



Noblesville Schools Employee Handbook

To help you navigate the Noblesville Schools Employee Handbook, below are some helpful hints:

- By clicking on any topic in the Table of Contents, this will take you directly to that section.
- By holding the Command and F keys on your keyboard, a “find” box will appear and you can type specific words or phrases to find sections pertaining to those topics.
- Many sections include policy numbers which can be clicked on to view the associated board-approved policy.
- You can double-click on “Back to Top” on any page to get back to the main page.

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Our Vision

We are:

Engaged in intellectual pursuits

Inspired to challenge the present

Empowered to adapt, innovate, and succeed today and tomorrow

Our Mission

Noblesville Schools creates an inclusive, learner-centered culture that develops future-ready skills through relevant experiences supported by strong relationships that celebrate diversity and promote equity among students, staff, parents, and the community.

ENGAGE | INSPIRE | EMPOWER

Core Beliefs

Positive Relationships & Classroom Culture: We believe that high levels of learning occur when classrooms are rooted in positive relationships and engaging cultures, fostering both behavioral and educational success.

Safe & Inclusive Environment: We are committed to developing a safe, orderly, and inclusive school culture that respects diverse learning needs, including neurodiversity, trauma, and varied backgrounds.

Student Growth & Success: We believe every student has the ability to learn and succeed, and we are dedicated to providing the support they need to develop essential life and career skills.

Teaching & Modeling Behavior: All school personnel are responsible for teaching, modeling, and reinforcing social, academic, and emotional skills necessary for student success.

Commitment to Every Student: We honor and respect every student as they are, recognizing their unique strengths and ensuring they receive our best efforts in their educational journey.

EMPLOYMENT POLICIES AND PROCEDURES

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

AUTHORIZATION TO WORK

Noblesville Schools employs U.S. Citizens and individuals lawfully authorized to work in the United States. The Human Resources department utilizes E-Verify to verify all new employees' right to work in the United States.

AT-WILL EMPLOYMENT - CLASSIFIED STAFF

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

BACKGROUND CHECKS AND MANDATORY REPORTING [Policy D325](#)

Noblesville Schools reserves the right not to employ any applicant who does not meet the qualification standards for the position offered. To determine if the qualification standards are met, a comprehensive pre-employment background investigation will be conducted and reviewed.

Noblesville Schools is required by [Indiana Code 20-26-2-1.3](#) to conduct an expanded child protection index check through the Division of Child Services on all new employees. The School Corporation may use information concerning an individual being the subject of a substantiated report of child abuse or neglect as grounds not to employ with the individual.

Further, Noblesville Schools is required by HEA 1079 to complete an expanded criminal history check and expanded child protection index check for current employees of the school corporation every five (5) years. **The School Board agrees to pay the fee for the expanded child protection index portion and the criminal history portion of the background check required every 5 years for current employees.**

Failure to disclose a prior arrest and/or conviction on the report may result in disciplinary action and/or dismissal. Noblesville Schools reserves the right to obtain criminal record information on any employee at any time.

Additionally, employees are required to report the following to the Superintendent or designee within (2) business days of the occurrence:

- An arrest or filing of criminal charges;
- Any substantiated report of child abuse or neglect; and/or
- A conviction of criminal charges

The Superintendent or designee shall review each report and recommend appropriate action to the Board.

Effective July 1, 2023, Noblesville Schools is required by [SB 342](#) (2023), codified at [Indiana Code 20-26-5-11.2](#), to review and implement the following while hiring and continuing to employ each employee of the School Corporation:

1. The School Corporation will not employ or contract with, and will terminate the employment of or contract with, an individual who has been convicted of an offense listed in [Indiana Code 20-26-5-11.2\(b\)](#), unless such conviction has been reversed, vacated, or set aside.
2. The School Corporation will not employ or contract with an individual who meets one or more of the following criteria, unless a majority of members of the Board approves such employment or contract as a separate, special agenda item:
 1. Convicted of an offense listed in [Indiana Code 20-26-5-11.2\(c\)](#);
 2. Is required to wear an ankle monitor as the result of a criminal conviction;
 3. Entered into an agreement to settle an allegation of misconduct relating to the health, safety, or well-being of a student (as defined in [Indiana Code 20-26-5-11.2\(i\)](#)) at a school corporation, charter school, or state accredited nonpublic school, if the agreement included a nondisclosure agreement covering the alleged misconduct;
 4. Engaged in a course of conduct involving repeated or continuing contact with a child that is intended to prepare or condition the child for sexual activity in an academic environment (as defined in [Indiana Code 35-42-4-13](#)).

EQUAL OPPORTUNITY [Policy A100](#)

Noblesville Schools does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex, age, religion,

veteran status, genetic information or disability in the programs or activities which it operates or the employment therein or admission thereto.

Noblesville Schools is committed to complying with the Equal Pay Act, which prohibits sex-based wage discrimination between men and women in the same establishment who perform jobs that require substantially equal skill, effort, and responsibility under similar working conditions.

AMERICANS WITH DISABILITIES (ADA) & ACCOMMODATIONS

The [Americans with Disabilities Act](#) (ADA) and the [Americans with Disabilities Amendments Act](#) (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, provide reasonable accommodations to applicants and employees who are qualified for a job—with or without reasonable accommodations—so that they may perform the position's essential job duties.

It is the policy of Noblesville Schools to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the corporation policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, compensation, training, discharge, or other terms, conditions and privileges of employment.

If there is a need for accommodation for an employee, the employee and/or the supervisor should notify the Benefits Team who will then engage in the ADA interactive process together with the employee. This process will determine what, if any, reasonable accommodations can be made so the individual can perform the essential functions of their position unless doing so causes a direct safety concern or if the accommodation creates an undue hardship. In most cases, employees will be required to provide documentation from an appropriate health care provider. All accommodation requests will be considered in accordance with applicable federal and state regulations.

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

NON-DISCRIMINATION & ANTI-HARASSMENT [Policy A100](#)

Noblesville Schools is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Noblesville Schools has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other hazardous devices or substances are prohibited from the premises of Noblesville Schools without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the employee's immediate supervisor, building administrator, Assistant Superintendent of HR/Safety or any other appropriate Corporation official. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

The School Corporation has designated staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below.

Title VI, Title IX, Section 504, and Non-Discrimination – Student Complaints

Assistant Superintendent for Human Resources and Safety

Phone: 317-773-3171

18025 River Rd.

Noblesville, IN 46062

student_discrimination@nobl.k12.in.us

Title VI, Title VII, Title IX, Section 504/ADA, and Non-Discrimination – Staff Complaints

Assistant Superintendent for Human Resources and Safety

Phone: 317-773-3171

18025 River Rd.
Noblesville, IN 46062
staff_discrimination@nobl.k12.in.us

All suspicious individuals or activities should also be reported as soon as possible. Employees should not place themselves in peril. Employees should not try to intercede or see what is happening if they see or hear a commotion or disturbance near their workstation.

Noblesville Schools will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Noblesville Schools may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

Noblesville Schools encourages employees to bring their disputes or differences with other employees to the attention of the administration before the situation escalates into potential violence. Noblesville Schools is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

PERSONNEL RECORDS AND FILES

Employees should promptly notify Human Resources of any change in name, marital status, number of dependents, or any other pertinent information. If an employee has a change in address, phone number, or emergency contact, this change should be done within the [employee's portal](#) (which can be found on the school corporation website under the *Staff / Linq Employee Portal Tab*.)

Current licenses or certifications, when required, must be provided prior to employment. It is the employee's responsibility to provide his/her renewed licensure to the Human Resources Department. Subsequent verification may be requested at any time.

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

INTERNET AND TECHNOLOGY RESPONSIBLE USE [Policy A300](#)

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

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

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

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

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

Staff members are expected to bring home their corporation-issued laptop/iPad or be able to access appropriate technology via their home in the event that an unplanned eLearning day is called.

Personal business should not be conducted during the school day. Classroom telephones are for school-related business. Personal communication (cell phone calls, texting, social media, shopping) during instructional time or during food preparation (for food service personnel) should not occur. The school corporation assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. According to law, personal devices may be subject to investigation and accessible as a public record if they are being used for anything school related. This includes any email, text, or picture that may involve a student.

[Staff Expectations for Communicating Electronically](#)

DATA SECURITY AND GOVERNANCE

Noblesville Schools takes the privacy and security of student, staff, and district data very seriously. All employees are responsible for handling data in accordance with the district's Data Governance Manual.

The Data Governance Manual outlines procedures for:

- Data access and security
- Data collection, storage, and disposal
- Sharing data with authorized individuals and entities
- Protecting data from unauthorized access or disclosure

Familiarization with the [key principles of data governance](#) is essential for all employees.

For any questions regarding data security or the Data Governance Manual, please contact the Technology Department or the Data Governance Committee.

COPYRIGHT NOTICE

Noblesville Schools respects copyright laws and expects employees to do the same. When using materials in the course of your work, be sure they are either:

- Public domain (not protected by copyright)
- Open educational resources (freely usable with attribution)
- Used with permission from the copyright holder

Sharing purchased curricular materials is generally not permitted. These materials are often licensed for use by a single school or teacher, and unauthorized sharing can violate copyright.

The district provides resources and training on copyright fair use for educational

purposes. Employees are responsible for following these guidelines to avoid copyright infringement.

For questions or assistance regarding copyright or sharing curricular materials, please contact your teacher librarian or members of [The Learning Department](#).

USE OF EMAIL

Each employee will be given a Noblesville School's email account. It is the employee's responsibility to check the email account on scheduled work days.

INSTRUCTION / CLASSROOM MANAGEMENT

Rules, Responsibilities, and Expectations

Essential Standards of Behavior

Our Goal:

Create a systematic process that ensures every child receives the additional time and support needed in each tier of behavioral support.

In an effort to sustain an environment conducive to attaining Noblesville Schools' mission and vision, all members of the school community are responsible for following through with essential standards of behavior. Each classroom will incorporate strong tier one evidence based practices including the following elements: Climate, Communication, Curriculum Culture. Staff are expected to follow the process for addressing student behavior.

Level 1 Violations (typically managed within the classroom)

Building positive relationships with parents is essential to supporting student success. Open communication with parents is key, and reaching out to them when addressing inappropriate behavior or academic concerns helps foster collaboration and shared responsibility for student growth.

DISCIPLINARY REFERRAL PROCESS [POLICY C350](#)

The disciplinary referral process aligns with the responsive practices embedded in MTSS, utilizing a system for collecting behavior data through both teacher-managed and administration-managed behaviors. A student tracking system is used to track behavior incidents, ensuring consistency and documentation.

Student Searches [POLICY C550](#)

To ensure student rights and maintain a safe school environment, all searches must be conducted by an administrator and/or law enforcement. This includes accessing information from electronic devices. Staff members are not permitted to search student possessions, lockers, or personal electronic devices without prior approval from the administration.

The disciplinary referral process aligns with the responsive practices embedded in MTSS. PowerSchool and EDUCLIMBER are used to track behavior data. It is important for staff to understand the difference between a log entry and a discipline referral. An informational *log* (teacher managed) is made to document an incident that was dealt with entirely by the staff member. A discipline log (administrator managed) is made when an administrator is needed to review the situation and determine an appropriate course of action. When the behavior is so severe that a student needs to be removed from the educational environment, the student should be sent or escorted to the office. When this is not possible, the staff member may call the office to request an administrator. Building Principals have the discretion to require staff members to make contact with the parent/guardian after making a log entry.

Staff should follow building procedures for making discipline referrals. Discipline referrals will be acted upon according to the judgment of the person who is addressing the situation.

FIELD TRIP REQUESTS

A field trip request form must be submitted and approved prior to the trip. Overnight or out-of-state field trips also require school board approval prior to the trip. All field trip requests can be submitted using this [link](#). The following [link](#) provides guidance for employees who wish to accompany their child on a field trip.

INSTRUCTIONAL TIME

Staff are to plan and execute valuable educational activities aligned with locally developed curriculum maps and pertinent to the subject assigned for each block of instruction. Effective use of all available instructional time is an expectation of all staff at all times, including days prior to vacations and exams.

LESSON PLANS AND GRADE/PROGRESS REPORTING

Lesson plans and classroom management plans must be available in electronic or paper form as directed by an administrator. Lesson plans must be produced by all staff upon request by an administrator.

Staff will assign and record all student progress/grades. Staff will be notified at the beginning of the school year of the dates by which all grades/progress reports must be entered so that report cards can be processed and distributed efficiently.

Grades for 6–12 should be posted in PowerSchool in a timely manner relative to the nature of the assignment. Missing or to-be-graded assignments in PowerSchool must also be regularly updated to avoid misrepresenting or miscommunicating grades to parents.

—Elementary Progress Reports are standards based and are issued each semester. Grades for students in grades 6–12 will be issued each semester and are to be current as directed by the school administration. Grades/Progress for all students should represent a variety of skills, learning experiences, and assessment measures. Attitudes and discipline should not be reflected in grades for academic subjects; these should be communicated separately to parents.

Reporting Student Progress to Parents/Guardians

Active communication with parents is vital to the success of students and promotes positive relationships with school stakeholders. Teachers are encouraged to proactively contact parents to share positive news and information regarding their child's performance in school. Teachers are expected to contact parents when academic and/or behavior concerns such as missing or late work, poor grades, and/or sudden changes in behavior arise. Teachers are also expected to respond to parent communication in a timely manner relative to the nature and method of contact (email or voicemail), and no later than 48 hours after receiving the contact. Teachers are encouraged to discuss possible parent communication needs with counselors and/or administrators to implement a parent communication plan that is best suited for each specific situation.

MULTILINGUAL EDUCATION

Noblesville Schools provides students identified as English Language and Multilingual Learners with language support through the IDOE English Language Content-Based model, which supports English language development within the K–12 classroom. The classroom teacher, in collaboration with the ML Collaborative teacher, provides English language development instructional support for all students, regardless of English

language proficiency. Services must be provided to all EL/ML students until reaching English language proficiency, with students meaningfully and equally participating in educational programs without the need for language support.

MULTI-TIERED SYSTEMS OF SUPPORT

Noblesville Schools uses Multi-Tiered Systems of Supports (MTSS) to ensure high levels of learning for all students. MTSS allows schools to systematically address both academic and behavior needs through three distinct tiers of support.

Tier 1 represents the first best instruction provided universally to all students through the core curriculum, within regularly scheduled class time.

Tier 2 provides targeted, short-term instruction focused only on specific literacy or math standards and/or behavior expectations outside of core time to quickly close learning gaps.

Tier 3 provides intensive, long-term intervention delivered only by specialists to a few students with significant deficits in foundational, universal skills like reading, writing, and number sense, necessitating a different curriculum and highly specialized expertise.

This structure and approach ensures support progresses from universal access to highly individualized, expert intervention as student needs become more intensive.

[Attached](#) is a comprehensive list of student and family supports.

PRAYER IN SCHOOL [POLICY G425](#)

Employees may not orchestrate prayer at the beginning of the day, in classes or within the curriculum, during practices or athletic events, or at graduation ceremonies. This prohibition includes joining hands in a prayer circle or otherwise manifesting approval and solidarity with student religious exercise as they are acting in the official capacity of employment.

SUMMER SCHOOL

- Summer school position descriptions, available openings, and applications will be made available to all school corporation staff during the Spring semester and no later than May 1st. Staff selected for available openings will be notified as soon as assignments are known.

- Summer school teachers will be issued a supplemental services contract and will be paid for each hour of instruction at their hourly rate.
- Summer school position descriptions will include information about any additional compensation, including payment for prep time and extra duties such as any required parent events, supervision, or curriculum development.
- Summer school pay dates are determined based on how the teaching schedule aligns with the bi-weekly pay calendar. Therefore summer school pay dates will vary throughout the summer depending on the time and length of the elementary, middle, and/or high school programs offered.

TRAINING, PROFESSIONAL DEVELOPMENT, AND LICENSING

REQUIRED ANNUAL TRAINING

Certified Staff:

All new and existing employees must complete the annual Vector Solutions mandatory training. Notification will be sent by email to the employees' Noblesville Schools email account. Please know this is a condition of employment. Failure to comply may lead to disciplinary steps. Employees hired after September 1st will have 30 days to complete all trainings.

Classified Staff:

All new and existing employees must complete the annual Vector Solutions mandatory training. Notification will be sent by email to the employee's Noblesville Schools email account and given 30 days in which to complete. This is a condition of employment and must be completed outside of scheduled working hours. Failure to comply may lead to disciplinary steps including termination.

Non-Exempt Classified Staff will receive a stipend of \$60 for completing all Vector Solutions training videos by the due date for annual training or by 30 days of their orientation date as a new hire. If a classified employee does not complete ALL of the training videos by the annual training due date or within 30 days of their hire date, the employee may enter into the progressive discipline process, and are ineligible for a stipend. The guidelines may be found [here](#).

MENTOR PROGRAM

Certified staff who are new to Noblesville Schools participate in a New Educator Mentor Program during the first year of employment with the school corporation. Mentors meet and communicate regularly with new staff to help them learn about the various aspects of the school and school corporation, answer questions, and problem solve needs. Both the mentor and new educator access monthly modules provided by the school corporation to facilitate the mentoring process.

PROFESSIONAL GROWTH REQUIREMENTS

The corporation provides professional learning opportunities to assist staff in appropriately educating students. Staff are expected to participate in professional learning opportunities during the school year that are related to their job responsibilities. PGP credits will be issued according to the following guidelines

- Professional Growth Points (PGPs) will be issued for professional learning (PL) presented or arranged by school personnel that promotes effective conduct of educators' duties to instruct, manage, and supervise students.
- One PGP will be awarded for one hour of PL; one half PGP may be awarded for thirty minutes of PL.
- Professional learning that will earn PGPs includes school or school corporation training sessions, required or voluntary, whether during the staff work day, after hours, on weekends, or during school breaks, including summer.
- PGPs are generally not awarded for faculty meetings, PLC meetings, collaboration sessions, business meetings, and departmental meetings unless the primary purpose and content of these meetings is to introduce new learning about professional practice.
- The administrator conducting or arranging the professional learning session is responsible for providing or obtaining and distributing PGP certificates.
- Participants are expected to obtain PGP certificates at the professional learning session or sign in as requested so that certificates may be emailed or delivered. Participants who do not take certificates or sign in may request certificates within ten days of the event.

PROFESSIONAL LEARNING COMMUNITIES

The purpose of Professional Learning Communities is to continuously improve curriculum and instruction within each grade level and/or discipline to improve student learning. PLCs will meet as collaborative teams during designated collaboration time unless otherwise approved by the building principal. Staff are expected to actively participate in Professional Learning Community discussions and activities.

STAFF DEVELOPMENT REQUEST PROCEDURE

[Staff Development Requests \(SDRs\)](#) require the approval of the principal and superintendent of schools or designee. These requests must be submitted in advance of the event using the school corporation's digital SDR form for an event that incurs cost of any kind and/or causes an absence from assigned duties. This includes virtual events.

All relevant information must be included on the digital SDR form. Registration of any kind is NOT permitted until after the SDR has received all approvals. Staff are also not permitted to register for events using their personal credit card and ask for reimbursement.

PROFESSIONAL MEETINGS

Staff meetings may be held before or after school. Appropriate notice of these meetings will be provided, especially if they fall outside of the staff workday. Staff meetings may include classified staff, certified staff, departments, and/or other groups within the school. Attendance at scheduled meetings is expected. Coaches and sponsors should make every effort to schedule activities, practices, and/or game preparations so they can attend every scheduled staff meeting. Staff should report extenuating situations to the building administrator prior to missing a scheduled meeting.

LICENSES/DEGREES

All certified personnel are required to maintain a current professional license. Any staff member who has renewed an expired license must present a current professional license to the Human Resources Department or proof that s/he has completed the requirements and has applied for the license before the first staff work day. Professional staff who cannot provide a license or proof of application for the license on the first work day will receive substitute teacher pay until the new license is provided.

All certified staff members who anticipate earning a degree or additional credit which would qualify them for a salary increase prior to the start of the next semester should note the following: If the coursework or degree is completed by September 1 and verification is

received by the Human Resources Department by September 30, the staff's salary will be adjusted accordingly the first semester. If the coursework or degree is completed by January 1 and verification is received by the Human Resources Department by January 31, the staff's salary will be adjusted the second semester accordingly.

LITERACY ENDORSEMENT

Bargaining unit members who submit documentation of obtaining a Literacy Endorsement will receive an additional base salary of \$200. If the coursework or degree is completed by September 1 and verification is received by the Human Resources Department by September 30, the staff's salary will be adjusted accordingly the first semester. If the coursework or degree is completed by January 1 and verification is received by the Human Resources Department by January 31, the staff's salary will be adjusted accordingly the second semester.

SUPERVISION OF STUDENTS AND OVERALL SAFETY

ANTI-BULLYING [POLICY C200](#)

Noblesville Schools prohibits bullying, including cyberbullying through the use of data or computer software that is accessed through any computer, computer system, or computer network. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution. **Bullying is defined as "overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student** and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or

- Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Rules against bullying may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within Noblesville Schools and disciplinary action is reasonably necessary to avoid substantial interference with the school environment or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. *Noblesville Schools Policy* [C200](#) Anti-Bullying includes provisions concerning education, parental involvement, and intervention; a detailed procedure for the expedited investigation of incidents of bullying; and a detailed procedure outlining the use of follow-up services.

Reporting Bullying Incidents

Students reporting alleged incidents of bullying may do so to a staff member, administrator, counselor, social worker, or the at-risk coordinator. The confidentiality of reports will be maintained as much as possible. Reports can also be made via the SPEAK UP app located on the student iPads for grades 4-12. Students in grades PK-3 are encouraged to tell a trusted adult. It is the responsibility of each staff member to address bullying by talking with the student, calling the parent, and/or notifying an administrator.

BLOODBORNE PATHOGENS

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

Designated employees will be provided with proper training in universal precautions against exposure and/or contamination. Noblesville Schools will also provide designated employees with appropriate protective supplies and equipment. Employees must adhere to the proper procedures for reporting, evaluating and following up to any and all incidents of exposure. All records that are required to be maintained will be maintained by the Human Resources Department.

CONFIDENTIALITY

All information about students and/or employees should be treated with the strictest confidence. Disclosure of confidential information gained through employment is an act of prohibited conduct subject to formal disciplinary action. Any information concerning a

student or employees' family, financial condition, or personal situations is strictly confidential and must not be shared.

EVACUATION PROCEDURES

Faculty and staff are responsible for familiarizing themselves with the procedures for the areas that they utilize during the school year. Evacuation routes must be posted in all rooms in the building. Missing evacuation route signs should be reported immediately to the Building Safety Specialist.

Fire drills are scheduled monthly. Tornado drills are scheduled in the fall and spring to comply with established state and federal standards. Safety drills are conducted at the building level four times a year. Other emergency drills will also be conducted as required or deemed appropriate.

Staff attitude and actions will determine how students perform in these drills. Whenever the alarm/code is given, everyone will quietly and quickly follow the appropriate procedures for maximum safety. Accounting for students is the responsibility of the staff. Refer to the Emergency Preparedness Plan for more details.

EXPOSURE CONTROL PLAN FOR HANDLING AND DISPOSING OF BODY FLUIDS

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

FIREARMS, WEAPONS AND DESTRUCTIVE DEVICES [Policy A200](#)

Indiana law ([Indiana Code 35-47-9-2](#)) prohibits individuals from possessing, storing, making, or using certain dangerous weapons (including imitation firearms) in or on school property. Indiana law states that no person may possess a firearm in or on school property or on a school bus, unless specific exceptions apply. Indiana law states that no person may possess a knife intended to be used as a weapon in or on school property or on a school bus.

Employees who have reason to suspect possession of firearms and/or other weapons should report their suspicions to either an administrator or school resource officer or call 911 immediately.

FIRE SAFETY

All staff members must avoid fire hazards in areas for which they are responsible. Violations noted by local fire marshal in recent inspections include:

- Open flames: Candles are not permitted, and devices with open flames are permitted only with proper supervision and equipment, including emergency equipment.
- Candle warmers are not permitted, this includes not using sterno/open flame type warmers used to keep food warm.
- Flammable materials (cloth, fabric, boxes, paper, cardboard sculptures) are not permitted within two feet of dropped ceilings. This includes any items stored on the tops of cabinets.
- The interior side of a classroom door must be free of decorations, excessive paper, and mirrors so that it is clearly seen as a door. In an emergency, it is extremely important to be able to identify a clear path of egress.
- Artwork and other paper hung on the wall (either in a classroom or hallway corridor) must be limited to 20% of the wall space.
- Extension cords are only allowable for temporary use. Power strips with long cords are an excellent alternative. Power strips must be plugged directly into an electrical outlet.

MEDICATION IN SCHOOL

No employee, volunteer, or any member of the school faculty and staff, while acting in the scope of his/her duties, is permitted to prescribe, dispense, administer or recommend any type of medication, drugs or any substance of a medicinal nature for internal consumption by any individual. Only the school nurse or designee is allowed to administer medication.

Staff cannot administer medication to a student unless the staff person has been trained by the school nurse specific to the medication and when to administer. This volunteer staff person is identified as the UAP (unlicensed assistive personnel) or designee. Documentation of training is required by [Indiana Code 20-34-5-14](#).

A medical provider's written statement indicating that the medication is to be taken must be on file with the school nurse.

A student with a chronic disease or medical condition may possess and self-administer medication with a medical provider's written permission. The nurse will notify staff about students who fall within this category. When in doubt, staff should call the nurse for verification.

REPORTING ACCIDENTS [POLICY C525](#)

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

An injured employee shall report the incident via the procedure listed under [Workers Compensation](#).

If a student injury does occur, the nurse should be notified immediately. The nurse or building administrator will notify parents. When a serious accident occurs, the student should not be moved, and the nurse should be contacted immediately. A [Student Accident Report Form](#) will need to be completed by the nurse.

Miller Explorers Injury Reporting Process

When an injury occurs during Miller Explorers, contact the Miller Explorers Site Managers immediately and treat the injury appropriately using first aid treatment (band aid, ice, wet paper towel, rest, etc.). SiteManagers will document the injury using the [Miller Explorers Behavior/Injury Report](#) Google Form and communicate with the child's parent/guardian (**immediately: if the injury is severe OR a head injury**; at parent pick-up: if the injury is minor).

Injuries that must be documented and communicated include (but are not limited to):

- Any head injury (communicate immediately)
- Major cut/scrape
- Nose bleed
- Twisted/sprained bone
- Suspected broken bone
- Any strange behavior outside of the normal behavior of the child

Please remember: never hesitate to call 911 in an emergency. If a 911 call is made, call an administrator immediately following the initial call.

For any injury that requires a child to be sent home, print the completed Miller Explorers Behavior/Injury Report and follow up with the school nurse on the next school day. The nurse will update the child's records as needed and forward the report to ESC.

Each year, all Miller Explorers staff must review the [Concussion Signs & Symptoms Video](#).

REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT [Policy A225](#)

Any staff member who suspects that a child has been abused or neglected shall immediately report suspected child abuse or neglect to the Department of Child Services (DCS) or to a local law enforcement agency (including a School Resource Officer), using the SOP: Reporting Child Abuse and Neglect Tile found on the district desktop. Using the guidance from the form, notify a building administrator and/or school counselor face-to-face, and email the Executive Director of Student Services. Notification via phone is acceptable during a school break or after school hours. The DCS's Indiana Child Abuse and Neglect Hotline is 1-800-800-5556. Staff members are expected to accurately and confidentially document all suspicions of child abuse or neglect. All confidential records should be kept in either a school administrator's, school social worker or school counselor's office.

If a child has injuries, a building administrator, social worker, and/or counselor will contact the school nurse. The school nurse will assess their severity, determine whether medical attention is necessary, and will report to a building administrator, social worker, and/or counselor. A witness must be present at all times while the nurse is assessing the student's injuries. At no time should a student be asked to remove their clothing (unless it is an outer covering, such as a coat/sweatshirt). A student may be asked to roll up the sleeves of a shirt and/or a pant leg. If a suspected injury is not able to be seen without removing clothing, then include this in your report to DCS or local law enforcement.

Any personal student interview should be conducted in an objective manner. The nurse, building administrator, social worker, and/or counselor shall keep a record of what is observed and what the student has said. If additional information is needed from the student(s) after the initial report to a building administrator, social worker, and/or counselor, then a building administrator, social worker, and/or counselor may ask open-ended questions such as Tell me what happened; Tell me more about _____; When did this happen; Where did this happen. Open-ended questions may not include words that describe actions, feelings or persons' names or relationships to the child. Other than the open-ended initial questions, no staff member should investigate suspected child abuse or neglect.

All oral reports shall be made immediately. The oral report shall be followed by a written report (Form titled "[Preliminary Report of Alleged Child Abuse or Neglect](#)" located on the Student Services website under Staff Forms) and on a [tile](#) on staff members' desktops. The form should be completed whether informing DCS or law enforcement. The reporting staff member and the school nurse shall assist a building administrator, social worker, and/or

counselor in completing the written report, a copy of which should be sent to Noblesville School Corporation's Student Services Department.

Under the Indiana Code, any person who reports suspected child abuse and/or neglect in good faith is immune from civil liability or criminal penalty.

When staff members are accused of child abuse, administrators' responses are severely restricted by legal requirements and investigative protocols. Administrators in Noblesville Schools will follow these steps:

- Consult with an SRO.
- Inform the staff that a report has been made, either in person or by phone during school breaks or after school hours.
- Inform the Noblesville Teachers Forum that a report to DCS has occurred.
- Keep confidential any information or explanation of the circumstances that prompted the report to DCS.
- Place the staff on paid administrative leave until the DCS declines to investigate or completes its report.
- After the DCS investigation and report are complete, the administration can discuss the situation with the staff.
- Appropriate disciplinary action will be taken by the administration as indicated by the findings of the DCS report and any related NPD investigation.

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

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

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.

RESTRAINT AND SECLUSION [Policy C400](#)

Noblesville Schools believes that every effort should be made to prevent the need for school staff to restrain or place a student in seclusion. However, at times it may become necessary for school staff to restrain or place a student in seclusion in order to prevent the student from harming him/herself or another. The Noblesville Schools plan for the use of restraint or seclusion with students can be found [here](#).

SAFETY

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

Guidelines

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

Safety Levels

The following Safety Levels are used in order to have a common language among all staff members, students, parents, and the community. Safety level posters are hung in all classrooms/large group areas and staff also have stickers on the back of their staff ID badges showing these levels.



SAFETY LEVELS

WHEN YOU HEAR IT. DO IT.

NORMAL DAILY OPERATIONS.

This is how we operate every day.



HEIGHTENED AWARENESS. NO OUTSIDE ACTIVITIES!

Police activity and/or safety concern in the area. No reported threat on campus.



- NORMAL OPERATIONS INSIDE BUILDING
- NO OUTSIDE ACTIVITIES FOR STUDENTS
- VISITORS MAY ENTER/EXIT BUILDING

SHELTER IN PLACE!

Police activity and/or safety concern affecting the campus.



- NO OUTSIDE ACTIVITIES FOR STUDENTS
- STAY IN CLASSROOMS AND/OR SAFE AREAS
- HALLWAYS NEED TO BE CLEARED
- NO VISITORS MAY ENTER/EXIT BUILDING

LOCKDOWN!

Threat reported on campus and/or in building.



- FOLLOW ALICE PROTOCOL
 - ALERT, LOCKDOWN, INFORM, COUNTER OR EVACUATE

Security

All staff are expected to assist in maintaining building security. Classroom doors must be locked at all times, and windows should be closed and latched. Staff located near restrooms and/or exterior doors should routinely check these areas during supervision time such as passing periods to insure they are secure. No exterior or interior doors should be propped open during any part of the day. Failure to comply with this safety measure may result in disciplinary action.

ID Badges/Keys

The Noblesville Schools' issued photo employee ID badges shall be worn by all regularly scheduled school employees while on duty. Badges will display a picture of the employee and employee's name. ID badges must be with the employee and easily visible at all times. ID badges and keys must be returned to the Human Resources Department upon separation from employment, and cannot be transferred to another individual for any reason. ID badges should not be shared with anyone else, including colleagues, students, or outside community members.

The first [replacement badge](#) will be at no cost to the employee, but additional replacement badges will incur a \$10.00 fee to be paid in cash before a new badge will be issued. Faculty and staff are expected to offer help to any adult in the building without a school-issued ID and escort the individual to the main office. It is expected that all employees present a valid state driver's license or photo ID as they enter any building where they do not physically work.

STANDARD OF CARE AND SUPERVISION OF STUDENTS [Policy D200](#)

Staff are responsible for the direct supervision of all students in their classes and may not leave any student(s) unsupervised for any reason at any time.

Staff are expected to supervise the hallway directly outside their classroom before school and during secondary passing periods. Elementary staff are expected to escort students to special area classes, lunch, and the bus at the end of each school day. Assignments for supervising the student pick-up and drop-off area, bus zone, restrooms, common areas, etc., will be determined at the beginning of each year by the administration and assigned to staff.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

Employees transporting students of this Corporation, other than their own, in private vehicles shall be only in emergency situations and/or for the welfare of the student(s). Such transportation shall be approved by the appropriate administrator. No driver may transport students without carrying adequate insurance.

VISITORS AND VOLUNTEERS

All visitors, including parents and community members, must be prepared to provide a valid photo ID before entering the school building. In order to ensure student safety, Noblesville Schools requires background checks for visitors/volunteers who will be working with students using the guidelines below. Background checks need to be submitted at least three weeks prior to the event.

No formal background check is required for guests who are visiting the office area and/or observing at a special event. Guests are requested to check-in at the front office and provide a state-issued identification card at the time of check-in. Examples: specific schoolwide programs or celebrations, guest speakers, Veterans' Day programs. For large events held during the school day, pre-registration to attend the event is required.

For all other visitors/volunteers that will have possible interaction with children in our schools, a national background check through Noblesville Schools chosen vendor will be required. Examples: field trips, classroom volunteers, classroom parties, attending lunch with your child.

Guest speakers are valuable assets to our educational environment. They provide students with unique perspectives, real-world experiences, and opportunities to engage with professionals in various fields. Staff Members are required to communicate with building administrators to gain approval of having a guest speaker into their classroom.

They should be prepared to provide the purpose of the guest speaker, what curriculum standards may be addressed, and the activities that students will be participating in with the guest speaker.

ASSIGNMENTS AND TRANSFERS

TRANSFERS FOR CLASSIFIED EMPLOYEES

Open classified positions will be posted on the Noblesville Schools website (www.noblesvilleschools.org) and transfer requests should be made to the contact person listed within the posting.

TRANSFERS FOR CONTRACTED EMPLOYEES

For the purposes of this section, a *transfer*, voluntary or involuntary, is defined as the movement of a staff member to another building within the school corporation. An *assignment* is defined as the specific grade level(s) and/or subject area(s) within the building that are specified to be that staff member's job/position, etc.

Voluntary Transfers

- Staff who desire a transfer must either:
 - Respond to a posted vacancy for which the staff member is interested within the ten (10) day posting period by submitting in writing or email a statement of such desire to the contact person on the posting as well as the superintendent or designee, or
 - Place on file with the superintendent or designee a standing written request submitted in writing or by email a request for transfer specifying school(s) to which the staff member would consider being transferred.
- The staff member shall provide a copy of his/her request to transfer with the principal of his/her school at the same time the request is filed with the superintendent or designee.
- Staff who have requested a transfer shall receive notice in writing or by email from the Human Resources Department or his/her designee as to the receipt of the request.
- All requests for transfer to a specific school or in response to a posted vacancy shall be considered before a newly hired staff member is assigned to that position.

- Staff who have requested transfers shall be notified in writing or by email by the superintendent or his/her designee of the disposition of the request including the reason(s) for not granting the transfer if denied.
- Any staff member whose transfer request is denied will receive consideration for future vacancies only after filing another request.
- All requests for change of assignment within a school will be handled by the building principal, subject to review by the superintendent or his/her designee.

Involuntary Transfers

The Noblesville School Board reserves the right to transfer, assign, and reassign staff when it determines the action to be in the best interest of Noblesville Schools

- The Forum President will be notified of the need for the pending transfers of staff in the bargaining unit, and discussion will be held, if requested, by the Forum President.
- All involuntary transfers/assignments within or outside of a school will be preceded by a consultation with the staff affected.
- If possible, any involuntary transfer will be resolved with a voluntary transfer or reassignment.

In the event of a need for an involuntary transfer, the following criteria shall be considered:

- Licensure from the Indiana Department of Education Office of Licensing
- Instructional leadership, academic needs of students, and needs of the school corporation
- Successful teaching performance in the same or similar position as determined by the staff member's most recent Annual Effectiveness Rating (AER): Highly Effective, Effective, Improvement Necessary, or Ineffective.
 - A staff member who received a lower AER on their most recent evaluation will be transferred before staff who received higher ratings
 - If staffs' most recent AERs are equal, the staff member with a lower rating on the next most recent evaluation will be transferred. This comparison will be made for the five most recent AERs until a lower-rated staff member is identified or a staff member no longer has an AER to compare, in which cases that staff member will be transferred.

- If AER comparisons do not determine the staff member to be transferred, the administration will consider instructional leadership, academic needs of students, and needs of the school corporation.
- Types of teaching experience in Noblesville Schools and in other school districts.

If a staff member who is qualified under all of the factors listed above is designated for involuntary transfer and is certified for more than one (1) vacancy available, the staff member will receive consideration for placement in each available position.

If possible, no staff member shall be involuntarily transferred to a different position more than once every two school years.

When it becomes necessary for a staff member to be involuntarily transferred, the staff member who is transferred will be given priority to return to his/her most recent assignment if such assignment becomes available and the staff member has made a written request to the Superintendent or his/her designee and the building principal requesting to return to his/her prior assignment.

JUSTIFIABLE DECREASE IN TEACHING POSITIONS [POLICY D475](#)

As the school employer, the Noblesville School Board shall have the responsibility and authority to manage and direct the operations and activities of Noblesville Schools to the full extent authorized by law. This responsibility and authority includes

- Directing the work of its employees;
- Establishing policy;
- Hiring, promoting, transferring, assigning, reducing, and retaining employees;
- Suspending or discharging employees in accordance with applicable law;
- Maintaining the efficiency of school operations; and
- Relieving employees from all or part of their duties because of lack of work, changes in the number of students served, changes in curriculum or course offerings, reduction in revenue, or other legitimate reasons.

Prior to commencing action to non-continue or cancel teachers' contracts under the Reduction in Force Policy, the School Board will attempt to make needed adjustments through:

1. Voluntary retirement
2. Voluntary resignations
3. Voluntary transfer of existing staff
4. Involuntary transfer of existing staff

The non continuance or cancellation of a teacher's contract due to a justifiable decrease in the number of teaching positions shall be determined on the basis of performance. The Superintendent is authorized to limit or narrow the scope of any reduction in force to those employees who work in the school, facility, program, or department subject to the reduction in positions. The Forum President will be notified of the need for the pending transfers of staff in the bargaining unit, and discussion will be held, if requested, by the Forum President.

The following procedure will first be applied only to probationary and professional teachers in the school, facility, program, or department ("area") to be reduced when the area to be reduced has both established teachers and probationary and/or professional teachers assigned to it (For definition of Probationary, Professional and Established, please refer to Appendix A on the [PGEP overview](#).) If the area being reduced has only established teachers assigned to it, or if all probationary and professional teachers in the area are already subject to reduction and more reductions are needed, the procedure will then be applied to established teachers in the area to be reduced. An established teacher who is licensed in another content area cannot be subject to the reduction in force if the established teacher is able to replace a probationary or professional teacher in that license area.

Teacher performance will be considered over an average of the past three consecutive years. If three years of evaluative data is not available, two years or one year of data will be used.

In the spring, when notices on possible staff reductions must be made, only partial evaluation data for the current school year will be available to use to make these decisions. Summative ratings will likely not be available until the fall of the year. Since the teacher effectiveness rubric (TER) gives the most accurate assessment of a teacher's

performance when reduction-in-force decisions have to be made, it will be utilized as a representation of current school year performance. Employees on leave or who for other reasons have not yet received an evaluation will be deemed effective (3.0) unless objective performance data exists indicating that an effective rating would be unlikely were a full evaluation completed.

School officials will use the teacher effectiveness rubric scores to place teachers in one of the four performance categories (ineffective, needs improvement necessary, effective, or highly effective) and then, if necessary, will make further differentiation using the individual TER scores in order to determine who is a lower-performing teacher and/or whether the tie-breaker factors identified in this guideline will need to be considered. All evaluation information and data used in determining whether or not a teacher is reduced will be the information and data collected while a teacher at School Corporation.

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

1. Academic Needs of Students (Licensure)
2. Assignment of Instructional Leadership Roles
3. Teaching experience at Noblesville Schools, and prior districts

TRANSFER OF PROGRAM TO ANOTHER SITE

- In the event that a program or grade level is transferred to another site, staff assigned to that program at the time that the transfer takes place shall be transferred to the other site, if the same number of positions are available within the grade level(s) or program at the new site.
- In special circumstances that may involve the movement of twenty- five percent or more of a building's faculty or grade level, a committee of staff (proportionate to Forum membership) who will be affected by the move and three administrators may collaboratively agree on a transfer procedure.

- In application of this Section, a transfer of a program is defined as movement of an entire grade level or group of grade levels to another site within Noblesville Schools. Examples include Early Childhood, Applied, Pathways, and Mosaics.
- Individual staff who are assigned to the program being transferred and who prefer not to move to the other site shall have the option to seek voluntary transfer to another grade level or position in which the staff member is certified. (Transfers based on a change of program site shall be subject to the voluntary transfer provision in this section.)

MISCELLANEOUS

CLASSROOM PARTIES ([Policy A275](#))

The use of food and/or beverages as incentives and rewards for students should be used sparingly and approved by the principal/designee. Classrooms may hold a maximum of two reward parties (e.g., pizza party, popcorn party) per semester.

Each elementary building may celebrate three parties during the school year—one fall, one winter, and one spring. Food and beverages will be purchased and funded by PTO or another group designated by the building principal. The food supplied for these parties does not need to meet the USDA's "Smart Snack" standards. Student allergies should be taken into consideration when the PTO or designated group plans classroom parties. No soda or caffeinated beverages are allowed. Crafts, games, and socialization should be the focus of the parties.

STAFF PHOTOS

The district may use staff photos for promotional materials, website, or other school-related purposes. If you do not wish for your photo to be used publicly, please contact the Human Resources Department.

DUTIES

Staff members may be assigned supervision of various areas or activities. Specific guidelines are provided by each building administration.

FORUM RIGHTS

- The Forum shall be permitted to use the facilities of the interschool mail system provided, however, that such use shall not interfere with normal school operations.

- With prior permission of the building principal, the Forum may hold a meeting of staff immediately following or preceding the staff workday, provided such meetings do not conflict with previously scheduled staff meetings or with the normal operation of the school.
- The Forum may, upon request made to the building principal, use any school building during non-school hours for a meeting on the same basis as any other organization, with payment for use of the building being based on the established rental fee schedule.
- The Forum shall have the use of one bulletin board and other reasonable space in the staff dining or workroom of each school building for the posting of Forum notices and communications from the Indiana State Teachers Association and the National Education Association.
- Building principals may allow designated Forum members to use building supplies for Forum purposes if such use will not interfere with the efficient provision of services to students.
- A staff member who is a member of the Forum has the right to the presence of a Forum representative at any conference with a department chairperson or any administrator if the staff member has reason to believe that the conference may result in an unsatisfactory evaluation, reprimand filed in the staff's personnel file, or other disciplinary action.
- Upon request, a staff member shall be given access to the contents of the staff member's personnel file, including evaluations, and may also receive a copy of the contents of the file. The staff member's "personnel file" is defined as the file containing information about the staff member. A staff member shall have the right to see any letter of reprimand and shall acknowledge the staff member's review of the letter by signing and dating the letter prior to its being placed in the personnel file. The staff member's signature indicates that the staff member has read the letter but does not necessarily indicate agreement with its contents. A staff member may attach a response to any material in the file which the staff member believes is of a derogatory nature.

GUIDELINES FOR APPROPRIATE DRESS

The following guidelines shall apply to all employees.

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

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

Items to Avoid:

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

Exceptions to Guidelines:

- Due to the nature of some jobs, and during times of celebration or recognition, exceptions may be made to the employee dress code. The number of occasions and rationale shall be monitored by the Principal or supervisor.
- Reasonable accommodations may be made for employees with disabilities.

Uniforms for some staff groups are paid for by Noblesville Schools and thus is a taxable benefit. Uniform guidelines are specific to each department. Please contact your supervisor with questions.

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

MONEY DEPOSIT PROCEDURES

Any money that staff collects (e.g. for fundraisers, field trips, or special events) must be deposited each day with the building treasurer. No funds may remain in the staff member's possession or in classrooms or offices overnight. Before any money is collected, staff should consult with the building treasurer to plan for the deposit of money in the office. A deposit slip should accompany the money when it is deposited in the safe, and the money should be clearly marked with the staff member's name and the event for which the money was collected. No money should be collected without prior approval of the principal. Any cafeteria money should be given to the cafeteria staff the same day it is received. Cafeteria money will be receipted into the Point-of-Sale system and deposited at the bank the same day it was received.

NEPOTISM, CONFLICT OF INTEREST, GIFTS, AND USE OF CORPORATION RESOURCES [Policy A125](#)

Nepotism: The School Board believes that careful contemplation should be given to the implications of employing individuals who are related to the Corporation's policy making and administrative personnel. Nepotism can complicate an employee/employer relationship in several, undesirable aspects. Although hiring of relatives is permissible under law, the Board expresses a concern that favoritism should have no influence in the hiring process.

Conflict of Interest: A conflict of interest occurs when a School Board member or employee knowingly or intentionally may benefit financially from a contract with the Corporation or a purchase made by the Corporation. Employees shall not engage in, or have a financial interest in (directly or indirectly), any activity that conflicts or raises a reasonable question of conflict with his or her responsibilities to the Corporation.

NON-FRATERNIZATION

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

OUTSIDE ACTIVITIES OF EMPLOYEES

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

- A. Employees shall not campaign on school property during school time on behalf of any political issue or candidate for local, State or National office except on election day at election polls on school property.
- B. Employees may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes. Exceptions may be made with the permission of the school administration on the [Paid Tutoring Permission Form](#). This form should be submitted to administration prior to any tutoring taking place in Noblesville Schools facilities.
- C. Employees who operate or participate in the operation of any enterprise for private gain may not discuss or solicit business while acting within the scope of their school position. School Gmail does provide an area for advertising and is the only approved location for faculty and staff to conduct advertising and soliciting for personal business. Outside this resource, staff may not promote that business through email or in any other way that could be construed as a conflict of interest with school responsibilities.
- D. Employees should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- E. Instructional lesson plans, curriculum materials, and any related resources developed as part of their job responsibilities are the intellectual property of Noblesville Schools. These materials are intended for internal use and the educational benefit of our students. Selling, distributing for personal profit, or otherwise commercially exploiting these materials outside of your assigned duties is prohibited.

PARENT TEACHER ORGANIZATION (PTO)

The purpose of the PTO is to promote the exchange of ideas, information, and other matters of mutual interest among students, parents, faculty, and administration. Any staff member may submit an item for discussion at the PTO meetings by contacting the principal or faculty representative to the PTO at least 48 hours prior to scheduled meetings. Requests for funding for projects, materials, and/or enrichment should first be approved by the building principal.

SPORTS EVENT PASS

Employees may use their current school identification badge to gain access to Noblesville Schools athletic events free of charge including one guest. The employee must be in attendance with their guest and cannot give their badge to another individual for free

entry. This does not include special events, such as sectional games and tournaments.

STAFF MEAL ACCOUNTS

School staff are welcome to purchase food from the lunch line. Staff should first request a meal account ID by completing a meal [account ID form](#). This activates the staff ID and allows a deposit to be made. The meal program utilizes a pre-payment system. When money is not available on account, meals may be charged up to \$20.00. Staff is expected to pay all owed meal debt. Staff can deposit money online or by cash or check following building procedures. Unlike student meals, staff meals are not eligible for subsidized meal pricing.

WHISTLEBLOWER PROTECTION [Policy A175](#)

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

EMPLOYEE BENEFITS [Policy D425](#)

BENEFITS COMMITTEE

- A committee of five (5) teachers appointed by the Forum president and five (5) administrators or classified staff specific to the content area appointed by the superintendent will meet to determine employee benefits provided.
- The Benefits Committee, as defined in the paragraph above, is required to continue meeting for the purpose of effectively monitoring the school corporation's self-insurance plan, reviewing competitiveness of ancillary insurance product offerings and maximizing investment returns within the retirement plan.
- Regular meetings shall be scheduled outside of the contracted workday; however, should committee responsibilities overlap with the contracted workday certified members can elect to use Association leave time.
- The committee will come to mutual agreement among its members to change, modify or alter any aspects of the insurance or retirement programs/plans

contained in this agreement, including without limitation, carriers, eligibility requirements, access to services, plan design, premium and open enrollment.

ANNUAL COMPLIANCE NOTIFICATION

The Employee Retirement Income Security Act (ERISA), Department of Labor (DOL), Department of Health and Human Services (HHS) and Internal Revenue Service require plan administrators to provide certain information related to their health and welfare benefits plan to plan participants in writing. To satisfy this requirement, please review the [compliance notifications included in this package](#). To view the most up to date information, visit Compliance Notifications on the Noblesville Schools benefits website. These notices explain your rights and obligations in relation to the health and welfare plan provided by Noblesville Schools.

EMOTIONAL WELLBEING SOLUTIONS (EWS)

All employees, their household members, and dependents are eligible to use the [Emotional Wellbeing Solutions Program](#) at no cost to the employee. Please visit our Benefits website under Emotional Wellbeing Solutions. The EWS is a 24/7 confidential service that provides counseling services, comprehensive support, mental health resources, and digital wellness tools.

HEALTH, DENTAL, AND VISION INSURANCE

Employees in eligible full time positions working 30 hours or more per week, and bus drivers, are eligible for health, dental, and/or vision insurance effective the first day of the month coinciding with or following their full time hire date. If a newly eligible employee does not elect to take the Noblesville Schools' insurance or fails to enroll during the initial 30 day enrollment period, the employee will not be permitted to enroll until the next open enrollment period unless they have a qualifying event. Qualifying special enrollment events include, but are not limited to, birth, marriage, divorce, death, loss of coverage due to termination of employment, reduction of hours or spousal carve-out. The benefits department must be notified within 30 days of a qualifying event for an employee to be eligible to make appropriate changes to their insurance. Dependents eligible for coverage under the employee's plan include legal spouse (as defined by law) and children (biological, adopted, foster, or step children).

Noblesville Schools' contribution to the health plan premium varies depending upon the job classification of the employee and the plan/coverage level selected.

In general, insurance coverage will end on the last day of the month in which the employee separates from Noblesville Schools unless notified otherwise.

The premium amount may not be received as compensation in lieu of enrollment in health insurance.

EMPLOYEE HEALTH CENTER

Employees and their eligible dependents who have Noblesville Schools' health insurance are eligible to use the Noblesville Schools Employee Health Center for a \$0 visit copay.

LIFE INSURANCE

Eligible full-time employees and bus drivers shall be covered by group Basic Life and Accidental Death and Dismemberment insurance paid by Noblesville Schools. Coverage amount varies based upon the job classification of the employee. Reductions in coverage begin at age 70.

LONG TERM DISABILITY

Eligible full-time employees will be enrolled in a long-term disability plan. Noblesville Schools contributes one hundred percent (100%) of the annual premium for this plan. There is a 90 day elimination (waiting) period prior to beginning long term disability benefits. Employees shall exhaust all personal PTO leave prior to being eligible for LTD benefit payments. Optionally, vacation eligible individuals may elect to use their vacation days once becoming eligible for LTD, prior to moving to long term disability benefit payments.

Employees anticipating the need for long term disability should reach out to the [benefits team](#) for additional information.

Noblesville Schools will follow applicable contract, PTO, FMLA, and ADA guidelines when evaluating whether employment will continue once an employee has been approved for long term disability. Separation from employment while on long term disability does not affect eligibility to receive disability payments. If an employee returns to work following a long term disability leave, the employee may or may not be returned to the same position in which the employee was previously employed.

If employment continues after approval of LTD and exhaustion of FMLA, eligible employees will be eligible to remain on the Noblesville Schools insurance. While on an approved, unpaid leave, all insurance and health benefits may remain in effect with the entire cost to be borne by the employee. Premium payments must be submitted to the benefits department by the 15th of the month in which it is due. If payment of premiums is not received, coverage will be terminated. Employees allowing coverage to lapse are not eligible for coverage until the next open enrollment.

Unless an employee has received approval from the benefits department in advance to extend their leave of absence, an employee who does not return from a defined leave of absence will be considered to have voluntarily resigned.

Please be advised that an extended leave of absence not protected by FMLA may result in adjustments to your eligibility status or the continuity of your long-term disability coverage.

Section 125 and Voluntary Worksite Benefits

Eligible employees may elect to participate in the following benefits:

Health Savings Account (HSA)

Health Flexible Spending Account (FSA)

Dependent Care Flexible Spending Account

Voluntary Basic Life and Accidental Death and Dismemberment Insurance

Short Term Disability

Group Accident Insurance

Group Critical Illness Insurance

Group Hospital Indemnity Insurance

EMPLOYER SPONSORED DEFERRED COMPENSATION ACCOUNT

The Noblesville Schools 403(b) Plan allows eligible employees to save for retirement. Eligible employees may elect to reduce compensation by a specified amount and have that amount contributed to the Plan as an elective deferral. There are two types of elective deferrals: Pre-Tax Deferrals and Roth Deferrals. For purposes of this notice, "elective deferrals" means both Pre-Tax Deferrals and Roth Deferrals. Noblesville Schools also offers elective deferrals to a 457(b) Plan. Regardless of the type of elective deferral, the amount deferred is counted as compensation for purposes of Social Security taxes. Each Plan is subject to annual contribution limits set by the IRS.

Eligible certified employees will receive matching contributions to a 401(a) account in accordance with the Contract Agreement. Eligible classified employees will receive up to 2.0% matching contributions to a 401(a) account. See the benefits guide for specific eligibility.

PAID HOLIDAYS

Full-time employees (Excluding bus drivers and bus attendants) shall receive paid holidays based upon their job classification. Paid holidays that fall on Saturday or Sunday will be observed on Friday or Monday as determined by the Assistant Superintendent of HR/Safety.

To receive holiday pay, the employee may not have any portion of an unpaid day the scheduled workday before or the scheduled workday after the holiday. With prior approval of the employee's supervisor the employee may use PTO or other qualified paid leave in conjunction with holidays to receive holiday pay. Employees on unpaid leave are not entitled to paid holiday leave.

Bus drivers and bus attendants shall be eligible for two paid holidays at the end of the school year, subject to not taking any unpaid days, with the exception of a leave of absence approved by the benefits department, during the school year.

To be eligible for payment, the employee must be employed in an eligible position as of December 1st and remain in an eligible position through the remainder of the school year. They must also physically work on the last scheduled day of the school year. The holidays will be paid on the second payroll in June.

See specific benefit schedule to determine eligibility.

PUBLIC EMPLOYEES RETIREMENT FUND (PERF)

Eligible classified staff members participate in the Public Employees Retirement Fund (PERF) as part of the Indiana Public Retirement System ("INPRS" or otherwise referred to as "PERF"). The Corporation shall contribute the state-required employee contribution to the Indiana State Public Employees' Retirement Fund (currently 3%), in addition to the mandatory employer contribution as determined by INPRS.

TEACHERS RETIREMENT FUND (TRF)

Eligible certified staff members participate in the Teachers' Retirement Fund as part of the Indiana Public Retirement System ("INPRS" or otherwise referred to as "TRF"). The Corporation shall contribute the state-required teacher contribution to the Indiana State Teachers' Retirement Fund (currently 3%), in addition to the mandatory employer contribution as determined by INPRS.

CHANGE OF EMPLOYMENT STATUS EFFECT ON BENEFITS

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

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

COBRA CONTINUATION COVERAGE

Federal law requires that most group health plans (including this Plan) give employees and their families "Qualified Beneficiary(ies)" the opportunity to continue their health care coverage through COBRA continuation coverage when there is a "qualifying event" that would result in a loss of coverage under an employer's plan. Enrollment will be offered through our third party administrator in the event of a qualifying loss of coverage.

RETIREE INSURANCE CONTINUATION

Except as otherwise provided in the applicable group health insurance policy, dental policy, and/or vision policy, an individual who is employed as an employee by the Corporation at the time of retirement and his/her spouse, if any, shall have the option of remaining in the Corporation's group health, dental, and/or vision insurance plan(s), provided all of the following conditions are met as of the date of retirement and thereafter:

- ◆ The retiree has attained fifty-five (55) years of age and is not eligible for Medicare;
- ◆ The retiree may elect to continue the health, dental, and/or vision plan and level of coverage that s/he is enrolled in upon retiring;
- ◆ The retiree has completed at least ten (10) full years of service consecutively with Corporation and is eligible for full retirement benefits from INPRS;
- ◆ The retiree must pay one hundred percent (100%) of the insurance premium, with monthly payments to be made no later than the fifteenth day of each month for which group insurance is to continue; and
- ◆ The insurance coverage will terminate when the retired employee dies, becomes eligible for Medicare coverage, or cancels the coverage, or Noblesville Schools cancels the coverage due to non-payment of premiums.

- ◆ If a retiree ceases enrollment voluntarily or for non-payment of premiums, they shall not be permitted to re-enroll.

WORKPLACE INJURY/ILLNESS & WORKER'S COMPENSATION

Noblesville Schools is committed to working with our employees to provide a safe workplace. It is our policy that employees should immediately report unsafe actions and conditions to their supervisor. We all play an equal part in the overall health and safety of the employees in our corporation. It is important that all employees follow safety rules and are aware of their surroundings.

Workers' Compensation Insurance covers all employees of the Corporation. If an employee is injured while on the job, s/he shall immediately notify his/her supervisor, school nurse or building administrator. If the injury occurred on a school bus, the bus driver/attendant shall notify the Transportation Director and/or the person designated by the Director. Timely reporting of the accident/injury will assist us in making sure the employee receives the proper medical attention and the claim is promptly reported to the worker's compensation insurer for Noblesville Schools.

For work-related accidents and/or injuries, [Indiana Code 22-3-3-4](#) grants the employer or their workers' compensation insurer the right to direct medical care including selecting the care provider. However, in an emergency, the injured employee will be sent to the nearest possible treatment facility, with follow-up treatment chosen by the employer/worker compensation insurer. An employee should only go to the Emergency Room in the case of an extreme medical emergency. The Employee Health Clinic is not to be used for work-related injuries.

The following steps should be taken to help with the processing of the injury report:

1. Notify the school nurse and administrator of the injury immediately when the incident occurs. If medical treatment is required, the employee shall only use approved care providers. Most care will be coordinated through Riverview Health WorkMed Occupational Health Services.

Riverview WorkMed: 865 Westfield Road, Suite D (in the medical building to the West of Bowl 32) Noblesville, IN 46060 (317) 776-3851

Hours: Monday - Friday 8:00am to 4:30pm / Closed Daily 12:30pm to 1:00pm, walk-in appointments end at 3:45 p.m.

*Please call 317-776-3851 M-F from 8:00 a.m. to 4:30 p.m. and they will direct your care. If there is no provider on site, you may be directed to Riverview Hospital ER or Riverview Urgent Care in Noblesville. Inform them that you are a WorkMed client so

billing can be appropriately routed.

Riverview Health Urgent Care locations

7 a.m. to 8 p.m. every day except major holidays

All locations EXCEPT Noblesville Hospital (ER ONLY)

Carmel – 14585 Hazel Dell Pkwy. P: 317.214.5030

Fishers – 9690 E 116th St. P: 317.214.5750

Westfield Hospital – 17600 Shamrock Blvd. P: 317.214.5555

West Carmel/Zionsville – 10830 N. Michigan Road P: 317.764.5050

2. The nurse or administrator will assist in filling out Indiana Workers' Compensation First Report of Employee Injury, Illness Form (State Form 34401) the day the injury occurs. The form can be obtained at the nurse's office in all buildings or on the school corporation website under the Human Resources tab/workers' compensation. The nursing staff will fax a copy of the report to the Human Resources Specialist at Noblesville Schools Educational Services Center (317-773-5753) as soon as it is completed. The original form, with the administrator's signature, should be sent via interoffice mail to the Human Resources Specialist.
3. A copy of the First Report of Employee Injury, Illness Form shall be given to the employee to take to Riverview WorkMed. This form serves as proof of employment by Noblesville Schools in order to be treated by Riverview WorkMed.
4. A school administrator should complete an [Accident Investigation Form](#) within forty-eight (48) hours of the incident. This Google form can be found on the school corporation website under the Human Resources tab/Workers compensation.
5. It is the responsibility of the employee to forward all injury care reports and receipts to the Human Resources Specialist no later than the day after the care is given.
6. It is the responsibility of the employee to inform his/her supervisor immediately of any restrictions to his/her regular work duties. The employee will communicate regularly with his/her supervisor regarding medical status and any changes in status, particularly with regards to job limitations and a return to work plan. All attempts will be made to find suitable work within the scope of limitations.
7. If an employee receives care for a work-related injury from an unauthorized provider without prior approval, s/he may be responsible for the resulting charges.
8. The employee is expected to comply with the treatment recommendations of the practitioner at all times.

To assist in preventing future employee accidents and injuries, Noblesville Schools will thoroughly investigate all employee injuries. A full description of the activity will be obtained to determine how to prevent a recurrence, including implementing corrective measures.

*For questions contact the Human Resources Specialist at 317-773-3171, ext. 10204.

Worker's Compensation Benefits

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

Payment of Injury Leave

1. Under the State Board of Accounts rules, based on the official opinion of the Attorney General, No. 134 of 1945, an employee would only be entitled to receive the difference between the amount received under the Worker's Compensation Act and the full benefit the employee would otherwise receive.
2. Worker's Compensation will pay the medical expenses incurred as a result of a workplace injury or illness when the employee obtains medical treatment from Riverview WorkMed, Riverview Urgent care or by contacting the 24/7 Work Comp Nurse Triage Line (855-262-9879). The triage line is to be used for hours when WorkMed is not available (ie: 2nd/3rd shift).

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

Follow up and therapy appointments should be scheduled outside of the employee's normal work schedule as much as possible.

3. After the employee is off work more than seven (7) consecutive days, Worker's Compensation will begin paying on the eighth (8) consecutive day and for every day thereafter until released to return to work. The employee will be referred to the Benefits and Leave Specialists to initiate FMLA, which will run concurrently with workers compensation.
4. After the employee is off work for more than twenty-one (21) consecutive days, Worker's Compensation will go back and pay for the first seven (7) days. If the employee is not off work for twenty-one (21) days, his/her own leave benefits (PTO) may be used to cover the first seven (7) days of absence. The day(s) may be taken unpaid/excused.

5. If the first (7) seven days were paid in full or in part by the district and the absence extends beyond (21) twenty-one days, the employee shall reimburse the district through payroll deduction the amount paid and the PTO days will then be restored to the employee. Double payment or overlapping payment of compensation on account of the same injury is not permitted.
6. Certified employees, per contract, are continually paid, therefore, any benefits paid by workers comp shall be relinquished to Noblesville Schools.

LEAVE TIME AND ATTENDANCE

ATTENDANCE AND PUNCTUALITY - UPDATE

It is the responsibility of every employee to report to work on time, work all scheduled hours and remain at work through the end of the scheduled shift. Employees who will be absent or late are expected to notify their supervisor as soon as possible and always before the start of the workday. Supervisors will give classified employees instructions, names and numbers of cell phones and/or voicemail procedures that should be followed.

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

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

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

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

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

DISCRETIONARY LEAVE

The superintendent or designee may grant 1 day of paid discretionary leave to a bargaining unit member following circumstances/events/occurrences within the scope of employment if it is determined that such leave is warranted.

PTO (Paid Time Off)

All Staff

PTO shall be granted to eligible staff according to the teacher's contract and/or employee benefits schedule. Any staff member wishing to use more than 5 consecutive PTO days (not related to illness) must request approval from the Superintendent or Designee by completing the forms below. Forms must be submitted at least 2 weeks in advance of the leave unless there are extenuating circumstances. Taking an unpaid day or taking a day off without prior supervisor approval will result in this being addressed through our Progressive Discipline Process.

- [PTO Extended Leave Request Form \(Classified\)](#)
- [PTO Extended Leave Request Form \(Certified\)](#)

Upon resignation, all employees must physically work their regular scheduled shift on the last day of the notification period.

Certified Staff

Unused PTO shall accumulate to a total of one hundred eighty-four (184) days. At the end of each contract year, any days in balance above 184 will be transferred to the Sick Leave Bank.

If on a leave of absence when annual leave days are granted, the full annual allotment of PTO days will be added to a teacher's account upon their return from an extended leave.

PTO Certified FAQ

Classified Staff

If on a leave of absence when annual leave days are granted, the full annual allotment of PTO days will be added to an employee's account upon their return from an approved leave.

Unused PTO shall accumulate to a total of 184 days for employees working 260 days per year or 90 days for school year employees.

Classified staff who work a 260 day schedule, who have been employed for at least one year and who give two (2) weeks' notice of resignation and work their regular scheduled shift on the last day of the notification period will be eligible for PTO payout according to the following schedule:

- Employed for 1-9 years will be eligible for up to 10 days of unused PTO paid upon resignation
- Employed for 10+ years will be eligible for up to 20 days of unused PTO paid upon resignation
- With prior supervisor approval, PTO may be used during the two weeks prior to the last day of employment.

Classified staff in a 260 day position who have been terminated for cause are not eligible for PTO payout.

Remaining unused PTO shall be forfeited upon separation from employment.

PTO Classified FAQ

FLEX TIME (CLASSIFIED STAFF)

Hourly employees: If an hourly employee is absent for less than 25% of their scheduled day due to an appointment or circumstances beyond his/her control, the employee may make up time within the same Sunday-Saturday week, with prior supervisor approval. The make up time must occur immediately before or after regular scheduled hours. Flex time is not meant to be used on a regular occurring basis. The employee may also elect to take the time as unpaid; it will not be recorded as an "unpaid" day, nor will it be counted against the employee. However, excessive departures from the scheduled work day may result in disciplinary procedures. If the employee is absent for more than 25% of the scheduled work day, they must use available PTO time. All PTO leave days must be exhausted before an employee can request unpaid days.

BEREAVEMENT DAYS

When missing a day due to bereavement, the [bereavement form](#) should be filled out within the current pay period.

1. Bereavement leave is for an employee to grieve or attend to matters involving the death of one of the individuals specified in this section, not simply to provide support for a loss experienced by one of the specified individuals (for example, the death of a close friend would be an appropriate occasion for bereavement leave, but the death of a close friend's family member would not). PTO is available for occasions not covered by this section.
2. Bereavement leave for each death of an immediate family member shall be granted for a period not to exceed ten (10) work days. Immediate family is defined

as spouse, child (including miscarried child), and each similar relation established by marriage.

3. Bereavement leave for each death shall be granted for a period not to exceed five (5) work days for brother, sister, parent, grandparent, grandchild, and each similar relationship established by marriage, any person who at the time of death had established the employee's home as his/her permanent residence, employee has power of attorney, employee is an executor of the estate, sole surviving relative, or employee is legal guardian.
4. Bereavement leave shall be granted for a period not to exceed two (2) days for each death of aunts, uncles, cousins, nieces, nephews, close friends (where the 'close friend' is the deceased person), or where the employee plays an active role in the execution of the estate or funeral service (e.g. pallbearer, organist, vocalist, eulogist, etc.). If evidence exists that this provision is abused, the Superintendent reserves the right to declare the day as unpaid leave.
5. Two (2) additional bereavement days may be granted for travel if the funeral service will be held in excess of a 200-mile radius from Noblesville, Indiana.
6. In computing this leave provision, either the day of the death, or the day on which the staff member receives notification of the death, or the day immediately following either of these events shall be counted as the first day of the leave, at the staff member's option. Under special circumstances, the staff member may choose to delay all or part of the bereavement leave at the staff member's discretion.
7. Bereavement leave, upon request by the staff member, shall be granted in one-half (1/2) day units.
8. Requests for additional days due to extenuating circumstances may be granted by the Superintendent or designee.
9. Bereavement leaves must be taken within one (1) calendar year of the death.

UNPAID DAYS

Unpaid days are not to be used by employees who receive paid days off except those on an approved leave by the [Benefits Department](#), or employees within their 60 day introductory period.

Unpaid days occur when an employee misses a regularly scheduled workday and has no available PTO or other appropriate leave pay to use on that day. Before an employee is allowed to take time without pay, he/she must have used all available appropriate leave

time. When a day without pay occurs, the employee will not receive compensation for that day.

All certified and classified staff should be aware that an unpaid day outside of an approved leave of absence may result in disciplinary action (according to our Progressive Discipline Process), up to, and including termination. Additionally, any classified employee with unpaid days that has not been approved may not be eligible for a salary increase and the absences will be reflected in the employee's evaluation.

JURY DUTY

Employees will be excused for jury duty or when subpoenaed to appear as a witness in court. Employees must submit a certificate of attendance immediately after their jury duty in order to accurately document their time.

Bargaining unit members will submit their day in Frontline as jury duty. Classified employees must notify their supervisor of the jury duty assignment as soon as possible.

MILITARY LEAVE - INDIANA

Noblesville Schools complies with [Indiana Code 10-16-7](#) and [Indiana Code 10-17-4](#) in regards to military leaves of absences. Employees may be granted up to 15 paid days per calendar year for any consecutive or nonconsecutive period that does not exceed 15 days in accordance with IC 10-16-7-5.

Advance notice must be given to the employee's respective leadership and the [Benefits and Leaves team](#).

- For standard training the employee must provide evidence of their departure and return dates at least 90 days in advance (IC 10-17-4-1), or if called in for other temporary training notice must be provided as soon as practicable (IC 10-17-4-4). Evidence of satisfactory completion of training must be provided immediately upon return.
- For State Active Duty advance notice shall be provided as soon as practicable.
- For Federal Active Duty refer to Military Leave - USERRA for additional information.

MILITARY LEAVE - USERRA

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), Noblesville Schools prohibits discrimination against any employee or applicant based on past, present, or future military service. Leave will be granted in accordance with USERRA.

Employees must provide advance notice to their leadership and the [Benefits and Leaves team](#). Reemployment rights are protected for an individual's cumulative military service of up to five years.

Compensation, Benefits, and Seniority

Noblesville Schools values the service of our employees called to active duty. We will provide a pay differential to eligible employees to ensure they do not experience a financial hardship while serving our country. Supporting documentation will be required to determine the pay differential from one's military base pay to one's base salary/rate (stipends, overtime, etc. will be excluded from the differential).

Employees on leave for fewer than 31 days may continue health insurance as if they are working. During the period of pay differential pay, Noblesville Schools will continue to deduct the employee's portion of health insurance premiums from their pay.

Retirement contributions and years of service will be in compliance with USERRA.

Reemployment

Employees must report back to work or apply for reemployment within the timeframes mandated by USERRA which varies based on the length of military service.

Returning employees will be reinstated to the position and seniority level they would have attained had they remained continuously employed, provided they are qualified for the role.

MILITARY FAMILY LEAVE

Noblesville Schools provides eligible employees with up to 10 working days of unpaid, job-protected leave per calendar year to spend time with certain family members who are called to active duty in accordance with [Indiana Code 22-2-13](#). Noblesville Schools requires staff to first use their appropriate leave days for any part of the 10 day working days. All available leave days must be used before any remaining leave can be taken on an unpaid basis.

Employees must provide advance notice to their leadership and the [Benefits and Leaves team](#).

To be eligible for Military Family Leave, an employee must meet the following criteria:

- Employed with Noblesville Schools for at least 12 months
- Worked at least 1,500 hours during the 12 month period preceding the day the leave

begins

- Is the spouse, parent, grandparent, child or sibling of a person ordered to active duty
 - The family member must be called to full-time service in the Armed Forces of the United States or the National Guard for a period exceeding 89 consecutive calendar days.
- Provided written notice, including a copy of the active duty orders if available, of the date the leave will begin. 30 days notice is required before the date the leave begins, unless the active duty orders are issued less than 30 days before the date the requested leave is to begin.

An eligible employee may take a leave of absence during any of the the following windows:

- Within 30 days before the active duty orders take effect.
- During the period in which the person ordered to active duty is on leave while active orders are in Effect.
- Within the 30 days after the active duty orders are terminated.

EMERGENCY LEAVE

Eligible certified employees may request emergency leave to the Superintendent in accordance with the Contract Agreement.

Eligible part-time and full-time classified employees may request two (2) days of emergency leave per school year only after all other appropriate paid leave and/or vacation has been exhausted. This leave must be requested in advance to the Assistant Superintendent.

REPORTING ABSENCES (CERTIFIED STAFF)

Personal leave (except emergencies), court leave, field trips, and some medical appointments are generally known well in advance of the days missed. Certified Staff should submit a request in Frontline and request a substitute teacher as soon as they are aware of the upcoming absence. For requesting a Bereavement day, staff members must complete the [bereavement form](#) within the current pay period.

School hours:

Elementary

Employee half day hours	7:20 a.m. – 11:20 a.m.
	11:21 a.m. – 3:05 p.m.

Middle School

Employee half day hours 8:10 a.m. – 11:50 a.m.
11:51 a.m. – 3:55 p.m.

High School

Employee half day hours 8:10 a.m. – 11:47 a.m.
11:48 a.m. – 3:55 p.m.

[District-Wide Substitute Teacher Plan Expectations](#)

Noblesville Schools uses an automated service for securing substitute teachers. The service is available twenty-four hours a day, seven days a week. An identification number and PIN provided by the ESC is used to access the service. When staff take any kind of leave, they will enter the needed information into the automated service for obtaining a substitute teacher.

Notice of an absence must be entered into sub management portal an hour prior to the staff member's school start time. If a sub is needed after this time, staff members need to immediately contact their building administrator and/or secretary to secure supervision of students impacted by the absence.

FAMILY AND MEDICAL LEAVE ACT

It is the policy of Noblesville Schools to provide family and medical leaves in accordance with the Family and Medical Leave Act of 1993 (FMLA). All employees who are in need of an absence of more than three days due to a serious health condition for themselves or a family member should contact the [benefits department](#) for guidance on leave procedures.

Eligibility

The FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for reasons specified in the FMLA. Under certain circumstances, families caring for service members recovering from a serious injury or illness may take up to 26 weeks of unpaid, job-protected leave. You are eligible for FMLA leave if you have, before the first day of your FMLA leave, 1) worked for the corporation at least 12 months, and 2) provided 1,250 hours of service within the previous 12-month period. We calculate the 12-month period backward from the date the employee's FMLA leave begins.

Reasons for FMLA Leave

FMLA leave will be granted to eligible employees for any of the following reasons:

- The birth, adoption, or placement of a child (up to 12 weeks)
- The care of a spouse, child, or parent who has a serious health condition (up to 12 weeks)
- The employee's own serious health condition (up to 12 weeks)
- A qualifying exigency arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan (up to 12 weeks)
- The care of a covered family member who has become seriously ill or seriously injured in the line of duty in the Armed Forces (up to 26 weeks)

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment in connection with, or after, inpatient care in a medical facility;
- Any period of incapacity requiring absence from work, school, or other regular daily activities of more than three calendar days and involving continuing treatment by a health care provider;
- Any period of incapacity due to pregnancy or for prenatal care; or
- Continuing treatment by a health care provider for a chronic or long-term condition that would likely result in a period of incapacity of more than three calendar days. Unless complications arise or if left untreated, the following will generally not be considered serious health conditions: the common cold, the flu, upset stomachs, headaches, or orthodontic problems. Routine physical, eye, or dental examinations are not considered treatments indicative of a serious health condition.

Guidelines of FMLA Leave

Leave may be taken, if medically necessary, on an intermittent or reduced schedule basis for the serious health condition of the employee or an immediate family member. Intermittent or reduced leave may be taken for the birth or adoption of a child only if approved in advance.

Noblesville Schools requires classified staff to first use his or her appropriate leave days for any part of the 12-week (26-week) period. All available leave days must be exhausted

and designated as FMLA before utilizing unpaid days while on an FMLA leave, though employees may reserve up to three PTO days for their return.

Notice and Medical Certification

If you become eligible for leave under the FMLA, you must follow these guidelines:

- You must provide 30 days' advance notice when the leave is foreseeable. When the need for leave is not foreseeable, you must provide notice to the Benefits Specialist within two business days of when you become aware of the need for leave. Notice may be provided by your spouse, family member, or other representative if you are unable to do so personally. Failure to provide notice could jeopardize your FMLA status.
- FMLA requires that you attempt to schedule planned medical treatment or intermittent leave to avoid undue work-related disruption. This means that in cases where your treating physician is available, you may be required to schedule planned medical treatment outside of general business hours.
- If you take leave for your own serious health condition or to care for a spouse, child, or parent, you must provide a medical certification within 15 calendar days of the request for leave. Contact the Benefits and Leave Specialist to obtain a copy of the "Certification of Health Care Provider" form. A second and/or third medical certification at Noblesville Schools' expense may be required.
- If you take leave for your own serious health condition, you may be required to provide a release from your physician, detailing any restrictions, before you are able to return to work. Additionally, you may be required to provide a fitness-for-duty report before returning to work.
- While on FMLA, you are required to report to the Benefits and Leave Specialist periodically on your status and your plans to return to work. Noblesville Schools will take steps to maintain all medical information confidentially in accordance with the Americans with Disabilities Act.
- Employees on an approved leave of absence are prohibited from all work related activities, including other employment and/or self-employment. You should refrain from being on district property until you are cleared to return to work. If you have children, grandchildren or other family members attending Noblesville Schools, you are welcome to attend their school related programs and other events.

- When you return to work after your FMLA leave, you will be restored to your original position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.
- A bargaining unit member on leave for an FMLA-qualifying reason may reserve up to 3 days of PTO to be used following their return to work.

Benefits During FMLA Leave

All employees utilizing paid leave during FMLA will have continuation of insurance coverage and other benefits just as if the employee were actively working. However, if you are on unpaid leave, the benefits department will work together with you to determine the method of payment for insurance premiums during your absence. Failure to make the appropriate premium payments may result in the cancellation of your insurance coverage.

Additionally, if you fail to return to work at the end of the leave, Noblesville Schools has the right to recoup the premiums paid for maintaining health coverage.

Disability Plans and FMLA

Situations may arise in which both Noblesville Schools short- or long-term disability plan and the Family and Medical Leave Act apply. While the purpose of FMLA is to provide up to 12 weeks (26 weeks for qualifying exigency leave and military caregiver leave) of unpaid, job-protected leave, the purpose of short- and long-term disability benefits is to help supplement lost income during long periods of incapacity.

Any leave granted under the disability policies shall run concurrently with the 12 weeks (26 weeks for qualifying exigency leave and military caregiver leave) granted under the FMLA. When an employee has not elected voluntary short term disability, all available leave days must be used and will be designated as FMLA leave time before any remaining FMLA leave can be taken on an unpaid basis. If the employee has elected voluntary short term disability, an employee will not be required to use PTO while receiving short-term disability benefits.

If you have any questions regarding how FMLA leave is applied, please contact the Benefits and Leave Specialist.

Guidelines

Absence after the exhaustion of a FMLA or other approved leave may result in progressive discipline up to and including separation of service. Noblesville Schools may designate any and all future absences as unexcused absences. Additionally, when FMLA has begun,

and appropriate leave days have been used, any non-qualifying FMLA absences may be considered unexcused absences.

NURSING MOTHERS

The School Corporation supports employees who decide to breastfeed their infants by providing additional unpaid break time for lactating employees to express breast milk while on School Corporation premises.

Prior to returning to work from maternity leave, the employee must notify her supervisor of her intent to continue breastfeeding and of her need to express milk during work hours. An employee can express milk during regularly scheduled break periods for up to one year following the birth of the employee's child. Should the employee require additional and/or longer breaks, the need for additional time will be accommodated but shall be unpaid.

The Corporation shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students and the public can be prevented and an employee using this area can be shielded from view. The following are the designated areas in each of our buildings:

Designated Room Locations with a Locked Mini-Fridge:

- Noblesville High School: Room 4006B
- East Middle School: Room #1118
- West Middle School: Room 500C
- Hazel Dell: Office Conference Room
- Hinkle Creek: Room 121
- Noble Crossing: Faculty Lounge Office
- North Elementary: Room 137
- Promise Road: Room 325A and 225A
- Stony Creek: Upstairs Library Loft
- White River: Room Adjacent to the Staff Lounge
- Community Center: Conference Room

- Educational Services Center: Conference Room 143

EMPLOYEE WORK HOURS AND COMPENSATION

[SCHOOL CALENDAR](#)

CERTIFIED EMPLOYEES

WORK HOURS

Certified Staff are required to be in the building by 7:20 a.m. in elementary schools and by 8:10 a.m. in secondary schools. Classrooms should be open and staff must be in the hallways to supervise students from the sounding of the arrival bell to the sounding of the tardy bell. Staff may leave the building at 3:05 p.m. at elementary schools and at 3:55 p.m. at secondary schools on days with a regular schedule. Departure times on days with an irregular schedule will be communicated by building administrators. Staff may leave the building without administrative permission during their designated lunch period. However, staff must check out in case an emergency arises. Staff may leave the building during their preparation period with administrative permission. Staff must follow procedures to check out before leaving the building and must check in upon their return.

- The number of student days in a school year is determined by the annually approved calendar, which is approved by the School Board each year. The number of certified teacher work days is stated in the collective bargaining agreement between the School Board and the Noblesville Teacher's Forum. Staff new to Noblesville will be required to also attend New Educator Orientation and Trainings prior to the first student day of school.
- The staff day consists of seven (7) hours and forty-five (45) minutes, including lunch. Duties such as attendance at faculty, administrative, in-service and committee meetings (if such meetings must be scheduled outside the regular staff day), and other duties traditionally performed outside of school hours continue to be performed by staff beyond the seven (7) hours and forty-five (45) minutes stipulated in this paragraph.
- On days when the starting time of the school is delayed for two hours due to inclement weather or other unforeseen circumstances, certified staff should arrive at school two hours later than they would otherwise have arrived.

- School activities that involve an entire faculty, such as Open House, will be scheduled by the building administrator after discussing with representatives of the faculty.
- The hours for staff who work part time will be calculated based on the total staff day. For instance, a staff member who is considered a .5 FTE shall work 50% of the contracted 7 hours and 45 minutes workday. Lunch time and prep time are not considered as part of the .5 workdays. Part-time certified staff are expected to attend all faculty and administrative meetings as well as the school's professional development activities. Exceptions may be approved by the building principal
- Staff will be required to attend no more than three evening or weekend activities in any school year. Building administrators will discuss the activities with the building discussion team in advance and then provide 48 hours' notice of any activity or meeting that the staff is expected to attend that occurs outside of the staff day.
- In the event staff has an unavoidable conflict with a scheduled meeting or activity, s/he may be excused with the consent of the building principal. The staff should notify the principal 24 hours in advance of the meeting or activity
- The corporation provides professional development opportunities to assist staff in appropriately educating students. Staff are expected to participate in professional development opportunities during the school year that are related to their job responsibilities. PGP credits will be issued according to the guidelines under the Professional Growth Points section in this handbook.
- Staff participation in extracurricular activities, paid or unpaid, is voluntary.
- The superintendent, in conjunction with the building administrators and corporation discussion team, shall set reporting and dismissal times for staff. A staff member may leave before the designated dismissal time with the permission of the building principal or his/her designee. Principals may assign staff to supervisory duties during the staff workday.
- All certified staff shall have thirty (30) consecutive minutes of duty-free lunchtime between the hours of 10:00 a.m. and 2:00 p.m. daily.
- If needed, the school corporation may provide aides to assume elementary lunchroom duty during the lunch period and recess. These aides will be assigned by the building principal and will supervise the lunchroom and any other areas to which they are assigned. Elementary staff may be relieved of supervisory duties in areas and at times where aides are assigned but shall continue to escort students

to and from the lunchroom. When an assigned aide is unavailable and another staff member does not volunteer, the building principal shall assign a staff to supervisory duty, or the grade level will establish a rotating schedule as approved by the building administrator.

- Staff shall be assigned an average of at least 250 minutes per week for preparation except for the middle school, which will have an average of at least 200 minutes per week when the daily student instructional schedule provides for individual and team preparation. Such average shall be calculated on a biweekly basis, excluding weeks with four (4) or fewer days. Any period of time of at least 20 minutes without responsibilities for students can be counted as preparation time. At the elementary level, most of the preparation time will be provided when the staff is relieved from classroom duties and the class is under the supervision of an art, music, physical education staff or another staff member. Preparation time will be provided within the staff workday. Please note that Block 8 time at Noblesville High School does not count toward preparation time.
 - This section does not apply to part-time staff, staff who teach less than a full school day, or other Classified Personnel.
- Assigned planning periods shall be devoted primarily to instructional duties, such as but not limited to working on instructional programs; conferring with parents, students, administrators, or supervisors; study; maintaining records; and any other duties related to sound educational practices. Staff with outside business interests shall not conduct such business during school hours except during their 30-minute duty-free lunch. In the case of an emergency, a staff member may be expected to assist with a situation even if it continues through a planning period.
- Staff may be required to participate in case conferences when Individual Educational Programs (IEPs) are being developed for special needs students who are in their classrooms.
- Staff with contract days in excess of 184 shall document the days worked in a system or medium provided by the Business Office.

CLASS COVERAGE

In the event of an emergency, staff may be asked to cover classes for others. Careful planning and consideration of others will limit the need for staff to cover classes for others.

- Personal appointments that conflict with teaching schedules should be avoided whenever possible.

- In extenuating circumstances, a teacher may be told to cover a class during a non-instructional period up to two times per semester.
- A bargaining unit member who covers a class period for an unfilled daily assignment will be compensated according to the Contract Agreement.

ELEARNING DAYS

Emergency situations may require that faculty members be notified through an automated calling system. School closings and delays due to inclement weather will be sent through ParentSquare, and posted on local television, and social media sites by ESC staff shortly after the superintendent delays or cancels school.

LATE ARRIVAL AND PROFESSIONAL DEVELOPMENT DAYS

A schedule of Late Arrival and Professional Development days will be published at the start of each school year. This section does not apply to eLearning Days for inclement weather. Staff will be expected to arrive at their normally scheduled time, with students arriving 40 minutes later than their normal arrival time.

Late Arrival and Professional Development days have been established to provide additional time for professional development activities. These activities will be communicated to staff prior to each Late Arrival and Professional Development day.

Late Arrival Schedule

Elementary

7:20 a.m. Contract start for elementary staff

8:15 a.m. Elementary student arrival

2:35 p.m. Elementary student dismissal

3:05 p.m. Contract day end for elementary staff

Secondary

8:10 a.m. Contract start for secondary staff

9:05 a.m. Secondary student arrival

9:20 a.m. First period begins

3:40 p.m. Secondary student dismissal

3:55 p.m. Contract day end for secondary staff

* Occasional circumstances may cause a staff member to need to arrive late; staff should communicate with building administrators in these cases.

MILEAGE / EXPENDITURE REIMBURSEMENT

Staff who are required to travel from one building to another during a school day because of their assignments will be allowed sufficient travel time from the end of one scheduled assignment to the beginning of the next assignment in another building. Each situation will be analyzed on an individual basis. This time shall not be considered as preparation or lunchtime. These staff members shall be compensated at the IRS rate per mile for required travel between buildings during the student day. Reimbursement for all other mileage authorized by Noblesville Schools and employee's supervisor, including attending professional meetings and conferences, will be compensated at 100% the IRS rate per mile.

CLASSIFIED STAFF

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

If approved by The Board, salary increases for classified staff attributed to the annual performance evaluation are awarded beginning the first pay in July. Employees hired after March 1st will be eligible for an increase on July 1st following 12 months of employment, if a satisfactory evaluation is given.

Transportation Staff

All current and newly hired Transportation staff shall ensure they read and understand [Addendum 1 - Transportation Guidelines of this Handbook](#).

Substitute Teachers

All current and newly hired Substitute Teaching staff shall ensure they read and understand [Addendum 2 - Substitute Teacher Guidelines of this Handbook](#).

2026-27 Working Days & Pay Calendar

DEFINED WORK WEEK

The defined work week begins Sunday at 12:00 am and ends on the following Saturday at 11:59 pm.

All time that has been worked will be paid to the nearest quarter hour after working the first full quarter hour (15 minutes). Overtime is all time worked over forty (40) hours of work in a work week. All overtime shall be paid at the rate of one and one-half (1 ½) times the regular hourly rate of pay.

In weeks of less than five student days, classified personnel should work their regularly scheduled hours each of the student days. They should not extend their work hours beyond the regular daily schedule to make up for the lost day. There are extenuating circumstances that would require building supervisor/administrator and HR approval.

OVERTIME

All overtime must be approved by the supervisor and appropriate ESC administration prior to working, except in emergency situations.

- Note: Only actual work time plus holiday and inclement weather hours count toward the forty (40) hours of work. Time off for paid leave, other than holidays and inclement weather, does not count toward the forty (40) hours of work.

TIMEKEEPING PROCEDURES

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

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

It is a job requirement that all classified personnel must “clock in” at the beginning of their workday, and “clock out” at the end of the workday in their designated timekeeping system. Use of personal mobile devices to clock in or out is prohibited unless otherwise directed by supervisor or administration.

Failure to “clock in” or “clock out” at the employee's scheduled time of work could result in loss of wages or disciplinary action. Here are the [Missing Time Punch Progressive Discipline Steps](#).

Falsification, Tampering, and Unauthorized Viewing

- Any attempt to tamper with timekeeping hardware or software will be considered a serious offense.
- Falsification of time worked will be considered a serious offense.

- Anyone interfering with other employees' use of the Time Clock System will be considered a serious offense.
- Unauthorized viewing of another employees' time in the Time Clock System will be considered a serious offense.

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

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

Clock Problems

If an employee is unable to punch in or out because of a time clock malfunction, it is the employee's responsibility to fill out the missed punch sheet available in their building. The employee's supervisor or designee will manually update the employee's time record. It is the supervisor and employee's responsibility to notify payroll and technology that there is an issue with the time clock.

PAYROLL PROCEDURES

PAY PERIOD

Employees are paid on a bi-weekly schedule. The pay period calendar is provided upon hire and is posted on the Noblesville Schools Website under Staff Benefits.

[2026-27 Working Days & Pay Calendar](#)

PAYROLL DISTRIBUTION

Payroll deposit statements are distributed via secure online document delivery through the employee portal. Historical payroll statements will also be available via secure online document delivery in the employee portal.

EMPLOYEE PORTAL

Employees may access their pay history, direct deposit, and tax withholdings information within their [Employee Portal](#) account. Emergency contacts, address and phone number changes can also be made in the employee portal.

PAYROLL DEDUCTIONS

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

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

Withholdings for Federal Income Tax, Social Security, State Income Tax, and County Taxes are made in accordance with federal and state laws. If there is a change in dependency status or withholding levels, it is the employee's responsibility to advise the Payroll Department and complete new federal and state withholding forms. A change in county residency requires the completion of a new WH4. It is the employee's responsibility to view their pay stubs in the Employee Portal and verify that the appropriate taxes are withheld from their pay.

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

- Employer sponsored deferred compensation plan
- Section 125
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- United Way
- Education Foundation
- Voluntary Insurance

DIRECT DEPOSIT

It is mandatory that all employees participate in direct deposit. The payroll department is not responsible for delays in receiving direct deposits due to incorrect account and/or routing information provided by the employee. When an employee's banking information has changed, s/he MUST notify payroll immediately. Documentation from the bank is required by all employees making a change to direct deposit (i.e. voided check, letter

from the bank, etc.). Changes can be made via the employee portal or through paper form sent directly to payroll. The payroll department will not make changes to direct deposit information via email.

PERFORMANCE, INVESTIGATION, AND DISCIPLINE

CERTIFIED EMPLOYEE EVALUATIONS

The Noblesville Schools Professional Growth and Evaluation Program establishes expectations for all certified staff. Each certified staff member is responsible [for knowing this program and adhering to its requirements](#).

[Noblesville Schools PGEP Overview](#)

CLASSIFIED EMPLOYEE EVALUATIONS

Annual self evaluations will be completed by the employee prior to their annual evaluation. Annual evaluations will be conducted for each employee by their supervisor. The supervisor(s) will review each evaluation with the employee, share the evaluation with the employee on the Education Advanced platform, and give the employee an opportunity to discuss the evaluation with the supervisor.

The evaluation shall be signed and dated electronically by the employee to indicate that he/she has seen it; however, such signature does not indicate agreement with its contents. A copy of each evaluation and any employee's written response to the evaluation shall be placed in the employee's personnel file.

DRUG-FREE WORKPLACE [Policy D275](#)

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

The unlawful possession, use, and/or distribution of drugs or alcoholic beverages on the school premises or as part of any of its activities is prohibited. Being under the influence of drugs or alcoholic beverages on the school premises or as part of any of its activities is also prohibited. "On school premises" includes any building owned or leased by Noblesville Schools, on Corporation property or grounds (including parking lots, athletic facilities, etc.); in vehicles owned, leased, or operated by the Corporation; and during Corporation events and activities, even if held outside Corporation property (such as field trips). Compliance with this policy is a condition of employment.

Employees of the Corporation, while on duty, will not knowingly possess, use, transmit, sell, or be under the influence of any controlled substance as defined by the U.S. Drug Enforcement Administration, including but not limited to narcotic drugs, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulants (i.e., cocaine, meth, crack, or prescription stimulants not prescribed by a physician such as Ritalin, Adderall, or Concerta), depressants or intoxicants of any kind whether prescribed or sold over the counter (use of a drug authorized by a medical prescription from a physician is not a violation of this rule). Employees are also prohibited from possessing, using, transmitting, or selling any lookalike substances to those listed above.

Reasonable Suspicion Testing

If an administrator or school resource officer has reasonable suspicion of alcohol or drug usage by an employee during their work hours and/or while performing work duties, a breathalyzer or drug test may be administered. Hearsay or secondhand information will not be sufficient to require an employee to be tested but may prompt further investigation.

A refusal to submit to any of the above tests will be treated as a positive test, and the employee will be removed from duty and subject to discipline.

TOBACCO-FREE WORKPLACE [Policy A250](#)

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

EMPLOYEE ETHICS [Policy D225](#)

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

Employees shall aim to protect the health, well-being, and safety of students and coworkers. Employees are expected to maintain the privacy of student information,

except for circumstances where employees have a legal duty or professional obligation to report.

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

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

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

PERSONAL CONDUCT AND INVESTIGATION

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

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

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

DISCIPLINE PROCEDURES

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

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

In the event of failure to perform satisfactorily, the following Progressive Discipline Process will be utilized:

[Progressive Discipline Process](#)

The following are actions that violate Noblesville Schools' work rules and are considered serious. Employees will be counseled regarding any violation of work rules and written warning, unpaid leave, or termination will be issued.

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

The following are actions that violate the Noblesville School's work rules and are considered extremely serious. At the discretion of Noblesville Schools, violation may result

in a report to law enforcement where applicable, and disciplinary action up to and including termination of employment.

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

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

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

RESIGNATION [Policy D450](#)

Supervisors are required to obtain written notice and forward the notice to the Human Resources Department immediately. Voluntarily leaving Noblesville Schools' employment disqualifies the employee for unemployment benefits. Upon separation of service, employees are expected to return Noblesville Schools' property to their supervisor, including identification badges, technology (laptop, iPad), mobile phone, textbooks and/or library books, passes, keys/fobs, and/or uniforms. If the employee fails to return Noblesville Schools' property, legal action may be taken against the employee. While it is considered appropriate to give a two weeks' notice, letters of resignation are considered to be effective immediately unless there is an agreed upon date extension with the Human Resources Department. Employees must work their regular scheduled shift on

their last day of employment.

Classified personnel who resign for any cause outside of those on an approved leave by the [Benefits Department](#), are expected to give two (2) weeks' notice. A resignation forfeits a classified staff member from receiving reasonable assurance for the remainder of the current school year or subsequent school year. To determine PTO eligibility please refer to [PTO \(Classified Staff\)](#).

JOB ABANDONMENT

An employee will be deemed to have voluntarily resigned from employment from the Corporation should he or she fail to report to work and fails to notify their supervisor for 3 consecutively scheduled work shifts. Noblesville Schools will make every effort to contact the employee prior to filing their resignation. A classified employee who abandons their job will not qualify for unemployment benefits and forfeits their ability to receive reasonable assurance for the remainder of the current school year or subsequent school year.

EMPLOYMENT REFERENCE

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

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

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

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

OPERATIONS

AIR QUALITY CONTROL [POLICY G200](#)

The Indoor Air Quality (IAQ) Coordinator is a person designated by the school to serve as a lead contact person for issues relating to indoor air quality for students, staff, parents, visitors and the state department. The Corporation is responsible for maintaining good indoor air quality. The state inspector investigates any condition contributing or that could contribute to poor indoor air quality, including, but not limited to, carbon dioxide levels, humidity, evidence of mold or water damage, and excess dust. Noblesville Schools has designated the Chief Financial Officer, as the Indoor Air Quality Coordinator, who can be reached at (317)773-3171; 18025 River Road, Noblesville, IN 46062.

ANIMALS ON SCHOOL PROPERTY [POLICY G275](#)

Animals permitted in schools and elsewhere on Corporation property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student, staff member, or visitor due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a student in accordance with an Individualized Education Program or a Section 504 Plan, or those that serve as service animals as required by Federal and State law. [Noblesville Schools Application for Service Animals](#)

A non-service animal that is poisonous, a bite risk, or is otherwise dangerous to persons shall be housed and maintained in a manner so as to eliminate a risk of injury to a person. The risk of injury shall take into account that a student may not follow safety directives established for the handling of the non-service animal. This evaluation may result in a decision that despite the educational value of the non-service animal's presence, the educational value does not outweigh the risk of injury to a person.

- A. The staff member seeking approval to have a non-service animal in his/her classroom shall complete the [Noblesville Therapy Dog Form](#).
 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;

2. take precautions deemed necessary to protect the health and safety of students and other staff;
 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained (including during breaks); and
 4. keep the surrounding areas in a clean and sanitary condition at all times.
- B. Other staff members and parents/guardians of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

ASBESTOS

This information is being published to comply with the [40 CFR 763](#) subpart E-asbestos containing materials in schools. This regulation, commonly known as the “AHERA” rule, requires local education agencies, such as this one, to perform certain tasks in regard to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local agency. These include, but are not limited to:

- Developing an asbestos management plan, which is designated to outline procedures and guidelines for the inspection, reinspection, and periodic surveillance of asbestos-containing materials that are present in the buildings.
- Provide awareness training and additional training to selected employees.
- Periodically notifying all workers and occupants, or their local guardians, parent-teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of the same, and the times that plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required under this act are available for review upon request. A copy of the plans for all buildings under the jurisdiction of this local education agency are located in the administration building which is located at 18025 River Road, Noblesville, IN 46062; telephone number (317) 773-3171. Plans for individual schools and other buildings are located in the administration office of each building. Any person can view the plans during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number.

At this time, the management plans can provide information regarding inspections, response action, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. Any inquiries regarding any facet of the regulation or the management plans should be directed to the Chief Financial Officer, at the above number during regular business hours.

ENERGY CONSERVATION

Staff are expected to follow all pertinent energy management protocols, including:

Daytime

- Lights and projectors off whenever the room is unoccupied.
- Door(s) closed at all time

End of the Day

- All computers and printers off
- Projector off
- DVD/VCR off
- Blinds closed
- Document camera off
- Lights off
- Door(s) close

Additional energy management procedures are required during extended school breaks and will be communicated before these breaks.

Staff should not bring refrigerators, microwaves, coffee pots, space heaters and coolers, or similar appliances into the classroom. Classroom size and number of available electrical outlets make these devices a safety hazard in classrooms, and they violate energy savings guidelines. Wax warmers, faux candles, plug-in air fresheners, and similar devices are also not permitted in accordance with air quality standards and fire regulations. Refrigerators and microwaves have been provided in various locations around the school for staff use.

USE OF FACILITY [POLICY G375](#)

Any requests for use of school facilities for school-related purposes (committee meetings, student clubs, etc.) must be submitted to the principal for prior approval. Staff should follow building procedures to ensure that these events are posted on the appropriate school calendar(s). Facility requests that are not for school-related purposes (sports teams, Scouts, personal use) should be submitted to the Facilities Coordinator in the Operations Department following the school corporation's facility use policy and guidelines. The request for use of facilities must include:

- Type of event
- Date of the event
- Approximate number of people
- Preferred location
- Certificate of Insurance

HOUSEKEEPING

Each staff member shares equally in the care and maintenance of the building and equipment. Staff should always assist the custodial staff by encouraging students to be neat and responsible with respect to the cleanliness of the school. In some classes special reasons for trash and dirt exist; staff of these classes should be even more diligent in directing cleanup activities.

Students should be required to respect property. They should be discouraged from misuse such as putting their feet on furniture, sitting on desktops, leaning back in chairs etc. At the end of each day, classrooms should be ready for cleaning. Students should pick up trash, paper, straighten desks, place chairs on desks, etc.

School kitchens are food safe areas and should only be used by kitchen or approved custodial personnel. This includes using equipment, borrowing small wares (spoons, knives, carts), or accessing storage areas such as freezers and coolers. Contact the [Facilities Coordinator](#) for kitchen access or rentals after kitchen service school hours.

PEST CONTROL AND USE OF PESTICIDES [POLICY G250](#)

Noblesville Schools is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control

practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

- annually inform parents and staff members of the Corporation's pest control policy at the time of student registration as a provision in the staff and/or student handbook;
- establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice at the time of enrollment;
- provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- maintain a written record for ninety days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, the principal target pest and the telephone number to contact for more information. In case of emergency, the school shall give written notice as soon as possible. The Corporation may provide for training of school employees to become certified pest control applicators.

USE OF SCHOOL CORPORATION PROPERTY AND MATERIALS

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

ADDENDUM #1 - TRANSPORTATION GUIDELINES

STANDARD OPERATING PROCEDURES

DEPARTMENT EXPECTATIONS

Customer Service

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

All employees will:

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

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

Daily Expectations

Employees on a daily basis will:

- Complete and submit biweekly time cards or clock in and out on a daily basis

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- Perform duties of their job description.
- Perform a proper pre-trip inspection.
- Perform a proper post-trip inspection.
- Notify shop staff of any mechanical problems.
- All bus drivers and other Corporation employees are prohibited from using a cellular telephone, electronic device, or telecommunications device to type, transmit or read a text message or an electronic mail message while operating a motor vehicle including a school bus to transport Corporation students, except in the case of a bona fide emergency. In cases of a bona fide emergency, if possible, the driver should move to the side of the road, stop the vehicle, and activate his/her 4-way flashers before using the cellular telephone, electronic device, or telecommunications device. *The only acceptable use of an electronic device while driving is for the driver to hear directions from a device used for gps navigation.*
- Arrive to work on time and ready to work.
- Leave at the scheduled time with a route narrative and drive through the parking lot at no more than 15 MPH.
- Bring any concerns to the Transportation Office.
- Inform the office if you do not have students riding from particular stops for more than a week.
- Return the route sheets to the appropriate place on the bus at the end of each route.
- Return bus keys to the keyboard at the end of each day.
- Attend required department meetings and training.
- Check your mailbox, email, and bulletin board for notices and bus assignments every day.
- Use time efficiently. Be working when on the clock.
- Dress appropriately and according to the dress code.
 - No open toed or open backed shoes
 - No spaghetti straps or tube tops

- Do not use tobacco products while in the service of the Corporation, in a Corporation vehicle or on Corporation property. This is especially true of the fueling station.
- Drivers should not take buses home or to another location at the conclusion of their AM and PM routes or extra trips. Buses should be returned directly to the Transportation Center at the conclusion of the route or trip.

Bus Attendant Expectations

- Assist the driver in maintaining discipline.
- Assist the driver with physically challenged students.
- Assist with the transferring of students to other buses, schools, homes, etc.
- Know the route as well as the routines in order to assist substitute drivers.

Driver Expectations

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

Driver and Attendant Qualifications

Federal:

1. Successfully pass a preemployment drug screen and pass subsequent drug and alcohol tests per the standards of the local governing body.
2. Pass the Department of Transportation (DOT) commercial driver's license physical every two years or as required by licensed physical and BMV.

State: [Indiana Code 20-27-8-1](#)

1. Is of good moral character.
2. Does not use intoxicating liquor during school hours.
3. Does not use intoxicating liquor to excess at any time.
4. Is not addicted to any narcotic drug.
5. Is at least twenty-one (21) years of age for a driver and a monitor [aide] must be eighteen (18) years of age.

6. In the case of a school bus driver, holds a valid public passenger chauffeur's license or commercial driver's license issued by the state or any other state.
7. Possesses the following required physical characteristics:
 - a. Sufficient physical ability to be a school bus driver, as determined by the committee.
 - b. The full normal use of both hands, both arms, both feet, both legs, both eyes and both ears.
 - c. Freedom from any communicable disease that:
 - i. May be transmitted through airborne or droplet means; or
 - ii. Requires isolation of the infected person under [410 IAC 1-2.3](#).
 - d. Freedom from any mental, nervous, organic or functional disease which might impair the person's ability to properly operate a school bus.
 - e. Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with one hundred fifty (150) degree minimum and with depth perception of at least eighty percent (80%).

School Corporation Transportation Terms For Employment:

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

Holiday Pay:

Bus drivers and bus attendants shall be eligible for two paid holidays at the end of the school year, subject to not taking any unpaid days, with the exception of a leave of absence approved by the benefits department, during the school year.

To be eligible for payment, the employee must be employed in an eligible position as of

December 1st and remain in an eligible position through the remainder of the school year. They must also physically work on the last scheduled day of the school year. The holidays will be paid on the second payroll in June.

See specific benefit schedule to determine eligibility.

Physical Performance Standards and Test:

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

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

EMPLOYEE EXPECTATIONS

Employees who work for the transportation department can expect:

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

BUS EXPECTATIONS

Fuel

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

Cleaning

- It is important that the bus is maintained in a way that promotes a safe, healthy environment for students. Keeping your bus clean will also influence pupil behavior. Students are more likely to respect property that you respect.
- Sweep your bus weekly and after a field trip. Do NOT sweep dirt onto the ground. Use your dustpan to catch dirt as you sweep out your door. Then use the waste cans.
- Trash cans should be emptied as needed before it is full.
- Inside windows should be kept clean.
- Driver area, dash, walls, and ceiling should be cleaned and free of dirt or clutter at all times.
- Authorized items on the bus are magnetic name tags, no larger than 2x3' each, a secure trash can, a garage-approved and installed cup holder, route folders, and clipboards.

Idling Bus [Policy G225](#)

- The Department of Education endorses the STAI Bus Idling Policy:
 - 32 degrees and above: 5 minutes
 - 20 degrees to 32 degrees 15 minutes
 - 5 degrees to 20 degrees 30 minutes or until front windows are defrosted and safety equipment is operable.
 - below 5 degrees unlimited
 - Drivers are responsible for properly warming up their buses. On days when the temperature is below 20°F, they should plan to arrive 10–15 minutes early to allow adequate warm-up time.
- If you are to remain at school longer than 3 minutes, you are to shut your engine off and leave it off until ready to depart. This also applies to field trips.
- The bus should run no longer than 5 minutes after becoming motionless.

Route Sheets

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

Seating Charts

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

Bus Maintenance

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

Two-Way Radio

- Radios should be used for the following bus issues:
 - Accidents involving your bus or another Corporation bus
 - Accidents potentially affecting Corporation bus routes
 - Bus mechanical issues that are essential and require immediate attention
 - Train sitting on track (before you cross)
 - A mechanical issue on another bus (lights, etc. that is a MUST)
 - Low branches or roadway debris affecting Corporation buses
 - Radio base if you are going to be late to the school
 - Radio base if you are running more than 10 minutes behind on your route
- Radios should be used for the following student issues:
 - Missing/lost student
 - Student(s) fighting- Notify transportation office immediately
 - Sick or other medical issues with student or driver
 - No one home for student

- Not safe to drop off student
- Missed a student stop
- When you need assistance from an administrator or supervisor
- Please Remember:
 - Keep it short and simple
 - Be mindful of what you are putting out over the radio
 - OK to use the student's full name
 - Write up non-essential mechanical issues – do not use radio

No Student Left Behind

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

Traffic Patterns

Please follow the traffic pattern at all times. The bus lot and all Noblesville Schools' property speed limit is 15 mph at all times.

Backing

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

Gates

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

SAFE DRIVING EXPECTATIONS

No exits should be blocked.

Off Limit Areas

- The aisle way is to be clear at all times.
- The back of the bus is built to be a crash energy barrier. There is to be nothing stored between the rear seat and the back of the bus.

- No students should be forward of the white line except during loading/unloading. Students should not be allowed on the bus dash at any time.

Driving Techniques

- Drivers shall wear their seatbelts at all times.
- Always keep both hands on the steering wheel and your eyes on the road.
- Always make complete stops at intersections marked by stop signs and use the utmost care prior to proceeding.
- Your door must always be shut when the bus is in motion.
- A bus should always travel in the furthest right lane whenever possible.
- Turning right at a red light is permissible using best judgment unless posted otherwise.
- Keep a safe distance from the vehicle ahead to allow braking distance in the event the other vehicle makes a sudden stop. Remember that sudden stops may cause a collision from a vehicle following you too closely.
- Passing a slow-moving or stalled vehicle is permissible using driver discretion. Activate your 4-way hazard lights during the passing procedure.
- Backing a school bus is dangerous due to restricted sight therefore backing at a school is prohibited. However, if it becomes necessary to do so you must have a spotter, use 4-way flashers, and use your mirrors. Back in, not out (you should never back onto the roadway). If your route actually is written with a turnaround assignment, you should keep the children on board until you have performed the backing maneuver. In the morning you should get the students on board and then perform the backing maneuver.
- 60 mph max on highway
- 40 mph max on county road
- 25 mph in Corporation school zones when yellow warning lights are operating
- 15 mph max in the bus lot
- You are required to obey the posted speed limits if less than the speeds stated above.

Lighting Rules

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

Mirrors

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

High Water

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

Special Circumstances

Kindergarten Age Students

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

No Access to Resident

(Examples: No guardian at home, Lost Key, Student fell asleep, etc.)

Contact the school or transportation office immediately and the office will contact a guardian and formulate a plan. The office will instruct the driver of the alternate plan i.e. circle back around, bring back to the school.

Unknown Student Loading at a Bus Stop

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

RIDERSHIP

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

Allowed Ridership

- As specified by state statute [Indiana Code 20-9.1-7-1](#): School children who are attending a parochial school and reside on a regular route may be provided transportation. This transportation may be from their home on the regular route nearest or most easily accessible to their home, and to and from the parochial school.
- As specified by state statute [Indiana Code 20-27-9-1\(b\)](#) and [Indiana Code 20-27-2-11](#): To be eligible to ride a bus all children must be enrolled in a school program sanctioned by Noblesville Schools. Adults and/or chaperones must have the approval to ride from the school administration or the Director of Transportation.

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

PARKING

Schools

- All routes will have assigned parking spots at the schools.
- Parking assignments will be posted in the breakroom.

Bus Lot

- Special Needs buses and Sub Buses are assigned according to bus number

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

Personal Parking Lots

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

EVACUATION DRILLS

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

ACCIDENTS

Notification

- When an incident or accident occurs causing damage to property or injury you must notify the transportation office immediately via the safety channel on the radio. They will guide you through the situation.
- All radio traffic must be silenced unless there is an emergency.
- If there is a road closure due to the incident, assume it will be closed for the duration of the tiers. If your route is not directly affected by the closure, avoid this closure until further notice from the transportation office. Only communicate about the closure if you have students on your route that may be directly affected by the closure.

REQUIRED TRAINING

DOE Annual Safety Meeting (Yellow Card)

This class is mandatory for all Indiana School bus drivers to maintain their certification. A class schedule will be provided prior to the beginning of the school year. Participation in one of the scheduled classes is mandatory to receive your yellow card. Failing to attend will result in the revocation of the yellow card and your job will be terminated.

Back to School Meeting

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

In-Service Meetings

These may also be held on any pre-planned professional development days. If scheduled, they are required for all transportation staff. You will be paid your driver or monitor pay.

DRUG AND ALCOHOL TESTING

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

There are four different tests that you may be required to take.

Pre-Employment Testing

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

Random Testing

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

Post-Accident Testing

The Corporation shall conduct post-accident testing as follows:

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

Reasonable Suspicion Testing

Prior to reasonable suspicion testing being conducted, observation will occur by a trained supervisor.

Hearsay or secondhand information will not be sufficient to require an employee to be tested but may prompt further investigation.

An employer shall require an employee to submit to an alcohol or controlled substance test when there is reasonable suspicion to believe that the employee has violated the prohibitions concerning alcohol or controlled substances.

A refusal to submit to any of the above tests will be treated as a positive test, and the employee will be removed from duty and subject to discipline.

STUDENT MANAGEMENT- KEYS TO SUCCESS

You Are The Role Model

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

Consistency

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

Your Approach

Always remain calm, even when students are insulting or hostile. If you lose control or allow yourself to be brought down to their level, it will make the situation worse. Avoid gestures, facial expressions, or movements that may appear threatening such as placing your hands on your hips, scowling, or finger-pointing.

Explain Rules

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

[Indiana Code 20-27-10-1](#)

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

STUDENT RULES

Bus Stop

- All students must board/depart the bus at their assigned stop.
- Bus passes will not be approved unless there is an extenuating circumstance, in which case approval will be determined at the discretion of the transportation office.

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

Safety Belts

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

Carry-On Items

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

Food and Drinks

- Due to allergies and the choking hazard, candy, food, and drinks are not permitted to be out while on the bus.

Windows

- For the safety of all students, windows are not to be lower than halfway down. (1/4 of the total window)

- Students should keep their heads, hands, feet, and bodies inside of the bus at all times.
- Throwing objects out of the window is unacceptable and prohibited by law.

Seating Arrangements

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

Personal Space

- Students must be respectful of others. Keep all body parts and belongings to themselves.
- Throwing objects on the bus is prohibited.
- Students should keep their area clean, and free from trash or debris at all times.
- Possession of sprays, combustibles, tobacco, e-cigarettes/vapor, alcohol, drugs, or weapons is unacceptable on a school bus and on school grounds.

Directives

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

TRANSPORTATION DISCIPLINE PROCESS FOR STUDENTS

Investigation

- Once you receive a report or witness misconduct, initiate your investigation.
- Your investigation may include a conversation with your students, reviewing your video from the bus, and history within the school and or other buses.
- Thoroughly look at all aspects of the situation and how it escalated throughout the route.

- Make sure you have confirmed all parties involved.

Discipline/Referral Guidelines

Verbal Warning

- Discussion with the student about the misconduct. Be sure to address the specific violation of bus rules.
- Do not argue with students.
- State what you need them to do.
- This may include a seat change if necessary.
- Typically, no time off the bus.
- Notification to the guardian.

First Action

- Notification to the guardian.
- Turn in documentation to the building administrator.

Second or Third Action

- Notification to the guardian.
- Turn in documentation to the building administrator.

Extreme Infractions

- Verbal or Physical abuse of student or staff member
- Bus suspension to be determined by school administrator and/or Transportation Director
- Possession of Unauthorized Items
 - Possession of tobacco, e-cigarettes, vapor – suspension according to school policy
 - Possession of alcohol or drugs – suspension according to school policy

Parent Notification

- A phone call must be placed to a guardian of the student prior to issuing a referral for disciplinary action.
- Let the parent know that safety is your main concern.

- Remember confidentiality at all times. Do not talk about other students or their behaviors.
- Document the conversation and submit it to the Transportation Director.
- Please remain courteous and professional at all times. Avoid arguing with guardians.

Discipline Referral Instructions

- Confirm the investigation has been conducted and video footage saved.
- Place a call to the guardian explaining the student is being investigated for improper behavior on the bus.

It is not our intent to leave students stranded. If you have talked to the guardian and the student has served the suspension, you may allow the student to ride.

If the student is at the bus stop in the morning after a referral has been issued, and has not served the suspension, please radio the transportation office for help before denying ridership. The office will place a phone call to the guardian to confirm someone is present before authorizing you to send the student back home. If this cannot be confirmed, transport the student to school. The office will notify the school to follow through with the communication and/or consequence.

Remember, the steps listed above are recommended guidelines, but there may be times that require more immediate action. Those decisions will be made by the building administrators or the transportation office. If there is a reason for deviating from the normal procedure, communication between the transportation office and the principal or designee will happen. Open communication is important in order to have this plan work.

Video Viewing Policy

- Drivers may view the video at the transportation office. To ensure the video is pulled in a timely fashion; a "Transportation Camera Request Form" is to be filled out, giving as much information as possible. Under no circumstance should a call be made over the radio system to pull a video.
- If a principal or parent complaint is reported, the office staff will review and communicate with everyone involved. Videos involving student misconduct should only to be viewed by those with a legitimate educational interest, which may include but may not be limited to, the Transportation Director, the driver of that student, and supervisory staff. Due to confidentiality issues, parents/guardians are not permitted to view video footage, unless the Transportation Director is otherwise directed by the Superintendent or designee.

- No hard drive or video clips are permitted to leave Noblesville Schools' property without a police or court subpoena. These should remain a confidential record at all times.
- Anything resulting in disciplinary action of 1 day or more suspension, will require a saved clip in the appropriate school folder.
- Videos are captured on hard drives in digital format. This system has been installed to capture and protect the integrity of the driver. It will record sound and the entire passenger compartment of the vehicle. It may also capture areas just outside and in front of the vehicle. When waiting to load or unload, always turn the bus ignition to the accessory position to initiate the recording. This system is designed to record for a predetermined length of time after the bus is shut off.
- Viewing videos for any staff discipline should only be performed by a supervisor

STANDARD RESPONSE PROTOCOL

This is our Corporation action plan in the event of unsafe situations around the Corporation. Follow the directives of our school police during these instructions.

Handout Outline

- Lockdown – Locks, Lights, out of sight
- Secure – Secure the Perimeter
- General Guidelines in the Event of a Crisis Situation
 - This Crisis Plan, seating charts, route sheets with student information, and a permanent marker should be in the folder on the bus at all times. The folder should be in the pocket behind the driver's seat. In all crisis situations, students will look to adults for support, we should be calm
 - Stay off the two-way radio
 - Be calm
 - Keep your students calm and reassured
 - Remain on the bus if you have students on board.
 - Do not allow anyone off the bus unless you have been told to do so by base or School Resource Officers or any other emergency personnel.
 - Keep your doors closed.

- If you hear popping noises (gunfire) outside the bus, have students put their heads down so they are not visible through the windows.
- Do not speculate on what has happened or make evaluative statements as the students react to the situation.
- If there is a serious injury, write the student's first and last name on their arms with a permanent marker, which is in the folder.
- Refer all media questions to the Administration Office. This is meant to protect you, not limit your rights.
- Document any unusual events you see or hear.
- Note the names of students and staff who seem particularly upset so they may be monitored and referred for assistance later.
- Follow all instructions given by emergency personnel. Trust them to have reasons for what is going on and know you will be informed later. Below you will find several scenarios that could result in communication from the police department, administrators, your supervisor, or fellow co-workers. You may have one of these happen on your bus and need to call for assistance or alert others. We are here to protect the students. If something seems off or out of the norm, communicate your concerns.

Buses Arriving at Schools in the Process of a Lock Down

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

Hazard Around the School

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

Hostage Situation on a Bus

- Radio into the base.
- Calmly ask the intruder for permission to evacuate the bus.
- If not allowed to evacuate, remain calm and set the tone for others.

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

Weapon on the Bus

- If you can see a weapon or if a student reports to you there is a weapon on the way to school (Non-threatening situation-no physical threat to others):
- Do not confront the student.
- Do not let students off the bus until you can inform the officer or Transportation Director of the situation. Be calm, do not create panic. The officer will give you directives.
- Report to the Transportation Office for documentation.
- Calmly radio to the transportation office the emergency code associated with the issue on the bus.
- Find a safe place to park the bus.

Reporting Abuse or Threats of Physical Harm

- Hearing comments about abuse or someone threatening to do physical harm; or "threatening to kill" other students, staff, or themselves must be taken seriously.
- Report to the Transportation Director or School Principal on the same day of the incident.

- Document in writing exactly what was said, and if anyone else heard what was said (have your roster ready for names).

TORNADO PROCEDURE

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

INCLEMENT WEATHER

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

ADDENDUM #2 - SUBSTITUTE TEACHER GUIDELINES

[Noblesville Schools Substitute Guidelines](#)

It is inevitable that one or more employees will be absent from their assigned instructional duties on any one given day. It is imperative that students continue to learn during the absence of their regular instructor.

It is the responsibility of the administration or designee to contact substitutes when a staff member must be absent. A substitute will be made available for an absent staff whenever possible.

SUBSTITUTE TEACHER REQUIREMENTS

The following information will help you determine if you are eligible to become a substitute teacher.

Valid Indiana Teacher License or Substitute Permit

As an approved substitute teacher, it is your responsibility to be sure your Indiana Teacher license or Indiana Substitute Teacher permit remains active and valid. Substitute teacher permits are valid for 3 years. For uninterrupted opportunities, you are responsible to renew your license/permit and supply it to the HR Specialist to remain as an active substitute teacher. The permit can be obtained from the Licensing Verification and Information System (LVIS) @ <https://license.doe.in.gov/> Along with a valid Indiana license/permit, a copy (original) of your highest education transcript is required.

Age Requirement

Substitute teachers must be at least 18 years of age and hold a High School diploma to sub in all schools. In order for substitutes to work in the high school, substitute teachers must be 4 years post high school graduation.

SUBSTITUTE FREQUENTLY ASKED QUESTIONS

Who do I go to for Questions About Substitute Teaching?

Contact the Human Resources Department with questions or concerns you have about substitute teaching.

How are Substitutes Paid?

Substitutes are paid a daily rate for a full day and half the daily rate for a half day when subbing for a certified classroom teacher or eligible Instructional Assistant. Full day or half day pay is determined by the details listed on the assignment you sign up for via Frontline. Time for lunch is included in a full day assignment and for 2 half day assignments when in the same school.

Teachers who have retired or resigned from an accredited school after a minimum of ten years of experience will be paid an additional 50% per day above the approved daily

compensation rate to substitute teach. Verification of experience through [Verifent.com](https://www.verifent.com) is required.

Substitute teachers entering into a long term substitute assignment greater than 15 consecutive days in the same position and possessing a valid Indiana Teacher's License will be compensated at a daily rate determined by the corporation's teachers' salary scale beginning on the sixteenth consecutive day. Upon completion of a continuous assignment, the substitute teacher will revert to a regular substitute status and will again be paid at the regular pay schedule for substitute teachers. The Superintendent or designee reserves the right to approve or adjust the arrangement.

When do Substitutes get Paid?

Substitutes get paid bi-weekly on the same days as other Corporation employees. The payroll calendar is provided on the Corporation website noblesvilleschools.org ([under Staff - Benefits](#)).

Where and What Time do I Have to Report to the Schools?

Please park in the general parking lot. Each school has a bus zone and visitor parking areas. No parking is allowed in these areas for employees. Enter at the main entrance by the flagpole. The absence management system should provide a substitute report time. A general guideline is to arrive at least 15 minutes prior to the AM bell and report to the main office. You can review individual buildings' bell schedules on the Corporation website under District Information, [School Day Schedule](#), and review the building specific guidelines below.

To ensure an assignment has not been canceled or changed, it is best to check your school email or the Absence Management system prior to the assignment start time.

How do I Cancel a job?

We ask that you keep a close record of accepted jobs and give as close to a 24 hour notice as possible, if the need arises to cancel a job. On occasion, we understand that you or a family member may wake up ill. Please email the school secretary as soon as possible and leave a message, if it is before staff is there. Do not just cancel the job in Frontline. A 'no-show' to an assignment causes undue chaos for the building staff and is not acceptable. You will be given a written notification by email for the first offense and a written warning by email for the second offense. A third offense may result in an in-person meeting and possibly termination.

Do I Have Benefits?

Substitute teachers are eligible for membership in the Indiana Public Retirement System / Teachers Retirement Fund (INPRS/TRF) under the following policy.

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

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

Substitute teachers are eligible to participate in the corporation's 403b plan.

Are Substitute Teachers Allowed to Use the Computers?

Substitute Teachers are given a school email address. You can use these to access Absence Management and the required online training (Vector). Your school email will be how you are contacted and you are expected to check it on a regular basis. You must follow the corporation's Acceptable Use Policy for computers. Computers may not be used by substitutes for personal use. iPads are now available at NHS to check out for the day to use in the classroom. Go to the NHS Tech Office, room 1227 to pick up and check out an iPad as needed. The iPads will already be on the network and ready for use. Please remember to sign out of personal accounts prior to returning the loaner iPad to the NHS Tech Office at the end of the day. You will want to arrive early to check out the iPad as the tech office is a very busy place.

Do I Need to Evaluate My Substituting Experience at the End of the Day?

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

Will the Teacher I Substitute for Evaluate my Performance?

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

What Happens if I Receive Negative Feedback from Teachers?

A report regarding a substitute teacher's unsatisfactory performance may necessitate the temporary or permanent removal of the individual from working if/or until the nature of the problem and its resolution are determined. A substitute teacher for any reason, deemed necessary by the administration and to be in the best interest of the Corporation.

Will I be Required to go Through an Orientation Process?

It is mandatory to attend orientation before you can accept any substitute assignments. After attending the orientation, access to Frontline will be given.

Do I Need to Reapply Every Year to be Kept on the Substitute Teacher List?

No, you do not need to reapply each year. Subs are issued a reasonable assurance memo at the end of each school year; you will be asked to communicate your intentions of planning to return for the following school year. You will also be required to complete the annual mandatory training, noted earlier in the handbook. Please note, you will be required to work at least once a semester to stay as an active employee. If you decide to leave employment or are inactive for a full semester, you will be required to complete another expanded criminal history check if you decide to return.