3000 PERSONNEL

3010 Duties and Responsibilities

The Superintendent and Assistant Superintendent shall be responsible for developing and maintaining current job descriptions for all positions in the school corporation. These job descriptions shall be available and kept on file in the Administration Office.

3015 Uncompensated Leave

Consistent employee attendance is extremely important to the function and programming of the school district. When employees are absent, it can cause additional stress for the employees who are present. MSD of Wabash County recognizes that there may be instances when uncompensated leave time needs to be taken to meet the needs of an individual employee. The following guidelines should be followed when considering the utilization of uncompensated leave time:

- Vacation, personal leave, and/or flex time must be exhausted prior to requesting time off without pay.
- All the time off without pay requests must be made in advance through the immediate supervisor and approved by the Superintendent or Assistant Superintendent.
- Uncompensated leave requests will be monitored and tracked to measure a pattern of absenteeism which may need to be addressed by the immediate supervisor and/or the Superintendent.

3020 Salary and Benefits

The School Board, through its representatives, shall negotiate an agreement with the MSDWCEA. Such agreement shall not become effective until approved by the Board and the Association.

The Superintendent and/or Assistant Superintendent shall meet with administrators and classified employee groups annually to discuss salary and benefits. Following these discussions, summaries of salary and benefits for administrators and classified employees shall be recommended to the Board for approval.

3030 Performance Evaluation

The Superintendent shall be responsible for developing and implementing performance evaluation programs for all personnel.

Administrators shall be evaluated annually.

Teachers shall be evaluated following the procedures and timelines outlined in the MODIFIED RISE Evaluation Model instrument.

Classified employees shall receive a written evaluation by their immediate supervisor at least one (1) time per year.

3040 Staff Development and Professional Growth

The Board encourages participation in professional organizations and activities and recognizes that continuing professional growth and development is desirable and necessary for the improvement of the educational program of the school corporation. The Board authorizes the Chief Academic Officer to determine the appropriateness of staff attendance at school related conferences, workshops, or seminars in accordance with the administrative guidelines, summary of salary and benefits, and budget parameters approved by the Board.

3050 Teaching Experience Credit

Teaching experience shall include teaching, as well as administrative, supervisory, guidance, and service. Experience shall be granted only if all qualifications and certifications as a teacher were met at the time the experience was acquired. The teacher must provide written verification of prior teaching experience credit on forms provided by the Administration Office. Experience credit submitted after a teacher's initial contract has been signed, will be credited prospectively. All teaching experience must be verified, and no more than one (1) year of creditable service shall be granted for services rendered within a twelve-month period beginning July 1 and ending June 30.

The minimum amount of service to be counted as one year of creditable experience shall be the equivalent of 120 days acquired during the regular school term.

In reporting teaching experience for state support, one school year of teaching experience in any of the following categories or combination of categories shall be recognized as one year of experience for state support:

A. Appropriate experience in any Indiana school that was certified, accredited, or commissioned by the Commission on General Education of the State Board of Education during the time such experience was acquired.

B. Appropriate experience in a school outside of Indiana but within the United States if such school was certified, accredited, commissioned, or equally recognized by the duly authorized agency of the state during the time such experience was acquired.

C. Appropriate experience in a school maintained by the United States government for children of military personnel and other governmental employees either in the United States or in a foreign Country.

D. Appropriate teaching experience as a Peace Corp volunteer or similar federally funded program at the elementary or secondary level.

1.. Appropriate experience in the Indiana State Department of Education.

For the purposes of state tuition support, as well as placement on a salary schedule, the school corporation shall translate military experience of a person licensed to teach in Indiana into teaching experience as follows:

A. Eight months of either active military service or active military service combined with teaching experience shall be equivalent to one year teaching experience, provided such service shall occur within the school year beginning July 1 and ending June 30.

B. Military experience substituted shall not exceed four (4) years.

C. The provisions of this section shall apply to all veterans who took the oath of allegiance, wore the uniform, served in either combat or non-combat units, and were discharged under honorable conditions.

Any rights or benefits accrued, as a consequence of the school corporation's recognition of the types of experience identified in this policy, shall not be diminished.

3060 Personnel Records

Information about staff is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Board's educational reporting requirements. To these ends, the Superintendent shall develop and implement a comprehensive and efficient system of personnel records maintenance and control as follows:

A. A personnel file shall be accurately maintained in the central administrative office for each present and former employee. These files shall contain applications for employment; and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the purposes of this policy as cited above.

B. The Superintendent shall be the records manager for personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of the files.

C. All personnel records shall be considered confidential and not open to public inspection, and access to files shall be limited to persons authorized by the Superintendent to use the files for purposes of this policy as cited above. No other persons or agencies may have access to information in a staff member's file unless the staff member has given written consent for the release of specific information to a specific person or agency, or such information is subpoenaed or ordered for release by a court of law.

D. A current employee may have access to his/her own personnel file at all reasonable times (i.e. during regular school hours). The right of access includes the right to make written objections to any information contained in the file. The staff member must sign any written objection, and it shall become part of the staff member's file.

E. Any negative comment placed in a staff member's file shall be signed by the person making the comment or acknowledged as to the general source of the comment.

3070 Professional Research and Publishing

The school corporation shall maintain proprietary rights to publications, instructional materials, and devices prepared by employees during their paid work time. However, the Board recognizes the importance of encouraging its staff to engage in professional writing, research, and other creative endeavors.

When original materials are developed by employees or staff committees during working time or as part of regular or special assignments for which they are paid, the school corporation shall have sole rights in matters of their publication or reproduction. However, the corporation shall clearly recognize and note the identity of the employee or employees who created the materials.

In situations where the proprietary rights to material is in doubt--as for example, when original instructional materials have been developed partially during working time or as part of a paid assignment and partially during the staff member's own time, arrangements shall be made for the assigning of rights to one or the other party and an equitable sharing of any profits.

However, staff members may use their background of knowledge of the school corporation's programs and operations in professional writing of any type, without the Board claiming any rights to the materials or authority to approve them prior to publication. When such writing mentions the name of the school corporation or one of its schools, the employee is requested

to submit the material to the Superintendent for review in advance of publication.

3075 Consulting

Employees cannot receive compensation or reimbursement from a second source unless such work is performed during non-school hours or the employee takes vacation or personal days for this purpose.

3080 Participation in Political Activities

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, the Board also recognizes that school property and school time, paid for by all the people of the school district, should not be used for partisan political purposes except as provided for in policies pertaining to the use of school buildings by civic and political organizations.

Prohibited activities include the posting of political circulars or petitions, collection or solicitation of campaign funds, solicitations for campaign workers, the use of pupils in writing or addressing campaign materials, and the distribution of campaign materials to pupils on school district property or during school time in any matter which would indicate that a school employee is using a position in the school corporation to further personal partisan views on candidates for public office or questions of public policy.

Nothing in this policy shall be interpreted as prohibiting teachers from conducting appropriate activities which encourage students to become involved in the political processes of the party of the students' choice or as independents; nor does it prohibit the use of political figures as resource persons in the classrooms.

3085 Conflict of Interest

A school employee who's dependent (defined as the spouse; child; stepchild, or adoptee under 18 years of age and un-emancipated; or any individual more than one-half of whose support is provided during a year by such employee) works in the same school district under such school employee's administrative control to complete and file with the school district a Conflict of Interest Disclosure Statement for distribution to the appropriate state authorities. In addition, MSDWC has adopted the following policy with respect to school employees in administrative and/or supervisory positions:

A. For the purpose of this policy a "conflict of interest in employment" arises when an individual would otherwise have the responsibility to make, or participate actively in making, decisions or recommendations relating to the employment status of another individual if the two individuals (the "related individuals") have one of the following relationships:

1. By blood or adoption: Parent, child, sibling, first cousin, uncle, aunt, nephew, or niece;

2. By marriage: Current or former spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, stepparent or stepchild; or

3. Other relationship: A current or former relationship, other than that which ordinarily occurs in the work setting, which would make it difficult for the individual having the responsibility to make a decision or recommendation to be objective, or which would create the appearance, in the judgment of the Superintendent, that such

individual could not be objective. Examples include, but are not limited to, amorous or personal relationships, including cohabitation by unmarried individuals or significant business relationships.

B. For the purpose of this policy, decisions or recommendations related to employment status include decisions related to hiring, salary, working conditions, working responsibilities, evaluation, promotion, and termination.

C. It is a violation of this policy for MSDWC to employ or continue to employ individuals when one such employee will have a conflict of interest in employment arising from his or her employment duties with respect to another employee.

D. All employees are required to divulge to the Superintendent the existence of any relationship which makes such employee a "related individual" as that term is defined in this policy, within seven (7) days of the occurrence of such relationship.

E. Within thirty (30) days of obtaining knowledge of a violation of this policy, the Superintendent shall remedy the conflict of interest in employment by taking action that may include transferring one of the related individuals to any vacant position within MSDWC which eliminates the conflict of interest in employment. If, in the judgment of the Superintendent, no reasonable alternative exists to resolve the conflict of interest in employment, the Superintendent shall inform the related individuals, and by their agreement, one of them shall voluntarily terminate employment within ten (10) days. If the related individuals are unable to reach mutual agreement as to which individual shall terminate his or her employment, the Superintendent shall take action to resolve the situation consistent with Indiana law.

The Superintendent or the Superintendent's designee shall establish and implement necessary procedures to ensure compliance with this policy.

This policy shall not apply to individuals who (1) are current employees, and (2) were married to each other prior to the date the Board approves this policy.

3090 Reporting of Suspected Child Abuse or Neglect

The Board of Trustees of Metropolitan School District of Wabash County Schools recognizes that school employees may be able to identify abused or neglected children due to their continuous contact with school age children.

Any school employee who has reason to believe that a child is a victim of child abuse or neglect shall immediately make an oral or written report to the Department of Child Services or to local law enforcement. After the report has been made, the school employee shall notify the school building principal that a report of suspected child abuse or neglect has been made to the Department of Child Services or to local law enforcement. School personnel will not contact parents to determine the cause of suspected child abuse or neglect, or otherwise investigate the suspected abuse or neglect.

School employees should be made aware they are required by state law to make the reports immediately. Anyone making a report of a child who may be the victim of child abuse or neglect is granted immunity by statute from any civil or criminal liability.

All records of suspected child abuse or neglect will be kept confidential. The identity of the person making a report will not be revealed to the parent, guardian, custodian, or other

person(s) who is responsible for the welfare of the child named in any report.

"Reason to believe" as used in this policy means evidence which, if presented to individuals of similar background and training, would cause those individuals to believe that a child was abused or neglected.

Legal Reference: I.C. 31-33-5

3095 Drug-Free Workplace

M.S.D. Wabash County is committed to providing a safe and productive working environment for all employees that is free from the effects of illegal drug and alcohol abuse. Toward that end, and in compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, in the workplace by any employee of M.S.D. Wabash County at any time while on school property or while involved in any school-related activity or event is prohibited. This prohibition includes being under the influence of a controlled substance or alcohol.

All employees of M.S.D. Wabash County must abide by this policy as a condition of employment; therefore, any employee who violates this policy shall be subject to disciplinary action up to and including termination from employment.

"Workplace," when used in this policy, includes, but is not limited to, all land (including parking lots, athletic fields, and stadium), property (including school-owned vehicles or school-approved vehicles used to transport students or staff to or from school or school- related activities), and buildings owned or leased by the school corporation, including but not limited to aircraft, automobiles, trucks, buses, or vans owned or leased by the school corporation. The "workplace" also includes off-school or non-school property during any school-approved activity or event (field trips, athletic or academic competitions) where students are under the jurisdiction of M.S.D. of Wabash County.

3100 Chemical Dependency

M.S.D. Wabash County is committed to providing a safe and productive working environment for all employees that is free from the effects of illegal drug and alcohol abuse. Toward that end, and in compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, in the workplace by any employee of M.S.D. Wabash County at any time while on school property or while involved in any school-related activity or event is prohibited. This prohibition includes being under the influence of a controlled substance or alcohol.

All employees of M.S.D. Wabash County must abide by this policy as a condition of employment; therefore, any employee who violates this policy shall be subject to disciplinary action up to an including termination from employment.

"Workplace," when used in this policy, includes, but is not limited to, all land (including parking lots, athletic fields, and stadium), property (including school-owned vehicles or school-approved vehicles used to transport students or staff to or from school or school-related activities), and buildings owned or leased by the school corporation, including but not limited to aircraft, automobiles, trucks, busses, or vans owned or leased by the school corporation. The "workplace" also includes off-school or non-school property during any school-approved activity or event (field trips, athletic or academic competitions) where students are under the jurisdiction of M.S.D. Wabash County.

3110 Tobacco Products

The M.S.D. Wabash County Board of School Trustees is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The possessing, using, distributing, purchasing or selling of tobacco or nicotine-containing products of any kind or in any form shall be prohibited in all school facilities, in school owned vehicles and on all school property. Theses products include cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, vaping device, any type of look-alike products or other related products, devices associated with tobacco and/or nicotine use, or any type of electronic nicotine delivery system.

3120 Gifts/Contributions to Employees

All employees are prohibited from accepting gifts or other material inducements from companies or organizations or their representatives who do or wish to do business with the school corporation. Employees have no authority to obligate the school corporation except as expressly directed in writing by the Board.

3130 Extracurricular Passes

The school corporation may provide tickets to interscholastic athletic events or other school related programs and activities at no charge or at a reduced rate to employees or individuals designated by the Board.

3140 Court Responsibility

A teacher who is subpoenaed as a witness on behalf of the school corporation or concerning a current or former student should notify the principal upon receipt of such subpoena so that appropriate arrangements can be made to provide a substitute. If a teacher is released from school to comply with a subpoena, the teacher shall receive regular pay less any witness fee received.

3150 Controlled Substance & Alcohol Policy for Employees

Holding a Commercial Drivers License

The Board of School Trustees of the M.S.D. Wabash County School Corporation recognizes a responsibility to help provide a safe and productive work environment for all personnel. Toward this end, the Board of School Trustees of the M.S.D. Wabash County School Corporation has a particular concern about the adverse effects of substance abuse on an individual's performance, health and safety since it can jeopardize the safety of the individual, co-workers, and the public; impair the reputation of the M.S.D. Wabash County School Corporation and its personnel; and violate state and federal laws and regulations. Bus drivers are expected and required to be in suitable mental and physical condition while at work, performing their jobs satisfactorily and behaving appropriately. When the use of alcohol and other drugs interferes with such expectations, a driver's failure to meet these basic expectations will result in disciplinary actions.

Accordingly, effective January 1, 1995, the Board of Trustees of MSDWC implemented a Controlled Substance and Alcohol Policy in accordance with Department of Transportation regulations. This policy applies to all MSDWC employees who are required to hold a Commercial Driver's License (CDL) to perform their job function. For purposes of this policy only, the term employee or driver will also include any person who operates a commercial

motor vehicle or performs a safety sensitive function with a commercial motor vehicle either directly or indirectly for MSDWC or who operates a commercial motor vehicle at the direction of or with the consent of MSDWC. MSDWC will require every such person to provide assurance at least once every six (6) months that he/she participates in an alcohol and controlled substances testing program that meets D.O.T. testing requirements.

The possession, attempted possession, consumption, attempted consumption, purchase, attempted purchase, sale or attempted sale of unauthorized or illegal drugs or substances, or the abuse or misuse of legal drugs on alcohol on school property, while on school business, or while operating school vehicles and equipment is prohibited. Furthermore, drinking alcoholic beverages during working hours, eight (8) hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance and his/her ability to pass required D.O.T. alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for MSDWC and possible legal prosecution. For purposes of this Policy, "school property" includes, but is not limited to, all land (including parking lots), property, and buildings owned or leased by MSDWC, including, but not limited to, aircraft, automobiles, trucks, or vans owned or leased by MSDWC.

Since the use of any prescribed or over-the-counter medication can affect behavior and performance, no driver shall report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. Employees must inform their supervisor of any therapeutic drug use before operating a vehicle or performing any safety sensitive function on the vehicle. The employee may be permitted to work if MSDWC determines, in its sole discretion, that such use does not pose any safety risk. However, when such use of drugs poses a potential threat to adversely affect the employee's performance or safety, MSDWC may determine at its sole discretion that it is in the best interest of the employee, co-workers and MSDWC that the employee take sick or vacation days, or, if necessary, unpaid leave, in accordance with MSDWC's leave policies.

MSDWC reserves the right to terminate any employee who violates its Controlled Substance and Alcohol Abuse Policy for CDL holders. Employees who are convicted for alcohol or drug-related charges may be subject to disciplinary action up to and including termination. MSDWC, in its sole discretion, may offer the employee (at the employee's expense) the opportunity to receive appropriate treatment. Should an employee refuse such an opportunity to seek treatment or fail to successfully complete treatment, MSDWC may terminate that employee without further warning.

Under this policy, drivers will be required to submit to testing for alcohol and/or controlled substances as a term and condition of their employment with MSDWC. The following types of tests will be conducted:

1. Pre-employment;

2. Reasonable suspicion;

3. Random;

4. Post-accident;

5. Return to duty; and

6. Follow-up testing.

MSDWC will also implement a Search Policy in conjunction with its Controlled Substance and

Alcohol Policy. Drivers will be provided a copy of each policy and will be required to sign an acknowledgment of their receipt of the policies and their understanding of the policies' contents. Any questions regarding MSDWC's Controlled Substance and Alcohol Policy or its Search Policy may be directed to the Director of Transportation.

MSDWC will also follow and use the Drug Abuse and Alcohol Misuse Training Guide for CDL Drivers and 655 Participants written and distributed by CTTS, Inc. and National Safety Compliance Services Inc.

3160 Criminal History Checks–School Employees

To help ensure a safe environment and as required by state law, the Metropolitan School District of Wabash County will conduct an expanded criminal history check on each employee who is likely to have direct, ongoing contact with children as a result of the individual's position once every five (5) years, including adjunct teachers and drivers of appropriate vehicles, which is a vehicle owned or contracted by the school corporation with a seating capacity of not more than 15 people including the driver; such vehicle includes a car, truck, sport utility vehicle, minivan, or van.

If more than one type of expanded criminal history check is available to the school corporation, the school administration shall evaluate all expanded criminal history check types to determine the comprehensive expanded criminal history check providing the most protection for students. The expanded criminal history check determined to have better protection for students will be utilized for purposes of this policy.

The School Corporation may conduct and expanded criminal history check on an employee when the Corporation has reason to believe the employee has been convicted of or charged with certain crimes enumerated in state law or an expanded child protection index check when the Corporation has reason to believe the employee is the subject of a substantiated report of child abuse or child neglect.

Each employee may be questioned about the individual's expanded criminal history check and the expanded child protection index check. Failure to answer honestly any questions related to the expanded criminal history check or the expanded child protection index check may be cause for termination of the employee.

The School Corporation is prohibited from hiring or contracting with an individual who has been convicted of an offense which requires the revocation of a license under state law or of an offense listed in state law, unless the conviction has been reversed, vacated, or set aside on appeal.

Any information obtained from any criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated.

All school employees are required by state law to report to the School Corporation if they have been convicted during their employment of certain crimes enumerated in state law. In addition, all individuals or entities that have contracts for services with the School Corporation are required by state law to immediately report convictions of certain crimes enumerated in state law to the School Corporation. The superintended or designee is responsible for implementing regulation to notify the employees, including volunteers, and the entities for contracted services

of this duty. In addition to crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

LEGAL REFERENCE: I.C. 20-26-5-10 (f), (h), (i), and (k)

I.C. 20-26-5-11.2

3165 Criminal History Checks-Applicants and Contractors

To help ensure a safe environment and as required by state law, the Metropolitan School District of Wabash County will obtain for each individual hired for employment that is likely to have direct, ongoing contract with children as a result of the individual's position an expanded criminal history check and an Indiana expanded child protection index check. The School Corporation will obtain an expanded criminal history check and an Indiana expanded child protection index check for each individual hired as an adjunct teacher or a driver of an appropriate vehicle, which is a vehicle owned or contracted by the school corporation with a seating capacity of not more than 15 people including the driver; such vehicle includes a car, truck, sport utility vehicle, minivan, or van. The individual will be r4esponsible for the cost to the School Corporation for obtaining the expanded criminal history check and the expanded child protection index check.

The expanded criminal history check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and must be obtained no later than thirty (30) days after the individual's employment begins.

If more than one type of expanded criminal history check is available to the school corporation, the school administration shall evaluate all expanded criminal history check types to determine the comprehensive expanded criminal history check providing the most protection for students. The expanded criminal history check determined to have a better protection for students will be utilized for purposes of this policy.

The Indiana expanded child protection index check must be obtained by the Corporation prior to the individual beginning employment with the school corporation and must be obtained no later than sixty (60) days after the individual's employment begins. If the applicant lived in a state other than Indiana over the age of 18 years, an expanded child protection index may be obtained for every state where the applicant lived.

The School Corporation is prohibited from hiring or contracting with an individual who has been convicted of an offense which requires the revocation of a license under state law or of an offense listed in state law, unless the conviction has been reversed, vacated, or set aside on appeal.

School officials must communicate with all of the employment references and the most recent employer (if provided) of the applicant recommended for employment prior to the applicant being hired by the School Corporation.

Each individual hired may be questioned about the individual's expanded criminal history

check and the expanded child protection index check. Failure to answer honestly any question related to the expanded criminal history check or the expanded child protection index check may be cause for termination of the applicant.

For any volunteer coach who will be coaching for the Corporation will obtain an expanded criminal history check on the coach prior to allowing the coach to perform any coaching duties including practices for the Corporation.

Any volunteer who may have direct, ongoing contact with children when performing services for the school, must provide to the Corporation a limited criminal history check prior to beginning volunteer work for the Corporation.

Any entity which has a contract to provide services to the Corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the Corporation limited criminal histories for such employees. The entity and/or the entity's employees are responsible for all cost associated with obtaining the limited criminal histories. An Individual who is working for such an entity may also be required to provide the individual's limited criminal history to the school corporation upon its request to do so or to provide consent to the school corporation for it to request a limited criminal history of the individual. This provision also applies to an individual who has a contract to provide services to the Corporation.

Any in formation obtained from any criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated.

All individuals or entities that have contracts for services with the School Corporation are required by state law to immediately report convictions of certain crimes enumerated in state law to the School Corporation. The superintendent or designee is responsible for implementing regulations to notify the individuals, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

LEGAL REFFERENCE: I.C. 20-26-5-10

I.C. 20-26-5-10.5

I.C. 20-26-5-11.2

I.C. 20-26-5-8(c)

I.C. 20-26-14-9(b)

3170 Automated External Defibrillators

Employees of MSD Wabash County will be authorized to utilize an AED. Employees will follow the use of automated external defibrillators' guidelines as recommended by the school administration.

3180 Paraprofessional Qualifications

Paraprofessionals must meet the qualifications for "highly qualified".

3190 Employee Accident and Illness

If an employee is injured at work to the degree that medical attention is needed, then an Employee Accident form must be completed and submitted to their supervisor/administrator.

3200 Reimbursement for Continued Professional Learning Expenses

The School Corporation's investment in developing employees to meet or maintain certain professional experience, dual credit criteria, and specialized training within the school corporation must be protected. In order to do this, we are requiring that employees requesting or receiving certificated position with the school corporation understand and sign the following:

If I resign from my position and leave the school corporation to take another professional position, I agree to reimburse the school corporation according to the following schedule for the tuition or professional development that was provided.

Tuition or Training costs* greater than $1,000.00:

100% reimbursement if resigning within 2 years of completion,

50% reimbursement if resigning within 4 years of completion,

*Event costs include tuition, registration, travel, lodging, meals, consultant fees, materials, etc.

Course/Event Title Dates of Event Cost of Event

_____ _____

Staff Member Date

_____ _____

Building Administrator Date

_____ _____

Central Office Administrator Date

The Superintendent of Schools or designee will make the determination on tuition, training, or events for which this is applicable including but not limited to personal illness, family illness, transfer of spouse/family, etc. And will also make the determination on the collection of reimbursement when the employee is leaving the corporation.

Adopted 3/8/16

3210 Family Medical Leave Act

A. Family Medical Leave

1. A number of leaves also qualify as leaves entitled to protection under the Family and Medical Leave Act. All eligible employees will be entitled to the maximum leave allowed, when necessary, under the provisions of either the specific leave section listed in the teacher contract.

2. An unpaid leave of absence up to twelve (12) weeks in duration may be granted to eligible employees for certain family or medical reasons. An employee who has been employed for at least twelve (12) months (need not be consecutive) before the leave request and who has worked at least 1,250 hours during the previous year is eligible for a leave of absence pursuant to this policy.

B. Qualifying Events

1. A family or medical leave will be granted should the need arise for any of the following qualifying reasons:

2. Birth of the employee's child, or the placement of a child for adoption or foster care, and first-year care of the child.

3. To care for the employee's spouse, child, or parent who has a serious health condition.

4. For a serious health condition that causes the employee to be unable to perform his/her job.

5 For a qualifying exigency due to the employee's spouse, child, or parent being on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

6. Leaves may begin before the birth of a child if a medical condition exists that makes the teacher unable to perform the job, or prior to the placement of a child for adoption or foster care if circumstances require absence from work for the placement to proceed. An employee's entitlement to leave for the birth or placement of a child expires at the end of the twelve (12) month period beginning on the date of the birth or placement.

7. Service Member Family Leave: An eligible employee who is the spouse, son, daughter,

parent, or next of kin of a service member shall be entitled to a total of 26 workweeks of leave during a single 12-month period to care for the service member. During the single 12-month period to which this leave applies, an eligible employee will be entitled to a combined total of 26 workweeks of leave under this section.

C. Employee Notice Requirement

If the leave is foreseeable, thirty (30) days written notice is required. If the need for the leave is not foreseeable; the employee must give notice to the office of the Superintendent as soon as possible.

D. Certification Requirement

Any employee's request for leave due to a serious health condition or due to the Serious health condition of a qualifying family member must be supported by a timely certification issued by a health care provider. The employee must provide the requested medical certification within fifteen (15) calendar days after the request was made. If the Superintendent has reason to doubt the validity of medical certification, the employee may be required to obtain a second opinion at school corporation expense. Should any variance between the two medical certifications exist, a third opinion, at school corporation expense, may be requested. This opinion shall be final and binding. Failure to submit the required medical certification may result in the denial of the continuation of the leave. Recertification may be required on a reasonable basis. Medical certification shall be on forms provided by the school corporation.

E. Request Procedure

Request for leaves of absence and extensions must be requested in writing and on the prescribed form available from the office of the Superintendent unless impossible due to an emergency.

F. Leave Substitution

Employees may elect to substitute accrued sick or other qualifying leave for all or part of any otherwise unpaid family medical leave. The employee shall make this choice at the time of application of the leave of absence and said choice may not be rescinded thereafter. If the employee chooses to use his/her qualifying paid leave, it will be counted as part of the employee's twelve (12) weeks of family medical leave entitlement. However, the use of paid leave by the employee under circumstances which do not qualify as family medical leave cannot be counted against the twelve (12) weeks of family medical leave to which the employee is entitled.

G. Maintenance of Group Insurance

During the family medical leave; eligible employees may maintain coverage under the employee's group health plan including employee dental and vision coverage, life, accidental death and dismemberment insurance at the same level and under the same conditions for which coverage would have been provided if the employee had continued in active employment continuously for the duration of such leave. Employees who contribute to such a group health plan must continue to make such

contributions during the period of their leave in order to maintain coverage. The employer will prorate the benefit according to the days worked.

H. Restoration to Position and Benefits

Eligible employees returning from family or medical leave within twelve (12) weeks will be returned to the position that they held when they went on leave or they may be placed in equivalent positions with equivalent benefits, pay and other terms and conditions of employment.

I. Return To Work

Employees returning from any form of leave of absence must be able to assume all of the essential functions of their jobs upon return. As a condition to restoring an employee whose leave was based on the employee's own serious health condition such employee must provide certification from the employee's health care provider stating that the employee is able to resume work.

J. Failure To Return From Leave

An employee granted a leave of absence pursuant to this policy who fails to return to work upon expiration of the leave granted shall be classified as "voluntarily terminated."

K. Intermittent or Reduced Schedule Leave

During the first twelve (12) weeks of leave for a serious health condition (either an employee's own or that of a qualifying family member **or a servicemember**). intermittent or reduced schedule leave may be taken when medically necessary. Employees seeking intermittent or reduced schedule leave must produce medical certification issued by a health care provider. Employees who have requested foreseeable intermittent or reduced schedule leave due to planned medical treatment may be transferred temporarily to an available alternative position at the discretion of the Superintendent of the alternative position better accommodates recurring periods of leave than the employee's regular position, provided the employee is qualified for the alternative position and the position has equivalent pay and benefits.

L. Leave Entitlement Period

The twelve (12) month period in which the twelve (12) weeks of family leave entitlement occurs will consist of the twelve (12) month period measured forward from the date the particular teacher's FMLA leave begins.

M. Status Report

During the leave, employees may be required to provide periodic reports on his/her status and intent to return to work following the leave. Requested information must be provided within fifteen (15) days of the request.

N. Jointly Employed Spouses

A total of twelve (12) weeks of FMLA leave will be granted to jointly employed spouses regarding birth or adoption of a child or to care for a sick parent. A total 26 workweeks will be granted to jointly employed spouses for a servicemember family leave.

If the FMLA leave request is for his or her own illness, each spouse would be entitled to twelve (12) weeks FMLA leave.

LEGAL REFERENCE: 29 U.S.C. Section 2601 et seq.

3220 Official Use of Social Media Purpose

To address the fast-changing landscape of the Internet and the way students, parents and patrons communicate with and obtain information from the School online. School personnel may consider using social media tools to reach a broader audience. The Board encourages the use of social media to further the mission and goals of the school, where appropriate.

The Board has an overriding interest and expectation in deciding what is "spoken" on behalf of the School on social media sites. This policy establishes guidelines for the official use of social media. This policy should be used in conjunction with (not instead of) the School's other policies.

A. Responsible Staff Member: As is the case for the School's websites, a particular staff member(s) must be designated to be responsible for the content and upkeep of each School social media site.

B. Typical Site Approval: A designated building administrator must approve of each social media site, in advance. Staff must use their designated school email account as their registered social media address. This information will then be relayed to the School's Information Technology Director as described later in this policy.

C. Approval of Sites for Broader Audience: All School social media sites maintained by an administrator and/or designed to address building or district-wide issues will also be subject to approval, in advance, by the Superintendent or designee.

D. School Sites Belong to the School: All School social media sites are the property of the School, shall remain under the exclusive control of the School, and the content of such sites may be accessed, reviewed, revised, deleted, and/or disclosed by the School, in compliance with applicable law. No staff member has any right or expectation of ownership, control, and/or privacy in any School social media site. Staff members should not create personal or private social media sites that give the impression of being an approved, official,

or school-sponsored site. Instead, in such circumstances, staff members should make it clear they are speaking on their own behalf, separate and distinct from the School.

E. Uses of Social Media Tools: The best, most appropriate School uses of social media tools fall generally into three categories:

F. As channels for disseminating time-sensitive information as quickly as possible (i.e., emergency information, last minute schedule changes, etc.).

G. As marketing/promotional channels which increase the School's ability to broadcast its messages to the widest possible audience.

H. To serve an educational purpose in a better or more effective way than traditional means.

I. Wherever appropriate, content posted to School social media sites should contain links directing users back to the School's official websites for in depth information, forms, documents or online services.

J. Compliance with Other Policies: To the maximum extent possible, School social media sites shall comply with applicable Board policies and other School guidelines or procedures. Any exceptions must be approved in writing by the Superintendent or designee.

K. Required Monitoring: A successful School social media site requires "babysitting." The particular staff member designated to be responsible for the content and upkeep of the site is responsible for monitoring the site and all official posts should be approved by that person. At a minimum, the staff member should review the site for monitoring purposes no less than once per week when school is in session and at reasonable intervals when school is not in session. The staff member responsible for the content and upkeep of the site is also responsible for making sure content is not stale and messages receive an appropriate and timely response. A back-up staff member must be designated in case the primarily responsible staff member is unavailable.

L. Comments: The ability for users or visitors to comment on a School social media site, such as on a Facebook Wall, will be monitored. The school system reserves the right to delete comments on a case-by-case basis.

M. Following or Friending: School social media sites should not "follow" or "friend" other users, but exceptions may be permitted with prior written approval of the Superintendent or designee. Of course, School social media sites can have followers and fans.

N. Content Restrictions: School social media site articles and comments containing any of the following content shall not be allowed: a.) Comments not topically related to the particular social media article being commented upon; b.) Comments in support of or opposition to

political campaigns or ballot measures, including partisan political advocacy or promotional lobbying on a public question; provided, however, such limitations do not apply to statements that are solely informational; Profane language or content; c.) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation; d.) Sexual content or links to sexual content; e.) Solicitations for personal, commercial, or other non-school related purposes; f.) Conduct or encouragement of illegal activity; g. Information that may tend to compromise the safety or security of the public or public systems; or h.) Content that violates a legal ownership interest of any other party.

O. Content Removal: The School reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law or policy.

P. Site Registration with IT:

Q. The School's Information Technology Director will maintain a list of all School social media sites, including their addresses, logins, and passwords. Building administrators will inform the School's Information Technology Director of any new social media sites or administrative changes to existing sites.

The School must be able to immediately edit or remove content from social media sites.

R. Separate Email Account: Each social media site will be set up in conjunction with a separate School-based email account designated by the School's Information Technology Director. That email account will reflect the purpose of the account as opposed to the identity of a particular person (i.e., NHSBoysBasketball@msdwc.k12.in.us as opposed to jdoe@msdwc.k12.in.us). The only exception to this requirement is that a teacher may use their existing MSDWC-based email address to create a social media account that is limited in scope to their own classroom. For example, a teacher may register a Twitter account with their MSDWC-account (i.e., jdoe@msdwc.k12.in.us) for use by the parents of an elementary school class to remind those parents of upcoming tests. Such an account must still comply with all other requirements of this policy, including informing the School's Information Technology Director of the account's existence.

S. Required Archiving: For purposes of archiving, automatic email notifications of social media activity shall be enabled to the greatest extent possible, directed to the School email account associated with the site, and retained in that account until such time as deletion is permitted.

T. Identification of Persons: The display of the voice, likeness, or information of any person must be done in a reasonable, respectful, and professional manner and it must be removed

upon the request of the individual in question. Moreover, the staff member designated to be responsible for the content and upkeep of the social media site shall ensure compliance with School policies.

U. 16 .Site naming:

The name of a School social media site should be descriptive of the subject area being addressed.

Names will be chosen carefully with consideration for abbreviations, slang iterations, etc.

a. High Standards: The staff member designated to be responsible for the content of a School social media site shall make every effort to use proper grammar and to avoid jargon and abbreviations on School social media sites. Social media is more casual than most other communication tools, but still represents the School at all times.

3230 SCHOOL AGE CHILD CARE PROGRAM–REASONABLE CARE STANDARDS

The use of school buildings, grounds, equipment, and facilities for school purposes shall have precedence over all other uses. The school corporation will contract in writing with a not-for-profit organization or a for-profit organization on an annual basis to provide a school age child care program (latch key program) which utilizes school corporation building(s). The school corporation will request proposals for providing latch key programs as required by Indian law; such proposals must include the organization's fee schedule. Such use is limited to after the school day. Additionally, such organization may use classrooms or other space for students who are enrolled in a half-day kindergarten program depending upon the availability of the space. An organization eligible to contract with the school corporation for a child care program must meet or exceed the following standards:

1. Provide child care for children enrolled in the school's preschool and in kindergarten through sixth (6) grade.
2. Maintain liability insurance to cover participants with $700,000 per person and $5,000,000 per occurrence limits.
3. Maintain a maximum child to staff ratio of 15 to 1. Staff, for purposes of determining the child to staff ratio, is defined as any person who is responsible for and directly engaged in supervising children.

No fee will be assessed for the use of school buildings under this policy. However, a fee to reimburse the school corporation for providing security, maintenance, utilities, school personnel, or other added costs directly attributed to the use of the building for the

program(s) will be assessed. The Superintendent will develop regulations, fee schedules, and forms to implement this policy.

Legal Reference: I.C. 20-26-5-2

I.C. 20-26-5-3

I.C. 5-22-9