

2025-2026



AVON | COMMUNITY
SCHOOL
CORPORATION

SUPPORT STAFF HANDBOOK

Last updated: July 2025

Welcome

Welcome to **Avon Community School Corporation (also referred to herein as “ACSC,” the “Corporation” or the “School Corporation”).** We are delighted that you have chosen to join our corporation and hope that you will enjoy a long and successful career at Avon.

As a member of ACSC, employees help set and achieve high expectations for all students, parents, and other employees. It is our collective efforts that lead to student achievement and accolades for our corporation. We are confident everyone’s continued dedication to excellence allows us to continue to be leaders in public school education.

We believe in our employees. Therefore, we strive to provide the best working conditions. The Corporation utilizes a Civility policy (8521) that stresses courteous and efficient service to everyone involved in the Corporation. The policy states, *“Mutual respect, civility, and orderly conduct among school employees, parents, and the public are encouraged and are to be promoted. This policy does not deprive any person of his/her right to freedom of expression or access to any school buildings, but serves only to maintain a reasonable, safe, and harassment-free environment for students and school employees.”*

School employees, students, parents, guardians, and other members of the public are expected to treat one another with civility, courtesy, and respect during all school corporation operations, programs, and activities, including on school grounds or at school-sponsored events and school board meetings. Any conduct that disrupts or interferes with the good order or administration of any school corporation operation, program, or activity will not be tolerated. In addition, any volatile or hostile actions and/or abusive language by any employee, parent, guardian, or patron will not be tolerated.”

Disruptive or uncivil behavior includes, but is not limited to:

- a. Actions taken or words conveyed with the purpose to intimidate, threaten, or harass;
- b. Using profanities or obscenities;
- c. Raising one’s voice above an appropriate level;
- d. Personal attacks;
- e. Gesturing in a manner that causes one to fear for their safety;
- f. Invading, or remaining in one’s personal space after being asked to move away;
- g. Physically blocking others from moving about freely; and/or
- h. Using physical force, or threat of physical force.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources (HR) department.

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Criminal History Checks: 3011

Per School Board Policy 3011, to protect students and staff members, the Corporation 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 Corporation 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 inquiries to each state in which information necessary to complete the expanded child protection index check is available.

The Corporation requires that an expanded criminal history check be conducted for each Corporation employee every five (5) years. Each applicant shall be responsible for the cost of his/her background check. The Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees. Should an employee be re-hired for employment by the corporation a new background check will be required if the period of separation exceeds 60 days. 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.

During the course of his/her employment with the Corporation, each professional employee and substitute teacher shall be required to report immediately to the Superintendent any of the following (within two (2) days of the occurrence); the arrest or the filing of criminal charges against the employee; conviction of the employee for a crime; and substantiated report of child abuse or neglect. 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 employee who was convicted or the subject of a substantiated report of child abuse or neglect. The superintendent or designee is responsible for implementing regulations to notify the employees, 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.

Anti-Discrimination and Human Dignity Statement

The Avon Community School Corporation is a diverse school community comprised of individuals with unique backgrounds. We celebrate our growing diversity as an asset and a source of pride. This diversity underscores the importance of sensitivity to the backgrounds of all individuals.

We believe that an effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Corporation expects all professional staff members to maintain high standards in their working relationships.

Therefore, all staff members in the performance of their professional duties will recognize basic dignities of all individuals with whom they interact. In addition, staff members will exercise due care to protect the mental and physical safety of students, colleagues, and subordinates. Staff members are responsible for keeping in confidence all student and colleague related information unless such information needs to be shared in the discharge of their professional responsibilities. Avon Community School Corporation

does not discriminate on the basis of race, religion, color, sex, national origin, age, disability, sexual orientation, genetic information, or veteran status in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

The Avon Community School Corporation also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Director of Human Resources
7203 E. US Highway 36
Avon, IN 46123 (317) 544-6000

Equal Employment Opportunity Policy: 3001

It is the policy of the Board of Trustees to forbid acts of discrimination in all matters dealing with employees and applicants for positions with the school corporation and to further the principle of equal employment opportunity in all actions affecting employees and applicants. This policy covers, but is not limited to, recruiting, hiring, training, and promotion of persons in all job classifications without regard to race, color, religion, sex, national origin, genetic information, age, marital status, or disability, or pregnancy, childbirth, or related medical conditions.

Other actions covered by this policy include employee compensation, benefits, transfers, layoffs, return from layoffs, sponsored training programs, in-service education, work and co-curricular assignments, and other employment actions relating to the job status of the employee.

The Superintendent has the overall responsibility for the implementation of this policy and has the responsibility and authority to select qualified applicants for open job positions without regard to the above-mentioned classes. Further implementation of this policy is the responsibility of all School Corporation administrators in accordance with the procedures set forth by the Superintendent.

Americans with Disabilities Act

Per Board Policy 3003, discrimination against any employee or applicant based upon his/her disability is prohibited. As such, the Board 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. The Board further will not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board 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 on the basis of disability.

DCS Mandatory Reporting of Child Abuse/Neglect Policy: 3340

As an agency of the State, the School Board is concerned with the physical and mental well-being of the children of this School Corporation and will cooperate in the identification and reporting of cases of

suspected child abuse or neglect in accordance with law.

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. If a staff member has reason to believe a child is a victim of abuse or neglect, s/he shall immediately make a report to the Department of Child Services ("DCS") by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 or the appropriate law enforcement agency. The report should be documented by filling out the DCS Reporting Form linked on the staff intranet webpage. Submitting this form will ensure the event was documented, the name of the DCS call taker, whether the report was screened in or out, and once submitted will . Staff should inform their building admin so they know to look for the reporting form.

Information concerning alleged abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration, DCS, the local prosecutor, or the appropriate law enforcement agency. Unless the parent is the subject of the investigation or unless directed otherwise by DCS, the Corporation shall notify the parents that a report was made.

Failing to report suspected child abuse or neglect is a Class B misdemeanor, which is punishable by up to 180 days in jail and a \$1,000 fine.

Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. A staff member who violates this policy may also be subject to disciplinary action. Information concerning alleged abuse of a student by a teacher is confidential information and is not to be shared with anyone other than the parent(s), administration, DCS, or the appropriate law enforcement agency. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent after making a report of suspected abuse or neglect as described above.

The Board requires that each Corporation employee who is likely to have direct, ongoing contact with children within the scope of his/her employment attend or participate in training on child abuse and neglect, including training on the duty to report suspected child abuse or neglect under I.C. 31-33-5; and training on recognizing possible signs of child abuse or neglect at least once every two (2) years. This training may include an in-person presentation; an electronic or technology based medium, including self-review modules available on an online system; an individual program of student of designated materials;

The training required by this policy shall count toward the Board's requirements for professional development and be provided during the Corporation employee's contracted day or at a time chosen by the employee.

A staff member who violates this policy in any way may be subject to disciplinary action, up to and including termination.

Anti-Harassment Policy: 3025

It is the policy of the Board to maintain an education and work environment that is free from all forms

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

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

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment that the employee observes or which is reported to the employee.

The Corporation will investigate all allegations of unlawful harassment occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment and, in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school.

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

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

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

Other Violations of the Anti-Harassment Policy

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive

working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

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

Reports and Complaints of Harassing Conduct

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

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

If, during an investigation of a reported act of bullying and/or harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile work or learning environment and may have constituted unlawful harassment based on "Protected Classes" the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers who shall investigate the allegation in accordance with this policy.

Anti-Harassment Compliance Officer

The following individual serves as "Anti-Harassment Compliance Officer" for the Corporation. He/she is

hereinafter referred to as the "Compliance Officer."

Director of Human Resources
Avon Community School Corporation
7203 East US Highway 36
Avon, IN 46123
(317) 544-6000

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

The Superintendent shall establish both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy will be readily available to all members of the Corporation community and posted in appropriate places throughout the Corporation. Any Corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to the Compliance Officer within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student if age eighteen (18) or older, or the student's parents if under the age of eighteen (18) within two (2) business days to advise him/her/them of the Corporation's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined in this policy for a formal complaint. Additionally, if the alleged harasser is a student, the Compliance Officer or his/her designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age of eighteen (18), within two (2) business days to advise him/her/them of the Corporation's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint. However, all complaints of harassment involving a Corporation employee or any other adult member of the Corporation community against a student will be formally investigated.

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

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

Investigation and Complaint Procedure

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

Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within twenty (20) business days of the complaint being received).

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

Drug and Alcohol-free Workplace Policy: 3110

To help ensure a safe, healthy, productive environment for our students, staff, and others, to protect Corporation property, and ensure efficient operations, the Corporation has adopted a policy of maintaining a workplace free of drugs and alcohol. We believe abuse of alcohol and the use of illegal substances endangers the health and safety of the individual using, the students the organization serves, and the Corporation's other employees. This policy applies to all staff of the Corporation, while on the job and to situations where the employee's off-the-job or off-premises conduct impacts their work performance, undermines the public confidence in the Corporation, threatens the safety of a student or other employee or the individual themselves while involved in Corporation business.

The Corporation shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by any member of the Corporation's professional staff at any time while on Corporation property or while involved in any Corporation-related activity or event.

Possession includes possessing in the employee's body, blood, or urine in any detectable amount, using or consuming any form of illegal drug while on duty or professionally representing the Corporation. Alcohol abuse is defined as anyone who is under the influence of alcohol at any time while working or on work premises or has been determined to be under the influence to the point their normal faculties are impaired due to the consumption of alcohol while working or on work premises. Any employee who violates this policy shall be subject to disciplinary action up to and including termination.

For the purpose of this policy, prohibited substances include alcohol, illegal substances, and those substances obtained legally, but used contrary to their intended purpose.

It is the policy of the Corporation that its drivers (CDL Drivers) and employees in safety sensitive positions (maintenance, grounds, police department) be free of substance abuse and alcohol abuse. Employees who hold a CDL license (Commercial Driver's License) and who drive a school bus or other vehicle that qualifies under 49 C.F.R. Part 382, and employees in safety sensitive positions (maintenance,

grounds, police department), must participate in the Corporation's controlled substance and alcohol testing program. Participation in this program is a requirement of each qualified employee and is a condition of employment. Failure to report for or refusal of a drug screening may result in automatic termination

Smoke Free Workplace Policy: 2720

The Board of School Trustees for the Avon Community School Corporation intends to provide a healthy, comfortable, and productive environment for students, staff, and citizens. The Board remains committed to reducing involuntary exposure to tobacco smoke among students and staff. The Board believes that the use of tobacco products in a school building denies students, staff, and visitors access to clean air, introduces a health hazard to those persons, and interferes with the learning and teaching environment. It is the intent of the Board to create a "tobacco-free" school environment in its buildings and on its grounds.

"Tobacco" includes any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; spit tobacco, such as smokeless, dip, chew, and snuff, in any form; and all electronic nicotine delivery systems such as e-cigarettes, vaping devices, and hookah pens.

All persons, including students, employees, and visitors, shall not be permitted to possess or use tobacco products of any kind or in any form while:

1. Inside school corporation-owned buildings.
2. Being transported to or from school events in school corporation-owned, contracted, or other authorized vehicles.
3. On school corporation-owned property outside school corporation-owned buildings.

Any violation of this Policy by an employee will be referred to his/her immediate supervisor for appropriate disciplinary action.

Introductory Period

All new staff will be placed on a sixty (60) calendar day introductory period. Summer break does not count towards this period for non-year-round employees. Working in a substitute role prior to permanent employment does not count towards this period. During this time, the Corporation will consider employees' work, attitude, work ability, work progress and future value to the Corporation. If the Corporation feels the employment relationship is not going to work, employment may be terminated, without cause and for any cause the Corporation deems to be sufficient. Employees also have the opportunity during this time to consider whether the type of job is right for him/her. Employees will not be able to not be eligible for paid time off (sick, personal, vacation, paid holidays, bereavement or jury duty) during introductory period. Concerns regarding attendance will be a factor in continued employment.

Employment at Will

The employee understands his/her employment with Avon Community School Corporation is at-will, which means that either party may terminate the employment relationship at any time for any reason,

with or without cause and with or without notice. Any variation, limitation or modification of this at-will employment relationship, must be set forth in a written agreement and signed by both the Corporation and employee and an authorized representative of Avon Community School Corporation. This handbook does not vary, limit or modify the parties' at-will employment relationship and shall not be construed to create any enforceable contract rights. In the event there is any confusion as to the provisions of this handbook, the employee agrees to seek clarification (in writing) of these policies and procedures from an immediate supervisor and/or the Director of Human Resources.

Building Access

Building access is a shared responsibility of all ACSC staff and is crucial for maintaining security, ensuring safety, and protecting students and staff. Access to ACSC buildings and key assignments will be based on an employee's job title and assigned responsibilities. All keys and access control badges for ACSC buildings are the property of ACSC. Keys and access control badges issued become the individual's responsibility until termination of employment, or the granted access to an area is no longer needed. Employees will be given access to the building(s) and area(s) they are assigned to work in.

All staff are required to wear either ID access control badges, metal name badges, or a uniform issued by ACSC while on campus. Staff should be identifiable and anyone who is not wearing ID should be redirected to the office.

ID Access Badge

Employees are responsible for safeguarding their access credentials. The assigned 6-digit code should not be written on or kept with an ID access badge. Sharing or loaning access credentials is strictly prohibited. A lost or stolen ID badge should be reported promptly utilizing the ACSC ID & Building Access Reporting Form found on the ACSC Staff webpage.

All employees are issued a photo ID access badge with a 6-digit PIN. ACSC buildings are equipped with badge readers at designated exterior doors. The ID access badge must be placed on the door reader, once you hear a beep and input the 6-digit PIN. Both a badge tap on the reader and a 6-digit PIN must be entered to gain access to an ACSC building. Once inside a building either a badge tap or the 6-digit PIN is required to gain access to an area with a reader.

A \$10 replacement fee will be charged when a badge is lost or stolen. A damaged or outdated ID access badge can be exchanged for a new badge at no cost.

Physical Keys

Staff will be issued the minimum number of keys at the lowest level of access needed to

perform their job responsibilities. Keys are assigned to individuals and shall not be loaned or passed along to other staff or students. All assigned keys must be returned upon termination of employment or when requested by a supervisor. If a key is lost it should be reported to employee's supervisor immediately

Keys must be safeguarded and remain solely in the possession of the person whom they were issued. Staff are prohibited from unauthorized possession or use of keys not issued to them. Duplicating or replacing keys outside of ACSC is STRICTLY PROHIBITED and is a breach of the access control policy.

Visitors

In order to maintain security and safety for our employees, **ACSC** has the following policy with respect to visitors:

All visitors must be buzzed in through a secured entrance, checked into the visitor management system, must wear a visitor's badge, and supervised by an employee. Volunteers in the classroom are required to have a background check in the visitor management system.

This policy applies to anyone who is not an active employee, including employees on leave, former employees, vendors, and suppliers. Generally, friends and family members are not permitted to visit employees at the workplace. When employees have any doubt whether a person can visit, they should first contact the building administrator. If permitted, friends and family members are also expected to follow the same process as all visitors. Employees should meet and escort them through the building.

Workplace Violence Prevention

The Corporation prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a Corporation-sponsored event, or in a Corporation vehicle.

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 Board 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 prohibition applies to all employees, except licensed law enforcement, including those who have a personal protection permit to carry a handgun.

The term "weapon" means any object which, in the manner in which 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)

The Superintendent will report an employee or student who violates this policy to law enforcement officials. The staff member also will be subject to disciplinary action, up to and including termination, for violation of this policy.

This prohibition does not apply to weapons under the control of law enforcement personnel.

Exceptions to this policy include:

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

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

Prohibited Conduct

Any act or threat of violence which endangers the safety of students, employees, vendors, contractors, and the general public we come in contact with WILL NOT BE TOLERATED. For the purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, use or possession of weapons on Corporation premises, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination, intimidation, or coercion.

Procedures for reporting a threat

All potentially dangerous situations, including threats by other staff members, should be reported immediately to your immediate supervisor or the ACSC Police Department. Reports of threats may be maintained confidentially until the extent doing so impedes the Corporation's ability to investigate and respond to the complaints. All threats will be promptly investigated by the ACSC Police Department or Avon Police Department. All employees are expected to cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Corporation determines, after an appropriate good faith investigation, that someone has violated this policy, we will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential dangers.

Employee Communications

We want all employees to be happy and satisfied with his/her job. For this purpose, we emphasize two-way communication between the Corporation and our employees. Because questions can only be answered and complaints can only be rectified when there is communication between the Corporation and its employees, the Corporation encourages open-door communication with respect to the availability of supervisors, principals, administrators, and the Human Resources Department. This is extremely important in order for us to maintain good channels of communications between the Corporation and employee.

Internal Complaints' Procedure

Avon Community School Corporation aims to provide an efficient, helpful and courteous environment to all staff. If a support staff employee has a complaint or appeal, he/she should notify the appropriate person according to the following progression: immediate supervisor, Department Director, Director of Human Resources, Assistant Superintendent and give details of the nature of the complaint, dates and staff involved.

We want employees to feel free to present their views and we pledge that no employee will be adversely treated for presenting their view of a problem to the Corporation. All matters of this sort will be settled promptly.

Communication with Students, Parents, and Community

The Corporation's record of success has been greatly influenced by our employees' appreciation of their responsibility to our students, parents, and the community. If someone cannot be satisfied with a considerate and courteous discussion, refer the person to an available supervisor. All employees are to maintain a positive relationship with students, staff, parents, and community members. Be an example of exemplary adult behavior to our students, parents, and taxpayers of our community, while projecting care and concern for all students.

Students: Communication with students must be done through district approved systems (Schoology, ParentSquare). Communication with students should not occur via personal phone numbers, texts, emails, or personal social media accounts. If an emergency situation occurs where the approved system cannot be used, a parent should be copied on any communication with the student.

Community/Media: Requests from the news media seeking to interview staff and/or students should be directed the ACSC Communications Coordinator. The Communications Coordinator should be the liaison between the media and our school district. The Superintendent (and designated staff) will serve as the spokesperson(s) for the district. If the expertise of a school corporation employee is required, the Communications Coordinator will identify the appropriate employee to be interviewed by the media

Confidentiality (Student Records 4100)

In order to provide appropriate educational services and programming, the Corporation must collect, retain, and use information about individual students. Simultaneously, the Corporation recognizes the requirement to safeguard student's privacy and restrict access to student's personally identifiable information and education records.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested

by a person whom the Corporation reasonably believes knows the identity of the student to whom the education record relates.

PII concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy and shall not be left unprotected, shared, or transferred from Corporation records to any place not within the control of the Corporation.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of an eligible student, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

A "school official" is a person employed by the Corporation as an administrator, supervisor, teacher/instructor (including substitutes), school psychologist, therapist, or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Corporation further designates the following individuals and entities as "school officials" for purposes of FERPA:

persons or companies with whom the Corporation has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);

school psychologists, whether employed by a special education cooperative, interlocal, joint services organization, or an outside contractor, for purposes of the referral, evaluation and identification of students suspected to have a disability;

contractors, consultants, volunteers or other parties to whom the Corporation has outsourced a service or function otherwise performed by Corporation employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Corporation would otherwise use its employees, (b) be under the direct control of the Corporation with respect to the use and maintenance of education records, and (c) be subject to the requirements of federal law governing the use and re-disclosure of PII from education records.

"Designated school personnel" may include but is not limited to employees or agents of an insurance carrier providing a defense to the Corporation or its employees or agents.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" or if the record is necessary in order for the designated school personnel official to perform an administrative, supervisory or instructional task for the Corporation or to perform a service or benefit for the student or the student's family or to provide a defense to the Corporation with respect to any of these tasks. The

Corporation directs that reasonable and appropriate methods, including but not limited to physical and/or technological access controls, are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Corporation authorizes the administration to:

provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, who knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

request each person or party requesting access to a student's record to abide by the Federal and State regulations concerning the disclosure of information to a third party;

disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the Corporation for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative(s) of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the Corporation will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information is allowed under this exception, it is recommended that de-identified information be used whenever possible.

disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. Under the audit exception, the Corporation will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the Corporation will verify, to the greatest

extent practical, that the personally identifiable information is used only for the audit, evaluation, or enforcement of a government-supported educational program. The Corporation will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the Corporation will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the Corporation will verify that the information is destroyed when no longer needed for the audit, evaluation, or compliance activity.

disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than another juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the Corporation that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required). The Superintendent shall prepare procedures to ensure that students and parents are adequately informed each year regarding their rights to:

inspect and review the student's education records;

request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;

consent to disclosures of personally-identifiable information contained in the student's education records, except disclosures allowed without parental consent;

challenge Corporation noncompliance with a parent's request to amend the records through a hearing;

file a complaint of Corporation noncompliance with the United States Department of Education;
obtain a copy of the Corporation's policy on student records.

The Superintendent also shall develop procedural guidelines for the proper storage and retention of records including a list of the type and location of records and for informing Corporation employees of the Federal and State laws concerning student records.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation, or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Corporation delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Corporation. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the time frame for the activity has ended, as specified in its written agreement with the Corporation.

Violation of this policy

An employee or agent of the Corporation who intentionally or knowingly discloses or fails to protect information classified as confidential by this policy may be disciplined or terminated.

Upon Separation: Separation or termination of employment shall not release Employee from the obligations to protect and keep the Confidential Information private. Upon separation or termination, Employee shall not take any Confidential Information. This obligation includes that Employee shall not take any pictures of employees or students for personal use, nor post Confidential Information on any social media site (including School social media sites) without the appropriate permission consistent with School policy and procedure.

In the event that the school district shares personally identifiable information outside of what is necessary for an employee to complete his or her job the district will pay for one year of identity protection at its expense.

[Corporation Provided Technology Policy: 3211](#)

All Corporation Technology Resources are the Corporation's property and are to be used primarily for business purposes. The Corporation retains the right to access and review all Information Resources, including but not limited to electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Corporation's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any personal information or data maintained, stored, or transmitted on or through such systems is confidential or private.

Review of such information may be done by the Corporation with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Corporation retains the right to access information in spite of a password. All passwords or security codes must be registered

with the Corporation. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Personal messages via Corporation Technology Resources should be limited in accordance with the Superintendent's guidelines.

Staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

Review of computer files, electronic mail, and voice mail will be done only in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Corporation except to the extent necessary to determine if the Corporation's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The Board designates the Superintendent as the administrator with the authority to search and access information electronically.

All Corporation-developed Technology Resources and Information are the property of the Corporation. Staff members shall not copy, delete, or remove any information or data developed and contained on Corporation Technology. In addition, staff members shall not copy or download software onto any Corporation Technology Resources and shall not bring software from outside sources for use on Corporation Technology Resources without the prior approval of the Superintendent/designee. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.

Staff Internet and Acceptable Usage Policy: 3213

The School Board provides technology resources and information resources to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work.

This policy and its related administrative guidelines govern the staffs' use of the Corporation's technology resources and information resources and staff's personal communication devices when they are connected to the Corporation's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Corporation-owned property or at a Corporation-sponsored activity.

Users are prohibited from engaging in actions that are illegal or unkind when using Corporation technology resources and information resources.

Staff members are expected to utilize Corporation technology resources and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities.

Pursuant to Federal law, the Corporation has implemented filter technology protection measures that protect against access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by federal law. At the discretion of the Board or Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or designee may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security and specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building Principals are responsible for providing training so that users under their supervision are knowledgeable about this policy and its accompanying guidelines. All users of Corporation technology resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents, and other staff members.

With prior approval from the Superintendent or Principal, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up or registering for access to various online educational services, including mobile applications that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior on Corporation technology and information resources comparable to that expected when they are in classrooms, in school hallways, on other school premises and at school-sponsored events. The Board does not approve any use of its technology resources and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Staff members may use Corporation technology resources to access or use social media only if it is done for Corporation educational or business-related purposes.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of technology resources not authorized by this Board Policy and its accompanying guidelines.

The Board designates the Superintendent and the Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of Corporation technology and information resources.

Cell Phone Usage

Employees should set a positive example related to cell phones. Cell phone usage may not interfere with job duties or supervision of students. Inappropriate cell phone usage could result in progressive discipline.

Social Media (3330)

Electronic media includes text messaging, instant messaging, electronic mail (e-mail), blogs, electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, social network sites, and all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the corporation's students, employees are responsible for their public conduct even when they are not acting as school corporation employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for links on the employee's page. The employee is responsible for maintaining privacy settings appropriate to the content and posting a statement the content of the posts by the employee are the personal opinions of the employee and the employee is not a representative of their employer.

An employee who uses electronic media for personal purposes shall observe the following:

- Staff members may use corporation technology resources to access or use social media only if it is done for corporation educational or business related purposes.
- The employee may not set up or update the employee's personal social network page(s) using the corporation's computers, network, or equipment.
- The employee shall not use the corporation's logo or other copyrighted material of the corporation without express, written consent or affiliate themselves with the school corporation as an employee.
- The employee continues to be subject to applicable state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus.

These restrictions include:

- Confidentiality of student records.
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Confidentiality of corporation records.
- Copyright law
- Prohibition against harming others by knowingly making false statements about a colleague or the school system.

Time Records

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

Overtime

It is the intention of the Corporation to compensate support staff members at overtime rates in accordance with the law for any hours worked over forty (40) in their scheduled work week. These hours must be approved by a supervisor prior to being incurred. Overtime will be paid on the basis of hours actually worked. Paid time off is not used to calculate hours worked for the purposes of overtime.

Benefit Programs

The Corporation maintains competitive employment benefit programs consistent with other school district benefit programs. Below is a general overview of the employee's benefits package that may be

available to you depending on eligibility. This information is not to be considered a legal plan descriptions, a contract to provide benefits, or exhaustive of all plan details. Read the detailed information provided by the Benefits Coordinator and on the Corporation website to understand the extent of coverage and exclusions under each individual plan (if applicable).

Premiums for benefits must be paid at the same time as payroll deduction or may be subject to cancellation and continuation of coverage under COBRA at your own expense. Employees will be required to use any and all available sick, vacation, and personal paid time off benefits while on leave of absence. Failure to pay insurance premiums within the 30-day grace period will terminate coverage. You will be given a 15-day written notice that payment has not been received. Failure to submit payment will result in coverage ending the day the last full premium was paid. You will be responsible for any claims incurred during that timeframe.

Public Employee Retirement Fund (PERF)

Support Staff Employees who work 28 hours per week are required to participate. Those who work between 17.5 and 27.75 hours per week may elect to participate. Those who work 17.25 hours or fewer each week are not eligible to participate.

403(b) Retirement Fund

Any support staff employee working 20 hours or more per week is eligible to participate in a 403b salary deferral plan. Elections can be made at any time by logging on to our account at nationwide.com. Financial planning can be received by contacting Coffman Financial at 317-881-6367.

Paid Time Off

Paid time off will be based upon a fixed time based upon a support staff member's weekly hours. If you are granted approval to work additional hours for a limited amount of time your paid time will continue to be based on your permanent work assignment.

	Full Year Employee	Less than Full Year Employee
Sick	7	5
Personal	3	3

If an employee is on leave, paid time off will not be allocated until the employee returns.

Sick Days

Support Staff employees shall be granted sick days every July 1 as noted on the chart above for use in the event of their own illness, injury, incapacitation or that of an immediate family member. Sick days will be pro-rated based on hire date. Sick days may be taken in full day, half-day, or quarter-day increments with supervisor approval. Substitute-required positions may only take sick leave in full day or half-day increments. The family shall be construed in this instance to mean parents, children, or other family member living in the employee's home. These days will be subtracted from the employee's accumulated sick leave days.

Sick days are not to be construed as leave entitlement. They are for covering pay on days missed for qualifying reasons as noted above (personal illness, injury, incapacitation or that of a family member).

Documentation should be sent to the benefits department after an absence of more than three consecutive workdays, on occasion of an overnight hospital stay, or other qualifying pattern of related absences.

Unused sick days may accumulate up to a maximum of 150 days.

Personal Days

Support staff shall be granted three (3) personal day(s) every July 1 as noted on the chart above to be used annually as personal leave. Personal leave may be taken in full day, half-day, or quarter-day increments with supervisor approval. Substitute-required positions may only take personal leave in full day or half-day increments. Unused personal days will not accumulate but rather roll over to employee's accumulated sick days if not used prior to new allotment of sick/personal days. Generally, no personal leave will be approved prior to or following a holiday or school break. Personal days should be used to conduct personal or civic affairs. Using personal days consecutively is discouraged. Request for use of personal days should be submitted four (4) school days prior to the date of the leave.

Vacation

Hourly Support Staff employees who work twelve (12) months will receive ten (10) vacation days beginning July 1 and ending the following June 30. Vacation days will be prorated for any individuals who are hired to work less than a full school year their first year. After two years, employees will earn one vacation day for every year worked up to a maximum of 20 days after 12 years worked. Vacation for any school calendar year is encouraged to be taken during the school calendar year in which it was awarded. Request for use of vacation days should be submitted at least four (4) school days prior to the date of the request. Five (5) vacation days may be carried over into the next school year.

Years Worked	Vacation Awarded	Years Worked	Vacation Awarded
0-1	10	7	16
2	11	8	17
3	12	9	18
4	13	10	19
5	14	11+	20
6	15		

Salaried support staff who work twelve (12) months will receive fifteen (15) vacation days at time of hire and after the first two (2) years one additional day for each year worked to a maximum of twenty (20). If an employee is on a leave of absences, no paid time off will be allocated until the employee returns to work from the leave.

Employees will not be eligible for paid time off (sick, personal, vacation, paid holidays, bereavement or jury duty) until after their introductory period. Any time off requests prior to the conclusion of an employee's introductory period will be unpaid and must be approved by supervisor in advance.

Concerns regarding attendance in introductory period will be taken into consideration in regards to future employment.

Bereavement

Within ten (10) consecutive days beyond the date of death of a relative, a support staff employee shall be entitled to be absent no more than the number of days as follows:

- a. Five (5) consecutive workdays, exclusive of paid holidays, will be granted for the death of a husband, wife, son, daughter, father, mother, brother, sister, or any relative living in the household. For the purposes of clarification, this also includes any relative who is a step- or half- of any of the stated relationships.
- b. Three (3) consecutive workdays, exclusive of paid holidays, for the death of a grandchild, father-in-law, and mother-in-law,
- c. Two (2) consecutive workdays, exclusive of paid holidays, for grandfather, grandmother, great-grandparents, nephew, niece, uncle, aunt, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and grandparents-in-law.

In the case of a delayed funeral or memorial service that is scheduled outside the ten (10) consecutive calendar days, bereavement days allocated may be delayed to attend the funeral or memorial service with permissions from supervisor. Employees would not be eligible for bereavement days while on unpaid leave or in introductory period.

Holidays

Year-Round Employees	Non-Year-Round Employees 206 or more days		Less than 206 days** Assistants, Food Service, Bus Drivers/Monitors, Temporary Employees, Subs
	Observed / Paid	Observed / Unpaid	Observed / Unpaid
Fourth of July			
Labor Day	Labor Day		Labor Day
		Wed. before Thanksgiving	Wed. before Thanksgiving
Thanksgiving Day	Thanksgiving Day		Thanksgiving Day
Friday after Thanksgiving	Friday after Thanksgiving		Friday after Thanksgiving
Christmas Eve		Christmas Eve	Christmas Eve
Christmas Day	Christmas Day		Christmas Day
Floating Holiday at Christmas		Floating Holiday at Christmas	Floating Holiday at Christmas
New Year's Eve		New Year's Eve	New Year's Eve
New Year's Day	New Year's Day		New Year's Day
Martin Luther King Day		Martin Luther King Day	Martin Luther King Day
Memorial Day	Memorial Day		Memorial Day
Juneteenth			

****applies to those hired after 1/1/2020**

In order to be paid for approved holidays, support staff must be outside of their introductory period and must work the full day before and the full day after the holiday, or be on an approved, paid absence on either or both of those days. The Superintendent may require the support staff member to work on a holiday, when, in his/her opinion, failure to do so would impair public safety.

Jury Duty

A support staff employee serving on a jury will be paid the difference between their regular pay on a per diem basis and the per diem pay received as a juror. Evidence from the court bailiff as to the amount of jury pay received must be submitted to payroll by the Monday prior to the next regularly occurring Corporation pay day.

Without Pay Days

Days without pay **may not** be voluntarily taken in lieu of other paid days off (sick, personal, vacation). Requests for unpaid absences must be submitted for supervisor's approval and will only be approved in rare and emergency circumstances. (Rare circumstances may include sick absences which occur in the same year as an approved medical/military leave or use of bereavement days that do not fall under relationships listed in contract). Unapproved unpaid absences will impact final evaluation score (-0.25 deduction) and a pattern of unpaid absences may lead to additional discipline including termination.

Health, Dental, Vision Insurance

Eligible employees who average a minimum of thirty (30) hours a week for the year qualify for **medical, dental and vision** benefits. Benefits begin on the first of the month after date of hire. A reduction in weekly hours worked may result in a loss of benefits.

FMLA

Our Corporation complies with the Family and Medical Leave Act (FMLA). Pursuant to FMLA, an employee may be entitled to take up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month rolling period for the following reasons:

- A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- B-1 the placement of a child with the staff member by the way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- C-1. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition; or
- D-1. the staff member's own serious health condition prevents him/her from performing the functions of their position.

Professional staff members are "eligible" if they have worked for the School Corporation for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) months prior to the leave request. For further details on qualifying events, eligibility requirements, and leave entitlements, see Board Policy 3101 or speak with Benefits. Any intermittent absences taken on an approved leave should be entered in Skyward and marked as FMLA prior to the absence.

Parental Leave may be taken in accordance with FMLA guidance. Employees may take up to ten (10) days off for a parental leave. During those 10 days, *employees will be required to use any and all available sick, vacation, and personal paid time off benefits while on leave of absence.* Requests for use of more than 10 sick days will require medical certification to be on file.

Leaves of Absence (non-FMLA)

If you are ineligible for a leave under FMLA, (Board Policy 3101) the Corporation may grant you a non-FMLA leave of absence. This is at the corporation's discretion and not a guarantee. An employee should contact Benefits at least two (2) weeks prior to the start of the anticipated leave unless there are extenuating circumstances. Non-FMLA leaves will be considered on a case-by-case basis and only be approved for medical reasons and substantiating documentation must be submitted to Benefits. If documentation is not provided the leave will not be approved. Unapproved absences could result in disciplinary action up to and including termination. Your request for leave will be considered on the basis of your available paid time off and business impact. To be eligible to request a leave of absence, an employee must have worked longer than his or her sixty (60) day introductory period.

Any request for any extension of medical leave would require documentation from physician and will be considered based on employee role and length of extension request and not guaranteed. During the leave of absence, the employee will not earn paid time off benefits. During any unpaid time the employee will be responsible for 102% of their insurance premiums. Premiums for benefits must be paid at the same time as payroll deduction or may be subject to cancellation and continuation of coverage under COBRA at your own expense. Employees will be required to use any and all available sick, vacation, and personal paid time off benefits while on leave of absence.

Prior to returning to work a doctor's release must be provided to Benefits prior to being able to return to work.

Upon completion of your leave, the Corporation will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by the Corporation will be considered a voluntary resignation of your employment.

Non-FMLA Leaves of Absence will run concurrent with any voluntary Short-Term or Long-Term Disability Leave of Absence. Having these insurances does not entitle an employee to take a leave of absence.

Return from Leave

Upon return from any FMLA leave, the Corporation will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Corporation shall maintain the staff member's current coverage under the Corporation's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition that entitles the staff member to leave

pursuant to reasons (C-1) or (D-1) above or Service Member Family Leave, or for circumstances beyond the control of the staff member, the staff member shall reimburse the School Corporation for the health insurance premiums paid by the Corporation during the unpaid FMLA leave period.

Military Leave

Employees inducted voluntarily or involuntarily into active military service will be given treatment in accordance with USERRA and any other federal, state, or local laws governing such leave. In the case of reservists attending annual training, employee will be granted a temporary leave of absence with no effect on vacation leave, sick leave, or other normal benefits. The immediate supervisor should be given evidence of the dates of military leave as far in advance as possible. Upon return, the immediate supervisor should be furnished with evidence that the employee has completed the training period.

In the case of active duty for reservists other than annual training, the length of the period of military leave determines the employee's rights and the Corporation's obligations. The employee should provide notification to the immediate supervisor as far in advance as possible of their need for such leave, and submit the documentation prior to commencement of the military service to their immediate supervisor and acsbenefits@avon-schools.org.

Workers' Compensation

Workers' Compensation Insurance is required by state law and the Corporation pays both the premiums and the resulting claims. Workers' Compensation is intended to protect those employees who experience an on-the-job injury or illness related to their employment with the Corporation. The accident/injury must occur after a healthy employee has arrived at the employee's workstation and is in their normal course of work. The employee will not be eligible if the injury occurs on the way to work or if the injury had been sustained during an activity before the scheduled work day. Any accident on the job, no matter how small, must be reported immediately to a direct supervisor and ACSC Benefits Department within 24-hours, including all required written documentation. Failure to report an incident within 24 hours may result in disciplinary action, up to and including termination. Supervisors are responsible for making sure all forms are submitted in a timely manner.

An employee must follow the instructions or recommendation of their supervisor when advised to seek medical attention. A refusal to follow a reasonable request by an immediate supervisor can lead to termination.

If an employee feels it necessary to see medical attention, they should be seen at Hendricks Occupational Health located at 1100 Southfield Drive, Plainfield, IN 46168.

An employee will receive their regular compensation if medical care is needed after injury and/or for follow medical treatment needed during normal working hours. Employees will be required to utilize their own paid time off for the first seven days if unable to return to work. Absences due to an injury sustained as a result of a confirmed assault or battery or other situations as approved by administration will not require use of employee paid time off in the first seven (7) days. During the period of absence, the employee's salary and benefits shall continue in full to a maximum of ninety (90) days without reduction in accumulated personal leave days. If Workers' Compensation benefits are paid during the 90-day period, the employee shall return that portion of the benefits allotted for salary.

Prior to seeking medical attention, the employee may be required to submit to a drug and alcohol screening. This screening is to protect the individual from potential harmful effects of any medical procedure or possible drug interactions during their visit. If the employee refuses the drug screening or tests positive for alcohol or an unauthorized or illegal substance, the school corporation may assume no liability in connection to the accident, injury or ongoing health problems of the employee. Depending on the nature of a positive test for alcohol, unauthorized or an illegal substance, the employee may also be terminated immediately.

Any employee found falsifying or making misleading statements in connection to a workman's compensation claim will be subject to a possible insurance fraud investigation, which could include immediate termination and/or arrest.

Unemployment Insurance

Under certain conditions, state law provides the employee with some compensation during periods of unemployment. The tax is levied on the Corporation to underwrite the total cost of unemployment compensation.

Dress and Appearance

Appearance is important to each employee and to the Corporation. It affects the opinions of co-workers as well as stakeholders, students, parents, and our community.

Staff should at all times be well dressed, presenting an image of dignity, and encouraging respect. This includes dressing in a manner:

- consistent with employee's responsibilities
- that communicates to others a pride in their personal appearance
- that does not disrupt the educational process
- that does not cause a health or safety hazard to themselves or others

The Corporation will provide a reasonable accommodation from dress requirements on account of an employee's culture, religion, or disability status, unless such reasonable accommodation imposes an undue hardship to the Corporation. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. If uniforms are required, it is an expectation they are worn daily and in a professional manner.

Employee Expectations and Disciplinary Procedures

The Board believes that standards of conduct for professional employees are necessary to provide students with a positive example of adult behavior and an orderly instructional environment. To this end, the Board has adopted a policy of progressive discipline to be applied except in cases of gross misconduct. In instances of gross misconduct, the purpose of this policy is to consider if the misconduct warrants suspension without pay or termination.

As used in this policy, "progressive discipline" means imposition of the least severe sanction that the Board determines, in its sole discretion, to be likely to prevent a recurrence of the offense. If the Board

finds facts that support the use of progressive discipline, the Board may impose a penalty which may include, but not be limited to one or more of the following:

- A. Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.
- B. A written warning which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.
- C. Probation for a period of time determined by the supervisor in connection with the written warning.
- D. Administrative leave with pay.
- E. Suspension without pay imposed in compliance with applicable Indiana statutes.
- F. Termination imposed in compliance with applicable Indiana statutes.

Exceptions to the principle of progressive discipline contained in this policy may be made in cases in which the Board finds that the interests of students and the school community make the application of the principle of progressive discipline inappropriate. Examples include, but are not limited to the following:

- G. Reporting for duty under the influence of an alcoholic beverage, an illegal drug, or a prescription drug used other than in accordance with a prescription.
- H. Possession or use of alcoholic beverages or drugs on school property or at an event sponsored by the Board.
- I. Willful refusal to follow established rules or standards for the conduct of a professional employee, i.e. insubordination.
- J. Theft, fraud, or another violation of criminal law.
- K. Arrest and subsequent conviction of a crime.
- L. Falsification or omission of a material fact in the application for employment by the Board.
- M. Threats of and/or acts of violence to a person or substantial property damage.
- N. Poor professional judgment resulting in a risk of physical harm to a person.
- O. Harassment in violation of Board policy.

In the event a professional staff member is recommended for suspension without pay or dismissal, the procedures required by Indiana law will be implemented.

A. The following rules are considered serious matters which will result in counseling or warning. Employees will be counseled concerning violations of these rules, and written warnings may be issued prior to termination of employment.

1. Wasting time, loitering, or leaving work area during work hours without permission; excessive visiting.
2. Unsatisfactory job performance, including but not limited to, carelessness or inefficient performance of job duties resulting in either poor quality or quantity of work.
3. Creating or contributing to unsafe working conditions. Violation, or disregard of safety rules or practices.
5. Engaging in horseplay, running, scuffling, or throwing things.
6. Careless handling of equipment or material.

7. Absenteeism or tardiness. Misusing allocated paid time off.
8. Making false or malicious statements concerning any employee, the Corporation, or its students; using abrasive language.
9. Misconduct of any nature adversely affecting the Corporation's best interest and reputation.
11. Using telephone during work hours to make or receive non-emergency, non work-related telephone calls.
14. Abusing or misusing Corporation, student, or employee's property or equipment. Failing to properly maintain and care for property or equipment. Failing to report malfunctioning equipment.
15. Failing to attend Corporation safety meetings, service meetings, or other required meetings.

B. The following rules are considered to be extremely serious matters. The violation of any of these work rules may result, at the discretion of the Corporation, in disciplinary action up to and including discharge.

1. Violation of the Corporation's human dignity policy.
2. Violation of the Corporation's substance abuse policy.
3. Violation of the Corporation's discrimination and harassment policies
4. Threatening, coercing, or malicious interfering with fellow employees, students, parents, teachers, or other persons during working hours or on Corporation premises.
5. Gambling in any form on Corporation property.
6. A repetition of conduct for which counseling or written warning have occurred, including but not limited to any conduct covered by any consultation or warning for less serious acts of conduct under the above paragraph "A".
7. Fraudulent actions toward students, parents, teachers, employees or the Corporation.
8. Attempting to falsify and/or falsifying of Corporation records, employment application, production records, or time records.
9. Insubordination of any kind, including but not limited to, refusal to perform assigned work or to take orders from or follow supervisor; interfering with supervision; refusal to submit to medical or substance examination in accordance with the Corporation's drug and alcohol policy.
10. Instigating a fight or fighting during working hours or on Corporation premises at any time.
11. Moonlighting that would interfere with job performance
12. Knowingly clocking in for another employee, or signed in by another or falsifying, in any manner, time, attendance or work records.
13. Leaving building or walking off job during work hours without proper permission. Permission should be obtained from immediate supervisor.
14. Theft, misappropriation, destruction or removal from the building location or premises without proper authorization of any Corporation property, records or equipment or property, records or equipment of another.
15. Intentionally restricting production; encouraging employees to restrict production, or to stay off or to leave work early.
17. Disconnecting or rendering inoperative any safety system. Any adjustments to these systems must be made to factory specification or recommendations.
18. Falsification of employment applications, employment documents, or other Corporation records or documents.
19. Inflicting or threatening bodily harm to anyone. Touching a student or employee out of frustration.
20. Excessive tardiness or absenteeism

21. Soliciting funds or selling items during working hours without written authorization.
23. Violating safety rules or practices or engaging in conduct that tends to create safety hazards.
25. Failure to report an absence to the appropriate supervisor before the employees' regularly scheduled work shift.
26. Destroying or damaging any Avon School Corporation property or property of an employee, student or another.
27. Assaulting or attempting to assault another while on Avon School Corporation property or during assigned working hours, including use of profanity.
28. Engaging in immoral conduct while on Avon School Corporation property or during assigned working hours, including but not limited to use of profanity.
29. Handling or carrying a firearm, explosive, or other weapon of any kind on the job or on Avon Community School Corporation, unless authorized by applicable law.
32. Any other conduct, action, inaction, or circumstance which the Avon Community School Corporation determines in its sole discretion as a basis for discipline or termination.
33. Inappropriate relationship with students or other district employees.
34. Any violation of the Corporation's policies and procedures.
35. Any employee caught in an act of deception, lying or creating an incident to protect his/her job position.

Several of our Corporation's work rules are worthy of special explanation to our employees. These rules are listed in the following pages in this section of the handbook.

E-learning/Snow Days/Delayed Days

The Superintendent authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

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

Delayed School Opening

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

School Closings

When Avon Community Schools are closed, only essential employees, as directed by their immediate supervisor, will report to work. These employees may include maintenance, grounds, transportation, clerical and custodial employees. Administration Office personnel will follow the directive of their immediate supervisor.

Weather Related E-learning Days

Review the chart on the next page for summary of E-learning policy. The chart below is for **weather-related** E-learning days. Any scheduled E-learning days are regular workdays.

Position	Report to Work	Make-up Option	Exceptions
Secretary/Treasurer Custodians All Clerical Maintenance/Grounds Bus Mechanics Bus Drivers Warehouse Technology	YES Absence requires qualifying paid leave day (vacation or personal). If no paid leave day is available, a without pay day should be used. Work from home may be an option for some with designee approval.	YES Make up hours with supervisor's approval by end of current school year. Year-round, full-time staff and bus drivers will not have opportunity to make up hours.	Snow emergency declared by Hendricks County. If all offices close, employees may make-up this day at the discretion of their supervisor. A leave day must be entered in order to be paid.
Instructional assistants Food Service Staff Bus Monitors Door Monitors	NO Day will be unpaid. (No leave day required in Skyward but may use a personal day to be paid.)	YES Make up hours at supervisor's discretion. Preferably within the same week or next pay period	
Substitutes	NO	NO	

Compensation

The Corporation endeavors to maintain competitive pay and benefit programs for each of our different job classifications. Employees will be informed of the rate of pay and method of compensation when first employed. Employees hired after July 1 of the current school year will be ineligible for a pay increase until the following school year.

There is a **maximum** of 26 pays in a calendar year. Employees who do not work year-round will receive pay for time worked over a two (2) week period, rather than receiving twenty-six (26) equal payments. If a payday falls on a holiday, check the payroll and benefit deduction schedule for the actual pay day. All employee paychecks will be by direct deposit. The ability to accept pay by direct deposit is a requirement. Please contact the payroll department with any questions.

Evaluation

Per Board Policy 3410 each support staff member shall be given a written evaluation of their performance of the essential functions of their position at least each school year. A one-on-one meeting will occur to discuss the evaluation and the evaluation will be placed in the employee's personnel file. An employee must be rated effective or highly effective on their evaluation in the previous school year to be eligible for any pay increase in the future year. Employees hired after July 1 will be ineligible for an increase during that school year.

Transfers and Change of Assignments

Consistent with good business practices and the needs of the Corporation, we will look first to fill promotions and transfers from within the Corporation. Upon learning of any job vacancy, any employee who wishes to apply for a position should apply online via the Corporation website. Fluctuating numbers of students and student needs may necessitate the involuntary transfer of employees.

Separation of Service

Resignation

The written resignation of support staff shall be considered accepted and irrevocable upon delivery to the employee's department director, building administrator or Director of Human Resources. The courtesy of two weeks' notice of resignation is strongly encouraged. Paid time off will not be approved during two weeks' notice of resignation. A resignation date must be an employee work day (future dates submitted for summer or over break will be back dated to last worked day).

Per Board Policy 3420 a resignation, once submitted, may not be rescinded without the approval of the immediate administrator supervising the employee and agreement of the Board.

Return of school property upon separation

When employment with the Corporation terminates, for whatever reason, the employee is required to immediately return all corporation-owned property used during his or her employment and all documents and materials that may contain proprietary or confidential information. This includes without limitation: keys, credit cards, computers, vehicles, communication devices, uniforms, identification badges, parking passes, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to the Corporation.

Paid time off upon separation

Payment of unused vacation days will be paid out after final paycheck. Vacation time will only be paid out if two (2) weeks' notice is given. Vacation days are awarded in full to current employees. While vacation days are allocated in full on July 1st, if an employee resigns before the end of a school year (June 30), vacation days will be prorated based on date of resignation and the full allotment will not be paid out. Vacation time will not be paid out for employees whose employment status was terminated. Per Board Policy 3836 if an employee has been employed for ten (10) consecutive years, notifies the Superintendent 60 calendar days prior to retirement, and has accrued sick leave not to exceed 150 days, unused sick days shall be paid at thirty dollars (\$30) per day for the first 15 days accrued, sixty dollars (\$60) for the days 16-75 accrued, and ninety dollars (\$90) for any additional days accumulated 76 or

above, all normal deductions will be applicable to the retirement benefit. The benefit shall be paid in a separate check within thirty (30) days after the official retirement date.

Exit Interview

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

C.O.B.R.A. (Consolidated Omnibus Budget Reconciliation Act)

Upon separation of employment, employees with medical/dental insurance have the option to continue in the group insurance plan under COBRA. For further information, contact the Benefits Coordinator.

Job Abandonment

Any employee who fails to report to work without notice for three (3) consecutive shifts, fails to report to work after being denied time off, or fails to report to work when expected from an approved medical leave will be considered to have voluntarily resigned their employment with the Corporation and will be ineligible for rehire.

Summary of Changes

Updated July 27, 2020: 2020-21 Support Staff Handbook

- 1. Compensatory Time: Approval should be given by supervisor prior to accruing (not Assistant Superintendent). Comp. time cannot be carried over from year to year.*
- 2. Safety/Security: This is a newly added section to match what is in the certified handbook.*
- 3. Reporting a Threat: Now includes ACSC police department and updated language about carrying gun in trunk per board policy.*
- 4. Personal Days: Support Staff may take personal days in quarter day increments (except sub-required positions). Personal days should be used to conduct personal/civic affairs. Employees are discouraged from taking personal days consecutively. Personal days should be submitted four days in advance unless an emergency.*
- 5. Vacation Days: 10 days of vacation may roll over from the 2019-20 school year to the 2020-21 school year.*
- 6. Holidays: No change to policy – Format change*
- 7. Without Pay Days: Furlough days are no longer permitted. This section has been taken out. A request for an unpaid day requires a reason to be submitted.*
- 8. Disciplinary Procedures: Failing to follow COVID-19 health and safety protocols may lead to progressive discipline.*
- 9. Separation of Service: Paid time off will not be approved during an employee's two week notice*
- 10. Paid Time Off Upon Separation (effective with resignations received after August 1, 2020): Vacation days will be pro-rated when paid out. Retirement benefit of \$30 is only for sick days per board policy – not personal days.*

Summary of Changes Updated July 2, 2021: 2021-22 Support Staff Handbook

1. Bereavement/jury duty run concurrent with introductory period. These benefits will not be in effect until after the completion of the sixty (60) day introductory period. (p. 6)
2. Any scheduled e-learning days are regular working days. (p. 7)
3. Fee for badge replacement has changed from \$5 to \$10 (p. 11)
4. *Clarification to Compensatory time policy (p. 12)*
5. Removed roll over policy that was in place due to Covid-19. Three (3) vacation days may be carried over into the next school year. Salaried support staff who work twelve (12) months will receive fifteen (15) vacation days and after the first five (5) years one additional day for each year worked to a maximum of twenty (20) (p. 13)
6. Updated holidays to exclude Good Friday and add Martin Luther King Day (p. 15)
7. If you are granted approval to work additional hours for a limited amount of time your paid time will continue to be based on your permanent work assignment (p. 15)
8. *Employees issued uniforms are expected to wear them (p. 15)*
9. Communication with students must only be done through district approved systems (p. 14)
10. *Employees would not be eligible for bereavement days while on unpaid leave. (p. 19)*
11. Clarification on Non-FMLA leaves (formally referred to as personal leaves) (p. 22)
12. When reporting to DCS you should also notify ACSC police department. (p. 26)
13. Employees 55 and older with 20 years of creditable service may stay on insurance plan at full cost until Medicare eligible. (p. 26).

Summary of Changes Updated August 20, 2022: 2022-23 Support Staff Handbook

1. *Update to weather-related e-learning day policies p. 5*
2. *Sick days may only be taken in full or ½ day increments for sub-required positions p. 14*
3. *Paid time off is now based on employee assignment (not in a range) p. 16*
4. *Benefits begin 61st day of employment (not 60). p. 16*
5. *Clarifying insurance benefits upon retirement p.26*
6. *Support staff who work seven or more hours in a day will have a required 30-minute lunch deducted. P. 13*
7. *Compensatory should not accumulate more than 16 hours before being used. Employees are discouraged from using compensatory time in more than four-hour blocks. P. 13*
8. *Updated School Board Policy regarding mandatory duty to report. School Board policy 3011 p. 5*
9. *Updated School Board Policy regarding harassment. School Board policy 3025 p. 8*
10. *Updated School Board Policy regarding evaluations. School Board policy 3410 p. 12*

Summary of Changes Updated (2023): 2023-2024 Support Staff Handbook

- p. 2 Civility Board Policy Added*
- p. 7 Board Policy # for ADA policy*
- p. 7 Board Policy # for Mandatory Reporting of Convictions*
- p. 9 Board Policy # for Sexual Harassment*
- p. 9 Board Policy # for Disability Harassment*
- p. 12 Clarified Visitor information*
- p. 16 Staff Internet and Acceptable Usage Language added*
- p. 19 Cell Phone Usage Language added*
- p. 19 Social Media Guidelines added*

- p. 24 Parental Leave statement added*
- p. 25 – Clarifying implementation of Workers’ Compensation*
- p. 26 – Dress and appearance guidelines clarified*

Summary of Changes Updated (2024): 2024-2025 Support Staff Handbook

- Civility Board Policy – included additional language*
- Criminal History Check Board Policy*
- Equal Employment Opportunity Board Policy*
- DCS Mandatory Reporting of Child Abuse Board Policy*
- Anti-Harassment Board Policy*
- Corporation Provided Technology Board Policy*
- Staff Intranet and Acceptable Use Board Policy*
- Benefit Programs - Requirement to pay premiums*

Summary of Changes Updated (July 2025)

- Intro period – employees not eligible for PTO during intro period*
- Junteenth*
- Paid time off after separation*
- Parental leave – must use paid time off*
- Return to work from Leave*

