

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

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CREATING A POSITION

The School Board recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the Corporation in achieving the education goals set by the Board. The Corporation employs only U.S. citizens and other lawfully authorized to work in the United States.

The Board reserves the right to:

- A. create new positions and provide each with a job description clearly descriptive of the duties for which the position was created and provide each with a title that conforms with the appropriate certification insofar as possible;
- B. specify the number of persons to be employed with each job category;
- C. set the initial salary for a new position not currently covered by a valid salary schedule.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

- A. the number of students enrolled;
- B. the special needs of the community;
- C. the special needs of the students;
- D. the operational services of the Corporation.

The Board shall, upon the advice of the Superintendent, consider the advisability of creating a new position or of increasing or decreasing the number of professional staff members in an existing position.

I.C. 20-26-5-4

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EMPLOYMENT OF PROFESSIONAL STAFF

The School Board recognizes that it is vital to the successful operation of the Corporation that positions created by the Board be filled with highly qualified and competent personnel.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated agreement, fix the compensation and establish the term of employment for each professional staff member employed by this Corporation.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. Superintendent
- B. Building Principal
- C. Athletic Director
- D. School Nurse
- E. Board Director
- F. Head Football Coach
- G. Head Basketball Coach
- H. Classroom Teacher

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

All applications for employment shall be referred to the Superintendent.

Any professional staff member's intentional misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

No candidate for employment as a professional staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or pending application for certification. Such certification must indicate all of the areas in which the candidate has been certified. No deletions are acceptable.

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The Corporation shall review, in accordance with any applicable terms of the negotiated agreement, a candidate's previous experience at a college, university, or certified non-public school in determining his/her position on the salary schedule.

The Superintendent shall prepare procedures for the recruitment and selection of all professional staff.

I.C. 20-26-5-4; 35-44-1-3

Revised 10/27/93

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EMPLOYMENT OF SUBSTITUTE TEACHERS

The School Board recognizes the need to procure the services of substitute teachers in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall employ substitute teachers as services are required to replace temporarily-absent, regular teachers. Such assignment of substitute teachers may be terminated when their services are no longer required.

Professional substitutes must possess a valid Indiana teaching certificate or a substitute teaching certificate on file in the Office of the Superintendent.

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EMPLOYMENT OF PERSONNEL IN SUMMER SCHOOL PROGRAMS

The School Board recognizes that the success of the summer school programs depend in large measure upon the employment of qualified and competent personnel.

Unless already provided by the terms of a negotiated agreement, the Board shall fix the compensation and set the term of employment for each person employed in the subject programs established for this Corporation. The Board will employ only those candidates recommended by the Superintendent.

A candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

I.C. 20-28-6-7
511 IAC 4-6-2
511 IAC 4-7-2

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SELECTING STUDENT TEACHERS / ADMINISTRATIVE INTERNS

The School Board encourages cooperation with State approved colleges and universities in the training of student teachers and administrative interns, because the public school offers an essential ingredient - direct experience with students and teachers at work in the classroom, but certain safeguards have been found to be necessary for the best interests of all concerned.

Colleges and universities should first make contact with the Superintendent regarding placement of a student teacher or administrative intern.

The Superintendent shall make the final placement of student teachers or administrative interns. The Board shall be informed of student teaching assignments.

The supervising staff member shall hold no less than a standard certificate and shall have had no less than three (3) years of successful teaching experience in the area of assignment.

Professional staff members of the Board who agree to serve as supervisors of student teachers or administrative interns may accept honoraria or stipends directly from the college/university for those services rendered outside the regular school day and above and beyond the duties and responsibilities specified in their contract.

The following conditions shall also be met:

- A. The institution making the assignment shall provide adequate follow-up supervision.
- B. The supervising teacher or administrator must agree to work effectively with both the student teacher or administrative intern and the institutional supervisor.
- C. If at any time the quality of student teaching or administrative internship is judged to be inferior or s/he is disruptive to the ongoing program, the Superintendent may request withdrawal of that person from the program.

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The Board also authorizes the Superintendent to provide, in cooperation with appropriate colleges and universities, a "field experience" program in order for selected students to gain first-hand knowledge of and experience in a school environment.

The Superintendent may terminate a student-teaching program if one (1) or more aspects of the program are not of high quality or meeting Corporation needs or expectations.

I.C. 20-26-5-23 et seq.
511 IAC 10-2-8

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EMPLOYMENT OF CASUAL RESOURCE PERSONNEL

It is the purpose of this policy to allow the casual employment of personnel in a consulting capacity for administration, in-service, or instruction.

In the general fund of the School Board, money is appropriated annually for special services. This might include resource persons in specialized fields of education that could offer consulting advice on the administration or instructional processes. The Superintendent shall negotiate a reasonable payment with the resource person.

Specialists from industry, business, agriculture, or health occupation fields may be employed in a consulting capacity to assist with program planning, in-services, or directly in the instructional program. Professional staff members employed by the Corporation may be used as casual resource personnel, outside of their regular assignment, at the discretion of the Superintendent.

The Superintendent shall prepare administrative guidelines to ensure proper implementation of this policy.

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EMPLOYMENT OF PERSONNEL FOR
EXTRA-CURRICULAR ACTIVITIES

The School Board may find it necessary to employ on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the Corporation's non-certified staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board. Employment application will be submitted to the Board. The employee will report to a building administrator.

The Superintendent shall establish administrative guidelines to ensure that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures.

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CRIMINAL HISTORY RECORD CHECK

To help ensure a safe environment and as required by State law, the Randolph Central School Corporation will obtain for each individual hired for employment an expanded criminal history check before the start date of the person's employment and an expanded child protection index check before or not later than thirty (30) days after the start date of the person's employment. The new hire will be responsible for the cost to the School Corporation for obtaining the expanded criminal history check. Such an inquiry will also be made for substitute teachers who are to be employed by the Corporation.

For all current employees, the expanded criminal history check must be updated every five (5) years. The corporation will pay for the expanded criminal history update for all current employees as approved by the Board of School Trustees and as is stated in the Master Contract. At any time the corporation believes an employee has been charged with or convicted of a specified crime or is the subject of a substantiated report of child abuse or child neglect, the corporation may conduct an expanded criminal history check and/or an expanded child protection index check.

For extracurricular positions, if the person has a current expanded criminal history check on file, resigns, and then returns to another extracurricular position a new expanded check will be required since that individual has not been continuously employed by the corporation.

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

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

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

Any volunteer, who may have direct, ongoing contact with children when performing services for the school, must provide to the Corporation a limited criminal history check prior to beginning volunteer work for the Corporation. The volunteer will be responsible for any and all costs associated with obtaining the limited criminal history check.

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

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CRIMINAL HISTORY RECORD CHECK

request an expanded criminal history check of the individual. This provision also applies to an individual who has a contract to provide services to the Corporation.

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

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

LEGAL REFERENCE: I.C. 20-26-5-10
I.C. 20-26-5-10.5
I.C. 20-26-5-11
I.C. 20-28-5-8(c)

Adopted 8/11/92; Updated 1997, Revised 8/11/2009; Revised 8/09/2016; Revised 1/9/2018

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EQUAL EMPLOYMENT OPPORTUNITY

The School Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for a position in this Corporation on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to staff members and the general public. Any sections of the Corporation's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

I.C. 20-33-1-6

I.C. 20-28-10-12

I.C. 20-28-10-13

20 U.S.C. 1681 et seq., Title IX

29 USC 701 3t seq., Rehabilitation Act of 1973

42 USC 12112, Americans with Disabilities Act of 1990

42 USC 2000e et seq., Civil Rights Act of 1964

Revised 10/8/96

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DRUG-FREE WORKPLACE

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol by any member of the Corporation's professional staff at any time while on Corporation property or while involved in any Corporation-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish administrative guidelines that will best ensure compliance with the intent of this policy and that will provide for appropriate disciplinary actions if and when needed.

P.L. 101-226

Drug-Free Schools and Communities Act as amended, 1989

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MENTOR PROGRAM FOR PROFESSIONAL STAFF

The School Board intends to provide all beginning professional staff members a year-long program of orientation, assistance, and support during their first year of employment in the Corporation.

- A. "Mentor program" means a program of support provided by a Corporation to meet the unique needs of an individual in the first year of employment under a classroom teaching certificate or an educational personnel certificate.
- B. "Mentor" means a person assigned to provide professional support to an individual in the first year of employment under a classroom teaching certificate or an educational personnel certificate.

The Board will implement this policy by means of a Mentor plan to be reviewed by the Board every five (5) years.

The Board directs the Superintendent to develop administrative guidelines to implement this policy.

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EMPLOYMENT CONTRACT

The School Board requires that each professional staff member employed by this Corporation, whether or not covered by a negotiated agreement, sign an employment contract.

The employment contract shall include, but not be limited to:

- A. beginning date of the school term as determined annually by the school corporation
- B. number of days of the school term as determined annually by the school corporation
- C. total salary to be paid during the school year;
- D. number of salary payments to be made during the school year.
- E. the number of hours per day the teacher is expected to work, as discussed pursuant to IC 20-29-6-7.

All contracts shall be written and shall not contain tenure provisions other than those stipulated by the Indiana Code. Temporary teacher contracts may be issued under the provisions set out in IC 20-28-6-6.

The Superintendent is authorized to execute employment contracts for the Board upon approval of employment.

I.C. 5-14-1.5-6.5
I.C. 20-28-6-1 et seq.
I.C. 20-28-6-6

Revised 2/14/2012

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NETWORK AND INTERNET FACULTY AND STAFF ACCEPTABLE USE

1.0 Overview

Access to computers and the Internet through the Randolph Central School Corporation computer network comes with the responsibility to use this network in a productive and ethical manner

2.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Randolph Central School Corporation. These rules are in place to protect the user and Randolph Central School Corporation. Inappropriate use exposes Randolph Central School Corporation to risks including virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies to students, teachers, substitutes, contractors, consultants, temporaries, and other persons at Randolph Central School Corporation , including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Randolph Central School Corporation.

4.0 Policy

4.1 General Use and Ownership

1. Users should be aware that the data they create on the corporate systems remains the property of Randolph Central School Corporation. Because of the need to protect Randolph Central School Corporation 's network, Randolph Central School Corporation does not and will not guarantee the confidentiality of information stored on any network device belonging to Randolph Central School Corporation .
2. For security and network maintenance purposes, authorized individuals within Randolph Central School Corporation may monitor equipment, systems and network traffic at any time, for any reason, without prior notice
3. Randolph Central School Corporation reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.2 Security and Proprietary Information

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly, user level passwords should be changed every six months.
2. All PCs, laptops and workstations should be logged-off or locked when left unattended.
3. Users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

4.3. Unacceptable Use

The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is a user of Randolph Central School Corporation authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Randolph Central School Corporation -owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

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System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Randolph Central School Corporation .
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Randolph Central School Corporation or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others.
6. Using a Randolph Central School Corporation computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Randolph Central School Corporation account.
8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
9. Port scanning or security scanning is expressly prohibited.
10. Executing any form of network monitoring which will intercept data not intended for the user.
11. Circumventing user authentication or security of any host, network or account.
12. Interfering with or denying service to any user (for example, denial of service attack).
13. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's session.

Email and Communications Activities

1. Use of non-corporation issued email accounts is prohibited.
2. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
3. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
6. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type that involve money.

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5.0 Enforcement

Any user found to have violated this policy may be subject to disciplinary action.

In consideration for the privileges of using the Corporation and/or Network resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the Corporation, Network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the Corporation and/or Network resources.

I agree to abide by such rules and regulations of system usage as may be further added from time-to-time by the Corporation and/or Network. These rules will be available in hardcopy form in the Principal's office.

(Sign and return to your Principal's Office)

Printed Name _____

Signature of Teacher/Staff Member

Date

For Office Use Only

User name (assigned by Corporate Network Director or designee): _____

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ASSIGNMENT AND TRANSFER

The School Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the Corporation.

Assignment is defined as the placement of a teacher within a school building. Assignment is considered a duty of the building principal, and, barring objection by the Superintendent or Board, the principal shall make all assignments of teaching staff within a school.

Transfer is defined as the change of placement of a teacher from one school building to another. Transfer is considered a duty of the Superintendent, with the consent of the Board.

When making both assignments and transfers, the principal and/or the Superintendent may consider the academic needs of students, the overall well-being of the school corporation, and the particular qualifications of teachers.

The Superintendent may, but is not required to, post notice of open positions using paper or electronic means.

Revised, 2/14/2012

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REDUCTION IN STAFF

It is the responsibility of the School Board to provide the staff necessary for the implementation of the educational program of the Corporation and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the Corporation and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, closing of schools or territorial changes affecting the Corporation, or other good cause warrant.

For any reduction that might be necessary in the 2011-12 school year, the Board shall use (1) licensure and (2) seniority to determine the order in which a teacher's position may be reduced. After June 30, 2012, the following shall be used to determine the order in which a teacher's position may be reduced: (1) Area of employment/licensure; should a reduction in a particular area of employment/licensure be necessary, the Superintendent shall establish a list of those teachers who are currently employed in that area of employment/licensure (for example, persons employed in positions requiring licensure as an elementary teacher); (2) Evaluation; after the list of teachers in an affected area of employment/licensure has been established, the Superintendent shall establish a confidential ordinal ranking of cumulative teacher evaluation scores/ratings for the current school year and the previous school year. The teacher with the lowest ordinal rank shall be the first subject to reduction in force; (3) Additional Duties and Additional Licensure; in the event that two teachers have equal scores, the Superintendent shall consider the history of responsibility of additional duties in the present and one previous school year, including academic leadership roles and extracurricular duties and areas of licensure of each teacher in addition to licensure in the reduced area of employment/licensure in making a determination about which teacher's position shall be reduced.

A teacher who has been subject to reduction in force shall be entitled to rights of recall for any classroom teaching position in the area from which he or she was reduced for one (1) year from the date of the notice of reduction in force.

IC 20-28-7.5
IC 20-28-9-1(b)
Revised, 2/14/2012

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PROMOTIONS

It shall be the policy of the School Board to employ the best qualified individual for any Corporation vacancy at any level.

Vacancies shall be announced, and all members of the professional staff shall be eligible for any Corporation vacancy, providing they are properly qualified.

The Superintendent shall establish procedures to facilitate identification and evaluation of candidates for administrative, supervisory, and other leadership positions.

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TERMINATION AND RESIGNATION

TERMINATION

An employment contract may be suspended or terminated, upon a majority vote of the School Board, for violation of the policies of the Board or for reasons set forth in law. In such cases, the Board shall abide by due process procedures and such terms as may be set forth in a negotiated agreement.

RESIGNATION

It is the policy of the Board to accept all resignations upon their submission to the Superintendent, who shall so inform the Board at its next meeting.

A resignation, once submitted, may not then be rescinded unless the Board agrees.

I.C. 20-28-7-1 et seq., 5-8-4-1

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CANCELLATION OF A TEACHING CONTRACT

The School Board recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of the students of this Corporation. The Board shall discharge that obligation by retaining in service only those probationary teachers who meet those standards.

It will be the responsibility of the Superintendent to establish administrative guidelines which ensure that all necessary procedures have been followed when a principal has recommended non-renewal of a nonpermanent teacher.

In the case of a semipermanent or a permanent teacher's indefinite contract, the Board will comply fully with the laws of the State of Indiana.

When performance has not been satisfactory, the Board shall notify, in writing, the nonpermanent teacher of non-renewal of employment by no later than May 1st.

I.C. 20-28-7-1 et. seq.

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NON-RENEWAL OF ADMINISTRATIVE CONTRACTS

Before taking action to non-renew an administrator's contract, the School Board shall send preliminary notice of the pending action to the administrator at least thirty (30) days prior to the February 1st preceding the termination date. The notice shall contain the reasons for the non-renewal and a statement of his/her right to a confidential meeting with the Superintendent, if requested within five (5) days after receipt of the preliminary notice. Further, the administrator is to be advised in the preliminary notice of his/her right to a private conference with the Board to discuss the non-renewal of the contract, if requested within five (5) days after the conference with the Superintendent.

If the non-renewal is for cause, the Superintendent shall have provided the administrator with a written evaluation of his/her performance at least thirty (30) days prior to the preliminary notice to provide time for the administrator to show progress toward eliminating deficiencies identified in the evaluation.

I.C. 20-28-8-3 and 4

Adopted 10/8/96

Policy

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PHYSICAL EXAMINATION

The School Board or Superintendent reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the Superintendent's guidelines.

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate and made a part of an employee's personal record. In the event of a report of a condition that could influence job performance, the Superintendent shall base a nonemployment recommendation to the Board upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities, and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.

The Board shall assume any uninsured fees for required examination.

I.C. 16-1-9.5-1

Revised 10/27/93

Policy

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UNREQUESTED LEAVES OF ABSENCE

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

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

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

If a professional staff member refuses to attend the meeting, the Board may order the professional staff member to submit to an appropriate examination by a physician designated and compensated by the Board.

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

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties with or without accommodation, the professional staff member may be placed on leave of absence for a reasonable time to heal or until the staff member is able to perform the essential job function, but only for a period not to exceed one (1) year.

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

Americans with Disabilities Act of 1990
42 U.S.C. 12020 et seq.
29 C.F.R., Part 1630

Revised 10/8/96

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PREEMPLOYMENT DRUG SCREENING AND DRUG SCREENING WITH REASONABLE
SUSPICION

GENERAL STATEMENT OF POLICY

The Randolph Central School Corporation's Board of Education desires to establish and maintain a safe, healthy working environment for all employees and students. For these reasons, otherwise qualified job applicants who have been offered a job, or current employees applying for promotion must consent to and pass a post-offer pre-employment drug screen prior to beginning employment. Being under the influence of illegal drugs shall mean testing positive for any of the following: marijuana metabolites, cocaine metabolites, opiate metabolites, phencyclidine, or amphetamines. This screening must be done within 24 hours of the time the applicant is instructed to submit to the drug screen. Drug testing will include the analysis of urine or any other medically accepted testing procedure. The drug test will be at the sole expense of the Corporation.

Consequences of Refusal to Take Test: Job applicants have the right to refuse to submit to a drug test, but such a refusal will result in the withdrawal of the job offer and disqualification from further hiring consideration. Refusal of a current employee applying for a promotion to submit to a drug test will result in a forfeiture of the opportunity of the promotion.

Consequences of Positive Test Results: Each urine sample will be tested for the presence of illegal drugs. A confirmatory test will be conducted on initial positive testing results. The offer of employment will be revoked if the job applicant's confirmatory test is positive, and the applicant will be disqualified from further hiring consideration. Current employees testing positive will no longer be considered an applicant for the promotional position, and may include disciplinary action up to and including termination of employment.

Other Rights of Job Applicants: Prior to administering drug testing, the Corporation will provide the job applicant with a form on which to acknowledge that the person has seen the Corporation's drug testing policy. A form will also be given to the applicant or employee applying for the promotion to indicate any over-the-counter or prescription medications that the individual is currently taking or has recently taken and any other relevant information.

Data Privacy: The Corporation will not disclose the test result reports or other information acquired in the drug testing process to another employer or to a third party individual, governmental agency or private organization without the written consent of the person tested, unless permitted or required by law or court order.

Job applicants are required to submit to a drug screening as a condition of employment.

EMPLOYEE SUBSTANCE ABUSE POLICY

- A. Policy.** We have no intention of monitoring or regulating the private lives of our employees, but we are strongly committed to maintaining a safe, secure working environment that is free of illegal drugs. Substance abuse is a major concern in today's business environment because of its adverse effects upon job performance, productivity and workplace safety. The Corporation has instituted this policy to address the risk of substance abuse in the workplace.

The possession, use, sale, or being under the influence of illegal drugs or alcohol is prohibited during working time or on Corporation premises and shall result in disciplinary action up to and including discharge. Being under the influence of illegal drugs shall mean testing positive for any of the following: marijuana metabolites, cocaine metabolites, opiate metabolites, phencyclidine, or amphetamines.

The Corporation may, in its sole discretion, utilize drug screening of employees for the illegal use of drugs. Drug screening may be conducted whenever the Corporation prepares to hire applicants, believes reasonable suspicion exists, or there is an on-the-job injury or accident. Failure by any employee to successfully pass a drug screen may result in discipline up to and including termination of employment.

Employees who are required to maintain a CDL license will be provided an alternate policy addressing drug and alcohol screening.

- B. Applicants.** Otherwise qualified job applicants who have been offered a job, as well as current employees being promoted to a different position with the Corporation must consent to and pass a post-offer pre-employment drug screen prior to beginning employment. This screening must be done within 24 hours of the time the applicant or employee is instructed to submit to the drug screen. Drug testing will include the analysis of urine or any other medically accepted testing procedure. The drug test will be at the sole discretion of the Corporation.

Consequences of Refusal to Take Test: Job applicants have the right to refuse to submit to a drug test, but such a refusal will result in the withdrawal of the job offer and disqualification from further hiring consideration. Refusal of a current employee applying for a promotion to submit to a drug test will result in a forfeiture of the opportunity for the promotion.

Consequences of Positive Test Results: Each urine sample will be tested for the presence of illegal drugs. A confirmatory test will be conducted on initial positive testing results. The offer of employment will be revoked if the job applicant's confirmatory test is positive, and the applicant will be disqualified from further hiring consideration. Current employees testing positive will no longer be considered an applicant for a promotional position.

C. Reasonable Suspicion.

1. Employees may be required to submit to drug and/or alcohol screening whenever the Corporation believes reasonable suspicion exists. Only the Superintendent, or an individual authorized to act in the absence of the Superintendent, is authorized to make a determination of reasonable suspicion. In making a determination of reasonable suspicion, the Superintendent or his/her designee shall consider extreme behaviors or patterns of behavior. Circumstances where the Corporation may determine reasonable suspicion exists include, but are not limited to:
 - a. Unusual drowsiness and/or sleepiness;
 - b. Slurred incoherent speech;
 - c. Apparent difficulty in comprehending conversation or responding to direction—confusion;
 - d. Difficulty in expressing himself/herself; for example, overly rapid or slow speech, rambling, incoherent sentences even apart from slurred speech;
 - e. Disorientation;
 - f. Unusual swings in emotion or behavior inappropriate for the situation—extreme anger, laughter or depression;

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- g. Hyperactivity and euphoria—continually talking, ‘chattering’;
 - h. Unusually aggressive behavior;
 - i. Lack of manual dexterity;
 - j. Unexplained work errors; unusual difficulty in performing other tasks;
 - k. Lack of coordination in walking or performing other tasks;
 - l. Unsteady walking, inability to stand relatively motionless, without leaning;
 - m. Unexplained excessive absenteeism or tardiness, especially if a pattern is evident; or
 - n. Arrest or conviction for possessing, using, selling, distributing or being under the influence of illegal drugs.
2. The Superintendent may be required to submit to drug and/or alcohol screening whenever the Corporation believes reasonable suspicion exists. circumstances where the Corporation may determine reasonable suspicion exists include, but are not limited to:
- a. Observation by an administrator or director, and a subsequent report of such an observation to the School Board President of the Superintendent during working time behaving in a manner which gives the administrator or director reason to suspect the Superintendent is using, consuming, or under the influence of alcohol or illegal drugs. Examples of objective observations influencing work-related behavior include, but are not limited to, those listed above in Section C (1) (a-n).

- D. On-the-Job Injury or Accident.** An employee will be required to submit to a drug and/or alcohol screen if there exists reasonable suspicion that an employee caused or contributed to the cause of: (1) Any work time injury, or injury on Corporation property, to the employee or any Corporation employee; (2) Property damage of \$500 in value to Corporation property; or (3) Any work time injury, or injury on Corporation property, to any person not employed by the Corporation.
- E. Testing** – A form will be given to the employee applying for a promotion to indicate any over-the-counter or prescription medications that the individual is currently taking or has recently taken and any other relevant information.

Testing – Drug Screen

A urine sample will be submitted to the initial testing laboratory. A confirmatory testing laboratory shall confirm initial positive results. If an employee has a positive drug screen, he/she shall be deemed to be under the influence of illegal drugs during working time and may be subject to discipline up to and including immediate termination of employment.

Testing – Alcohol Screen.

- A. In order to test for the presence of alcohol in an employee's system a breath or saliva screen will be conducted at the testing laboratory. If the alcohol concentration is less than 0.04, then the result is deemed negative. If the alcohol concentration level is 0.04 or greater, then the result shall be communicated to the Corporation.
- B. If an employee has an alcohol concentration level of 0.04 or greater, a confirmatory test shall be performed not less than fifteen (15) and not more than twenty (20) minutes after completion of the initial screen. If an employee has a confirmatory screen indicating an alcohol concentration level of 0.04 or greater, the employee is deemed to be under the influence of alcohol during working time and is subject to immediate termination.
- F. Test Results**
1. If an employee refuses a drug test, it may result in discipline up to and including immediate termination.

2. If an employee tests positive for alcohol or illegal drugs, he or she may be subject to discipline up to and including immediate discharge.
3. An employee tested on the basis of reasonable suspicion is not permitted to return to work until the results of the test are received and evaluated. If an employee test negative, he or she will be permitted to return to work immediately with no loss of pay.
4. An employee tested on the basis of an on-the-job injury or accident is required to return to work immediately after treatment unless the doctor restricts the employee from doing so.

G. Disclosure of Results

Unless required by law, the Corporation will not disclose individual drug testing results to anyone other than the applicant or employee without a written release from the applicant or employee requesting disclosure to certain designated parties.

H. Notification and Test Confirmation.

- A. Notification – Negative. If the drug test and/or alcohol screen results are negative for the presence of drugs and/or alcohol, the Corporation shall give the employee written notification of the results. Test results are considered negative if the confirmatory test is not positive.
- B. Notification – Positive. The Corporation shall provide the employee with written notice that his or her specimen yielded a positive test result for drugs and/or alcohol. All applicants and employees may request a copy of all test result reports from any drug tests to which the applicant or employee is required to submit. Within three working days after notice of a positive test result, the applicant or employee may submit information to the Corporation to explain the result.
- C. Cost. The cost of the initial testing and confirmatory test shall be borne exclusively by the Corporation.

I. Working Time.

Working time shall be defined as any time an employee is performing duties on behalf of the corporation, and shall include but not limited to: the employees regularly scheduled work day, participation by the employee in any corporation sponsored functions or events that involves members of the student body and a responsibility of the employee to provide care for the students.

J. Other Rights of [Employees]/Job Applicants: Prior to administering

drug testing, the Corporation will provide the employee or job applicant with a form on which to acknowledge that the person has seen the Corporation's drug testing policy. A form will also be given to the applicant or employee to indicate any over-the-counter or prescription medications that the individual is currently taking or has recently taken and any other relevant information.

K. Data Privacy: The Corporation will not disclose the test result reports or

other information acquired in the drug testing process for any employee or applicant to another employer or to a third party individual, governmental agency, or private organization without the written consent of the person tested, unless permitted or required by law or court order.

Adopted June 7, 2010

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SUBSTANCE ABUSE

The School Board recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of professional staff members, the Board recognizes the responsibility to assist in the treatment of those illnesses.

A professional staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same consideration and offer to assistance that is presently extended to professional staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the professional staff member. Failure to do so, for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board.

No professional staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

Professional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

I.C. 20-26-5-4
29 U.S.C. 794

STAFF ETHICS

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

Professional staff members in the performance of their professional duties will:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence such information as they may secure, unless disclosure is required by law, authorized by the Superintendent, or is necessary to protect the health and welfare of the student or others;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing economic interests;
- G. refrain from using their position or public property, or permitting another person to use an employee's position or public property for partisan political or sectarian religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen;
- H. avoid accepting anything of value offered by another for the purpose of influencing judgment.

STUDENT SUPERVISION AND WELFARE

Professional staff members, because of their proximity to students, are frequently confronted with situations which, if handled incorrectly, could result in liability to the Corporation and personal liability to the professional staff member. It is the intent of the School Board to direct the preparation of guidelines that would minimize that possibility.

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

- A. Each professional staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- B. A professional staff member should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- C. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- D. Each professional staff member shall immediately report to the principal any accident or safety hazard s/he detects.
- E. A professional staff member shall not send students on any personal errands.
- F. A professional staff member shall not associate with students, particularly those of the opposite sex, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons.

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- G. If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationship, the staff member may help the student make contact with certified or licensed individuals in the Corporation or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Any staff member who determines that a student is in need of services shall report the matter to appropriate authorities. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.

Parents are to be notified, unless the student requests otherwise.

- H. A professional staff member shall not transport students in a private vehicle without the approval of the principal.
- I. A student shall not be required to perform work or services that may be detrimental to his/her health.

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

I.C. 31-6-11

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STAFF GIFTS

The School Board considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.

Based on the foregoing premise, it is the policy of the Board that professional staff members may accept gifts of nominal value from students or parents.

The Superintendent may approve acts of generosity to individual staff members in unusual situations.

Upon the recommendation of the Superintendent, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered outstanding service for an extended period of time.

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USE OF TOBACCO BY PROFESSIONAL STAFF

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

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members in school buildings, on school grounds, on school buses, or at any school-related event.

I.C. 13-1-13
Revised 10/8/2013

Policy

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STAFF DRESS AND GROOMING

The School Board believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

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

- A. be physically clean, neat, and well groomed;
- B. dress in a manner that communicates to students a pride in personal appearance;
- C. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

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DANGEROUS WEAPONS

The School Board will not tolerate the possession of weapons or other devices designed to inflict serious bodily harm by any staff member while on duty, while in a school building, while on school property, or while on a school vehicle unless otherwise permitted by law.

Any staff member found possessing a firearm while on duty, while in a school building, while on school property, or while on a school vehicle, may be charged with a felony unless the possession is otherwise permitted by law. This restriction applies to staff members licensed to possess firearms unless serving as a law enforcement officer or a security officer.

The Superintendent shall develop administrative guidelines to ensure immediate reporting to the appropriate law enforcement agency.

A weapon may be brought onto Corporation property for educational purposes under controlled circumstances when authorized by the Superintendent.

Any person who may otherwise may legally possess a firearm who is found to have knowingly, intentionally, or recklessly, left a firearm in plain view in a motor vehicle parked in a school parking lot may be charged with a Class A misdemeanor.

I.C. 35-47-9

Adopted, 10/8/96
Revised, 5/13/2014

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STAFF EVALUATION

The School Board, through the powers derived from the General School Laws, is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a program of personnel assessment.

It is the purpose of the program of staff assessment to:

- A. strive for the improvement of the total Corporation program;
- B. stress the importance of personal improvement on the part of individual professional staff members so that each student may be provided a quality education;
- C. ensure the continuous improvement of administrative and supervisory services provided professional staff members;
- D. establish a process of continuous and systematic professional staff member evaluation.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate staff members can provide the type of assistance needed. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member after receiving a reasonable degree of assistance fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal procedures may be invoked in accordance with provisions of statute.

In such an instance, all relative evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each professional staff member every year. Each professional staff member shall be given a copy of any documents relating to his/her performance which is placed in his/her personnel file. S/He shall be given the opportunity to append a written statement of his/her viewpoint to any evaluation to which s/her dissents and which is to be placed in his/her file.

Through Discussion, the Superintendent shall develop or select an evaluation instrument that complies with IC 20-28-9-1.

Revised, 3/9/2010
Revised, 2/14/2012

BOARD OF SCHOOL TRUSTEES

PROFESSIONAL STAFF

OUTSIDE ACTIVITIES OF STAFF

The School Board directs the Superintendent to promulgate the following guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the Corporation. If nonschool activities threaten a staff member's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activity upon a staff member's responsibility to the students and to the Board.

- A. Staff members should not give school time to an outside activity without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office.
- D. Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.
- E. Staff members may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes.

Research and Publishing

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Materials which might be considered for publication and/or production, which identify the Corporation in any manner, shall be cleared with the Superintendent prior to publication and/or production.

- C. Publications and productions shall be subject to the following copyright provisions:
1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:
 - a. the books, materials, devices, etc. were prepared without the use of Corporation data, facilities, and/or equipment;
 - b. the Corporation is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
 - c. the staff member does not become involved in any way in the selling of the product to the Corporation.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent.

Professional staff members who desire to publish or produce materials on their own time should make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that Corporation interests and the interests of the staff member are protected.

2. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the Corporation. The Corporation shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc. which will ensure the ownership of the product by the Corporation.

PROFESSIONAL ASSOCIATIONS

The School Board encourages professional staff members to maintain active memberships in local, State, and National organizations, which have as their purpose the improvement and expansion of the professional role of teachers and welfare of students.

Every professional staff member, however, shall be accorded freedom of choice, and shall be assured that decisions affecting their welfare shall be made without regard to membership in professional organizations.

PROFESSIONAL GROWTH REQUIREMENTS

The School Board believes that continued study is a prerequisite for continued professional growth of staff and, therefore, encourages the participation of professional staff members in in-service and other training programs.

The Superintendent may plan and implement a program of staff development for professional staff members, non-certified staff members and explore other training programs.

The Board may reimburse staff members for the costs incurred in participation therein.

Participation in the program shall be voluntary and shall not be considered part of the duties of any participating staff member.

511 IAC 10-3

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PROFESSIONAL MEETINGS

The School Board encourages opportunities for professional staff members to develop increased competence beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings.

For purposes of this policy, a professional meeting shall be defined as any meeting that is related to the activities, duties, or responsibilities of professional staff members as determined by the Superintendent.

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-28-3-4

BOARD OF SCHOOL TRUSTEES

PROFESSIONAL STAFF

FREEDOM OF SPEECH IN NONINSTRUCTIONAL SETTINGS

The School Board acknowledges the right of its professional staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the Corporation, however, the professional staff member's expression must be balanced against the interests of this Corporation.

The following guidelines are adopted by the Board to help clarify and, therefore avoid situations in which the professional staff member's expression could conflict with the Corporation's interests. In situations in which the professional staff member is not engaged in the performance of professional duties s/he should:

- A. state clearly that his/her expression represents personal views and not necessarily those of the School Corporation;
- B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- C. not make threats against co-workers, supervisors, or Corporation officials.

I.C. 20-28-10-14

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THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The School Board believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. Any student, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or report to authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

Adopted 10/27/93

BOARD OF SCHOOL TRUSTEES

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SEXUAL HARASSMENT

The School Board recognizes that a professional staff member's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate to harmonious employment relationships necessary to the operation of the Corporation and intolerable in a workplace to which the students of this Corporation are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.

The sexual harassment of a professional staff member of this Corporation is strictly forbidden. Any professional staff member or agent of this Board who is found to have sexually harassed a professional staff member, student, or other employee of this Corporation will be subject to discipline. Any professional staff member who has been exposed to sexual harassment by any professional staff member or agent of this Board is encouraged to report the harassment to an appropriate supervisor.

The Superintendent shall instruct all professional staff members and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

29 CFR 1604.11

COMPENSATION FOR PART-TIME STAFF

The School Board requires that part-time professional staff members be compensated in an amount equivalent to the portion of time worked, whether it be a fraction of a day or a fraction of a year. The Superintendent shall prepare administrative guidelines to ensure that end.

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SUBSTITUTE COMPENSATION

In order to retain well-qualified substitutes for service in this Corporation, the School Board will offer compensation at a rate set annually by the Board.

BOARD OF SCHOOL TRUSTEES

PROFESSIONAL STAFF

BENEFITS FOR NONREPRESENTED STAFF

Salaries and fringe benefits for all professional staff members not covered by the terms of a currently-valid negotiated agreement shall be determined by the School Board upon the recommendation of the Superintendent.

Such benefits shall be stipulated in an addendum to the staff member's employment contract.

BENEFITS FOR ADMINISTRATORS

It is the School Board's desire to make available or provide, within the limits of the law and sound fiscal management, certain benefits beyond an administrator's basic salary. Such benefits shall be recommended by the Superintendent, approved by the Board, and incorporated into the language of the administrator's contract.

Such benefits may include but not be limited to health insurance, vacation, outside work activities, retirement, and the like.

Policy

RANDOLPH CENTRAL SCHOOL CORPORATION

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LEAVES OF ABSENCE

All professional staff members not otherwise covered by the terms of a currently valid negotiated agreement of this Corporation shall be entitled to the same leave benefits provided in the master agreement with Randolph Central Classroom Teachers Association.

All requests for unpaid leaves of absence by professional staff members shall be presented to the School Board for approval one (1) week before the regular Board meeting in May.

The Board shall grant a leave of absence without loss of pay or time to any staff member who is a member of the Indiana National Guard, a reserve component of the U.S. forces, or a retired member of the naval, air, or ground forces of the United States and is on training duty for the State by order of the Governor or under the order of the reserve-component authority. Such a leave shall also apply to State active duty by order of the Governor. This leave will be paid only if the staff member is not paid by the State. The staff member's vacation benefits, if any, will not be affected by this type of leave.

Any professional staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School Corporation until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the Corporation might be served.

I.C. 10-2-4-3

Revised 10/8/96

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Policy

FAMILY LEAVES OF ABSENCE

In accord with Federal law, the School Board shall provide up to twelve (12) work weeks of unpaid leave to all professional staff members working 1250 hours or more during any calendar year for one of the following reasons:

- A. the birth or care of a child
- B. the adoption or foster care of a child
- C. the care of a spouse, son, daughter, or parent if such individual has a serious health conditional
- D. a serious health condition of the staff member which makes him/her unable to perform the functions of his/her position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a health-care provider (M.D. or D.O.).

Such leave may not be taken intermittently or on a reduced-leave schedule in the event of the birth, adoption, or foster care of a child, unless the Superintendent and the staff member agree. A staff member has the right, however, to take intermittent or reduced-leave schedule (half days) when medically necessary to care for a spouse, child, or parent who has a serious health condition, or if the staff member has a serious health condition. In both cases, the taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken.

The Superintendent may require the staff member whose major duties are instructional to transfer temporarily to an alternative position at the same compensation when the intermittent or reduced-schedule leave is foreseeable and the transfer better accommodates recurring periods of leave. Whenever the leave is necessitated by the serious health condition of the staff member or his/her family member, and is foreseeable based on planned medical treatment, the staff member shall provide the Superintendent with thirty (30) day's notice, except if such treatment requires earlier leave, and shall schedule the treatment so as not to disrupt the regular operation of the Corporation.

The Board shall require that all accrued paid vacation leave, medical/sick leave, or personal leave be used before the employee uses unpaid leave. In the case of leave for the care of a family member (other than birth, adoption, or foster care of a child), the employee shall use only days designated by contract for family illness before going into unpaid leave status. In cases in which the Corporation has employed both the husband and the wife, the total amount of family leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either the husband or the wife.

Policy

In the case of a health condition of a family member, the Superintendent is directed to obtain medical certification from the physician of the staff member or his/her family member, including:

- A. the date the serious health condition began
- B. the probable duration
- C. appropriate medical facts regarding the condition
- D. a statement that the staff member is needed to care for the family member
- E. an estimate of the amount of time needed for such care.

In the event of the staff member's own health condition, a statement from his/her physician will be required which states that the staff member is unable to perform the functions of his/her position.

The Board reserves the right to obtain, at its expense, the opinion of a second health provider and, in the event of conflict, the opinion of a third health provider whose decision shall be binding and final.

Prior to returning to work, the staff member shall provide the Corporation with a statement from his/her physician that s/he is able to assume full-time responsibilities for his/her position.

At the end of any leave described in this policy, the Board shall restore the staff member to his/her former position or to one that is equivalent in responsibility and compensation. During a family leave, the Board shall maintain the staff member's current coverage under the Corporation's health insurance program only as specified in an employment contract, but the staff member shall not accrue any sick leave, vacation, or other benefits during the leave period.

Should the staff member elect not to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of the health condition that gave rise to the leave or for circumstances beyond the control of the staff member, the staff member shall reimburse the Corporation for the health insurance premiums paid by the Corporation during the leave period.

The Board may not restore the position of any staff member whose salary is among the highest ten percent (10%) of those paid by the Board when it deems that such staff member's absence from the Corporation will create a substantial disruption to the Corporation operations.

Policy

The Superintendent shall prepare any guidelines which are appropriate for this policy and ensure the policy is posted properly and that such staff member receives a copy of both the policy and the guidelines. At all times, the guidelines shall be in accordance with the Family and Medical Leave Act of 1993.

Family and Medical Act of 1993

P.L. 103-03 Section 107 stat. 6 (1993)

Adopted 10/27/93

Revised 3/8/2011

Policy

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JOB-RELATED EXPENSES

The School Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the Corporation incurred in the course of performing services for the Corporation, whether within or outside the Corporation, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Superintendent.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the guidelines established by the Superintendent.

I.C. 20-26-5-4

Policy

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WORK STOPPAGE

The School Board is obligated and committed to provide certain basic services to students participating in Corporation programs. Therefore, if the schools are open and the students are in attendance, those basic services will be provided.

Recognizing the fact that the Corporation, for various reasons, could have a work stoppage, slowdown, or "work to contract", the Board remains committed to providing services to the schools and will fulfill its obligations.

Professional staff members are required at all times to perform their normal duties as assigned by the Superintendent. Professional staff members who fail to perform their duties when so required will be subject to loss of pay and disciplinary measures in accordance with the policies of this Board, the laws of the State, and may be subject to the loss of benefits as well.

I.C. 20-29-9-5