



ADMINISTRATOR HANDBOOK

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INTRODUCTION

Whether you have just joined our Administrative Team or have been at the School Town of Highland (STOH) for a while, we are confident that you will find or have found our school corporation a rewarding place to work, and we look forward to a productive and successful relationship. We consider the employees of the STOH to be one of its most valuable resources.

The Administrative Handbook is intended solely as a guide to outline and explain working conditions, benefits, expectations, performance appraisals and various policies and procedures which affect employment. It describes many of your responsibilities as an administrator in the STOH. This Handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described.

Board Policies are not included in their entirety; instead, summary excerpts are provided. The entire Policy can be found on the district's website <http://www.neola.com/highland-in/>

Please note that the information contained in this handbook does not and is not intended to create a contract of employment or benefits, and does not create any express or implied contractual rights. In the ever-changing environment in which we live and work, the STOH reserves the right, in its sole and absolute discretion, to revise, supplement, or revoke any policies, procedures, and/or benefits temporarily or permanently, if such action is deemed in the best interest of the school corporation.

If any state or federal law or School Board policy is contrary to the contents of this Handbook, it will be modified to comply with such law or policy.

MISSION STATEMENT

The mission of the School Town of Highland is to educate today's students for tomorrow's challenges.

EQUAL EMPLOYMENT OPPORTUNITY (STOH Policy 3122 / 4122)

The STOH is committed to the principles of fair employment. The Corporation does not discriminate on the basis of age, race, color, national origin, ancestry, religion, creed, size, sexual orientation, gender identity, genetic information, marital status or disability in its educational programs or employment policies as required by state and federal law. The Corporation expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, or disability.

Inquiries regarding compliance with Title IX or the Americans with Disabilities Act should be directed to the Superintendent, STOH Administration Building, 9145 Kennedy Avenue, Highland, IN 46322 (219-924-7400).

Inquiries regarding Section 504 should be directed to the Assistant Superintendent (formerly Director of Curriculum, Instruction and Student Services), STOH Administration Building, 9145 Kennedy Avenue, Highland, IN 46322 (219-924-7400) or the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-1100.

EMPLOYMENT RELATIONS

Definition of Administrative Team

The ultimate decision concerning policy in the School Town of Highland resides, by law, with the Board of School Trustees in conjunction with the leadership of the Superintendent of Schools. The administrative team is the process by which a recommendation for Board action is developed and the decision is implemented.

The administrative team represents a means of establishing orderly lines of organization and communication as administrative personnel unite with the Board to promote effective educational programs for students and the community. However, it is more than simply an organizational structure since it also establishes a climate in which team members are able to experience a feeling of mutual trust, support, and a sense of professional dignity.

In addition, the administrative team works through the Superintendent, advising the Board on items relative to policy information and implementation. The administrative team has leadership functions in the areas of long-range planning and formulating obtainable school-corporation objectives. The administrative team, consisting of all corporation administrators, shall operate under the leadership of the Superintendent.

Administrative Positions and Contracted Days

The School Town of Highland administrative team consists of personnel who are assigned the following positions and contracted days of employment:

- | | |
|--|--|
| - Superintendent (260 days) | - Elementary Principals (215 days) |
| - Assistant Superintendent (260 days) | - Middle School Assistant Principal (215 days) |
| - Chief Financial Officer (260 days) | - Technology Coordinator (235 days) |
| - Director of Food Services (220 days) | - Guidance Coordinator (205 days) |
| - High School Principal (260 days) | - Transportation Manager |
| - Middle School Principal (260 days) | - Buildings & Grounds Manager |
| - High School Athletic Director (240 days) | - Assistant Principals (215 days) |

With Board approval, the Superintendent may approve an extension or reduction of days in an individual contract with appropriate salary adjustments when a need arises.

Basic Assumptions

The School Town of Highland is committed to employing the best administrators available to assume administrative roles of educational leadership. The administrators employed by the Board constitute the most important resource for effectively conducting quality learning programs and staff support services for students and the community. In order for the Board to be assured of attracting and retaining persons with the highest capabilities, potential for growth, and a personal commitment to excel, the goals of the Board shall include the following:

- To maintain competitive compensation and benefits when compared to local, regional, and statewide school corporations.
- To consider the quality of human resources as the corporation's most dynamic resource.
- Educational leadership demands unique expertise at various levels in a wide variety of areas.
- The present and future administrators of the School Town of Highland realize and accept the demands of educational leadership.
- By the time an administrator is entering his/her third year of administrative leadership, the expectation and belief is that he/she should be functioning at the top level of his/her position.

Length of Contract

In most cases, administrators will receive multiple-year contracts based on the recommendation of the Superintendent. If a single-year contract is to be recommended for an administrator, the Superintendent will meet with that administrator prior to February 1 and inform him/her of his/her contractual status for the upcoming contract period.

Due Process

All administrative personnel with a valid Indiana teacher's license are entitled to receive progressive discipline when their behavior warrants such action. For minor offenses, an oral warning may be given by the immediate supervisor explaining the policy, procedure or rule which has been compromised. A written warning may be given for the second offense. Any subsequent offense may subject the administrator to further discipline, including, but not limited to, suspension with or without pay, or discharge. Progressive discipline is not required in non-minor offenses.

A recommendation for non-renewal of an administrator's contract shall be made no later than February 1 in the year of the contract's normal expiration date per Indiana Code 20-6.1-4-17.2. The notification will be in writing and a clearly stated reason for the non-renewal recommendation will be outlined.

After receiving the letter for the non-renewal of contract recommendation, the administrator shall have five (5) calendar days to request a conference with the Superintendent.

After the conference with the Superintendent, the administrator shall have ten (10) calendar days to request a meeting with the Board.

All due process matters as outlined in this policy shall be done in a private and professional manner.

Legal Protection

If any administrator, while acting within the reasonable scope of his/her assignment, is sued or the subject of complaint, the Board will provide legal counsel, pay for costs of counsel, and render all necessary assistance to the administrator in his/her defense. It shall be the responsibility of the administrator to bring such complaints or legal action to the attention of the Superintendent immediately upon notification that a lawsuit, or potential lawsuit, has been filed. It is the intent of these guidelines to follow Indiana Code 20-5-2-2-16.

Position Vacancies and Assignment

The Board will appoint recommended administrators without regard to race, creed, color, religion, national origin, sex, age, marital status, disability, English language proficiency, or any other characteristic protected by law. The basic criterion for the appointment of administrative personnel will be the objective selection of the best candidate who has, or can obtain, the appropriate Indiana certification and credentials to perform the job responsibilities.

The Superintendent will assign a selection committee to interview prospective administrative candidates and he/she will make recommendations for administrative appointments to the Board of School Trustees.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school corporation. Any current teacher or administrator of the school corporation may apply for any administrative position for which he/she meets state certification and/or other qualifications.

Voluntary Transfer

Any member of the administrative team may request a transfer to any other position which is available in the school corporation for which he/she holds the required credentials. Interested administrators should make all requests for transfer consideration, in writing, to the Superintendent. The Superintendent will make a recommendation to the Board of School Trustees regarding volunteer transfer requests.

Involuntary Transfer

Administrative reorganization, economic conditions, or realignment of staff may require the reassignment of administrators through an involuntary transfer process. If circumstances develop which require the reassignment of an administrator, the following steps will be taken:

- The Superintendent will survey administrative team members, seek qualified volunteers, and explain the circumstances requiring the reassignment of staff. An involuntary transfer will not be made unless all avenues of voluntary transfer have been exhausted. However, the Superintendent may deny voluntary transfer requests.
- If a voluntary transfer cannot be accomplished, the Superintendent will determine who will be transferred.
- The Superintendent will meet with the administrative team member in a private conference prior to reassignment to explain the reasons for the involuntary transfer.
- The Superintendent will submit the reason and recommendations for the involuntary transfer, in written form, to the affected administrative team member.

Reduction-in-Force

In the event that a recommendation to eliminate an administrative position is approved by the Board, the Superintendent shall do the following:

- Give the affected individual at least six (6) months notice of such proposed action to the extent possible.
- Make every attempt to place the individual into another administrative position within the School Town of Highland if such a position is available, provided the displaced administrator has the appropriate certification and experience.
- Permit certified administrative personnel an opportunity to assume a vacant teaching position with the School Town of Highland, with years of administrative service counted as teaching experience for salary schedule placement and reduction-in-force purposes. Certification is defined as having possession of a valid Indiana teaching certificate with appropriate endorsements. Years of service is defined as length of service from the administrator's beginning date of employment in the School Town of Highland. Approved leaves of absence will be considered as service.

Hiring of Relatives

Relatives of persons currently employed by the School Town of Highland may be hired only if they will not be working directly for or supervising a relative. Furthermore, School Town employees cannot be transferred into such a working relationship.

In cases where a conflict or a potential conflict may arise, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, relatives are defined to include spouses, parents, children, brothers, sisters, brothers/sisters-in-law, fathers/mothers-in-law, stepparents, stepbrothers/sisters, and stepchildren. This policy also applies to individuals who are not legally related but who reside with an employee.

Employee Medical Examinations

When the Superintendent deems it appropriate and necessary, current employees may be required to take medical/psychological examinations to determine fitness for duty as a condition of continued employment. Such examinations will be scheduled at reasonable times and intervals and performed by a licensed physician/psychologist at the School Town's expense. If the question of physical or mental fitness is the determining factor in the continued employment of an administrator, a final decision shall not be made until the Superintendent and examining physician/psychologist confer relative to the physical and/or mental condition of the administrator.

Information on an administrator's medical condition or history will be kept separate from other employee records and maintained confidentially.

Immigration Law Compliance

The School Town of Highland is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new administrator, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former administrators who are rehired must also complete a I-9 form if they have not done so with the School Town of Highland within the past three (3) years, or if their previous I-9 form is no longer retained or valid.

Employees with questions regarding immigration law issues are encouraged to contact the Superintendent's office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Conflicts of Interest

Administrators have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Therefore, administrators are expected to exercise the utmost in good faith in all transactions relating to their duties. Administrators are held to a strict rule of honest and fair dealings with the school corporation and vendors.

An actual or potential conflict of interest occurs when an administrator is in a position to influence a decision that may result in a personal gain for that administrator or for a relative as a result of School Town of Highland business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. An administrator shall not use the knowledge or circumstance of his/her position so that conflict may arise between the interests of the school corporation and those of the administrator.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an administrator has any contact with an existing or potential firm or client which could affect any existing or potential business with the School Town, it is imperative that he/she discloses to the

Superintendent as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an administrator or relative has a significant ownership in a firm with which the School Town does business, but also when an administrator or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the School Town of Highland.

All materials, products, designs, plans, ideas, and data of the School Town of Highland are the property of the School Town and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an administrator has personally gained by such action, constitutes unacceptable conduct. Any administrator who participates in such a practice will be subject to disciplinary action, up to and including possible termination of employment.

Outside Employment

An administrator may hold a job outside the School Town of Highland as long as he/she satisfactorily performs his/her job responsibilities with the School Town. Administrators should consider the impact that outside employment may have on their health and physical endurance. All administrators will be judged by the same performance standards and be subject to the School Town's needs regardless of any existing outside work requirements.

If the School Town determines that an administrator's outside work interferes with his/her performance or ability to meet the School Town's requirements or expectations as they may be modified from time to time, the administrator may be asked to terminate the outside employment if he/she wishes to remain employed by the School Town of Highland.

Outside employment will be considered a conflict of interest if it has an actual or potential adverse impact on the School Town of Highland. Notwithstanding anything contained in this Handbook, outside employment must not conflict in any way with an administrator's duties with the School Town.

Non-Disclosure/Confidentiality

All School Town of Highland administrators work in an environment where the confidentiality of students and employees must be preserved at all times. The protection of confidential information is vital to the interests, credibility, and success of the school corporation. **All information associated with the School Town in any manner should be treated as strictly confidential.** The reproduction of written materials, accessing unauthorized computer or electronic records, or the disclosure of employee home telephone numbers or addresses is forbidden.

It is of utmost importance that all employees clearly understand their responsibilities regarding student information which they may be subjected to during the course of their work duties. Any such student information can absolutely **not be shared with anyone**. To do so would be a serious violation against the Family Educational Rights Privacy Act (FERPA).

All employees may be required to sign a non-disclosure agreement as a condition of employment. **Any employee who discloses confidential information or records will be subject to disciplinary action, up to and including possible termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.**

Board Policy Manual

A current *Board Policy Manual* is maintained on the School Town of Highland website. The manual contains adopted School Board policies and administrative procedures. Therefore, administrators are encouraged to familiarize themselves with the *Board Policy Manual*. The *Board Policy Manual* supersedes this Handbook in cases where conflict may exist. Questions regarding the *Board Policy Manual* should be directed to the Superintendent's office.

The School Town of Highland Board of School Trustees

This is a 5-member elected board whose most important responsibility is to work with the community to improve student achievement in our corporation. The Board establishes policies in compliance with state and federal laws by which our schools are governed. It is important for employees to know and comply with board policies.

SELECT BOARD POLICIES & GUIDELINES

EMPLOYMENT OF ADMINISTRATORS (STOH Policy 1520)

The School Board recognizes that it is vital to the successful operation of the School Corporation that positions created by the Board be filled with highly qualified and competent administrators. The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by the School Corporation.

In addition to the Superintendent, individuals employed in the following certificated positions covered by the Indiana State Teachers' Retirement Fund (TRF) shall be considered administrators:

- A. Assistant Superintendent
- B. Director
- C. Principal
- D. Assistant Principal
- E. Coordinator

The contract entered into between the School Board and an administrator shall be subject to the following conditions:

- A. If the administrator is a certificated employee, the basic contract must be the Regular Teacher's Contract as prescribed by the State Superintendent.
- B. The term of the initial contract for principals, assistant principals, and the director of special education must be for at least two (2) school years.
- C. The contract may be altered, modified, or rescinded in favor of a new contract at any time by mutual consent of the School Board and the administrator if the contract, when reduced to writing is consistent with Indiana law.
- D. Administrators other than the Superintendent, Assistant Superintendent, Director, principal, and assistant principal shall be "at will" employees. Their employment may be terminated with or without cause at any time.

Only those candidates for employment recommended by the Superintendent will be employed by the Corporation. Only those candidates for employment chosen by the School Board from a group selected by the Superintendent will be employed by the Corporation.

The Board will not employ (but may reemploy) the children, siblings, spouse, parents, in-laws, or bona fide dependents of a Board member or the Superintendent. Should the Board choose to employ a spouse or dependent of an administrator, the administrator shall submit a Uniform Conflict of Interest Disclosure Statement using State Board of Accounts Form 54266 for acceptance by the Board. This disclosure shall be submitted for acceptance by the Board before the Board considers the approval of the employment of the spouse or dependent.

Relatives of administrators may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Any administrator's intentional misstatement of fact or omission material to qualifications for employment or the determination of salary shall be considered by this Board as a reason for contract cancellation.

The employment of administrators prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

Wherever possible, positions shall be filled by properly-licensed administrators.

The Board shall review a candidate's previous work experience in determining his/her salary.

Prior to employment, the candidate's eligibility to work shall be checked using E-Verify and the candidate shall execute the verification of eligibility to work under penalty of perjury as required by I.C. 12-32-1-6. The candidate's written verification of eligibility to be employed shall be retained in the employee's personnel file for no less than five (5) years.

In the contract with an administrator, the Board may provide compensation for services performed for a time, either before or after the school term, as considered necessary by the Board.

NON-RENEWAL OF ADMINISTRATIVE CONTRACTS (STOH Policy 1543)

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

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

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

If the administrator files a request with the Board for an additional private conference not later than five (5) days after the initial conference with the Superintendent, the administrator is entitled to an additional private conference with the Board before being given written notice of refusal to renew the contract. The written preliminary notice must include the Board's reasons for considering a decision not to renew the contract.

EVALUATION OF ADMINISTRATORS (STOH Policy 1530)

Annual performance evaluations as required by I.C. 20-28-11.5-4 for each "certificated employee". Because the Board's administrative staff is covered by the definition of "certificated employee", the corporation's evaluation plan shall include the evaluation of administrators. The evaluation plan for administrators may be combined with or separate from the plan for the evaluation of "school employees" as defined in I.C. 20-29-2-13 and may be amended as necessary to accomplish its purpose.

FITNESS FOR DUTY EXAMINATION (STOH Policy 1460 / 4160)

The Board reserves the right to require a current employee or applicant for employment (after a conditional offer of employment), to submit to a fitness for duty examination by a qualified healthcare provider to determine the employee or applicant's ability to meet the qualification standards and perform the essential functions of a position an application is being considered for or an employee is performing ("FFD exam"). A FFD examination shall be done in accordance with the Superintendent's guidelines and the examiner shall be provided with specific essential functions of the position in question.

BACKGROUND / CRIMINAL HISTORY INFORMATION (STOH Policy 3121 / 4121)

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the Corporation's professional staff. Such an inquiry shall also be made for all substitutes.

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as a professional staff member which shall include the following:

- A. an expanded national criminal history check as defined by I.C. 20-26-2-1.5
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. telephone inquiry with former employer(s)
- F. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- G. verification of the applicant's eligibility to work using the E-Verify database maintained by the federal government as required by I.C. 12-32-1
- H. a detailed background history including all prior employment and volunteer positions
- I. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The Board may deny employment to an applicant who is convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law; or the subject of a substantiated report of child abuse or neglect.

In accordance to Indiana HEA 1079. STOH will conduct a background check for current employees every five (5) years.

DISCLOSURE OF CRIMINAL ARRESTS AND CHARGES (STOH Policy 3121 / 4121)

During employment with the Corporation, each employee and substitute teacher is required to report the arrest or the filing of criminal charges against the employee; conviction of the employee for a crime; and substantiated report of child abuse or neglect of which the employee is subject to the Superintendent within two (2) business days of the occurrence. The Superintendent will obtain a review of each reported conviction or substantiated report of child abuse or neglect and recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect. Failure to comply with this policy may result in disciplinary action up to and including termination.

ANTI-HARASSMENT (STOH Policy 3362 / 4362)

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's employment opportunities, programs, and/or activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the Corporation environment.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, or any other unlawful basis, and encourages those within the Corporation as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

NOTE: Sexual conduct/relationships with students by a Corporation employee or any other adult member of the Corporation community is prohibited, and any teacher, administrator, coach, other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and also may be guilty of the criminal charge of "sexual battery" as set forth in I.C. 35-42-4-8. In the case of a child under fourteen (14) years of age, the person also may be guilty of "child molesting" under I.C. 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person also may be guilty of "sexual misconduct with a minor" under I.C. 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy or who believe they have witnessed such conduct should discuss their concerns with their school principal or the Corporation's Compliance Officer. When possible, STOH encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem.

STOH recognizes, however, that an individual may prefer to pursue the matter through complaint procedures. STOH encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. If a party to a complaint does not agree with its resolution that party may appeal to the School Town of Highland's Superintendent. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct: State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Child Services, Office of Child Protective Services. If, during the course of a harassment investigation, the Compliance Officer has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or the alleged victim, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement. However, the Compliance Officer will still continue to investigate the complaint.

Education and Training: In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. All training regarding the Board's policy and harassment in general will be age and content appropriate.

NOTE: More detailed information regarding the Informal and Formal Complaint Processes are documented in the Corporation's Board Policy located on the District's website.

BULLYING

The STOHD defines bullying as 'any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation.' (Anti-Harassment Policy 3362) Such behavior violates the corporation's Staff Ethics Policy 3210.

Bullying may be intentional or unintentional; however, when an allegation of bullying is made, it is the effect of the behavior upon the individual that is important. The STOHD will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

CHILD ABUSE/NEGLECT

All faculty and staff have a legal duty to report child abuse. Any person who has a reason to believe a child is a victim of abuse or neglect has a duty to make a report to the Department of Child Services

(DCS) or the police. If you hear about or see child abuse/neglect you must report it immediately. Indiana Code 31-33-5-1. If you suspect a child is being abused or neglected call Indiana's Child Abuse and Neglect Hotline at 1-800-800-5556 or local law enforcement. The police and/or DCS are the appropriate authorities to investigate these matters.

IC 20-26-5-35.5 states, "a school corporation may not establish any policy that restricts or delays the duty of an employee or individual to report suspected child abuse or neglect as required under Indiana Code. 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. Simply telling another employee at a school is not enough to protect yourself from criminal charges. It only takes minutes to report suspected child abuse and neglect and you can report anonymously.

STAFF-STUDENT RELATIONS

The relationship between the district's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context.

USE OF SECLUSION AND RESTRAINT WITH STUDENTS (STOH Policy 5630.01)

Maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation; however, the Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

Seclusion and physical restraint shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the imminent risk of injury to students and others. Positive behavior interventions/ supports and conflict de-escalation methods should be used to minimize the need for use of restraints and seclusions. School employees must make every effort to prevent the need for use of restraints and seclusion on students.

Seclusion or physical restraint shall never be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience.

Training on the use of seclusion and restraint will be done on an annual for appropriate employees in each building. Except in the case of an emergency, only school employees who are trained may implement physical restraints or seclusion with a student.

Any school employee using restraint and/or seclusion should report it to the building principal, their supervisor, or other designated administrator. A written report (based on the corporation's restraint and seclusion plan) of each incident must be completed by the employee or a designated administrator. Parents should be notified verbally as soon as possible of the incident, and a copy of the written report must be sent to the parents of the student within 24 hours of the event.

This policy and the corporation's plan shall be made available to all parents whose children are enrolled in the School.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE (STOH Policy 3122.01 / 4122.01)

The 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 free from the use of any controlled substance and alcohol.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance and alcohol, and any drug paraphernalia, by any member of the Corporation's professional staff at any time while on Corporation property or while involved in any Corporation-related activity or event. An employee who reports for duty or attends a Corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. Any staff member who violates this policy shall be subject to disciplinary action up to and including termination.

Corporation property means in any school building and on any school premises; on any school owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; of school property at any school sponsored or school approved activity, event, or function, such as field trip or athletic event, where students are under the jurisdiction of the Corporation, or during any period of time such employee is supervising students on behalf of the Corporation or otherwise engage in Corporation business.

TOBACCO-FREE SCHOOLS (STOH Policy 7437)

The Board recognizes that the use of tobacco presents a health hazard that can have serious consequences 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, as well as electronic, "vapor," or other substitute forms of cigarettes.

Smoking and all other uses of tobacco by employees and/or visitors are prohibited by the School Town of Highland within any facility, in any district owned vehicle and on any campus including practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times.

SUICIDE AWARENESS AND PREVENTION (STOH Policy 5350)

The School Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who experiences depression cannot benefit fully from the educational program of the School Corporation, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students. The Board policy is intended to increase child suicide awareness and prevention.

All Corporation personnel should be alert to the student who exhibits signs of extreme depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost.

Beginning after June 30, 2018, the Superintendent shall ensure that all Corporation teachers and any other appropriate Corporation employees who are employed at schools that provide instruction to students in any combination of grades 5-12 to attend or participate in at least two (2) hours of evidence-based in-service youth suicide awareness and prevention training every three (3) school years.

VIDEO SURVEILLANCE (STOH Policy 7440.01)

The Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the Corporation and on school buses. The video surveillance/electronic monitoring equipment is used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use. Signs shall be reasonably designed to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

DANGEROUS/DEADLY WEAPONS (STOH Policy 3217 / 4217)

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

DRESS CODE (STOH Policy 3216 / 4216)

The 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.

All professional staff members shall, when assigned to Corporation duty:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to Corporation property;
- E. 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.

STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY (STOH Policy 7540.04)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique

resources available through the Internet. The School Board provides Technology Resources and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources and Information Resources by principles consistent with applicable local, State, and Federal laws, and the Corporation's educational mission. This policy, its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the Corporation's Technology Resources and Information Resources and staff's personal communication devices when they are connected to the Corporation's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Corporation-owned property or at a Corporation-sponsored activity (see Policy 7530.02).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources and Information Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

Staff members are expected to utilize Corporation Technology Resources and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy **2520** – Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, Corporation Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

The Corporation may not be able to limit access technologically through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file

server in the world, opens classrooms and students to electronic information resources which may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Corporation has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Coordinator of Instructional Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

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

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

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

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

Building principals are responsible for providing training so that users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Corporation Technology Resources. All users of Corporation Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members are responsible for good behavior on Corporation Technology and Information Resources, i.e., behavior comparable to that expected when they are in classrooms, in school hallways, on other school premises and at school-sponsored events. Communications on Education Technology are often

public in nature. The Board does not approve any use of its Technology Resources and Information Resources that is not authorized by or conducted strictly in compliance with this policy.

General school rules for behavior and communication apply.

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

The Board designates the Superintendent and/or designee as the administrators responsible for initiating, implementing, and enforcing this policy as it applies to staff members' use of Corporation Technology and Information Resources and Information Resources.

Social Media Use

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments related to matters of private concern that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent (see Board Policy [8330](#)). Education records include a wide variety of information, and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Nothing in this policy is intended to interfere with any school employee's rights under applicable law with respect to union organizing or collective bargaining.

Each employee will sign a Technology Responsible Use Form. A copy of the Form is located in the Appendix.

CORPORATION-ISSUED STAFF E-MAIL ACCOUNT (Policy 7540.05)

Staff

The School Board is committed to the effective use of electronic mail ("e-mail") by all School Corporation staff and Board members in the conduct of their official duties. This policy and any corresponding guidelines are intended to establish a framework for the proper use of e-mail for conducting official business and communicating with colleagues, students, parents and community members.

When available, the Corporation's e-mail system must be used by employees for any official Corporation e-mail communications. Personal e-mail accounts on providers other than the Corporation's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Corporation staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the Corporation's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Corporation staff shall not send or forward mass (district-wide) e-mails, even if the e-mails concern Corporation business, without prior approval of the Superintendent and/or designee.

Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold (see Policy 8315 – Information Management), and purging all other e-mails that have been read.

Staff members are prohibited from using school email (or school time) to promote any referendum after the resolution is passed or any political candidates.

Nothing in this policy is intended to interfere with any school employee's rights under applicable law with respect to union organizing or collective bargaining.

Public Records

The Corporation complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to Corporation staff and Board members may be public records if their content concerns Corporation business or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. E-mails that are student records must be maintained pursuant to Policy 8330 – Student Records. Finally e-mails may constitute electronically stored information ("ESI") that may be subject to a litigation hold pursuant to Policy 8315 – Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request involving ESI.

E-mails written by or sent to Corporation staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns Corporation business or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a Corporation request to produce copies of e-mail in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold, even if such records reside on a computer owned by an individual staff member or are accessed through an e-mail account not controlled by the Corporation.

Retention

Pursuant to State and Federal law, e-mails that are public records or education records and e-mails that are subject to a litigation hold shall be retained. The Corporation maintains archives of all e-mails sent and/or received by users of the Corporation's e-mail service. Staff members are required to forward copies of any e-mails received in their personal e-mail account(s) not affiliated with the Corporation server to their Corporation e-mail account so that these records also are archived for future retrieval, if necessary.

Unauthorized E-mail

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or nonexistent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited

bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

EMPLOYMENT STATUS

Access to Personnel Files

The School Town of Highland maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the School Town and access to the information they contain is restricted. Generally, only supervisors and administrative personnel of the School Town who have a legitimate reason to review information in a file are allowed to do so.

Administrators who wish to review their personnel file should contact the Superintendent's office. With reasonable advance notice, administrators may review their personnel files in the School Town personnel office in the presence of an individual appointed by the Superintendent to maintain the files.

References

To ensure that individuals employed by the School Town of Highland are well qualified and have a strong potential to be productive and successful, it is the policy of the School Town to check the employment references of all applicants.

Requests for references by current or former employees should be referred to the personnel department. The school corporation will respond only to those reference inquiries that are submitted in writing. As a general rule, the school corporation does not release detailed information regarding past performance, but simply provides only basic information regarding employment, such as dates of employment, wages earned, and position(s) held.

Personnel Data Changes

It is the responsibility of each employee to promptly notify the School Town of Highland's personnel office of any changes in personal data. Home and e-mail addresses, telephone numbers, name changes, marital status, names of dependents, beneficiary designations, emergency contact information, educational accomplishments, and other such data should be accurate and current at all times.

Job Postings

The School Town of Highland believes in hiring the best possible candidate for all vacant positions. The School Town supports promoting from within, as well as providing employees an equal opportunity for consideration for any position that becomes available. Appointments are not based on seniority. Vacancies are posted at each building, at the Administration Center, and on the School Town website. Employees who are interested in a posted position should contact the personnel office as soon as possible.

Employment Applications

All interested applicants for a vacant position in the School Town of Highland are required to complete an on-line application and submit a letter of interest, three (3) letters of recommendation, and a current resume. Applicants for a teaching, administrative, or other professional position must also submit original copies of all college/university transcripts and a copy of the required professional license.

The School Town relies on the accuracy of information contained in the employment application and obtained throughout the hiring process. Any misrepresentations, falsifications, or material omissions of any information may result in the School Town's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

PERFORMANCE EVALUATION

In order to maintain the highest standards of performance possible, performance evaluations will be completed on each administrator. Each administrator's performance will be formally evaluated on at least an annual basis, supplemented by a minimum of one (1) mid-year review each year. Formal evaluations will normally take place no later than June, and mid-year reviews will generally occur in December.

Performance evaluations will be directly related to each administrator's stated goals and objectives, as well as his/her written job description. The formal evaluation will be a comprehensive process that includes self-analysis, observation, conferencing, goal setting, and supportive data collection. The process is on-going and includes both formative and summative components. The formal evaluation will culminate in a written narrative summary report which details his/her accomplishments, strengths, and/or deficiencies as they relate to the agreed-upon goals, supervisor's expectations, and performance standards.

Mid-year reviews will consist of a self-assessment on the status of stated goals and may include observations, data collection, and conferences to plan, confirm, reaffirm, and/or redirect administrators in achieving such goals.

The purpose of the administrative evaluation process is to: facilitate achievement of the school corporation's goals, programs, and objectives; provide necessary input and resources for the maximum development of each administrator's full range of talents; develop plans to improve each administrator's job performance and potential; promote leadership excellence; and provide opportunities for periodic review of performance and the establishment of action plans.

LIFE-THREATENING ILLNESS

Employees with life-threatening illnesses often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The School Town of Highland supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the School Town will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The School Town will take reasonable precautions to protect such information from inappropriate disclosure. All employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Superintendent's office.

RETURN OF PROPERTY

Administrators are responsible for all property, materials or written information that is issued to them or is in their possession or control. Employees must return all School Town of Highland property immediately upon request or termination of employment. Where permitted by applicable laws, the district may withhold the cost of any items not returned from an administrator's paycheck. The district may also take all necessary action to recover or protect its property.

WORK CONDITIONS

ADMINISTRATIVE MEETINGS

The Superintendent holds a meeting the first Friday of every month at 9:00 a.m. at the Central Office for all district administrators. Agendas are sent out the week of the meeting and can be added to by anyone prior to that time. The focus is administrative communication/collaboration on current topics/concerns.

The Assistant Superintendent (formerly Director of Curriculum, Instruction and Student Services) holds a monthly CSI meeting typically on the third Thursday of every month for all building level administrators. (Dates are on the District Google Calendar.) The focus is on curriculum, instructional leadership, evaluations, assessment, academic programming, etc.

BUILDING COMMITTEES AND DISCUSSION

Administration recognizes the Association (Highland Certified Teachers Association-HCTA) as the acting representative of teachers as set forth in Indiana Code.

Administrators and HCTA representatives constitute the Building Committee for each building. These Participatory Management Committees (PMC's) meet at mutually convenient times and when needed to discuss building issues. Notes from the PMC meetings should be sent to the Association President and the Superintendent.

Corporation issues and mandatory items for official discussion are discussed at the monthly Labor Management Committee (LMC) meetings, typically the first Tuesday of every month school is in session. The Superintendent, Assistant Superintendent, Directors and representative principals constitute the administrative portion of the committee. Building administrators typically serve 2-year terms.

SAFETY

The District Safety Committee is comprised of representative principals and counselors, the Athletic Director, the SRO and Assistant Superintendent (formerly Director of Student Services). The committee meets on a 'need to' basis, typically at least once a semester. Its purpose is to ensure that the district is taking the necessary actions to ensure our students' and employees' safety. The committee revises the district's Safety Plan, as needed, and sends representatives to the Indiana Department of Education's School Safety Specialist training each year.

Each building should have a Safety Committee responsible for adhering to the District's safety guidelines and maintaining a School Safety Plan. The following safety/emergency drills are required by the state/district:

Fire Drill 1/month

Tornado Drill 1/semester

Other Emergency Drills 1/semester

(bomb threat, intruder, chemical spill, earth quake, etc.)

Administrators are responsible for making sure their faculty and staff are familiar with all safety and emergency procedures, including updates as they become available.

Each employee is expected to obey safety rules and exercise caution in all work activities. However, should an accident or injury occur, the following steps need to be taken.

All accidents and injuries (regardless of how insignificant the injury may appear) must be reported to the direct supervisor in writing by completing a Staff Accident Report form. These forms are available in the office and online at the STOH website under District Services – For Staff – Employee Forms and Documents. These reports are necessary to comply with specified laws and to initiate insurance and workmen's compensation benefits (if applicable). The form must be filled out as accurately as possible with all questions answered. If a question is not applicable, write N/A on the line for that question. When the form is completed, it should be returned to the office for building administration review and signature. A copy is to be sent to the administration center to the attention of the Superintendent's secretary.

USE OF E-MAIL

All Corporation Technology Resources are owned by the School Town of Highland and are to be used for educational or school corporation business purposes only. Employees are expected to check their email at least daily. The Corporation has the right to access and review all Information Resources including electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Corporation's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any personal information or data maintained, stored, or transmitted on or through these systems is confidential or private.

It is the responsibility of each employee to read and sign the district's Technology Acceptable Use Policy and obey all provisions of the agreement, copyright laws, and all other local, state and federal laws and regulations that pertain to the use of network services. Employees assume full responsibility and will be held accountable for any such legal violations and for all repair/replacement costs arising from damage to hardware and software caused by negligent, careless or deliberate actions. Any violations of the Acceptable Use Policy may result in revocation of access, disciplinary action, termination of employment and/or legal action.

EMERGENCY DELAY / CLOSING

At times, emergencies such as severe weather, temporary flooding, or power failures can disrupt district operations. In extreme cases, such circumstances may require the delay/closing of a facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the delay/closing. The Superintendent notifies administrators as indicated on the District's School Closing Telephone Tree. The Assistant Superintendent posts the notification on the district's Twitter account and website.

When school is in session and inclement weather or an emergency causes closing, all instructional/ supervisory aides, building secretaries, cafeteria workers, and transportation personnel will work a make-up day at a later date. Administrators should arrive to their workplaces as soon as safely possible.

When the start of a work day is delayed due to an emergency or inclement weather, administrators are to report to their workplaces at their regular starting times or as near to the regular start time as conditions allow. Teachers are to report as soon as safely possible.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities of the School Town of Highland, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguard employee welfare, and avoid potential distractions and disturbances.

All schools have a background check sign-in system. All visitors entering any facility should report immediately to the reception/main office area. Authorized visitors will receive directions and/or be escorted to their destinations. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on School Town premises, employees should immediately notify their supervisor or the building principal and direct the individual to the reception/main office area.

SECURITY INSPECTIONS

The School Town of Highland wants to maintain a work environment that is free of illegal drugs, alcohol, weapons, firearms, explosives, or other improper materials. To this end, the district prohibits the possession, transfer, sale, or use of such materials on its premises. The School Town requires the cooperation of all employees in administering this policy.

Desks, lockers, file cabinets, and other storage devices may be provided for the convenience of employees but remain the sole property of the district. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the district at any time with or without prior notice.

BENEFIT PROGRAMS

Employee Benefits

Eligible administrators in the School Town of Highland are provided a wide range of benefits. A number of benefits, such as social security, workmen's compensation, and unemployment insurance, cover all administrators in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employment classification.

The following benefit programs may be available to eligible administrators:

Health Insurance
Dental Insurance
Vision Insurance
Term Life Insurance
Workmen's Compensation Insurance
Long-Term Disability Insurance

Teachers' Retirement Fund Contribution (TERF)
Professional Conferences
Mileage Reimbursement
Early Retirement/Severance Plan
Family and Medical Leave
Bereavement Leave

Annuity
Absence Day Benefits
Vacation Benefits
Holidays

Leave of Absence
Legal Duty
Military Duty
Public Employees' Retirement Fund (PERF)

Health/Dental/Vision Insurance

Administrators will be provided with the current health, dental and vision insurance as agreed upon by the district's insurance committee by April 1st of each year. Administrators electing not to take insurance receive a 5.7% annuity annually.

Term Life Insurance

A group term-life insurance policy will be provided for administrators, in an amount to the nearest \$1,000, 2 times the annual base salary of each individual administrator. Administrators will be eligible for group term-life insurance at an amount equal to two (2) times their base salary. Upon retirement, the coverage will reduce at age 66 to 75% of the prior year's face value, at age 67 to 50%, at age 68 to 25% and at age 70 the coverage will cease.

Workmen's Compensation Insurance

Workmen's Compensation Insurance will be provided for any administrator who is absent due to an injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment, as well as for an injury sustained on school premises as a result of an unprovoked assault by a student, employee, or outsider.

Long-Term Disability Insurance

Long-term disability insurance will be provided for each administrator as described in the benefits booklet provided by the insurance carrier.

Annuity

Beginning July 1, 2018, the District provides a 3% annual annuity based on salary.

Absence Days

Fifteen (15) absence days will be earned per year for administrators with a two hundred twenty (220) to two hundred sixty (260) day annual contract, fourteen (14) absence days will be earned per year for administrators with an annual contract of two hundred fifteen (215) days and thirteen (13) absence days will be earned per year for administrators with an annual contract of two hundred five (205) days. Such absence days will be earned on the first contracted day each year. Absence days may be used for personal illness, family illness, personal business, or for any other purpose, and may be used in full or half-day units. All unused absence days shall transfer to accumulated absence days on June 30 each year. Accumulated absence days will be used for severance payment purposes.

Administrators who wish to use an absence day must notify the Superintendent's office and the Administration Center receptionist as soon as possible prior to the absence. In addition, it is the responsibility of the absent administrator to submit an Employee Absence Report form to the Administration Center prior to the absence day, if possible, or no later than the first day upon return to work.

Beginning with the second year of employment, administrators will be able to transfer up to fifteen (15) accumulated absence days each succeeding year from their most recent public school corporation until the number of accumulated days to which he/she was entitled is exhausted, as long as such days have not been previously used for severance payment purposes.

Vacation Days

Administrators with a two hundred sixty (260) day annual contract shall be entitled to twenty (20) working days of paid vacation each contract year. Such vacation days will be earned on the first contracted day each year, and may be used in full or half-day units. If employment begins after July 1 of a given year, the number of vacation days will be prorated accordingly. Vacation days must be used within eighteen (18) months of being earned and will expire if not used prior to December 31 of the following year.

Indiana Teachers' Retirement Fund / Public Employees' Retirement Fund

A contribution of three percent (3%) of wages will be made each month by the school corporation on behalf of each eligible administrator into the Indiana Teachers' Retirement Fund / Public Employees' Retirement Fund. In addition, a contribution will be made into the Fund each month for all eligible administrators as required by statute.

Professional Conferences/Workshops/Meetings

Administrators need to complete a Professional Leave Form and submit to the Assistant Superintendent to request to attend a professional conference, workshop and/or meeting. The Assistant Superintendent will approve (or deny) and submit to the Superintendent who will approve (or deny). If approved, the request will be submitted to the School Board for approval at the next Board meeting.

If a request to attend a professional meeting, conference, or workshop is approved, the Board shall reimburse the administrator for expenses upon approval of submitted voucher and expense receipts, as required by the State Board of Accounts, in the following approved amounts:

- Registration Fee
- Mileage as per Internal Revenue Service (IRS) rate
- Parking, actual cost
- Coach airfare
- Lodging, actual cost
- Meals* (Maximum \$50/day)
- Miscellaneous expenses as pre-approved by the Superintendent

Exceptions may be granted by the Superintendent for food reimbursement for destinations verified to be more expensive.

* Itemized receipts must be included in order to be reimbursed. Alcoholic beverages cannot be reimbursed.

NOTE: No travel requests will be approved for administrators who have indicated their intentions to leave the School Town of Highland. Administrators must reimburse the school corporation for all travel expenses if they resign their position within ninety (90) days of such travel.

Mileage Reimbursement

Mileage reimbursement will be paid according to the Board-adopted mileage chart and the Internal Revenue Service (IRS) mileage rate for out-of-corporation travel in a personally owned vehicle on school-related business when approved in advance by the Superintendent.

Holidays

Administrators with a two hundred sixty (260) day annual contract shall be entitled to the following twelve (12) paid holidays each contract year:

New Year's Eve
New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day

Independence Day
Labor Day
Thanksgiving Day
Day following Thanksgiving
Christmas Eve
Christmas Day

Administrators with an annual contract of less than two hundred sixty (260) days shall be entitled to the following seven (9) paid holidays each contract year:

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day

Labor Day
Thanksgiving Day
Day following Thanksgiving
Christmas Day

If a recognized holiday falls on a weekend, the paid day off will be the Friday immediately preceding the holiday or the Monday immediately following the holiday at the discretion of the Superintendent. A recognized holiday that occurs during an administrator's vacation period will not count toward a vacation day.

Early Retirement/Severance Plan

The Board of School Trustees supports an early retirement/severance plan for all administrators who qualify. This plan serves as an incentive for administrators to remain with the School Town of Highland and also to provide benefits to those who have successfully completed long-term service to the School Town. It is a prerequisite for eligibility for early retirement/severance benefits that the administrator be in good standing at the time of retirement. An administrator shall not be eligible for early retirement/severance benefits if he/she is not in good standing and/or is discharged.

Administrators who serve a minimum of ten (10) years as an administrator in the School Town of Highland, are a minimum of fifty-five (55) years of age, and who qualify for one (1) of the Indiana Teachers' Retirement Fund/Public Employment Retirement Fund eligibility requirements for unreduced retirement benefits upon their retirement from the School Town of Highland shall receive a one-time supplemental early retirement/severance benefit payment. Administrators who are not eligible for Indiana Teachers' Retirement Fund/Public Employment Retirement Fund benefits must serve a minimum of ten (10) consecutive years as an administrator to receive severance benefits.

One (1) year of administrative credit will be granted for two (2) years of School Town of Highland teaching experience to a maximum of five (5) years of service credit. In addition, an administrator will receive one (1) year of service credit for each one (1) year of previous administrative or related experience outside the School Town of Highland to a maximum of five (5) years' service credit for such previous experience. Service credit earned from previous School Town of Highland teaching experience and/or outside administrative or related experience will count for vesting purposes only and will not be calculated as part of the dollar equation for early retirement/severance benefit payments.

Administrators who meet the eligibility criteria and become vested shall qualify for the following early retirement/severance benefits:

Severance Payments

- Payments in the following amounts:
 - \$1,000 for each year of credited service. Credited service for severance payment purposes will be earned on the first contracted day each year and will be reduced by the five (5) year maximum for previous years of teaching and/or administrative/related service as defined above.
 - \$100 for each accumulated absence day.
 - A \$5,000 one-time supplemental early retirement/severance benefit payment.
- Administrators are encouraged to inform the Board in writing of his/her resignation prior to July 1 preceding the last contract. If an administrator notifies the Board in writing of his/her resignation subsequent to July 1 preceding their last contract year, but before June 1 of their last contract year, said administrator will receive early retirement/severance pay benefits on or before January 31 of the following year.
- All but twenty (20) days (\$2,000) of the administrator's early retirement/severance pay benefit will be paid into a tax-sheltered annuity designated by the School Town of Highland. The \$2,000 will go into the final pay check in June.
- Upon the death of an administrator eligible for early retirement/severance pay benefits, if an executor, administrator, or personal representative has been designated by the courts, a lump sum shall be paid to such executor, administrator, or personal representative. If no such representative has been designated by the courts, payment may be made to the administrator's surviving spouse. If no surviving spouse exists, payment may be made to the distributees of the estate in accordance with Indiana law, rulings, and regulations.
- The following administrative positions shall qualify for the early retirement/severance benefits:

Superintendent	Assistant Principal
Assistant Superintendent	Coordinator of Technology
Chief Financial Officer	Coordinator of Guidance
Director of Food Services	Buildings & Grounds Manager
Director of Athletics	Transportation Manager
Principal	

Insurance Benefits

The amount the school corporation contributes to group health, vision, dental, and/or life insurance premiums in effect on the date of early retirement/severance will be provided only on a continuous basis for a maximum of seven (7) years or until the age of Medicare eligibility, whichever comes first, provided the administrator has met minimum vesting requirements, is not eligible for such insurance benefits elsewhere, and has participated in a School Town of Highland health insurance plan a minimum of one (1) year immediately prior to retirement. The retired administrator will be responsible for all premium cost increases after the effective date of early retirement/severance. This benefit will be cancelled if the retired administrator allows any insurance plan to lapse for any reason. The annuity option in lieu of health insurance benefits terminates on the effective date of retirement.

LEAVE BENEFITS

Family and Medical Leave

The Family and Medical Leave Act (FMLA) of 1993 requires employers to provide up to twelve (12) weeks of unpaid, job-protected leave within a twelve (12) month period to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for an employer for at least one (1) year and for at least 1,250 hours over the previous twelve (12) months. FMLA leave may not be used for more than twelve (12) weeks during any twelve (12) month period.

Leaves must be granted for any of the following reasons:

- To care for the employee's child after birth. The initial twelve (12) weeks will be FMLA leave.
- To care for the employee's child after placement for adoption. The initial twelve (12) weeks will be FMLA leave.
- To care for a foster child after placement.
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform his or her job.

Administrators may choose to use some, or all, of their available absence days and/or vacation days as part of their FMLA leave, or they may choose to take FMLA leave as a non-paid leave.

Request for family or medical leave should be made in writing to the Superintendent as soon as possible and must be approved by the Board of School Trustees. The twelve (12) month leave eligibility period begins the first day of FMLA leave.

Administrators may be required to provide advance leave notice and medical certification. Taking a leave may be denied if the following requirements are not met:

- The administrator ordinarily must provide thirty (30) days advance notice when the leave is foreseeable.
- The School Town will require medical certification to support a request for leave because of a serious health condition, and may require second and third opinions and a fitness-for-duty report to return to work. Sufficient certification will include a statement that a serious health condition prevented the administrator from being able to perform the functions of his/her position on the dates of requested leave, or that the administrator is needed to care for a family member who has a serious health condition on the dates of the administrator's leave. The phrase "is needed to care for" a family member should be interpreted to include psychological, physical, or medical care.

For the twelve (12) week duration of FMLA leave, the School Town will maintain the administrator's health insurance coverage under the group plan, with the corporation paying its customary portion of the premiums and the administrator paying his/her portion. Upon returning from FMLA leave, administrators will be reinstated to their former or equivalent position with equivalent pay, benefits, and other employment terms and conditions. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the administrator's leave. However, administrators who have been granted FMLA leave shall not be eligible for such benefits as absence days, vacation days, holidays, or any other benefits during the leave period. Exceptions to the provision of no loss of benefits may apply if business circumstances warrant such change.

If an administrator fails to report to work promptly at the end of the approved leave period, the School Town will assume that he/she has resigned. Should the administrator elect not to return to work at the end of the leave for reasons not associated with the health condition that prompted the leave, or for circumstances beyond the control of the administrator, he/she shall reimburse the school corporation for the insurance premiums and other benefits paid by the corporation during the leave period.

Bereavement Leave

Up to five (5) consecutive work days of bereavement leave with full pay may be granted immediately following each death of a spouse, parent, child, brother, sister, or person living in the household as part of the family. Up to three (3) consecutive work days of bereavement leave may be granted immediately following each death of a grandparent, grandchild, father/mother-in-law, brother/sister-in-law, son/daughter-in-law or aunt/uncle. Bereavement days must be taken within seven (7) calendar days following the death, do not count toward the loss of any other type of leave, and are not cumulative. The Superintendent may grant additional days at his/her sole discretion. Proof of death may be required.

Leave of Absence

Leave of absence without pay may be authorized by the Board of School Trustees upon written application to the Superintendent. Such leaves shall be confined to study, illness, disability, or maternity, and typically are granted for a maximum of one (1) year. Administrators on an approved leave of absence will return to their previous job assignment unless unusual circumstances or an emergency has occurred during the leave period.

A physician's statement verifying the medical problem or disability must be submitted at the time of application. Applications must state the beginning and expected return date from the leave, and should be submitted no later than ten (10) calendar days prior to the effective date of the leave except in the case of a medical emergency.

Administrators who have been granted an unpaid leave of absence shall not be eligible for benefits such as absence days, vacation days, holidays, bereavement leave, legal duty, etc. Such administrators, however, shall be entitled to continue participation in health, dental, vision, and/or life insurance coverage in which he/she was participating in at the time the unpaid leave was approved, so long as he/she assumes the total cost of all insurance premiums for the duration of the unpaid leave. Cancellation of insurance benefits may occur upon the default of premium payments.

If any leave use, including absence days, has been excessively frequent or suspicious, the School Town retains the right to require the submission of a physician's statement certifying the illness or injury. Likewise, an administrator returning to work from a leave of absence due to illness, injury, or maternity will be required to submit a physician's release prior to returning to work, or be required to pass an appropriate medical examination at the request of the School Town before returning to work. If an administrator fails to report to work promptly at the end of any approved leave period, the School Town will assume that he/she has resigned.

Legal Duty

Administrators may request paid court, jury, or witness duty leave. Income received for serving legal duty will be forfeited to the School Town of Highland.

Administrators must provide the court duty summons, subpoena, or attorney letter requesting their appearance before a governmental body, court, or judicial tribunal to the Superintendent's office as soon as

possible so that arrangements can be made to accommodate their absence. Administrators are expected to report to work whenever the court schedule permits.

Either the School Town or the administrator may request an excuse from legal duty if, in the School Town's judgment, the administrator's absence would create a serious operational hardship.

The School Town will continue to provide all fringe benefits for the full-term of the legal duty. Administrators who are subpoenaed to court as a witness in a legal matter not involving the school corporation must request an absence day or vacation day in order to attend such a legal proceeding.

Military Leave

A military leave of absence for up to fifteen (15) days per calendar year will be granted without loss of pay, benefits, or time for an administrator who is a member of a military reserve authority or the National Guard and is on required training duties or temporary active duty under the order of the governor. This temporary leave of absence will be in addition to such administrator's regular vacation entitlement. All leaves must be approved by the Board of School Trustees and be in accordance with state and federal laws.

If an administrator who is a member of the military reserves or the National Guard is called to active duty by order of the governor or the President of the United States, a leave of absence will be granted to the administrator without pay or benefits. The administrator will be entitled to reemployment rights in the position he/she vacated, or an equivalent position with equivalent salary and benefits, provided he/she fulfills the reemployment criteria.

PAYROLL

Paydays

All administrators' contracts are computed July 1 – June 30 and are paid bi-weekly on Friday. Each paycheck will include the contracted salary amount divided by twenty-six (26) pays. Paychecks are deposited directly into a participating financial institution.

In the event that a regularly scheduled payday falls on a day off, such as a holiday, administrators will receive pay on the last day of work before the regularly scheduled payday.

Pay Corrections

The School Town of Highland takes all reasonable steps to ensure that administrators receive the correct amount of pay in each paycheck and that they are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay that an administrator has earned, he/she should promptly notify the Superintendent's office so that corrections can be made as quickly as possible.

Pay Deductions

The law requires that the School Town of Highland make certain automatic deductions from every employee's compensation. Among these mandatory deductions are applicable federal, state, and local

withholding taxes. The School Town also must deduct social security taxes on each employee's earnings up to a specified limit. The School Town matches the amount of social security taxes paid by each employee.

The School Town offers programs and benefits beyond those required by law. Administrators may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs, such as tax-sheltered annuity contributions, various group insurance plan premiums not paid by the school corporation, and Section 125 deductions. Tax sheltered annuity deductions provide an excellent opportunity for administrators to set aside funds on a pre-tax basis for their retirement.

Administrators with questions about why deductions were made from their paychecks, how such deductions were calculated, or who wish to change the number of dependents claimed for tax withholding purposes, should contact the Superintendent's office.

Section 125 Plan

Administrators will be provided the option to participate in a Flexible Benefit Spending Plan pursuant to Section 125 of the United States Internal Revenue Code (IRS). This benefit allows administrators the opportunity to set aside an amount not to exceed twenty-five percent (25%) of his/her salary as non-taxable funds to cover non-reimbursed medical expenses, long-term or short-term disability insurance premiums, and/or dependent care costs. Deductions are taken out of an administrator's paycheck on a pre-tax basis.

Employment Termination

Letters of resignation should be addressed to the Superintendent and submitted as soon as possible prior to the effective date of termination. Administrators will receive their final pay in accordance with applicable state law. Employee benefits will continue for as long as they have been paid, which is typically for the duration of the administrator's contract period. Health insurance benefits can be continued up to eighteen (18) months under the Consolidated Omnibus Budget Reconciliation Act (COBRA) plan so long as the former administrator pays all premium costs and related expenses in the prescribed manner.

Extra-Curricular Accounts

Keeping Records

Procedures for handling money are mandated by the State Board of Accounts and State Internal Guidelines which also follow Indiana Codes. Forms prescribed by the State Board of Accounts must be used.

Teachers/coaches/sponsors/staff are required by the State Board of Accounts to keep accurate records of all deposits and payments. Most forms are electronic and sent through email. If a form is not available electronically, the Treasurer will provide the form.

Records are kept for each year beginning with July 1st until approximately June 15th. All receipt books are returned to the Treasurer before leaving for the summer; and are returned to teachers/coaches/sponsors/staff in August.

A date for closing the books will be given each year. All monies must be deposited and all requests for checks must be made two days prior to the closing date. No money can be deposited or checks written

once the books are closed. All deadlines throughout the year are expected to be followed by teachers/coaches/sponsors/staff.

ECA accounts are student accounts; any purchase for an adult is NOT allowed unless specifically recorded as the purpose in the fundraiser advertisement or donation request.

All requests for services such as repairs, maintenance, printing and any other type of contract services (DJ's, photographers, etc.) must have three quotes prior to awarding the PO. Certain contracts must also be approved by Central. All quotes must be attached (scanned) to the PO when approval is requested.

Receipts

- Receipts must be issued to all students when collecting money for a fundraiser, rental, dues, class or other fees.
- The receipt book is in triplicate form. The white is for the student, the yellow is for your deposit attached to the SA-8, and the pink stays in the book.
- The receipt will list the total dollar amount the student gave and be marked with the amounts for cash and/or checks in the area provided.
- Each receipt is signed (or initialed).
- The description for the receipt (fundraiser, uniforms, dues, etc.) is listed with separate amounts if the receipt is written for multiple items.
- To make a deposit, tear out the yellow receipts and add all the receipts for your total deposit.
- Count your money to make sure the money matches the total of your yellow receipts.
- Do not keep money for long periods of time; money should be deposited with the Treasurer daily.
- **ALL** money collected is deposited with the Treasurer, not put in your own bank account, kept for future spending or given to a Vendor.
- All student money must be accounted for and all checks must be made payable to your school.
- Fill out an SA-8 (Summary of Collection Form).
- Turn in the SA-8 form along with your money and the yellow receipts in an envelope each time you make a deposit.
- Do not leave your deposit with anyone but the Treasurer. (This includes dropping off deposits on a desk, chair or in a mailbox.)
- If you will be counting money after school or on the weekend, please make arrangements for your deposit to be placed in a safe/locked location. Money cannot leave the building/school property.
- All records must be kept and not thrown away; they will be passed on or stored for the Auditor, including ticket stubs.

Instructions for Summary of Collection Form SA-8

1. For the electronic SA-8, use the "tab" key or the mouse. Do not use the "enter" key. This is for ease of typing many checks, but you will still need to print a copy because it requires your signature.
2. Fill in date.
3. Write your account name on "Deposit to" line.
4. "Time Frame" is the date or dates on your receipts that you are depositing (you might have collected money for two days.)
5. Fill in your reason for the deposit. If the deposit is for multiple reasons give each dollar amount. (Fundraiser \$100.00/T-shirts \$250.00).
6. "Sponsor" is your name.

7. "Title" is sponsor, coach, or teacher.
8. "Receipt numbers" is the beginning and ending numbers of the receipts for the money you are depositing.
9. List total amount of cash you are depositing.
10. List total amount of checks/money orders you are depositing.
11. List total amount you are depositing.
12. Sign on signature line.
13. List all of your check/money order numbers and their amounts.
14. Subtotal each column.
15. List amount from additional sheets only if you have more than one.
16. List your grand total, which is the same as your total.
17. The Treasurer will count the funds listed on the SA-8. If her count doesn't match the SA-8 form, the funds and the form will be returned to the teacher/sponsor/staff for correction.

Refunds

- Cash refunds are not allowed.
- A check is issued if a refund is required.
- The only exception is when a check has not been deposited but a receipt has been written. Mark the check "Void" and make a copy of the check. The person accepting the returned check will sign a copy of the check indicating they received the original check. This copy is then attached to the receipt book where the receipt is voided.

Donations

- All donations MUST be approved by the School Board.
- When a donation is received, you will deposit it with the treasurer using a SA-8 form.
- The donation form will state how the funds are to be spent/used and is forwarded to Central Office for approval at the next Board meeting. Once approved, the treasurer will deposit the funds.
- Donation forms are due to Central a week before the Board meeting.
- Non-cash donations must also be Board approved.

Reimbursements

- All purchases MUST be done with a purchase order prior to ordering.
- There are no employee/sponsor reimbursements allowed.
- In the case of an emergency, the Chief Financial Officer must be contacted at ext. 7231 or by cell phone – 219-682-5743 to receive prior approval for employee reimbursement.

Field Trip/Transportation Request

- Contact the Bus Barn and the Treasurer to help estimate your transportation charges for the field trip.
- All forms are given to the Principal for approval and a copy is given to the Treasurer.
- All Field Trips must be sent to Central for approval.
- Once your field trip has been approved, you will also need to fill out a transportation request for the bus, if needed.
- Fill out a purchase order for the estimated amounts for the field trip and the transportation cost.
- Often times, the facility visited may waive the entrance fees for the teacher/sponsor or chaperones. Check in advance.

Cash Box

- If you need a cash box, please fill out a request form (available electronically) at least a week prior to your event.
- This money cannot leave the school premises and must be locked up at all times.
- Your cash box will be ready the day of your event and is not to be left with a student without adult supervision. A student may not pick up your cash box.
- Your cash box must be returned the following day. If you need a cash box for several days, your sales must be turned in with an SA-8 daily.

Building Usage Forms

- Anytime a teacher/coach/sponsor/staff needs to use the school building, a building usage form must be filled out and approved.
- The custodians need to know who is in their building at all times. Do not assume the building is yours to use at will; the facilities need to be shared by all groups in a school.
- This Building Usage form is found in the main office.
- The completed form is given to the Secretary/Receptionist/Treasurer in your building to process and send over to Central.

Inventory of Books

- Each teacher is given an inventory sheet at the beginning of the year to record each student and his/her assigned book number and the condition of the book.
- All classroom books are numbered and must be tracked by each teacher.
- A spreadsheet for the year must be kept to track any book from a class set showing the book number, the name of the student checking out a book, the date checked out and the date returned.
- At the end of the semester/school year, any student not returning his/her books will be given an obligation form by the teacher.
- Check the textbook list available from the Treasurer for the cost of the book.
- The inventory list, including the obligations, is given to the Department Chair/main office/Treasurer at the end of the year.
- The obligations are emailed to the Treasurer as soon as they are issued throughout the year. This will be on a spreadsheet.
- All books not issued to students **MUST** be locked in cabinets.
- You can also record your books on RDS through Grade Book.

Other Inventories

- Inventories for bookstore, concessions, and pop machines must be completed (SA-9) and an inventory needs to be sent to the Treasurer and to Central.

Fundraiser (FR)

- Any school group (including Boosters) must have its fundraiser approved by the Treasurer and assigned Principal.
- The fundraiser form is available electronically.
- The Treasurer is given the form for approval and then forwarded to the Principal for final approval.
- The Principal should return the fundraiser form to the Treasurer.

- The Treasurer will make a copy of the fundraiser form and return it to the teacher/sponsor/staff.
- Once you have received approval for your fundraising event, you will create and submit a purchase order PRIOR to actually purchasing or ordering.
- Orders MUST not be placed without a purchase order.
- You must return a copy of this approved fundraiser form once the fundraiser is finished with the "After Sale Accountability" section completed.
- Issue receipts to the fundraiser as money is collected.
- If it is a fundraiser that is collected (donations) at lunch time, you will only need one receipt for the total sales for the day. The receipt will show the amount collected and list the description of the fundraiser.
- If your fundraiser is done specifically for equipment or to make a purchase for adults, your fundraiser form MUST state that intent exactly. All your advertisements (including flyers) for this fundraiser must make the public aware of the purpose of your fundraiser. A copy needs to be given to the Treasurer of the advertisements/flyer as documented proof to the State Board of Accounts.

Equipment

- Equipment may not be ordered through any account.
- Request for repairs and replacement of equipment must be done through a proposal that is submitted to the Principal first.
- Once approved, the Principal will submit the proposal to the Chief Financial Officer. You will be contacted for questions or approval.
- The exception to this rule would be a donation or fundraiser specifically for purchase of equipment (see fundraiser section.)

Obligations

- Obligation forms are available electronically.
- You must give the student a copy of his/her obligation. If you do not see the student, send the obligation form to the Main Office for handout.
- A copy is kept by the teacher/coach/sponsor (on the computer or hard copy) and is also emailed to the Treasurer.
- If the student has an obligation that was returned or paid directly to you, email the Treasurer immediately.
- Obligations can be lost books, damaged books, rebinding, lost uniforms, spirit wear fees, fundraisers due, or any other items lost or any payment due to a coach/teacher/sponsor/staff.

AV/Media

- The library will collect fines for overdue books and lost books.
- A list is kept daily of all fines paid and a receipt is issued for payment for lost books.
- Any copies that are purchased are tracked on a log kept next to the copy machine.
- These lists are compared to the money collected and deposited weekly by the Librarian.
- At the HS the library also issues replacement ID's for \$5.00 for students who have lost their ID's.
- Each student receives a receipt and the money is deposited. All records are kept on file in the Librarian's office.
- Deposits, purchase orders, and check requests follow the same procedures as other extra-curricular accounts.

Electronic Purchase Orders

Anytime you make a purchase for school (even with verbal approval), or plan a field trip or fundraiser, you must fill out a purchase order (PO) BEFORE making plans or arrangements (this includes Athletics.) The Treasurer MUST approve ALL purchases and must verify that the type of expenditure is allowable and sufficient funds are available.

1. Open your PO document – blank form from Treasurer.
2. Immediately “Save as” and name your PO with the vendor’s name, your initials and the date.
3. Type your info onto the form; use the tab and/or your mouse.
4. Make sure all info is typed, including the account numbers you pick from the drop down menu under the ECA or budget monies.
5. Save and exit the document. Email the Treasurer the PO and the quotes if applicable.
6. Once the PO is approved, the document is sent back to you with the number and name of the approver.
7. Save the attachment over your original document.
8. Place your order using the PO number so that it appears on the vendor’s invoice; it can be mailed or faxed.
9. Once your item/items are received, mark your packing slip “OK to pay” and sign.
10. Give the PO, packing slip and invoice when received to the Secretary/Treasurer.
11. Fill out claim voucher for payment.

Payment Voucher or Claim for Payment SA-7

The SA-7 is a single copy form that is filled out and attached to your approved PO (with PO number), the original invoice and a copy of the invoice. The coach/sponsor/teacher must sign the claim for a check to be issued. (The Middle School uses a duplicate form.)

1. Fill in the date under the voucher number.
2. Fill in “purchased from” with the name of the person or vendor who
 - a. is receiving the check.
3. Address is not necessary if it is on the invoice or if you have provided an addressed envelope.
4. “Purchased for” is the event you need the check for (field trip,
 - a. Homecoming, Prom, etc).
5. “Delivered to” is the teacher/coach/sponsor.
6. “Invoice handed to” is the Treasurer.
7. “Payable from the _____ fund” is the Extra-Curricular
8. account name.
9. The description needs to list the invoice number and a concise
 - a. general description of what is being purchased. Do not use “see
 - b. attached.”
10. The total for the order CANNOT include tax.
11. The “certification of invoice/service” is to be dated and signed
 - a. by the teacher/coach/sponsor.
12. “Approved for Payment” is the Principal’s signature.
13. Treasurer initials or signs to approve payment.

Budget Purchase Order

- The PO’s for the material and supply budgets are submitted by calendar year. The funds become available in January and must be

spent by October. Exact dates are made available to you each year.

- A spreadsheet is given to all Department Chairs/Teachers indicating the budget amounts for the year that are to be allocated to all classes in that Department.
- Any PO's not closed (paid) the previous year are encumbered and the dollar amount is added to the current year's budget.
- At the High School level, two supply accounts are available; one is for classroom materials (11100, 11200, or 11300) and the other is for supplies (24100). (The 11100, 11200, 11300 accounts cannot be used to purchase supplies but the 24100 can be used for either.)
- AV/Media, Speech and Debate have several accounts.
- Please plan accordingly and do not wait until the last minute to process your PO's.
- These PO's are filled out exactly as the extra-curricular PO's—please remember to use the correct account number (drop down box allows you to pick the account number.)
- Do not use "see attached." Type a general list of what you are purchasing.
- The only difference in these PO's is that Central office places the orders for you, as they are corporation General Fund expenditures.
- Once you have received the items, mark your packing slip "OK to pay" and sign. Give your packing slip to the Secretary/Treasurer. She will forward it to Central Office with the yellow copy of the PO.

IAESC Purchase Orders

- All supply orders are placed through the IAESC site, www.iaesc.org.
- Log in using your first initial and last name.
- The password will be "password". Please do not change the password as this allows the Treasurer to fix problems/check PO's.
- All teachers can use this site; ask your Treasurer for set up.
- Click on "Browse" located on the left side of the screen.
- Click on the "Vendor-Catalog item" also located on the left side of the screen.
- A box will pop up for you to pick a vendor. Pick Quill and it will take you to its site where you can search for needed supplies.
- Add to the cart any items you need based on your budget funds.
- When finished, go to your cart and place your order. The login for IAESC may appear again on the screen. Log in and your next screen will ask you to name the requisition.
- If you do not get the login screen, it'll take you to a screen asking if this is an existing requisition or a new one (which you would name.)
- Under the comments, type in your supply account number from your budget sheet and give your requisition a name using your subject taught and name.
- Continue to the next screen. All your supplies will be listed.
- You will submit your requisition (upper left hand side of screen) and will be asked again to submit your requisition.
- Your order will not be processed unless you "submit" twice.
- Once your requisition has been submitted, it is automatically sent to the Treasurer. You do not fill out a PO. This program does it for you.
- The Treasurer will get the Principal's approval and approve your requisition. It is entered into RDS and the PO number/requisition is forwarded to you. Central Office will process this order.
- This can also be used for ECA accounts, you just need to type it the comments of the requisition and email your Treasurer.

Ticket Sales

If you are selling tickets for a game, dance or performance, you will fill out a SA-4 form that is on the envelope for ticket sales. The ticket must be a two-part ticket; a different ticket/color is used for different prices. When sold, half of that ticket is placed in the envelope for auditing purposes.

1. Fill in Date.
2. Game - list the name of sport. Date - actual date of the game/event.
3. Other - list the name of the organization that is collecting money/tickets (if not athletics).
4. Write the kind of activity (Homecoming, Prom, etc.).
5. Kind of ticket - what tickets you are selling (individual, student, adult, family, etc.).
6. The number of the first ticket is listed under the issued ticket "serial number."
7. When you are finished selling tickets, the next one on the roll that was not sold is written under the returned "serial number."
8. Subtract the issued number from the returned number to get your total tickets sold.
9. The price is the amount for which each ticket was sold.
10. Multiply the ticket prices by the number of tickets sold and write your total for each kind of ticket.
11. Add and write your amount for the total tickets sold. This number should match your cash box once you count it and subtract your starting cash.
12. Made by - ticket taker signs to verify your number of tickets and money collected.
13. Ticket takers must count all monies and balance their SA-4 with the amount collected and the tickets sold. The Treasurer will sign to verify the ticket taker's amount.
14. Ticket taker fills out an SA-8 and signs.
15. Return SA-8, SA-4 and cash box to Treasurer.
16. The Treasurer will count the funds listed on the SA-8. If her count doesn't match the SA-8 form, the funds and the form will be returned to the teacher/sponsor/staff for correction.

Miscellaneous

- Tax-exempt forms should be faxed directly to the vendor when possible. A hard copy is available only when necessary.
- The Tax ID number is for use by only school employees. Parent organizations are required by the State to apply for their own tax-exempt number.
- Accounts Payable Voucher forms are filled out for reimbursement from Central for conferences, food and hotel.
- Itemized Receipts showing the food and drink consumed must be attached. The credit card summary is not sufficient for reimbursement.
- Hotel taxes will be reimbursed only if the hotel would not accept the tax exempt form.
- The payee is the teacher/coach/sponsor wishing to be reimbursed.
- List all the individual items you are requesting for reimbursement and total the amount.
- Attach all original receipts, date and sign the bottom and submit for Principal approval.
- A mileage form must be completed for mileage. STOH uses the standard IRS mileage reimbursement rate.
- Your mileage claim form is filled out and attached to the Accounts Payable Voucher. You may use the round trip mileage sheet for totals to be reimbursed for many common locations. Print Map Quest or Google directions to calculate the number of miles. Attach to mileage claim. Sign the mileage form on the space listed as "auto license no."
- A payroll claim form (orange form) is used to claim a stipend that is not included in your contract. On the right at the top, fill in your name (to) and address. Give a description for the stipend you are claiming along with the dollar amount, if you know it. Central has the information if you do not. Include dates and hours worked, if applicable. Date and sign the bottom of the form and submit for approval by the Principal.

Destruction of Non-Permanent Records

1. When you create a box of documents, determine if they are permanent (never to be destroyed), nonpermanent (have a specific number of years to be retained) or non-record, shred-anytime documents/papers not on the destruction list.
2. Non-record, shred-anytime documents/papers not on the destruction list can be marked **SHRED** in big, bold red letters to be shredded on the next shred day. Also mark on the box the school, the date, and a summary of the items to be shredded.
 - a. Books that cannot be resold (contact Luci Hodge for information) can be placed in your dumpster – they cannot be shredded!
 - b. Binders cannot be shredded. Remove any papers and re-use or trash the binders.
 - c. Clips (excluding paper clips) cannot be shredded. Remove them and reuse!
 - d. Do NOT over-pack the boxes.
3. Complete a Destruction Cover Sheet for both permanent and nonpermanent boxes. (A fillable form is located on the website.) The form includes the Record Series, the building/location/department, Inclusive Dates of the documents, the Destruction Date (per the Retention Schedule) and the Contents of the box.
4. To determine the Record Series and Destruction Date, FIRST reference the Educational Institutions Retention Schedule. If the items are not found in that guide, refer to the County/Local General Retention Schedule guide.
5. Once the cover sheet has been completely filled out, store the boxes.
6. At least one time per school year, the Central Office will schedule a tentative shred pick-up date with the shredding company. (Should any building accumulate 50 or more boxes and be concerned about space, contact the Central Office (Luci Hodge)).
7. At least 30 days prior to the tentative shred date, each building must complete a State Form 44905 (fillable form located on website). Make sure ALL information is completed for each box.
 - a. Send the original form to Lake County Clerk, Attn: Sandi Radoja, LCPR, 2293 N. Main Street, Crown Point, IN 46307.
 - b. Send a copy of the form to cty@iara.in.gov (Indiana Archives and Records Administration, 402 West Washington Street, Room W472, Indianapolis, IN 46204)
 - c. Send a copy to the Central Office (Luci Hodge).
 - d. Keep a copy on file at your site.
 - e. If the Clerk and Archives & Records have not contacted you within 30 days, the documents may be destroyed.
8. At least 30 days prior to the tentative shred date, the Central Office will contact all schools to determine the number of boxes to be shredded. Depending on the number, the boxes will be picked up and brought to the Central Office, or scheduled to be shredded on site.
9. If boxes are shredded at your site, remove the Destruction Cover Sheet, attach to your copy of the Form 44905 and retain with your records.
10. If boxes are picked up to be shredded at the Central Office, do NOT remove the Destruction Cover Sheet. That will be done at the Central Office.

If you have any questions, please contact Luci Hodge at the Central Office.

**CENTRAL OFFICE FINANCE/FACILITIES
DEPARTMENTS & RESPONSIBILITIES**

Superintendent's Office/Human Resources (Luci Lobodzinski)

- Recorder at Board Meetings; Prepare minutes
- Board Digest Editor
- Tracking Board attendance/pay; Reporting to ISBA
- Teacher Contracts/Salary Increases/Licensing updates
- Background checks
- Key Cards for Employees
- Payroll information assistance, as needed
- IDOE CP/CE State Reports
- E-verify and IN New Hire Reporting for all employees
- Collect information for new employees' personnel records/maintain files
- Employee verification to lending institutions
- Employee roster to Lake County Treasurer's Office
- Request for Unemployment

Sub-caller/Receptionist (Kathy Grzymiski)

- Report all staff attendance to central office (P-2 Form required)
- Absence Requests/Call-off Notifications
- Field Trip Requests
- Professional Leave Requests
- Jury Duty Requests
- Bereavement Requests
- Hire and schedule substitutes
- Award leave days in RDS
- NISEC sub billing

Payroll/Accounts Payable/Purchasing Office (Mary Naglich)

- Time sheets & Time Cards
- Payroll Claim Forms (yellow/goldenrod)
- Direct Deposit Forms
- W-4 Federal Withholding Changes
- WH-4 State Withholding Changes
- Employee Address Changes
- Purchase Order Requisitions (Corporation purchases)
- Signed PO yellow copies - when goods/services are received
- Corporation invoices
- Accounts Payable Vouchers (white form)
- Mileage Reimbursement Forms for professional leave/travel
- Maintain Indiana Sales Tax Exemption Certificate

Insurance Office (Sharon Stiglitz)

- Health insurance changes/enrollments
- Dental insurance changes/enrollments
- Vision insurance changes/enrollments
- American Fidelity Section 125 insurance changes
- HSA/HRA/FSA contribution changes
- Life Insurance changes/enrollments
- Long-term disability enrollments
- Workers Comp Claims/Employee Accident Reports
- Medical Treatment Authorization Forms
- Liability insurance claims

Accounting Office (Jean Gogolak)

- Oversee extra-curricular treasurers
- Assist with ECA accounting procedures
- Monitor ECA bank accounts
- Monitor ECA monthly SA5-1 financial reports
- Monitor ECA bi-annual SA5-1 report to board
- Assist ECA annual Gateway Financial Report to state
- Conduct Internal auditing required by State Board of Accounts
- Collect on-line book rental payments & allocates to proper building
- Receipt book rental collected at buildings, fines and lost book fees
- Receipt ECA payments for athletic workers billed through payroll
- Coordinate un-paid book rental accounts sent to collection agency
- File Free/Reduced Textbook Reimbursement report (2xs per year)

Finance Office (Cindy Adams)

- Budgets, reconcile & monitor corporation, construction and grant funds
- Oversee Transportation, Buildings & Grounds, Food Service Departments
- Supervise Accounting, Payroll, Accounts Payable, Purchasing, Insurance/ Benefits
- State and federal financial reporting
- Setting accounting procedures, cash controls, and internal control procedures
- Secure board approval for donations
- Secure board approvals for declaring property as worthless
- Secure board approval for bids and large purchases

Food Service Office (TBD & Sherry Norris)

- Supervise all cafeteria staff members & cafeteria secretary
- Process Free/Reduced Textbook/Lunch Applications
- Birthday Treat Forms
- Mealtime (food service accounting software) questions
- Mealtime refunds/adjustments
- Pre-paid student cafeteria accounts
- School lunch calendar

Maintenance/Buildings & Grounds (Mike Sukta)

- Supervises maintenance, grounds and custodial employees
- Report emergencies to Maintenance Manager
- Maintenance issues need to be reported to Head Custodian
- Head Custodian enters work orders thru Maintenance Request System
- Maintenance Manager prioritizes all repairs
- Maintenance Manager assigns work orders to maintenance staff or head custodians
- Report outstanding issues to Maintenance Manager if not resolved by head custodian

Transportation Office (Norb Schlessner)

- Supervise bus drivers, bus aides and mechanic
- Schedule MS & HS Athletic Trips
- Schedule Field Trip Requests (all buildings)
- New Student Routing
- Schedule Pathfinders
- Schedule Area Career Center Transportation
- Schedule Elementary Transfers
- Schedule Special Needs Transportation
- Corporation Wide Vehicle Maintenance
- Bi-annual Evacuation Drills

State Reporting/Transportation/Buildings & Grounds Secretary (Luci Hodge)

- Elementary Student Transfer Information
- Bus Routing
- Field Trip Billings
- Facility Use Requests
- Elementary Textbook Orders
- Elementary Textbook Inventories
- Destruction of Records Requests
- Enrollment/ Average Daily Membership Counts
- IDOE State Reports (testing labels, non-tested students, enrollment/attendance, graduation, language minority, alternative education, STN & real-time reports, textbook reimbursement, direct certification, homebound, special education, instructional days, expulsion/suspensions, annual school calendar, LEP federal flexibility, educator evaluation/educator evaluation rating)
- DOE Federal Reports (civil rights data collection, EEO-5)

ASSISTANT SUPERINTENDENT (Formerly Director Academics & Student Services)
AREAS OF RESPONSIBILITIES

Oversee/Supervise:

Coordinator of Instructional Technology
Coordinator of Guidance
Title I Building-Level Coordinator
Manager of Nurses

Federal, State & Discretionary Grants – Write and/or manage

Title I, II, III, IV, H/A, CTE, Formative Assessment, Drug, Safe Schools
Discretionary Grants – Digital Learning Grant, PLTW Grants

Professional Development/Leaves – Recommend/Approve/Fund

PD Wednesday (Planning)
Safe School Learning (On-line state/federal mandated training)
eLearning Days
Instructional Technology Initiative

District Coordinator for the following programs:

Title I	High Ability	English as a Second Language (ESL)
Section 504 Compliance Officer		Special Ed Case Conference District Rep
Homebound Students		Project Lead the Way (PLTW)
Textbook Adoption		School Improvement Plans
Student/Parent Handbooks		Summer School
Standard for Success (SFS) Evaluation Program		eLearning Days
Curriculum Development/Alignment (Build Your Own Curriculum – BYOC)		

Assessment Coordinator (ILEARN, IREAD, WIDA, IAM, CogAT, NWEA Maps)

District's Anti-Harassment Compliance Officer

McKinney-Vento District Liaison
Expulsion Hearing Officer

Parent Concerns/Problems (After Principal/Before Superintendent)

District Website / Twitter

NEOLA Board Policy – Revisions/Recommendations to Board

Committee Chair/District Representative

Labor/Management Committee (LMC)
District Safety Committee
Gender Identity Process/Policy

Broad Based Planning Committee (BBPC)
Teacher/Staff Evaluation Process (Revisions)

MISCELLANEOUS DISTRICT/SCHOOL INFORMATION

RETENTION POLICY (K-8TH GRADE)

The following information summarizes the district's present retention policy.

1. The principal must be notified before any retention procedures begin.
2. A conference will be held by the end of the third grading period, including parent(s), building administrator and/or counselor, and the classroom teacher to discuss the possibility of retaining the child and to make suggestions for remediation. Goals for the student to achieve should be agreed upon at this time.
3. A final conference to determine whether retention will or will not occur will be held prior to the end of the school year.
4. When disagreement occurs between the parent(s) and teacher, the final determination regarding promotion or retention will be the responsibility of the building principal.
5. Children retained must have grades on their report cards reflecting failure or need for retention. "C" grades do not do so.

When a student moves into the School Town of Highland, the former school system's recommended placement will be followed.

DISTRICT EDUCATIONAL PROGRAMS

- Title I Schools – Johnston, Merkley, Southridge & Warren elementary schools
- ESL Program – ESL teacher at elementary, middle and high school levels.
- High Ability Program – Cluster grouping is used at the elementary level; a district Broad-Based Planning Committee (BBPC) meets one or two times per school year.
- Special Education - Northwest Indiana Special Education Cooperative (NISEC) provides the district's special education services. A NISEC Director works with the building administrators in support of our special education students.
- Transition Kindergarten – Housed at Johnston Elementary
- Hospital/Homebound Students – Contact the Assistant Superintendent.
- 504 Program – District created 504 guidelines are located in each principal's office
- Build Your Own Curriculum (BYOC) – An online program that houses the district's curriculum (All courses K-12). Parents can access this on a public site.

PERSONNEL FILE - TEACHERS

A teacher shall be notified whenever any statement which is critical or derogatory of the teacher is made part of the teacher's personnel file at the Administration Building (Central Office). Teachers shall be given the opportunity to sign any derogatory or critical document to be placed in their personnel file. However, a teacher's refusal to sign any such document shall not prevent its placement in his/her personnel file. No written derogatory statements shall be used directly in the evaluation process, or in any disciplinary process, unless the teacher is notified of the derogatory material if it is to be placed in the teacher's personnel file in the Central Office or the building. If a teacher so desires, he/she shall be given the opportunity to make a written statement to be attached to the derogatory statement. A teacher shall be permitted to see his/her personnel file at the Central Office or building, except recommendations written at the teacher's request. A teacher may add appropriate material to such personnel file.

DISTRICT'S EVALUATION PROCESS

The STOH process for evaluating teachers (and other certificated employees) is located in the School Town of Highland Teacher & Other Certificated Employees Performance Evaluation Plan. A copy is located in each administrator's office. Standards for Success (SFS) is the online evaluation tool which houses the district's modified RISE rubric. It is used for formally evaluating staff members and to store artifacts, goals, and other relevant information proving competency.

PROFESSIONAL DEVELOPMENT

The STOH uses the on-line Safe Schools program to provide and manage all state/federal/district required training for all employees.

The district has early release of students on Wednesdays in order to provide on-going professional development time for faculty and staff. A PD plan is created by the Assistant Superintendent (Curriculum/Instruction) and administrators prior to the beginning of the school year. The plan is housed in Google Drive.

REPORT CARDS

The School Town of Highland uses RDS's electronic gradebook. The program allows parents the ability to access and monitor their children's grades. Grades should be entered at a minimum of once every two weeks.

SCHOOL HOURS

	Student Hours		Teacher Hours		
	M,T,Th,F	W	M,T,Th	W	F
Elementary	8:10 – 2:40	8:10 – 1:55	7:45 – 3:15	7:45 – 3:45	7:45 – 3:00
Middle School	8:27 – 3:18	8:27 – 3:05	8:00 – 3:30	8:00 – 4:00	8:00 – 3:15
High School	7:45 – 2:54	7:45 – 2:25	7:40 – 3:10	7:45 – 3:40	7:45 – 3:10

WEBSITES & SOCIAL MEDIA

School websites should be kept updated, accurate and easy to follow. Delete old information and non-workable links. If employees (teachers, coaches, etc.) prefer a different media for communicating (i.e., Facebook or Instagram or....), provide access information on the website. The district's twitter is @officeStoh.

STATE/DISTRICT ASSESSMENTS

In addition to the State assessments (ILEARN, ISTAR, WIDA) the STOH uses NWEA's Maps Growth K-10th to assess and monitor student growth and achievement. The CogAT is used to screen and identify high ability students (K, 2nd, 5th). Data from PSAT/9, PSAT and SAT are used to show post-secondary readiness competencies.

SUBSTITUTES FOR FIELD TRIP(S)*

- Complete the top portion of the district's Field Trip Request (FTR) form.
- Identify how long you will need the sub (AM/PM/FULL)
- Submit the FTR form to your Principal who will forward the original to the Assistant Superintendent.
- The Substitute Secretary will receive a copy of the request and place you on the schedule for a substitute if one was requested on the FTR form.

SUBSTITUTES FOR PROFESSIONAL LEAVE(S)*

- Complete the top portion of the district's Professional Leave Request (PLR) form.
- Identify how long you will need the sub (AM/PM/FULL)
- Submit the PLR form to your Principal who will forward the original to the Assistant Superintendent.
- The Substitute Secretary will receive a copy of the PLR form and place you on the schedule for a substitute if one was requested on the PLR form.

*Prior to submitting forms for field trips and/or professional leaves, approval should be obtained from the principal. Teachers must get approval from the principal in all buildings in which the teacher works.

Professional leaves being paid out of district grants (Title I, Title II, Title III, Title IV, High Ability, etc.) must be pre-approved through the Assistant Superintendent.

Before planning any professional development that does not need to be scheduled on a particular day and requires more than two substitute teachers, confirm your plans with the Substitute Secretary at the Central Office.

PROCEDURES FOR REPORTING OFF WORK (ABSENCES)

Unscheduled Absences

- To report off, please call 922-5600
- Leave your name, school, subject and/or grade level, AM/PM/Full Day and if a sub is required
- State the date(s) of your absence
- All call off's should be made prior to 6:00 a.m.

Future Absence(s) (Other than Professional Leave or Field Trip)

- Email or call the Substitute Secretary at the Central Office as soon as you know the date(s) you will be absent.

ADMINISTRATOR COVERAGE WHEN OUT OF THE BUILDING AND/OR DISTRICT

Plan to have at least one Assistant to the Principal designated to act in your absence should a situation arise requiring it. Next in line if available would be the school counselor due to her mobility. From there the secretary can call a fellow district admin designated by you or directly to central office for additional help.

STOH STUDENT TRANSFER POLICY

The district does all it can to protect class sizes and, therefore, when student numbers balloon in one elementary school, involuntary transfers of students to the elementary with the lowest class size numbers of the four schools becomes the student's home school. Due to the inconvenience this may place on parents, the district provides busing for any student who is involuntarily transferred. Voluntary transfers may be requested for a variety of reasons but will only be granted IF space allows. Priority of students registered at their home school is given in the order they show up for kindergarten registration.

KINDERGARTEN REGISTRATION

There is a week in March, usually before Spring Break, where each of the four elementary schools host kindergarten registration for parents with incoming kindergartners for the upcoming school year. All pertinent documentation proving age and residence are collected at this time. Documentation of time registered is important as that impacts the district's transfer policy.

Revised 5/24/2018

p. 44 Title I Schools

p. 24 annuity for admins not taking insurance

Revised 5/17/2019

Title changes (Assistant Superintendent & CFO)

APPENDIX

SCHOOL TOWN OF HIGHLAND

Employee Absence Report

All Administrators, Central Office, and Custodial Personnel of the School Town of Highland should complete this form immediately upon return to work following any absence. This form will be approved by your supervisor and submitted for attendance reporting.

Last Name

First

School

Position

Date(s) _____

A total of _____ day(s)

Please check appropriate item below:

☐ Absence

☐ Professional Leave

☐ Death of Immediate Family

☐ Comp Time

☐ Jury Duty

☐ Vacation

Employee Signature

Date

☐ Approved

☐ Authorized leave of absence
(No Change to pay or days)

☐ Full Pay Deduction

Authorized Signature

Date

Title

SCHOOL TOWN OF HIGHLAND
Accident Report Form

Date of Report: _____
Date of Accident: _____
Time of Accident: _____

Student Accident _____
Employee Accident _____
Other: _____

Place of Injury: _____
Person Injured: _____
Address of injured person: _____
Phone # of Injured: _____

Explain how accident happened:

Nature of injury.(as observed at time of accident): Please be specific (example: right/leg arm)

Action taken and/or treatment given at school or work place:

Was professional treatment required? Yes___ No___

Address: _____

Were parents notified? (student injury) Yes___ No___

Parent Reaction: _____

Did you notify your immediate supervisor? (employee injury) Yes___ No___

Did you notify the office? (other injury) Yes___ No___

Comments: _____

PLEASE RETURN THIS FORM TO BUILDING PRINCIPAL OR SUPERVISOR

Principal/Supervisor Signature

Date

ACCOUNTS PAYABLE VOUCHER

SCHOOL TOWN OF HIGHLAND • HIGHLAND, INDIANA 46322

An invoice or bill to be properly itemized must show: kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

Payee _____ _____ _____	Purchase Order No. _____ Terms _____ Date Due _____
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Invoice Date	Invoice Number	Description (or note attached invoice(s) or bill(s))	Amount
Total			

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except _____

_____, 20____

Signature

Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

_____, 20____

Treasurer

A CLAIM, TO BE PROPERLY ITEMIZED MUST SHOW: KIND OF SERVICE, WHERE PERFORMED, DATES SERVICE RENDERED, BY WHOM, RATE PER DAY, NUMBER OF HOURS, RATE PER HOUR, PRICE PER FOOT, PER YARD, PER HUNDRED, PER POUND, PER TON, ETC.

TO _____

ADDRESS _____

[illegible]

I hereby certify that the above salary is justly owing me; that I have performed the service for which salary is attached and appropriated, and that no part thereof has been or is to be, directly or indirectly divided with or paid to any other person on account of or by reason of such employment.

Date _____

Title

School Town of Highland Field Trip Request Form

Teacher(s)/Sponsor(s) _____ Date Submitted _____

Field Trip Date _____

Name & Cell Phone of contact person _____

School: _____ Grade Level(s) _____

(Class(es)/Subject(s)/Extracurricular: _____

Substitute(s) Requested Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of Subs Needed _____	If ½ day, exact time sub(s) needed _____
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Destination: Name & Location _____ City: _____

Time of Departure _____ Time of Return _____

Number of Students: _____ Number of Staff _____ Number of Other/Chaperones: _____

Cost to Students: _____ Annual Field Trip Yes ☐ No ☐

Student Learning Targets (I Can Statements): _____

Other comments:

Field Trip Approval

_____ Principal	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
_____ Director of Curriculum/Instruction & Student Services	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
_____ Superintendent	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

*Completion of this form does not guarantee field trip approval. This form must be completed correctly and turned into Central Office at least 2 weeks prior to the date of the trip; if not the trip may not be approved.

TO

(GOVERNMENTAL UNIT)

(OFFICE, BOARD, DEPARTMENT OR INSTITUTION)

ON ACCOUNT OF APPROPRIATION NO. _____ FOR _____

[illegible]

+ ODOMETER READING columns are to be used only when distance between points cannot be determined by fixed mileage or official highway map.

Pursuant to the provisions and penalties of Chapter 155, Acts 1953, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

Date _____

TREASURER

SCHOOL TOWN OF HIGHLAND
Request for Professional Leave Form

Name: _____ Date Submitted: _____
Subject and/or Grade Level: _____ School: N/A
Substitute Required: ☐ Yes ☐ No If yes: ☐ AM ☐ PM ☐ Full Day
Principal, if substitute required, to be paid from: ☐ General Fund ☐ Grant
Principal, if substitute paid from Grant, title of Grant: _____
Central Office, substitute payment Grant account number: _____

I REQUEST TO ATTEND: *Attach registration form and/or information sheet, if applicable.*

WORKSHOP or CONFERENCE TITLE/OTHER: _____

City/Location: _____

Date(s): _____

☐ AM ☐ PM ☐ FULL

☐ FUNDING IS NOT BEING REQUESTED. *Check this only if NO funding of any type is being requested.*

☐ I need a Purchase Order Number to Register. ☐ I have a PO Number - # _____

FUNDING REQUESTED: *Check all that apply-list costs*

☐ Registration Fee \$
☐ Meals (Max. \$50 a day/itemized receipt required) \$
☐ Lodging (Actual cost with receipt required) \$
☐ Parking (Actual cost with receipt required) \$
☐ Mileage \$
☐ Other \$

Title of Grant Paying Expenses

To be filled out by Principal

Account # (if applicable)

To be filled out by Central Office

Is training related to District or School Improvement/Growth Initiatives/Goals/Objectives? ☐ Yes ☐ No

If yes, which initiatives/goals/objectives?

Purpose for attending workshop/conference:

Reviewed by School Administrator:

Signature: _____

Date: _____

☐ Approved

☐ Denied

Reason Denied: _____

Reviewed by Director:

Signature: _____

Date: _____

☐ Approved

☐ Denied

Reason Denied: _____

Reviewed by Superintendent:

Signature: _____

Date: _____

☐ Approved

☐ Denied

Reason Denied: _____

Comments: _____

School Board ☐ Approved ☐ Denied Date: _____

Completion of this form does not guarantee approval. If requesting funds, this form must be completed correctly and turned in to the central office at least 10 days prior to the next board meeting; if not, the form may not be approved. If NOT requesting funds, this form must be completed correctly and turned in to the central office at least 7 days prior to the requested date.

Revised 8/2/17

School Town of Highland
Staff Update
2015-16

<hr/> <i>Title</i>	<hr/> <i>First Name</i>	<hr/> <i>Last Name</i>
<hr/> <i>Title</i>	<hr/> <i>Spouses' First Name</i>	<hr/> <i>Last Name</i>
<hr/> <i>Address</i>		<hr/> <i>City, State, Zip</i>
<hr/> <i>Primary Number</i>		<hr/> <i>Alternate Number</i>

Your primary number will also be used for the Alert Now employee message system.

<hr/> <i>School</i>	<hr/> <i>Position</i>
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Emergency Contact #1:

Name

Phone Number

Relationship

Emergency Contact #2:

Name

Phone Number

Relationship

ADMINISTRATOR HANDBOOK
School Town of Highland

Acknowledgement Form

The Administrator Handbook (hereinafter called "Handbook") describes important information concerning employment with the School Town of Highland, and I understand that I should consult the Superintendent regarding any questions not answered in the Handbook.

I acknowledge that this Handbook is intended for informational purposes only and does not contain all of the information I may need to know during the course of my employment. I will receive additional information both orally and through official notices. I also understand that the policies, procedures, expectations, and benefits outlined in this Handbook are necessarily subject to review and change by the Superintendent at any time, and that such revised information may supersede, modify, or eliminate existing policies or practices.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. It does not constitute any right to continued employment with the School Town of Highland, to any change in salary or position, or to any continuation of described benefits, programs, or procedures while an employee of the School Town of Highland or after the employment relationship has ended.

I certify that I have received the Administrator Handbook, and I understand that it is my responsibility to read, comprehend, and comply with all the policies and procedures contained in it and any revisions made to it.

Employee's Signature

Date

Employee's Name (Typed or Printed)