are maintained in accordance with School Board Policy and State/Federal laws and regulations. All information in student records must be factual, verifiable and of a constructive nature. The Corporation collects, maintains and uses only information necessary for legally mandated functions. Student records may be any information or data recorded in any medium, including but not limited to: hard copy, audio/video or electronic/digital formats. Confidentiality of student information may be of concern when dealing with student records or as a result of communication with a student, or with another person regarding a student.

The school principal is responsible for the implementation of the Corporation's policies and procedures regarding student confidentiality, including informing all personnel who collect, maintain, use or otherwise have access to student records and other information of the policies and procedures on confidentiality. Staff members may not permit inspection or review of a student's educational records, disclose any information, or provide copies of educational records to any third party without direct authorization of the Principal or an appropriate Central Office Administrator, unless there is a compelling need involving the immediate health, safety, or welfare of the student or others.

Non-Discrimination and Equal Employment Opportunity **1.01**

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

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

Prohibition Against Disability Discrimination in Employment

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

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with

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

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

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

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

DSC COMPLIANCE OFFICER
The following person is designated as the DSC ADA Compliance Officer:
Assistant Superintendent
601 West Morgan Avenue
Chesterton, IN 46304
(219) 983-3600

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

Reports and Complaints of Harassing Conduct
Members of the DSC community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other DSC officials so that it may be addressed before it becomes severe, pervasive, or persistent. Members of the DSC community or third parties who believe they have been unlawfully harassed by another member of the DSC

community or a third party are encouraged to utilize the DSC's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs.

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

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

Inquiries regarding compliance with this policy should be directed to the Duneland School Corporation Human Resources Department or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.
See Board Policy 4122

Employment of Support Staff 1.02

The employer may create a position dependent upon service needs of the School Corporation. The Employer recommends hiring, terms of employment and employment termination. Final approval for employment, leaves of absence, or termination shall be the responsibility of the School Board. Any employee who provides misstatement of facts to gain employment may be subject to termination. The classification of exempt or non-exempt is determined in accordance with Fair Labor Standards Act (FLSA) standards. ***See Board Policy 4111, 4120.***

New Employees- Official Employment Date 1.03

The official employment date shall be the one that appears as the effective date on the Duneland School Corporation official personnel report.

Employee Identification 1.04

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

Professional Growth and Development 1.05

In order to promote continuous quality assurance in providing services, professional development opportunities are encouraged and provided. Each employee is annually required to take online training as directed by Administration. Other training is provided periodically throughout the year.

Internal Opportunities 1.06

Internal candidates will send notice of interest in open positions to the director of human resources, including the employee's current supervisor, and potential receiving supervisor, on the communication. Internal candidates will be afforded an interview with the receiving supervisor, however internal transfers and/or promotions are not guaranteed. Considerations such as staffing, timing and best fit will all be analyzed when reviewing internal candidate qualifications.

Temporary Employee 1.07

A temporary employee may be needed to fulfill work duties for a short-term assignment or to replace a permanent employee who may be on a short-term leave of absence. Temporary employees are not eligible for benefit days such as vacation days, sick days, family illness days, personal business days, holidays, etc.

Outside Employment 1.08

If at any time outside employment affects one's work performance, attendance or causes one to refuse to work when requested, the DSC may require an employee to limit or end outside employment or terminate employment with the DSC.

Drug Free Workplace Policy 1.09

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

Drug and Alcohol Testing of CDL License Holders

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

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

drivers/CDL license holders are to be free of any impairment from the use of alcohol or controlled substances while on duty.

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

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

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

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

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

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

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

Tobacco Free Campus Policy 1.10

The DSC recognizes that the use of tobacco presents a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern to the DSC. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, chew, dip, or any other matter or substance that contains tobacco, as well as

electronic, “vapor,” or other substitute forms of cigarettes. In order to protect students and all employees who choose not to use tobacco, and because the DSC cannot, even by indirection, condone the use of tobacco, the DSC prohibits the use of tobacco by all employees at all times within any facility owned or leased or contracted for by the DSC.

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

Health Requirements, Physical Requirements of Job, Fitness for Duty **1.11**

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

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

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

The employee must be able to perform the essential functions of the job (physical demands) and meet deadlines with severe time restraints and interact with other employees.
While performing the duties of this job, the employee may be required to walk and stand continuously; may frequently bend, twist and turn, stoop, crouch, kneel, climb, reach and stretch, to continuously use hands and arms, and to grasp tools and materials.

The employee may lift heavy boxes or cases, and to push boxes or cases on a mobile transport cart. Employee must have good vision for this job. Visual abilities include close vision, color vision, depth and peripheral vision. Each job within the department may have different physical demand requirements, so please refer to the individual job description.

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

The Work Environment 1.12

While performing the duties of his/her job, the employee occasionally works in temperatures above 100 degrees and below zero degrees and will occasionally walk on wet or slippery surfaces. While cleaning tools and equipment, cleaning chemicals are used which may emit some fumes. The noise level in the work environment is frequently loud to where you must raise your voice to be heard. The employee has a greater than average risk of sustaining a minor injury such as a cut or burn, slip and/or fall while performing the duties of the job.

Employee Attendance 1.13

As an employee you are expected to report to work on time and according to a regular work schedule. Employees are required to report illnesses or other reasons for absence according to the procedures established by their supervisor/building administrator. Excessive absenteeism and/or tardiness are costly to the DSC and place an unfair burden on other employees.

If you are going to be absent, late, or need to leave for any reason, you must notify your supervisor/building administrator according to the established procedure, as far in advance of the regular starting time as possible. Notification from another employee or relative is not acceptable, except under emergency conditions, which must be documented. If you fail to provide proper and timely notification of your absence or if your supervisor/building administrator considers your reason unacceptable, you may be subject to disciplinary action.

NOTE: All lost time due to excessive/unacceptable reasons is subject to disciplinary action. An employee who fails to call in for two consecutive scheduled workdays and fails to produce an acceptable excuse will be considered to have self-terminated.

Employees who do not meet the standards or expectations for attendance will be subject to corrective and/or disciplinary action.

Timeclock for Hourly Employees

New employees are responsible for completing all hiring requirements and to have acquired an employee badge from the Administration Center.

All hourly employees will use the time clock system to record work hours. Employees will clock in no earlier than 7-minutes before and no later than 7-minutes following their scheduled start time without a required adjustment to work hours. Employees are expected to clock in using the timeclock system on-time as the 7-minute window is not to permit tardiness and/or early departure.

Adjustment forms will be used to record a missed punch, time loss, sick leave, personal leave, vacation and overtime. All adjustments shall be recorded and rounded to the nearest quarter-day, half-day, three-quarter day or full-day increments. No employee will clock in and out to record a lunch period. The lunch period adjustment will be made automatically. Adjustments are approved by the department supervisor/building administrator. Adjustment forms are due to supervisors/building administrator for approval immediately.

Hourly employees who hold positions in more than one department will use the timeclock system for their hours worked in their primary position. Hours worked in another department will be manually recorded on a paper timesheet and approved by that department supervisor/building administrator unless otherwise directed.

Absence Reporting (Calling Off) **1.14**

A. Employees are expected to work as scheduled.
B. Employees may not leave the workplace unless prior approval is given.
C. If you are unable to report for work, please call your supervisor and your back-up as soon as possible but no later than one hour before your scheduled work time.
D. Absences of more than three (3) consecutive days require a doctor's release to return to work. DSC reserves the right to request a doctor's release/excuse for absences totaling less than three (3) days. Physician note must state that an employee may return to work with or without restrictions. If restrictions are documented, they must be specific and reviewed by an employee's supervisor and human resources to determine whether or not restriction accommodations can be made.
E. If there is a question as to the employee's ability to perform the job (due to the nature of the illness or injury), an evaluation by an employer-appointed health practitioner may be required.
F. If you know that your absence will be extended see Leave of Absence procedure

Illness When Working in Child Nutrition Department 1.15

Child Nutrition employees, if ill with Norovirus, Salmonella, Shigella, E. coli, or Hepatitis A, may NOT work in the foodservice department, per Indiana Department of Public Health. ***Indiana Code 410 IAC 7-24-121.***

Reduction in Force (RIF) 1.16

The school or department manager, in consultation with Human Resources and Labor Relations Attorney, determines staffing needs. ***See Board Policy 4141***.

Vacant Positions 1.17

Staff assignments that have become vacant due to retirement, resignation or termination of the regular employee are posted for opening. All postings state the nature of the vacancy, and date limitations for submission deadline if applicable.

Department Meetings 1.18

Occasionally personnel will be required to attend mandatory meetings. These meetings may occur periodically during the year at times that minimally impact work progress. Such times may be inside or outside of regular working hours, or might occur during summer, fall break, winter or spring holiday break, etc.

"Ghost Employment" or "Ghost Payroll" 1.19

All information submitted for payroll must be accurate and reflect actual time worked. It is a criminal and civil violation of Indiana law to employ and/or to pay a person who has not actually performed work duties for the employer. No person is to accept compensation for work that was not performed. Any person found to be in violation of "ghost employment" or "ghost payroll" will be subject to suspension and/or termination and may be prosecuted in a court of law for fraud.

Change of Name, Address, Phone Number 1.20

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

Emergency Contact Information 1.21

Each employee is asked to provide to Human Resources emergency contact information- who to contact in case of illness or injury, personal preference for hospital, and physician name. The emergency contact information should be reviewed annually. ***See Addenda***.

Employee Evaluations 1.22

It is the responsibility of the immediate supervisor to evaluate the employee work performance. The supervisor will review these evaluations with the employee. At this time, the areas in which

the employee excels will be recognized, as well as those areas where improvement is needed. All personnel involved in the evaluation must sign and date the evaluation form.

Some areas of an evaluation include attendance, quantity of work produced, quality of work, adherence to policies and procedures, cooperation, initiative, maintenance of standards, attention to work and workplace standards, health and safety, dependability, and personal conduct.

It is expected that the evaluator will be fair, honest, and consistent and reflect an accurate evaluation of each employee's job-related performance. If the employee does not agree with the evaluation, the employee can respond to the evaluation verbally and in writing. ***See Board Policy 4220.***

Personnel Records 1.23

A central personnel file shall be maintained for each employee, and subsidiary records shall be maintained for ease in data gathering only. Only that information which pertains to the role of the employee and submitted by duly authorized school administrative personnel may be entered in the official file. A copying cost will be charged for each copy given to the employee at his/her request at the rate determined by the DSC.

The employee shall have access to his/her file upon request. Personnel wishing to review their own records shall: request access in writing; review the record in the presence of the administrator designated to maintain said records or designee; make no alterations or additions to the record nor remove any material from the file. Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records.

Employees disagreeing with materials being placed in their file may respond to the material in writing within ten (10) days of receipt of the materials. A copy of the employee's response, when received within ten (10) days of receipt of the materials, shall be placed in the file. Any administrator or supervisor response to the reply will be shared with the employee prior to it being placed in the employee's file.

Fiscal/School Calendar 2.01

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

Paydays 2.02

All employees of DSC are paid semi-monthly over the course of the scheduled work year. Payments are made on the 5th and 20th day of each month. In the event a payday falls on a weekend or a legal holiday the payroll date will vary. Employees may access a printed schedule of pay dates for the school year in the payroll portal. Employees are paid by direct deposit. Applicable federal, state and local income taxes as well as federal Social Security taxes are withheld from each pay. The DSC reserves the right to obey all laws that pertain to pay, including garnishments and other authorized payroll deductions. The DSC reserves the right to correct payments as appropriate.

Pay stubs are available online through the DSC employee payroll portal

Payroll Authorization/Payroll Deductions **2.03**

Federal, state, and county deductions as required by law are deducted from your paycheck. Deductions may include:

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

You will also see employer-paid contributions made on your behalf such as:

- Indiana Public Retirement System (INPRS)

Please see the Human Resources Department for more details on these deductions. Enrollment in some programs may be limited to specific times of the year. ***See Board Policy 6520.***

Fair Labor Standards/Salary Schedule **2.04**

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

Holidays **2.05**

The schedule of paid holidays is determined by the superintendent on an annual basis. This schedule will be available on the DSC payroll portal.

Eligible employees must work the weekdays immediately preceding and following the holiday(s) in order to receive holiday pay. Any request for an exception (e.g., pre-approved vacation, documented illness/injury requiring hospitalization, etc.) must be submitted in writing a minimum of ten (10) workdays before the holiday through the appropriate supervisor/building administrator, the assistant superintendent or superintendent for approval.

Work Schedule Affected by Weather Emergency **2.06**

When a weather emergency creates hazardous travel conditions, the school corporation may announce a closure, delayed arrival time, early dismissal time, or remain open for only basic services. Closures and delays are posted on the Duneland School Corporation website, www.duneland.k12.in.us. In addition, closures and delays are broadcast on multiple websites, local radio and other Chicago or South Bend area radio and TV stations.

If DSC administration determines that road conditions are unsafe (i.e.-snow or ice) for in-person learning and calls for a delay, early closure, or all-day closure, it is recommended that all

employees have the option to work from home. Administrators and employee managers are expected to have remote work and training assignments prepared to make remote work a possibility for their respective department members.

It is recommended that the Board forgives all pay if a road-condition related delay/ closure comes to pass. The payment of salaries/wages for these unforeseen and unusual situations is not required by the Department of Labor or by our policy. However, we view the circumstances as being beyond the control of our employees and recommend that these employees not be penalized as a result. Finally, approval of this recommendation eliminates any ghost employment issues for audit purposes.

If DSC administration determines that the outside temperature and/or windchill factor make it too dangerous for students to be waiting outside for busses, therefore in-person learning is designated during a delay, an early closure, or an all-day closure, it is recommended that:

- Non-administrative certified staff and school nurses may work from home
- All other staff have the option to:
    - Work on-site as normally scheduled, and with responsibilities assigned by the manager/supervisor
    - Use a benefit day (personal or vacation) if available
    - Use an unpaid day if no benefit time (personal or vacation) is available

Reporting Accidents (Personal Injury) **2.07**

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

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

If your injury is determined NOT compensable under workers' compensation, (personal illness while on the job), you may be responsible for medical charges incurred. If light duty is available and you refuse, you may be subject to disciplinary action and benefits may be suspended during this period of time. Fraudulent claims of injury will subject the employee to disciplinary action up to and including termination. ***See Board Policies 8442 and 8710.***

On the Job Injury (OJI) **2.08**

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

It is important that the first report of injury be filed ***within 24 hours of an accident***. Failure to file a first report of injury may compromise your ability to receive benefits under the Workers'

Compensation Insurance Program. Following your injury, your supervisor will fill out an accident investigation form. This helps determine the cause of the accident to prevent future injury to yourself or others.

If you did not initially seek treatment on the day of the injury but did so later, you must notify your supervisor and human resources immediately. In addition, you must make a follow-up appointment with the occupational health provider on the first business day following your medical visit.

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

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

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

Work Restriction 2.09

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

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

Liability Insurance and Indemnification 2.10

The Duneland School Corporation shall provide, on a fully paid basis, liability insurance for all employees in case of a suit arising from or in the performance of their regularly assigned duties. Employees are always held accountable for work performance. ***See Board Policy 8710 and 8750.***

Bonding 2.11

Those employees that are responsible for handling money are protected by bonding. ***See Board Policy 8740.***

Indiana Public Retirement System (INPRS) 2.12

Eligible employees are enrolled in INPRS (formerly known as PERF). An employee becomes fully vested after 10 years of service. The employer contributes to INPRS on the employee behalf. The retirement plan consists of two parts: pension and annuity and is administered through the Human Resources Department.

There are several ways of becoming eligible for retirement (as of this printing):

- Age 50-59 with 15 years of service (Reduced benefits)
- Age 55 if age and years of service equal 85 aka "Rule of 85"
- Age 60 with 15 years of service
- Age 65 with 10 years of service
- Age 70 with 20 years of service (May remain actively employed and receive pension)

See INPRS www.inprs.in.gov/. 1-888-286-3544.See Administrator Benefit Summary addendum for additional information

Retirement Savings Plans (403b and 457b) 2.13

The Duneland School Corporation makes available to all employees voluntary retirement savings plans. These are administered through the payroll department. ***See Board Policy 6520.***

See Administrator Benefit Summary addendum for additional information

Insurance Guidelines 2.14

All insurance benefits are administered through the Human Resources Department. It is critically important you sign up for benefits immediately after being notified. A delay in sign up may compromise your ability to become insured.

All eligible employees have access to membership in a group hospitalization and major medical programs. Single or family plan coverage is available to eligible employees at the current employee cost of the annual premium. Employees with dependents for whom the employee is required by law to pay medical expenses are eligible to participate in the Family plan. Please refer to the addenda regarding specific insurance benefits to which you may be entitled.

Employees who terminate their employment will automatically terminate their membership in any or all insurance programs they may be enrolled in. The termination date for insurance will be the last day of the month employment ends. Information about COBRA will be provided by the COBRA administrator following the date of termination.

Unpaid Leave of Absence (LOA) 2.15

At Duneland School Corporation we understand that unforeseeable and extraordinary life events can result in the need for time away from your scheduled work days, and in some unusual

circumstances that time will need to be unpaid. We believe that continuity of staff throughout the school year is important to our mission of quality education and student success. As such, requests for time extending beyond an employee's paid time allotment are very carefully considered by employee supervisors, human resources and the superintendent or designee.

An approved unpaid LOA guarantees employment continuity. Employees on an unpaid, approved LOA will be required to pay both the employee and employer portion of benefit premiums. Employer contributions to Health Savings Accounts (HSA's) will cease at the point in time that an employee's approved LOA becomes unpaid and the employee is paying full benefit premiums. *Without an approved LOA, you could lose your position/and/or your benefits*.

During an *approved* unpaid leave of absence (LOA), an employment position will be reserved for you. An employee may request an unpaid LOA in writing to the immediate supervisor and superintendent or designee.
SEE ADDENDA FOR REQUEST FOR NON-PAID LEAVE OF ABSENCE FORM.
Leaves of absence will be approved by the School Board of Trustees.

Important note: While on LOA, you may not accept employment/work elsewhere. Such action may subject you to recommendation for termination. ***See Board Policy 4430.***

Employee Assistance Program (EAP) 2.16

All employees eligible for DSC life insurance are eligible to participate in the Employee Assistance Program (EAP) offered through National Insurance Services. The EAP is a benefit designed to provide voluntary, confidential assistance to employees and their immediate family (residing within the home) who are seeking to resolve or cope with personal problems and concerns that affect their lives. The program is anonymous and confidential. There is no cost to eligible employees for this service. For telephone assistance on using the EAP, employees may call: (866) 451-5465

The Duneland School Corporation is concerned about illicit drug and alcohol abuse as it affects job performance and employee reliability, student safety, the learning and work environment. Examples of these and many more issues that may be needed for EAP services include divorce, stress with children or spouse or supervisor, financial issues, illness, taking care of elderly parents or grandchildren, pressures of life changes, and much more.

Employee Wellness Program (EWP) 2.17

The Duneland School Corporation encourages employees to maintain a healthy lifestyle. Resources are provided to assist employees in that effort. The Employee Wellness Program (EWP) offers membership in a local fitness center at a reduced rate and may offer periodic wellness programs throughout the year. Employee Assistance and Wellness programs are administered through the Benefits Coordinator.

Job Related Expenses 2.18

Expenses which are incurred by an employee as a result of authorized travel will be reimbursed per Board policy, administrative guidelines and in compliance with the State Board of Accounts (SBOA) rules and regulations. Reimbursement is intended to provide for transportation, lodging,

and food of reasonable and adequate quality. When traveling on school business, all employees are expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Travel must be authorized by the superintendent or his/her designee. Travel to conferences and meetings away from the DSC which involve overnight stay must be authorized by the immediate supervisor/building administrator and approved by the superintendent or his/her designee. All such requests must be received in the Central Administrative Office prior to the date a decision is needed. Additional procedural information is outlined in the corporation professional development process and administrative guidelines.

Requests for travel or conference funds must detail the reason for the expenditures and should not be labeled in broad, general terms. Travel should be by the most direct and economical route.

Travel outside the DSC will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate or, in the case of certain state grants, at the State of Indiana mileage rate. Taxi fare from lodging and conference destination to terminal and return is allowable with proper receipts. Lodging will be reimbursed at a reasonable rate.

All claims for reimbursement must be submitted on a completed accounts payable voucher and/or mileage claim form; must be supported with itemized receipts; must be signed by the claimant and approved by his/her immediate supervisor/building administrator. Excessive, unnecessary and inappropriate travel expenses will not be approved or reimbursed.

Volunteer Firefighters 2.19

If an employee is a volunteer firefighter and has notified the DSC in writing that s/he is a volunteer firefighter, the DSC may not discipline the employee for being absent from duty by reason of responding to a fire or emergency call that was received prior to the time the employee was to report to duty or for leaving his/her duty station to respond to a fire or an emergency call if s/he has authorization from his/her supervisor to leave duty in response to a call received after s/he has reported to work.

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

Employee Conduct/Civility Policy 3.01

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

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

Civility requires mutual respect and orderly conduct among staff, students, parents, and the public. Civility does not deprive any person of his/her right to freedom of expression, but serves only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for staff and students.

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

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

Employee Code of Ethics 3.02

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

A. To uphold the honor and dignity of the profession by conducting themselves in a professional manner and to refrain from any action that would reflect unfavorably on the department, the school, or the profession.
B. To use their skill and knowledge for the enhancement of human welfare by promoting the good of every person in a caring, compassionate, dignified and confidential manner, by respecting the individuality of each person with respect to their individual or cultural differences, by not acting in a discriminatory manner while providing service with compassion, respecting the dignity, worth, and rights of those we serve.
C. To be fair, honest, and impartial in their profession by practicing and demanding honesty in all representations, by remaining fair and equitable in all relationships, by conducting themselves so as to not reflect adversely on the integrity of the profession, and by not falsely or maliciously injuring the personal or professional reputation of others.
D. To serve with fidelity the public and their employees by abiding by the rules of conduct with regard to local, state, and federal laws, and community interests, by having due regard for the health and safety of the public, by optimizing the use of public resources, to avoid accepting anything of value offered by another for the purpose of influencing judgment, by being sensitive to the needs of the community, and implementing and promoting the development and implementation of those programs which will address those needs.
E. To strive to increase the competence and prestige of their profession by acting with reasonable care and competence in applying the skill, knowledge, and judgment in upholding the duties of the profession, by cooperating with governmental agencies and professional organizations in promoting and developing sound business practices, by supporting regulations that promote effective education on a state and national level, by continuing education and training to keep informed in their professional knowledge, and by not jeopardizing personal and professional integrity due to outside interests. **See Board Policy 3210.**

Workplace Violence 3.03

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

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

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

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

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

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

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

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

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

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

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

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

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

Duty to Warn

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

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

Personal Relationships in the Workplace/ Sexual Harassment, Anti-Harassment **3.04**

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

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

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

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

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

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

Confidentiality/ Security Breach of Confidentiality Databases **3.05**

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

See also "Workplace Confidentiality" section

Workplace Searches **3.06**

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

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

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

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

Copyright Policy 3.07

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

Unlawful copies may not be produced on Duneland School Corporation equipment such as scanners, copiers or computers, nor may unlawful copies be used with Duneland School Corporation equipment, within or at Duneland School Corporation functions. **See Board Policy 2531.**

Appropriate Use of the Computer, Internet, E-Mail 3.08

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

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

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

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

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

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

Proprietary Information Restrictions

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

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

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

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

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

Discipline
Employees who violate the DSC's electronic communication policies are subject to discipline, up to and including termination of employment.
Employees should not consider their work email as private. Employee internet use and/or email activity may be monitored by the employer. **See Board Policies 7540 and 7540.01**.

Employee Dress and Grooming 3.09

All employees are an important and integral part of the DSC. Since all employees are highly visible to the students, the employees and the public, all employees should always be well dressed, well-groomed and present a professional image. The administration retains the authority to specify the following dress and grooming guidelines for all employees. All employees shall, when assigned to DSC duty:

A. be physically clean, neat, and well groomed;
B. dress in a manner consistent with their responsibilities;
C. employees who are issued uniforms are expected to wear them while on duty;
D. dress in a manner that communicates to others a pride in personal appearance;
E. dress in a manner that does not cause damage to DSC property;
F. be groomed in such a way that their dress or hair style does not disrupt the educational process or contribute to a health or safety hazard;
G. DSC supplied ID badges must be worn while on duty.

Additionally, tight, sleeveless, see-through, torn, tattered, or soiled clothing may not be worn. That means no short shorts, no tank tops/halter tops, sweatpants, tight pants, tight skirts, no baggy/sagging pants. Exercise or "athleisure" clothing is not appropriate for the workplace.

Clothing must be appropriate and may not display or advertise drugs, alcohol, or tobacco. Obscene or offensive language, photos or pictures may not be displayed on clothing. No bandanas or skull caps may be worn.

If applicable to your position, shoes must be heavy-duty type (no canvas or open heel or toes) to protect the feet from injury due to spillage of liquids and/or chemicals, dropping sharp objects such as knives or carton cutters, and as protection in the event of heavy objects dropping on the feet. Good quality shoes provide cushioning from impact on hard surfaces. Recommended shoes are anti-skid, anti-slip that prevent slipping on wet surfaces.

Shorts are not to be worn during the school year. Hats may only be worn when working outside the building and may not represent any advertising as stated above. Safety must be considered when dressing for work. See Board Policy 4216.

Personal Protective Equipment (PPE) **3.10**

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

Job Abandonment **3.11**

Employees who intend to resign from their position are required to give proper notice (see Section 3.12, separation). Employees who are unexpectedly absent must notify their immediate supervisor promptly with an explanation for his/her absence.

When an employee is absent without notice, the immediate supervisor will take steps to contact the employee. If attempts to reach the employee are unsuccessful or the employee does not respond or does not notify the supervisor regarding the absence, a recommendation to terminate employment may occur.

If an employee abandons the job during working hours, an assumption is made that the employee has voluntarily and immediately resigned the position.

Separation (Retirement or Resignation) **3.12**

If you should decide to terminate your employment, you should notify the immediate supervisor (in writing). Proper and considerate notice is two weeks minimally.

Failure to submit a written resignation may compromise your ability to receive certain benefits to which you may be entitled. Generally, an exit interview may be scheduled with separating employees prior to the final day of employment. This provides an opportunity for employees to receive and complete any appropriate benefit forms, to have questions answered, and to provide any information, if desired, relating to reasons for leaving. Each employee's participation in an exit interview is voluntary. See Board Policy 3140 for additional information.

Disciplinary Action **3.13**

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

The immediate supervisor is the person initially responsible for making sure that discipline is issued fairly, honestly, and without prejudice within the department. See Board Policies 4150 and 3139.

Termination for Cause **3.14**

Termination of employment is a serious matter and is a consequence for poor performance or for not following the guidelines for acceptable behavior, policies, or procedures as outlined in this Employee Handbook.

The immediate supervisor makes a recommendation for termination to the director of human resources. Termination may only occur by official action taken by the Board of School Trustees at a public board meeting. See Board Policy 4150.

Progressive Discipline **3.15**

Our goal is to have highly qualified, motivated, caring, and customer focused personnel to service our schools. Supervisors are protectors of individual rights of ALL employees to ensure a safe and pleasant place in which to work. Periodically supervisors must become enforcers of rules and regulations to ensure good service for the success of the department and school district.

Progressive discipline is meant to be corrective rather than punitive, leading the employee to become self-disciplined that promotes and maintains acceptable workplace behavior, and reinforces what should already be known about acceptable behavior. Infractions may be a violation of Federal law, state law, local law, Board policy, department policy, ethics or morals violations.

Corrective discipline is meant to gain the attention of an employee when knowing acceptable behavior is not quite enough, urges the employee to correct and change behavior. Progressive discipline becomes more severe as steps to correct undesirable behavior have not been effective. Good employees expect fellow workers to follow acceptable workplace behavior and depend on supervisors to maintain a positive workplace.

Discipline should never be used to punish or mistreat any employee. The power of position should never be used to arbitrarily or maliciously issue discipline without good and just cause. The issuance of discipline must be carefully weighed, focusing on the benefits derived on all parties concerned. Discipline must be based on a clear rule violation and not based upon whims of the individual issuing the discipline. The rights of employees and integrity of the systems-ability to provide and maintain clean, safe buildings, protect taxpayer interest, and provide an optimal learning environment is of highest concern.

There are several steps involved for progressive discipline. Verbal warning is to make sure employee understands rules; written warning to document and confirm previous warning; followed by suspension. Recommendation for dismissal may occur if all attempts at corrective progressive discipline have failed, or in the case that the offense was so egregious that the situation calls for an immediate termination without having progressed through the preceding disciplinary steps. Each employee is entitled to know and understand rules and regulations if not previously understood. Therefore, the following sections outline examples of these- minor, major, and severe infractions and steps involved with progressive, corrective discipline.

Progressive Disciplinary Action Process*

Disciplinary Measures	***Minor Infractions***	***Major Infractions***	***Severe Infractions***
1st Offense	*Verbal warning to employee; Documentation of verbal warning by way of Corrective Action Form and placed in employee file*	*Written warning by way of Corrective Action Form placed in employee file. Possible recommendation for suspension for the balance of the shift with up to one (1) week off with or without pay*	*Written notice of incident to employee; Referral to Assistant Superintendent or Director of Human Resources for possible suspension with or without pay pending investigation, placement on a performance improvement plan, and/or recommendation for termination*
2nd Offense	*Written warning by way of Corrective Action Form provided to the employee, and placed in employee file*	*Second written warning by way of Corrective Action Form placed in employee file. Possible placement on a performance improvement plan, and/or recommendation for unpaid suspension/leave*	*Written notice of incident to employee; Referral to Assistant Superintendent or Director of Human Resources for suspension with or without pay pending investigation, placement on a performance improvement plan, and/or recommendation for termination*

3rd Offense	*Written warning by way of Corrective Action Form provided to the employee and placed in employee file. Possible placement on a performance improvement plan.* *Recommendation for suspension with or without pay from one (1) to three (3) days*	*Written warning by way of Corrective Action Form provided to the employee, and placed in employee file. Possible placement on a performance improvement plan.* *Recommendation for suspension with or without pay pending investigation and/or recommendation for termination*	*Written notice of incident to employee; Referral to assistant superintendent or director of human resources for suspension with or without pay pending investigation, placement on a performance improvement plan, and/or recommendation for termination*
4th Offense			*Recommendation for termination*

****Severity level of infraction may be assigned depending upon intent and/or severity of circumstances surrounding infraction.***

Examples of Minor Infractions of Workplace Policy 3.16

1. Leaving work (early) without permission or without notification to the immediate supervisor; Loitering before or after work hours.
2. Reporting to work late or reporting to work late without prior notification to the immediate supervisor; Improper reporting off or reporting return to work properly; Undocumented absence; Excessive absenteeism/tardiness.
3. Failure to immediately report a work-related injury to your immediate supervisor.
4. Failure to follow vehicle “no idling” policy, per Indiana Indoor Air Quality law.
5. Poor or careless workmanship, inefficiency, or lack of application to work resulting in waste, delay or interruption to building operations.
6. Interfering with the work of others.
7. Using poor judgment or poor decision making in work performance.
8. Engaging in activities that may cause distraction from work.

9. Unauthorized solicitation, distribution, or collection on school premises.
10. Failure to adhere to rules and regulations including, but not limited to policies of the Board of School Trustees.
11. Inability or reluctance to work with efficiency and/or to display appropriate interactions with co-workers, supervisors, staff, and/or students.
12. Misrepresentation of absence from work.
13. Failure to follow instructions, directions or procedures; Refusal to perform work as instructed.
14. Failure to follow work and break schedules.
15. Insolence, insubordination, disobedience to the supervisor, outward display of anger including but not limited to profane language, attitude, or disrespect to fellow employees, supervisors, staff, students, or visitors.
16. Intentionally spreading rumors or spreading malicious gossip about another employee, student, or staff member.
17. Creating or contributing to unsafe or unsanitary conditions.
18. Failure to abide by dress code, conforming to standards set by policy.
19. Abuse of making or accepting personal phone calls while on duty; Using cell phones during work hours if not school-related business.
20. Excessive socializing while on duty.
21. Failure to wear employee identification badge.

Examples of Major Infractions of Workplace Policy *3.17*

1. Unauthorized absence from work during working hours.
2. Verbal abuse or threatening, coercing, or intimidating a fellow worker, supervisor, teacher, principal staff, student, parent/visitor with or without profane or obscene language.
3. Misrepresentation of work-related injury.
4. Loafing on the job or misrepresenting activities or whereabouts during working hours.
5. Unauthorized or improper or unsafe use of school district property
6. Unauthorized use of equipment or buildings.
7. Divulging confidential information about another staff member or student. Deliberate disclosure of private student or employee personal information.
8. Unjustified interference with the order, safety, or efficiency of the work unit.
9. Misconduct; causing or contributing to a hostile work environment; Use of vulgar, intimidating, profane, hostile language.
10. Horseplay that results in injury to self or to a fellow employee; Jesting, clowning around, striking another in fun, any activity that is inappropriate, unsafe, mischievous, demeaning or humiliating to another, or participating in those activities that are not job-related.
11. Participation in illegal gambling activity on school district property.
12. Deliberate invasion of privacy of another's mail or electronic mail unless by consent, by school district policy, or by law.
13. Neglect of duty including neglect of assigned duties, sleeping on the job, reading newspapers or magazines, watching television, playing cards, etc. while on duty.
14. Deliberate violation of local, state, federal law(s) or school board policy.
15. Acceptance of a gift or gratuity from a vendor.
16. Misuse of, or disposition of, public property or funds without authorization of the immediate supervisor.

17. Abuse, or careless use or destruction of tools, equipment, materials, products and school-owned vehicles.
18. Failure to report an unsafe condition.
19. Violation of U.S. Copyright law in use of, or distribution of, copyrighted material, including but not limited to books, software, magazines, or music etc.
20. Use of electronic mail (E-mail) to send or to receive personal, or inaccurate, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; inappropriate use of the school computer including Internet service, fax, or copier.
21. Using any type of tobacco/vape product in or on school corporation property including school-owned vehicles.
22. Unauthorized use of school tools, supplies, or equipment.
23. Failure to use personal protective equipment (PPE) when required.
24. Working in an unsafe manner that results in a preventable injury to self or others.
25. Unauthorized access to buildings/school premises.
26. Purchases for personal use made using SCH tax-exempt accounts.
27. Failure to report to work to respond to emergency conditions such as weather-related conditions (snow removal), building maintenance/mechanical failures, or call outs for alarms.

Note: A violation of any of these major infractions may result in recommendation for suspension and/or termination on the second offense.

Examples of Severe Infractions of Workplace Policy 3.18

1. Direct refusal to comply with supervisor's reasonable directive previously understood by the employee; Insubordination.
2. Threats and/or acts of violence, physical abuse, assault or battery of fellow employee, staff, or student; Threatening bodily harm to another; failure to report an act of violence to Immediate supervisor.
3. Theft or conversion of any school property including personal property of an employee or the personal property of a public visitor on school premises, chemicals, supplies, tools, etc.
4. Using, possessing, or working under the influence of alcohol or non-prescribed drugs; Using a prescription drug other than in accordance with a prescription while on school property or at an event sponsored by the Board.
5. Jeopardizing the health and safety of students, self, co-worker, principal, or staff member.
6. Creating or contributing to unsafe conditions; disregard for safety regulations
7. Sabotage, careless or deliberate destruction of equipment, materials, vehicles, property or products; Vandalism.
8. Illegal, inappropriate or immoral conduct or indecency on school premises; Violation of criminal law.
9. Failure to report a conviction of a felony or an offense involving moral turpitude that is detrimental to or influences the employee's service.
10. Poor judgment resulting in physical harm to another or harming of another through disregard for their health and safety or violating health or safety regulations that could cause harm to another.
11. Unbecoming conduct- Personal conduct and behavior, which violates the common decency of the Duneland School Corporation.

12. Absence of more than one (1) day without notifying immediate supervisor.
13. Abandonment of position.
14. Harassment including racial or sexual harassment by word or action, or contributing toward an atmosphere of intimidation, workplace tension of any student, customer, or staff member, or falsely accusing another of harassment.
15. Discrimination by word or action based upon race, color, religion, gender, national origin, sexual orientation, age, veteran status or disability, or creating an atmosphere of intimidation toward an employee, student, or fellow worker; falsely accusing another of discrimination.
16. Falsification or destruction of reports or records of self or another employee in violation of district, local, state, or federal laws.
17. Falsification of time worked "Ghost payroll."
18. Falsification of reports or records or making a complaint against another including but not limited to false claim of discrimination or harassment or as a means of committing an act of fraud.
19. Falsification of employment records, application of employment, attendance reports, maintenance records, etc.
20. Allowing access to unauthorized persons on school premises (per state law, visitors must report to school office and sign in).
21. Adulteration of food or product- Intended contamination of food or product.
22. Falsifying or withholding facts to gain or to retain employment, including, but not limited to misrepresentation of physical condition to obtain employment, misrepresentation or falsification of time reported on payroll, or falsification of an on the job injury.
23. Falsifying medical claims/records for benefit of securing personal benefits such as compensation or paid time off work.
24. Possession of firearms, fireworks, explosives, or weapons on school premises in violation of state statute.

Note: A violation of any of these severe infractions can result in recommendation for suspension or immediate termination on the first offense.

Operations/Maintenance 4.01

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

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

Priorities for making repairs and replacements include:

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

Worker Rights Under OSHA 4.02

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

SPECIFICALLY, YOU HAVE THE RIGHT TO:

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

Please refer to OSHA.gov

Whistleblower Protection 4.03

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

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

If the words or acts that violate this policy are the superintendent's words or acts, the report shall be made to the Duneland School Board President. Employees are subject to disciplinary action, up to and including termination for knowingly or recklessly making a false report under this policy or failing to make a report required by this policy.
After a verbal report of a violation of this policy is made, the immediate supervisor/building administrator will direct that reporting employee put the report in writing. If a reporting employee requires assistance in making a written report, the immediate supervisor/building administrator shall assist the reporting employee.

An employee making a report required by this policy shall be protected from discipline, retaliation, or reprisal for making a report required by this policy as long as the employee had a good faith belief in the truth and accuracy of the information reported at the time of the report. A report in compliance with this policy is not required if the employee confirms that another employee has reported the same words or actions. ***See Board Policy 4211. See OSHA.gov***

Safety Standards/Safely Performing Your Job **4.04**

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

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

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

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

14. Support Services employees may not wear open heel or toed or canvas type shoes. Leather shoes or heavy-duty shoes are the only acceptable shoes for maintenance and/or custodial employees.
15. Work areas must be kept neat, clean, and clear of clutter.
16. Each employee will comply with training on blood borne pathogens annually.
17. Custodians are trained to safely clean up and dispose of bodily fluids using "Universal Precautions".
18. All accidents, no matter how minor, must be reported to the supervisor immediately.
19. School nurses or immediate supervisor will provide immediate first aid to an injured employee and will be responsible for filing an accident report on behalf of the employee.
20. The immediate supervisor will perform an accident investigation to determine the cause of the accident and to develop a corrective plan of action to prevent a future incident from occurring.

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

Student Supervision and Welfare **4.05**

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

The administration shall maintain and enforce the following standards:

1. All employees shall report immediately to a supervisor/building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
2. All employees shall immediately report to a supervisor/building administrator any knowledge of threats of violence by students to themselves or others.
3. All employees shall not send students on any personal errands.
4. All employees shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any employee will subject the offender to potential criminal prosecution and disciplinary action by the DSC up to and including termination of employment.
5. All employees shall not transport students in a private vehicle without the approval of a supervisor/building administrator.
6. All employees shall not require a student to perform work or services that may be detrimental to his/her health.
7. If a student approaches an employee to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the employee may attempt to assist the student by facilitating contact with certified or licensed individuals in the DSC or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should an employee attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or

behavior, nor should such employee inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

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

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

Security of Buildings and Grounds *4.06*

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

Security includes but is not limited to:

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

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

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

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

If you see any vandalism or graffiti, it is your responsibility to report it to your immediate supervisor. Never assume someone else has seen it and will report it.

If you see anything that you feel is of a suspicious nature, report it to your immediate supervisor.

Never open the doors to anyone. Do not leave doors propped open.

Security of Supplies & Premises 4.07

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

Cellular Devices 4.08

The Duneland School Corporation may provide personal communication devices (cell phones) to employees who, by nature of their work, have a routine and continuous business need for such devices. All electronic communication systems are to be used primarily for business purposes, meaning that use of such equipment and systems should be job-related. Cellular invoices are subject to review with request for reimbursement for the cost of non-business use.

Employees may be provided 2-way radios for communication in or between buildings. Please use the correct frequency.

Employees are responsible for the safekeeping, care, and custody of such devices which must be surrendered upon separation of employment.
See Board Policies 7530.01, 7530.02.

Technology Privacy 4.09

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

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

Procurement, Purchases of Supplies from Vendors 4.10

Certain personnel, as part of their duties, are required to make major department purchases for parts and supplies from vendors. It is important that best pricing be solicited for best use of funds. As such, transactions between employees and vendors must be at “arms length.”

Employees may be authorized to make minor purchases by their supervisor from local businesses for emergency repairs. Employees may not solicit gratuities from vendors and there must be no undue influence by vendors to solicit business from employees.

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

Bids and Quotes 4.11

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

Local Purchasing 4.12

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

Conflicts of Interest and Vendor Relations 4.13

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

Gifts/Solicitation 4.14

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

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

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

Solicitation

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any cause during scheduled work time. Work time includes the work time of the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time, except leadership of the Duneland Teachers Association (DTA) who may post on the designated bulletin board in each school printed materials and notices of DTA, ISTA, and/or NEA. Non-employees are also prohibited from distributing material or soliciting employees on school premises at any time, unless authorized by the superintendent.

Visitors 4.15

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

Employees are discouraged from entertaining visitors during working hours without express permission of their supervisor/building administrator. Employees may occasionally interact with family members and/or friends for a brief period (no more than 10 minutes) with supervisor/building administrator permission.

The administration recognizes that on occasion it may be necessary for an employee to communicate with family members or friends. However, this communication should be limited and not interfere with your job. Personal phone calls should be limited to one call a day for 5 minutes or less during work hours. Employees who fail to abide by this policy will be subject to the disciplinary procedure up to and including their discharge from employment.
See Board Policy 9150.

School Safety 4.16

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

Facility Security *4*.17

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

Crisis Intervention *4.18*

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

Weapons in the Workplace 4.19

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

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

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

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

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

Any employee must report knowledge of dangerous weapons and/or threats of violence by students, employees, or visitors to the principal.

Failure to report such information may subject the employee to disciplinary action, up to and including termination.

Evacuation of Schools 4.20

The superintendent or designee shall develop procedures for the handling of emergencies which include a plan for prompt and safe evacuation of schools. **See Board Policy 8420**.

Environmental Health and Safety 4.21

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

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

Indoor Air Quality/Idling Policy 4.22

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

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

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

Hygiene 4.23

The director of support services is responsible for cleanliness and sanitary management of buildings for the health and well-being of students and staff. The assistant superintendent is

responsible for "Universal Precautions" procedures and annual training of staff. **See Board Policy 7420.**

Energy Conservation 4.24

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

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

Employee Use of School Vehicle 4.25

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

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

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

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

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

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

Use of Duneland School Property 4.26

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

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

School Owned Tools and Equipment 4.27

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

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

Personal Property of Employees 4.28

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

Disposition of Surplus Property 4.29

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

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

DUNELAND SCHOOL CORPORATION
REQUEST FOR NON-PAID LEAVE OF ABSENCE

This request should be submitted at least 24 hours in advance of taking such leave

Name of Employee: ____________________**Building/Department:** _______________________

Number of Days Requested: ____________ **Date(s) Requested:** ____________________________________

Duneland School Corporation (DSC) understands that unforeseeable and/or atypical life events can result in the need for time away from an employee's scheduled work calendar, and in some unusual circumstances that time may need to be unpaid. Continuity of staff throughout the school year is essential to the success of our mission. As such, requests for time extending beyond an employee's paid time off allotment are carefully considered by DSC administration.

An unpaid leave of absence (LOA) may be approved for medical or legal reasons. Paid and unpaid absence patterns and leave history will be considered when determining whether or not an employee's unpaid LOA is approved.

In order for an unpaid LOA request to be approved, an employee must include with their request:

1. Confirmation that all other applicable paid leave days have been exhausted;
2. The reason the unpaid LOA requested is extraordinary and unavoidable (space for explanation is provided below on this form); Supporting documentation for the leave. (In the example of an unpaid medical LOA request, an employee might provide documentation of official diagnosis, prognosis and other medical records that would support the need for the time away) AND
3. Administrator or building principal approval of the unpaid LOA (principal approval line is provided below on this form).

If an employee's unpaid LOA is denied by DSC administration and the employee chooses to be absent from work without an approved leave, the employee will be subject to the progressive disciplinary steps outlined in the employee handbooks.

Reason for Leave Request:

____

____

____

____

Signature of Employee: _________________________________ **Date:**_________________

_____ ***Employee verifies that all applicable and available paid leave days will be exhausted ahead of the requested dates for unpaid LOA***

* *

Action by Principal/Supervisor:

____ Approved

____ Not Approved

Signature of Principal/Supervisor: __________________________________**Date**:_________________

_____ ***Principal/Supervisor verifies that all applicable and available paid leave days will be exhausted ahead of the requested dates for unpaid LOA listed at the top of this form***

Principal or supervisor will sign this form and forward one copy to payroll and one copy to the Human Resources Department

DUNELAND SCHOOL CORPORATION

CHANGE OF ADDRESS AND/OR CHANGE OF NAME

Dr., Mr., Mrs., Ms. _____

Has moved and is now living at _____

(No. & Street)

_____

(City, State & Zip)

_____

(Telephone Number)

Has changed his/her name to _____

Date _____

Emergency Contact Information

NAME:

ADDRESS:

DATE OF BIRTH:

HOME PHONE # CELL PHONE #

LIST MORE THAN (1) NAME OF PERSONS TO NOTIFY IN CASE OF EMERGENCY:

1. HOME # CELL #
   (Relationship)
2. HOME # CELL #
   (Relationship)
3. HOME # CELL #
   (Relationship)

PRIMARY PHYSICIAN: PHONE #

HOSPITAL PREFERENCE:
1.
2.

NAME OF HEALTH INSURANCE COMPANY:

SPECIAL HEALTH PROBLEMS AND/OR ALLERGIC REACTIONS:

I AUTHORIZE APPROPRIATE SCHOOL PERSONNEL TO PROVIDE AMBULANCE

AND/OR MEDICAL SERVICE AS NEEDED.

SIGNATURE: _____ DATE:

YEAR/MAKE OF CAR:

AUTO LICENSE #

DUNELAND SCHOOL CORPORATION

ADMINISTRATOR SUMMARY OF BENEFITS

2025-2026 SCHOOL YEAR

ADMINISTRATOR BENEFIT PACKAGE

The following is a summary of the Duneland School Corporation (DSC) administrator benefit programs. Additional details may be obtained from the Benefits Coordinator in the Human Resources department.

INSURANCE INFORMATION

Medical Insurance-
All eligible employees have access to membership in a group hospitalization and major medical program. DSC offers both a PPO and HDHP/HSA plan. Single or family plan coverage is available to eligible employees. See Employee Benefit Premiums document for current premium rates and deductible information. Employees with dependents for whom the employee is required by law to pay medical expenses are eligible to participate in the family plan.

An Employee or Dependent who declines coverage under the Plan at the time of initial eligibility will not be eligible to enter the Plan at a later date, unless the individual meets the definition of a Special Enrollee under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or during our open enrollment period.

Employees who terminate their employment will automatically terminate their membership in any or all insurance programs they may be enrolled in. The termination date for insurance will be the last day of the month employment ends. Information about COBRA will be provided by the COBRA administrator following the date of termination.

A husband and wife who are both eligible employees of the corporation, and who no longer need the benefits of the family plan, will each be enrolled in single plan coverage.

See Employee Benefit Premiums document for current premium rates and deductible information

Dental Insurance-
Voluntary, employee-paid plans are available. Dental coverage is offered through Delta Dental. Delta Dental offers two PPO plan options to eligible Duneland employees. See Employee Benefit Premiums document for current premium rates and deductible information.

Vision Insurance-
Voluntary, employee-paid plans are available. See Employee Benefit Premiums document for current premium rates and deductible information.

Section 125-

Premium payments for all insurance programs may be made through the salary reduction agreement under Section 125. See Employee Benefit Premiums document for current premium rates.

Long-Term Disability-
The School Corporation shall annually provide a policy of long-term disability insurance upon each administrator with a benefit amount of not less than seventy-five (75%) of his/her salary with a waiting period of ninety (90) calendar days. All benefits will be paid according to the terms of the insurance contract in force at the time of the claim. See Employee Benefit Premiums document for current premium rates and deductible information.

Professional Liability-
The School Corporation shall procure and pay for professional liability insurance, which shall insure all administrators. The Board of School Trustees shall defend, hold harmless and indemnify the individuals appointed to these positions from any and all demands, claims, litigations, causes of action and/or legal proceedings brought against the, either in their individual capacity or in their official capacity as an agent or employee of the School Corporation, provided the incident arose while they were acting within the scope of their employment with the Board. The term "within the scope of their employment" shall exclude any and all criminal litigation or criminal liability.

This provision shall require the Board to pay all legal fees, court costs, and any and all other litigation costs directly, or to reimburse the administrator for any such fees, costs, or expenses necessary to defend him/her from any and all such demands, claims, suit, actions or legal proceedings brought against him/her for actions, choices, decisions, or omissions made while an employee of the school corporation, unless the administrator was clearly acting outside the scope of his/her employment as defined above. This hold harmless indemnification provision shall continue after severance or termination of the employment relationship. In no case shall any individual member of the Board of School Trustees be considered personally liable for indemnifying the administrators pursuant to this provision.

LEAVE INFORMATION
Employees who need to be absent for reasons set forth in the leave categories that follow shall notify their supervisor as soon as possible before their absence and the reason for their absence so a substitute may be obtained when appropriate. All employees are expected to demonstrate personal integrity in the use of requested leave time.

Bereavement Leave-
Duneland School Corporation recognizes the importance of allowing its employees to grieve and celebrate the life of a loved one. An Administrator is provided bereavement leave without loss of compensation in accordance with the following:

Up to five (5) work days related to the death of an *immediate family member. Immediate family members shall be interpreted as husband, wife, child, sister, brother, father, mother, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchild, grandparent, step-parent, step-child, step-sibling, or any other person living in the same household no matter what degree of relationship. If more than one member of the immediate family dies in the same school year, another 5 days of bereavement leave are available and must be taken within 365 days of the subsequent IFM's death.
Unless living in the same household as the employee, grandparent **in-laws are excluded from this definition*

One (1) day may be taken without loss of compensation to grieve and celebrate the life of a grandparent-in-law, *an aunt, uncle, first cousin, niece or nephew not living in the household of the employee.
*Aunt, uncle, first cousin, niece and/or nephew **in-laws** are excluded from this definition*

Family Medical Leave Act (FMLA)-
In accordance with Federal law, the School Board shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible staff members for qualifying reasons. SEE THE EMPLOYEE HANDBOOK OR CONTACT THE HUMAN RESOURCES OFFICE FOR ADDITIONAL INFORMATION.

Sick Leave-
All administrators shall be entitled to initially transfer from a previous Indiana school employer up to ninety (90) accumulated sick days to be made immediately available. In addition, any remaining sick days from previous school employers for each administrator shall be transferred as provided by Indiana statute to maintain a sick leave balance not less than the waiting period for the Long Term Disability (LTD) insurance plan.

At the beginning of employment, full-time, benefits-eligible administrators shall be credited with a prorated number of sick days depending on their start date. On July 1 of the following year and each year thereafter, eligible administrators who hold twelve (12) month positions (i.e 260 days) shall be granted twelve (12) days of leave for personal illness/injury, or the illness or injury of a member of his/her immediate family. Full-time, benefits-eligible administrators who hold less than twelve (12) month positions shall be granted ten (10) days.

Sick leave for administrators may accumulate to maintain a sick leave balance not less than the waiting period for the Long Term Disability (LTD) insurance plan.
SEE THE EMPLOYEE HANDBOOK FOR ADDITIONAL INFORMATION ON USAGE POLICIES AND PROCEDURES.

Personal Leave-
Full-time, benefits-eligible administrators shall be entitled to three (3) personal days per school year, prorated the year in which the administrator begins employment if the first date of employment does not coincide with the start of the administrator's work calendar.
Unused personal leave days shall be added to unused and accumulated sick leave for each administrator at the end of each year. (June 30).
SEE THE EMPLOYEE HANDBOOK FOR ADDITIONAL INFORMATION ON USAGE POLICIES AND PROCEDURES.

Vacation-
Full-time, benefits-eligible administrators who hold twelve (12) month positions (i.e. 260 days) shall be entitled to twenty-two (22) paid vacation days each school year (July 1 to June 30), prorated the year in which the administrator begins employment if the first date of employment does not coincide with the start of the administrator's work calendar.

If any vacation days remain on June 30 of each year, eligible administrators shall have the option of carrying up to ten (10) vacation days forward until December 31 of the same calendar year. Vacation days that are carried forward until December 31 of the same calendar year, and not used shall be forfeited on January 1st. Unused vacation may accumulate to an amount not to exceed thirty (30) days.
SEE THE EMPLOYEE HANDBOOK FOR ADDITIONAL INFORMATION ON USAGE POLICIES AND PROCEDURES

Holiday-
Full-time, benefits-eligible administrators who hold twelve (12) month positions (i.e. 260 days) shall be entitled to the Corporation holidays that are provided annually to all other twelve (12) month employees of the School Corporation.

SEE THE EMPLOYEE HANDBOOK FOR ADDITIONAL INFORMATION ON USAGE POLICIES AND PROCEDURES

PROFESSIONAL DEVELOPMENT INFORMATION

The School Corporation encourages the continuing professional growth of its administrators through participation in professional memberships, activities, conferences, and programs. The Corporation will provide payment for administrators' memberships and professional activities, subject to the review and approval by the Superintendent.

RETIREMENT INFORMATION

Employee 403(b) Retirement Plan -

The Duneland 403(b) plan is a voluntary retirement savings plan for employees. Both traditional pre-tax and Roth options are available. Contact Human Resources Benefits for information.

Employee 457(b) Retirement Plan-

The Duneland 457 (b) plan is a voluntary deferred compensation retirement savings plan. Both traditional pre-tax and Roth options are available. Contact Human Resources Benefits for information.

Indiana TRF/PERF-

The School Corporation shall annually contribute and pay to the Indiana State Public Employees Retirement Fund an amount equal to three percent (3%) of the employee's then annual salary.

SEPARATION OF EMPLOYMENT AND RETIREMENT BENEFITS INFORMATION

An employee who retires may continue in the DSC Group Health Insurance Program by paying the full amount of the monthly premium provided they retire after age 50 with a minimum of five (5) consecutive years of service in Duneland immediately preceding their retirement.

If an employee dies after s/he retires, and their spouse was covered at the time of retirement, the spouse may continue in the plan by paying the full amount of the monthly premium until s/he is eligible for Medicare.

Participation in the Group Health Insurance program cannot extend past eligibility for Medicare.

ADMINISTRATOR LEVEL A

In addition to the Administrator Benefits Package and unless otherwise stated in an employee-specific addendum, Administrators at Level A will receive the following additional benefits:

Life Insurance-

Administrators shall participate in a group life insurance program including accidental death and dismemberment at no cost to the employee. $150,000 value. Superintendent and Assistant Superintendent life insurance values are detailed in employee contract addendums.

Personal Leave-

Level A administrators shall be entitled to three (3) personal days in addition to the three (3) granted annually to full-time employees, for a total of six (6) personal leave days per year.

Unused personal leave days shall be added to unused and accumulated sick leave for each administrator at the end of each year. (June 30).

SEE THE EMPLOYEE HANDBOOK FOR ADDITIONAL INFORMATION ON USAGE POLICIES AND PROCEDURES.

Employer 403b Contribution-
In addition to a level A administrator's salary, the Board shall annually contribute the equivalent of 9.5% of each level A administrator's gross base salary to their 403b Plan account. Such contributions shall be considered deferred compensation. Each level A administrator shall be fully vested in the 403b Retirement Plan program.

Employer VEBA Contribution-
In addition to a level A administrator's salary, the Board shall annually contribute the equivalent of 4.5% of each level A administrator's gross base salary to their VEBA account. Such contributions shall be considered deferred compensation. Each level A administrator shall be fully vested in the VEBA plan.

ADMINISTRATOR LEVEL B

In addition to the Administrator Benefits Package and unless otherwise stated in an employee-specific addendum, Administrators at Level B will receive the following additional benefits:

Life Insurance-
Administrators shall participate in a group life insurance program including accidental death and dismemberment at no cost to the employee. $150,000 value. Superintendent and Assistant Superintendent life insurance values are detailed in employee contract addendums.

Personal Leave-
Level B administrators shall be entitled to three (3) personal days in addition to the three (3) granted annually to full-time employees, for a total of six (6) personal leave days per year.

Unused personal leave days shall be added to unused and accumulated sick leave for each administrator at the end of each year. (June 30).
SEE THE EMPLOYEE HANDBOOK FOR ADDITIONAL INFORMATION ON USAGE POLICIES AND PROCEDURES.

Employer 403b Contribution-
In addition to a level B administrator's salary, the Board shall annually contribute the equivalent of 4% of each level B administrator's gross base salary to their 403b Plan account. Such contributions shall be considered deferred compensation. Each level B administrator shall be fully vested in the 403b Retirement Plan program.

Employer VEBA Contribution-
In addition to a level B administrator's salary, the Board shall annually contribute the equivalent of 1.5% of each level B administrator's gross base salary to their VEBA account. Such contributions shall be considered deferred compensation. Each level B administrator shall be fully vested in the VEBA plan.

ADMINISTRATOR LEVEL C

In addition to the Administrator Benefits Package and unless otherwise stated in an employee-specific addendum, Administrators at Level C will receive the following additional benefits:

Personal Leave-
Level C administrators shall be entitled to two (2) personal days in addition to the three (3) granted annually to full-time employees, for a total of five (5) personal leave days per year.

Unused personal leave days shall be added to unused and accumulated sick leave for each administrator at the end of each year. (June 30).

SEE THE EMPLOYEE HANDBOOK FOR ADDITIONAL INFORMATION ON USAGE POLICIES AND PROCEDURES.

Employer 403b Contribution-
In addition to a level B administrator's salary, the Board shall annually contribute the equivalent of $1,200 of each level C administrator's gross base salary to their 403b Plan account. Such contributions shall be considered deferred compensation. Each level C administrator shall be fully vested in the 403b Retirement Plan program.

ADMINISTRATOR LEVEL D

Administrators at level D will not receive benefits In addition to what is detailed in the Administrator Benefits Package.