

Blackford County Schools
Board Policy
Series 4000
Personnel

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SERIES 4000

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PERSONNEL

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4000 GENERAL PERSONNEL POLICY STATEMENT

The personnel policies of a school district are an essential part of the program of public education in a community. The philosophy of a school district and the community is generally reflected in these policies.

Through its personnel policies, the Board wishes to establish conditions that will attract and hold for all positions the highest qualified personnel who will devote themselves to the education and welfare of our students.

Policy development must be approached with attitudes of mutual faith and good will. Cooperation and participation of the teachers' association, administration, and the Board are essentials in the formulation of personnel policies. If the predominant values and standards are based upon a democratic philosophy, the personnel policies and procedures will add to the dignity of each individual.

Provisions for the implementation of adopted personnel policies should include channels of communication and procedures for the handling of professional and ethical problems through which all persons or groups affected may voice their opinions.

All policies and procedures will be in compliance with provisions accorded in the master contract agreement between Blackford Federation of Teachers and Blackford County Schools.

The superintendent is directed to establish the procedures needed to keep personnel policies and their purposes.

The Superintendent shall report to the Board annually regarding the evaluation of all instructional and supervisory personnel as follows:

- A. All certified staff will be evaluated annually in accordance with state law.
- B. Teachers: Building level administrators will use a board-approved evaluation system to provide the Superintendent an evaluation for all those certified personnel under their leadership.
- C. Building Principals and Certified Central Office Personnel: The superintendent will use a board-approved evaluation system to provide the board with an evaluation of each building principal and certified central office personnel.
- D. Superintendent: The Board will use a board-approved evaluation system to evaluate the Superintendent.

4005 EQUAL EMPLOYMENT OPPORTUNITY

The Board of School Trustees is committed to a policy of nondiscrimination in all aspects of dealing with employees and applicants for positions with the school corporation. This policy covers, but is not limited to, recruitment, selection, placement, training, assignment, promotion, transfer, compensation, benefits, and termination of persons in all position classifications without regard to race, color, religion, gender, age, handicapping conditions, national origin, limited English proficiency, or any other basis of unlawful discrimination.

The superintendent will have overall responsibility for the implementation of this policy and has the authority to develop and maintain personnel procedures.

4010 CRIMINAL HISTORY INFORMATION

To help ensure a safe environment and as required by state law, the Blackford County School Corporation will obtain for each individual hired for employment that is likely to have direct, ongoing contact with children as a result of the individual's position an expanded criminal history check and an expanded child protection index check. The expanded criminal history check and the expanded child protection index check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and must be obtained no later than three (3) months after the individual's employment begins. The individual may be responsible for the cost to the School Corporation for obtaining the expanded criminal history check and an expanded child protection index check. Individuals who volunteer to coach high school athletic and/or academic teams also will be required to obtain an expanded criminal history check and expanded child protection index check. The School Corporation will may absorb the cost of the expanded criminal checks and expanded child protection index checks for volunteers.

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

Any volunteer who may have direct, ongoing contact with children when performing services for the school, must provide to the Corporation a limited criminal history check prior to beginning volunteer work for the Corporation. The volunteer will be responsible for all costs associated with obtaining the limited criminal history check. However, the School Corporation will pay the costs by way of reimbursement for volunteers who are selected for service.

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

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

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

LEGAL REFERENCE: **I.C. 20-26-5-10**
 I.C. 20-26-5-11

4015 CUSTODIAL/TRANSPORTATION AND FOOD SERVICE

Custodial/transportation and food service staff will be evaluated annually by their respective directors or the director's designee. Custodial and food service directors (or the director's designee) shall conduct additional evaluations as needed of their respective areas for each building and these evaluations will be shared with each building principal. The building principal or his/her designee will be the immediate supervisor for custodians and food service personnel in their building.

4020 INSTRUCTIONAL STAFF

The superintendent shall make a recommendation preceding action by the school board on decisions involving the employment, promotion, transfer, or suspension of employees.

It shall be the policy of the board of school trustees to employ on the instructional staff those persons who hold appropriate state teachers' certificate or approved limited license.

All assignments shall be for the school year which they are made or for the unexpired portion of the school year following the date of appointment.

Assignments may be made to any position for which, at the time of such assignment, the teacher has no certificate but is qualified to perform such duties assigned. Immediately upon receipt of notice of such an assignment, the teacher shall take appropriate measures to procure certification.

The superintendent of schools is held directly responsible to the board for all assignments.

4025 COUNSELORS

It shall be the policy of the school board, when feasible and financially possible, to assign counselors to all schools.

The counselor has an identity separate from the administrator, teacher, and other personnel and has a vital role on the educational team.

His/her particular functions on this team are to perform adjustments, promote psychological welfare, foster effective development of all students and other duties assigned by the building principal.

While retaining his/her identity and carrying out his/her precise functions, he/she works cooperatively with other members of the educational team to attain accepted educational objectives of the system. Specifically, he/she does this through counseling, advising, and consulting processes.

4140 ECA ASSIGNMENTS

ECA appointments are for a period of one year. Failure to perform an ECA duty in a satisfactory manner or quitting an ECA assignment in the middle of an academic year, without justifiable cause, could have an adverse effect on being assigned to a future ECA position. ECA positions report to the building level principal or central office person to whom they are assigned. ECA assignments are subject to an annual administrative review.

4150 DUTIES AND RESPONSIBILITIES

The board expects teachers to utilize current educational research findings and to employ ethical teaching methods which contribute to maximized student learning.

The teachers shall attend all meetings, including but not limited to staff development activities, called by the superintendent, central office administration, or principals unless excused by the administrator calling the meeting.

Each teacher is expected to assume assigned responsibilities on curriculum study groups, textbook committees, or other similar groups.

Each teacher has authority to supervise the conduct of students on school property and at any school sponsored event.

Teachers assigned to supervision are expected to carry out these responsibilities. Any teacher responsible for children at school functions other than during school hours must provide for appropriate supervision of these children at all times.

Teachers should perform their assigned duties unless relieved by other school personnel or assigned substitutes. In an emergency, the principal or a teacher in an adjacent room should be notified immediately.

Teachers are to keep accurate and complete records and reports.

Teachers and all other personnel assigned to a given building shall not leave the school building during the assigned hours of the school day without first making arrangements with the principal for the absence.

Teachers shall follow the policies, regulations and procedures of the school district for general and special needs programs.

The professional tasks of teachers involve considerably more time than that devoted to actual class instruction at all levels of teaching, kindergarten through grade twelve. Some of these duties follow: study and research to keep abreast of new knowledge and techniques; evaluation of students' work; record keeping; lesson planning and preparation; student, parent, and principal conferences; in-service training meetings; and pupil supervision outside the classroom.

The primary responsibility of the teacher shall be to provide learning experiences within the capabilities of each student which will aid in the development of skills, knowledge, appreciation, ideals, and attitudes necessary for participation as a productive member of our society.

Teachers' specific responsibilities shall be the following:

1. To direct and evaluate the learning experiences of students.
2. To provide guidance to students which will promote their proper educational development and welfare.

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3. To instill in students the need to care for and protect school property.
4. To maintain professional relations with colleagues.
5. To work actively to strengthen parent-teacher cooperation.

A. Accident Procedures

Any employee experiencing any accident while in the line of duty, must file an Employer's Report of Injury/illness of Employee form available from your immediate supervisor and submitted to central office within twenty-four hours of the incident.

B. Supervision of Children

No group of children, either in the classroom or on the playground, should be left unattended by the teacher. Teachers, at all times, are responsible for the conduct and safety of children and will see that children observe safety rules. In the occasion of extreme emergency, the teacher should make every effort to provide adequate supervision during his/her absence.

C. Lesson Plans

All teachers are required to have written lesson plans. The purpose of the lesson plan is, first, to provide the teacher with a convenient, systematic way of organizing and planning the classroom work for at least one week in advance; and, second, to provide an adequate guide for the substitute who may be called in to take over the class. Plans should always be available to and under the direction of the principal. Plans will reflect the adopted curriculum in each subject area.

Plans prepared for the following week, may be requested for review at any time by the principal or superintendent.

Well-planned work that keeps students busy with profitable tasks should be available to substitute teachers.

D. Crisis Management Plan Manual

Blackford County Schools' Crisis Management Plan manuals should be kept on top of teachers' desks at all times.

E. Condition of Classrooms

Teachers are responsible for the condition of the classroom and the security of equipment, including laptop computers, at all times.

F. Bulletin Boards/Display Cases

Teachers are urged to keep bulletin boards and/or display cases as attractive as possible and to change them frequently.

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G. Cooperation with Custodians

The work of the custodians in protecting the health of everyone in school makes their job one of utmost importance. Cooperation of all staff members with the custodial staff in keeping the school environment clean and safe will be appreciated. Suggestions relative to the way a room or area is being cleaned should be referred to the principal, not directly to the custodial personnel.

H. Students' Access to Rooms

A teacher or designee must be present when students are using a room or auxiliary building of the school. Students or other unauthorized personnel are not to be lent keys. Rooms of the school, other than that assigned to the teacher, are not to be unlocked for any reason without the knowledge of the teacher responsible for the room.

I. Use of School Telephones

School telephones are maintained for the primary purpose of conducting school business. Of a necessity, conversations should be as brief as possible. Only in cases of emergency should teachers or students be called to the telephone during class time. No personal calls are to be charged to this school.

J. Central Office Information

It is the teacher's responsibility through his/her principal to keep the following restricted information currently correct with the personnel office:

1. Name
2. Address
3. Telephone number
4. Credits earned to meet requirements of the salary schedule
5. Valid certification
6. Dependents (W-4)
7. Insurance information

K. Use of School Keys

Necessary classroom keys shall be issued by the building principal at the beginning of the school year. Building entrance door keys shall be issued at the discretion of the principal. Keys shall not be lent to unauthorized persons. Keys previously issued by the building principal shall be returned to him/her on the last day of school or at any other time that he/she may request. Keys shall not be duplicated.

4155 ACADEMIC FREEDOM

Teachers must be free to think and to express ideas, to select methods of instruction, and to act within their professional group free from undue pressures. Such freedom should be used judiciously and prudently.

Academic freedom is not an absolute. It must be exercised within the basic ethical responsibilities of the teaching profession. Those responsibilities include the following:

1. A commitment to democratic tradition and its methods.
2. A concern for the welfare, growth, and development of children.
3. An application of good taste and judgment in using materials and employing methods of instruction.

4160 USE OF COPYRIGHTED MATERIALS

The board recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of quality educational materials, and fosters an attitude of disrespect for law which is in conflict with the educational goals of this school corporation.

The board directs that corporation employees adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights," and other relative federal legislation and guidelines related to the duplication of copyrighted materials.

The board further directs that:

1. Unlawful copies of copyrighted materials may not be produced on corporation-owned equipment.
2. Unlawful copies of copyrighted materials may not be used with corporation-owned equipment, within corporation-owned facilities, or at corporation-sponsored functions.
3. The legal and/or insurance protection of the corporation will not be extended to employees who unlawfully copy and use copyrighted materials.

Employees who make and use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display and are further expected to be able to provide to their supervisor, upon request, the justification under Title 17 for copies that have been made and/or used.

Employees who use copyrighted materials which do not fall within fair use and/or public display guidelines will be able to substantiate that the materials meet one of the following tests:

1. The materials have been purchased from an authorized vendor by the individual employee or the corporation and a record of purchase exists.
2. The materials are copies covered by a licensing agreement between the copyright holder and the corporation or the individual employee.
3. The materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase or licensing and a valid agreement exists which provides for such use.

LEGAL REFERENCE: 17 USC 101 et. seq.

4200 EMPLOYEE DRUG AND ALCOHOL OFFENSES

No employee shall distribute, manufacture, possess, use, or be under the influence of any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance as defined in the schedules of the Controlled Substances Act and as further defined by federal regulations; before, during, or after school hours at school or in any other school district location as defined below.

“School district location” means in any school building or 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; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

LEGAL REFERENCE: 41 USC 701 et. seq

4210 USE OF TOBACCO ON SCHOOL PREMISES BY STAFF MEMBERS

The Board believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco in any corporation building, grounds, or vehicle.

For purposes of this policy, “use of tobacco” means a cigar, cigarette, or pipe, snuff, electronic nicotine delivery devices (ENDS) such as e-cigarettes and hookah pens, or any other matter or substance that contains tobacco.

In the event that a staff member is found in violation of this policy, the administration shall view the offense as insubordination and shall (at a minimum) document the occurrence in the employees permanent personnel file. Progressive enforcement shall continue if repeated offenses occur up to and including dismissal.

4220 EMPLOYEE POSSESSION OF FIREARMS ON SCHOOL PROPERTY

This policy applies to persons who may legally possess a firearm under Indiana law.

A firearm under this policy is any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

No school employee may possess a firearm in a school building or on school property while on duty as a school employee unless the firearm is locked in the trunk of the employee's vehicle, kept in the glove compartment of the employee's locked vehicle or stored out of plain sight in the employee's locked vehicle, except as otherwise authorized by the board.

An employee who holds one of the following positions is authorized to carry a firearm in or on school property while carrying out their duties as an employee:

- School Resource Officer
- Any individual that has received Board Approval

No person, including school board members, may intentionally or openly display a firearm at any public meeting of the school board.

Note: I.C. 35-47-9-2 states any person who possesses a firearm in or on school property or on a school bus commits a Level 6 felony. I.C. 35-47-9-1 exempts from this crime law enforcements officers, school resource officers, and persons who have been authorized by the school board to possess firearms on school property.

LEGAL REFERENCE: I.C. 35-47-9-1

I.C. 35-47-11.1-4(6) [Applies only if public meeting prohibition is used.]

I.C. 34-28-7-2

4240 SEXUAL HARASSMENT

It is the policy of Blackford County Schools to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of the Blackford County Schools to harass another employee or student through conduct or communications of a sexual nature as defined in Policy 4240.1. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in 4240.1. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities.

Given the age and maturity of students, all employees of Blackford County Schools are prohibited from having a dating or sexual relationship with a student.

4240.1 DEFINITIONS OF SEXUAL HARASSMENT

Types of Sexual Harassment:

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, when made by any student to an employee, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment; or
4. The employee or student has indicated that such conduct is unwelcome by his or her conduct or verbal objections.

Examples of Sexual Harassment

Sexual harassment, as set forth in Section 4240.1, may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.
6. Continued or repeated sexual jokes, language, epithets, flirtation, advances or propositions;
7. Graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies, including social life;
8. Sexually degrading or vulgar words to describe an individual
9. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting or obscene comments or gestures;
10. The display of sexually suggestive objects, pictures, posters or cartoons;
11. Name calling, relating stories, gossip, comments or jokes that may be derogatory toward a particular sex;
12. The display of sexually suggestive graffiti;
13. Retaliation against students for complaining about such behavior;
14. Asking questions about sexual conduct or sexual orientation or preferences; or,
15. Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual.

4240.2 SEXUAL HARASSMENT COMPLAINT PROCEDURES

Any employee or student who believes he or she has been unlawfully discriminated against, including sexual harassment, by any employee or student in the Blackford County Schools may use the complaint procedure explained in policy 1400 or 1410 or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the Blackford County Schools. The filing of a complaint or otherwise reporting unlawful discrimination, including sexual harassment, will not adversely affect an employee's or student's terms and conditions of employment or education, nor will an employee or student be discriminated against because of the complaint.

If a student believes he or she has been the victim of sexual harassment or if a student has questions or concerns about this issue, the student should seek the help of another adult whom he or she can trust, such as a parent, teacher, counselor, parent or guardian, or one of the building administrators. The student or the adult assisting the student may use the complaint procedure explained in policy 1400 or 1410 or make a written complaint to the building principal or the Title IX complaint designee of the Blackford County Schools.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the Blackford County School's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. However, the identity of the individual complaining of sexual harassment may be revealed to those individuals who have a need to know, including the investigator or his or her designee, the alleged target of the discrimination or retaliation, the alleged discriminator(s), harasser(s), and any witnesses.

All reports of unlawful discrimination, including sexual harassment, shall be handled in the following manner:

- Reports must be in writing on forms supplied by the Blackford County Schools (if a verbal complaint is made, the school official must file a written report);
- Reports must name the person(s) charged with the unlawful discrimination and any witnesses, and state the facts;
- Reports must be presented to the building principal or immediate supervisor where the alleged conduct took place. The building principal/supervisor shall inform the superintendent, or his or her designee, of all filed reports;
- The building principal/supervisor who receives a report, or his or her designee, shall promptly and thoroughly investigate the alleged discrimination
- The report and the results of the investigation shall be presented to the superintendent, and then to the board of school trustees in executive session by the superintendent and to the complainant; and
- The board of school trustees will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

4240.3 SEXUAL HARASSMENT SANCTIONS FOR MISCONDUCT

If an investigation into an employee's conduct reveals that it is more likely than not that the conduct alleged occurred, the employee shall be subjected to prompt, appropriate remedial and/or disciplinary action which may include, but is not limited to, reassignment, suspension, or discharge.

If an investigation into a student's conduct reveals that it is more likely than not that the conduct alleged occurred, the student shall be subjected to prompt, appropriate remedial and/or disciplinary action which may include, but is not limited to, suspension and/or expulsion consistent with the Student Conduct Code.

4240.4 RETALIATION

Retaliation is prohibited against employees or students who bring charges of unlawful harassment or discrimination, against those who assist in investigating charges. Any employee or student bringing an unlawful harassment or discrimination complaint or assisting in the investigation of such complaint will not be adversely affected in terms and conditions of employment or education nor discriminated against, unlawfully harassed or discharged because of the complaint.

4240.5 SEXUAL HARASSMENT FALSE REPORTING

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

4240.6 NOTIFICATION OF THIS POLICY

The Blackford County Schools shall arrange for employees to periodically receive training on the nature of sexual and other forms of harassment, means for dealing with harassment, and the corporation's procedure for reporting any incident in which they are involved or have observed.

4300 RACIAL HARASSMENT

It is the policy of the Blackford County Schools to maintain a learning and working environment that is free from racial harassment.

It shall be a violation of this policy for any employee of the school corporation to harass another employee or student through unwelcome conduct or communications of a racial nature as defined in this policy. It shall also be a violation of this policy for students to harass other students through unwelcome conduct or communication of a racial nature as defined in this policy. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities. The terms “race” or “racial” as used in this policy refer to all forms of discrimination prohibited by federal law, i.e., race, color, and national origin.

4300.1 TYPES OF RACIAL HARASSMENT

Racial harassment consists of unwelcome racial comments and other inappropriate verbal or physical conduct of a racial nature when made by any employee to a student, when made by any employee to another employee, when made by any student to an employee, or when made by any student to another student, including, but not limited to, situations where:

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

1. An employee or a student engages in racial harassment against another employee or student respectively, and denial of an employment or educational opportunity occurs as a result of the racial harassment.
2. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

4300.2 EXAMPLES OF RACIAL HARASSMENT

Racial harassment includes, but is not limited to, the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with racial or demeaning implications.
3. Engagement in racial harassment, accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

Administrators and supervisors who either engage in racial harassment either directly or indirectly or tolerate such conduct by other employees shall be subject to disciplinary actions subject to this policy and to state law due process requirements.

Employees who engage in racial harassment shall be subject to disciplinary actions subject to this policy and to state law due process requirements.

4300.4 RACIAL HARASSMENT SANCTIONS FOR MISCONDUCT

A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including, but not limited to, reassignment, suspension, or discharge.

A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

4300.5 RACIAL HARASSMENT FALSE REPORTING

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

**4500 RECRUITMENT, RECOMMENDATION, AND
APPOINTMENT OF CERTIFIED STAFF**

It is the responsibility of the superintendent of schools and of persons delegated by him/her to determine the personnel needs of the school corporation and to locate suitable candidates to recommend to the board for employment.

A personal interview will be required for all certificated persons employed by the corporation.

It shall be the duty of the superintendent of schools to see that persons recommended for employment shall meet all qualifications established by law and the board for the position for which the recommendation is made.

The superintendent's recommendation shall be considered before the board appoints certificated personnel.

4500.1 APPLICATIONS

An applicant for any position in the Blackford County Schools must file a written application/resume in the superintendent's office. This application/resume will become a part of the employee's personnel file.

The responsibility for keeping pending applications/resumes up to date rests with the applicant. Unless the applicant requests a renewal, applications/resumes will be removed from the active files on December 31 after one full year of active status unless the applicant requests a renewal.

4500.2 PERSONNEL RECORDS

Personnel records shall be kept on all current employees and shall contain the following:

- a. Employment application/resume
- b. Up-to-date transcripts
- c. A valid certificate issued by the State of Indiana covering the area (s) of assignments.
- d. Proof of teaching experience, if any, outside the Blackford County Schools.
- e. A record of experience within the Blackford County Schools.
- f. Evaluations and observations

Each employee's salary information shall be retained in the payroll department

A file shall be kept of the records of all employees who resign or retire. Such records shall be retained permanently.

4510 RESIGNATION

A teacher planning to resign should give written notice to the superintendent at least 30 days in advance of the resignation date, whenever possible so that adequate time for replacement is afforded.

4515 REDUCTION IN FORCE

Blackford County Schools shall eliminate certificated positions and reduce the number of certificated staff when curricular changes, changes in enrollment, return to duty from leave of a certificated staff, closing of schools, territorial changes, or other reasons in the best interest of the School District as determined by the Superintendent under the direction of the Board.

As required by I.C. 20-28-7.5-1(d), once the positions to be eliminated are identified by the Superintendent, the certificated staff members to be dismissed shall be identified on the basis of licensure and merit not years of service or seniority.

"Licensure" shall mean the scope of the license issued by the Office of Educator Licensing and Employment in the Indiana Department of Education.

The procedure to determine which teacher(s) is to be laid off:

- A. The Superintendent will identify the teaching areas to be reduced and, when feasible, the actual position to be eliminated.
- B. If a teacher has his/her position eliminated and there is no remaining position(s) in the School District for which the teacher is licensed, then that teacher will be laid off.
- C. If there is a need to layoff teachers, the consideration will be the combination of (1) license areas and (2) the following evaluation priority (as determined by average summative evaluation score of current year):
 - 1. No "highly effective" teacher (as determined by average summative evaluation score of current year) will be laid off if there is a teaching position for which that highly effective teacher is licensed to teach and is staffed by either an "effective" teacher (as determined by average summative evaluation score of current year), "needs improvement" teacher (as determined by average summative evaluation score of current year), or an "ineffective" teacher (as determined by average summative evaluation score of current year).
 - 2. No "effective" teacher (as determined by average summative evaluation score of current year) will be laid off if there is a teaching position for which that effective teacher is licensed to teach and is staffed by either a "needs improvement" teacher (as determined by average summative evaluation score of current year) or an "ineffective" teacher (as determined by average summative evaluation score of current year).
 - 3. No "needs improvement" teacher (as determined by average summative evaluation score of current year) will be laid off if there is a teaching position for which that "needs improvement" teacher is licensed and is staffed by an "ineffective" teacher (as determined by average summative evaluation score of current year).

A teacher status at the time of layoff (usually May through June) will be determined by the evaluation ranking of the current completed Blackford County Schools' Evaluation or the portion

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completed to date of the current school year.

D. If the above selection criteria in Section C does not provide the selection of a sufficient number of teachers and there are some teachers within the same evaluation criteria that must be selected for a layoff, the following procedure shall apply in descending order:

1. The teacher with the least BCS experience within the following average summative evaluation score groups for the current year in descending order:

Average Summative Evaluation Score	1.00-1.999
Average Summative Evaluation Score	2.00-2.249
Average Summative Evaluation Score	2.25-2.499
Average Summative Evaluation Score	2.50-2.749
Average Summative Evaluation Score	2.75-2.999
Average Summative Evaluation Score	3.00-3.249
Average Summative Evaluation Score	3.25-3.500

2. If there is a tie after the application of subsection D(1) the teacher who has the earliest birthdate within the calendar year shall be retained.

4520 TEMPORARY TEACHERS

Teachers employed as temporary teachers shall be licensed, if possible. They shall perform all duties of the regular teacher and be paid on the regular salary schedule if licensed.

A temporary contract shall be issued to an Indiana licensed replacement teacher who is employed during the absence of a regular teacher who has been granted leave during the school year, provided the following conditions are met:

1. It is known in advance that a teacher will be absent for a period of at least 60 school days; and
2. The leave of absence has been approved by the Board.

If the above conditions are not met, the replacement teacher will be employed as a substitute teacher with payment at the approved daily rate for substitute teachers. Beginning the 16th consecutive day as a substitute for a given teacher, payment will be based upon the daily rate computed from the current salary schedule, provided the substitute holds a valid Indiana teacher's license.

A teacher under a temporary contract is entitled to all supplemental benefits which are determined by law and which accrue to a regular teacher. These benefits shall be granted on a proportional basis relative to the length of his/her assignment.

4530 SUBSTITUTE TEACHERS

In case of illness, the teacher is to notify the appropriate administrator who will engage a substitute from an approved list of substitute teachers. In case of absence, the regular classroom teacher is responsible to see that a lesson plan, a register of students, and a seating chart are available to the substitute.

Substitute teachers are expected to be on duty during the same hours as the regular teacher unless directed by the principal otherwise. They are to perform all duties which normally would be assumed by the regular teacher.

4540 STUDENT TEACHER SUPERVISION

A reasonable number of college students will be accepted for student teaching assignments in the Blackford County Schools. The superintendent, building principal, and supervising teacher will approve college requests for student teaching and will approve and assign supervision teachers.

If the supervising teacher is out of the building for any reason, the principal or a teacher assigned by him/her will be in direct charge of the classroom in which the student is placed and will be directly responsible for the supervision of the room and the teacher.

4550 PART-TIME TEACHERS

Teachers employed for less than a full-time contract shall be employed on a regular teachers' contract and shall be paid a proportionate part of the regular salary schedule.

4560 SUMMER SCHOOL TEACHERS

Summer school teachers should hold certificates in the grades and subjects taught. Quality and quantity of instruction are expected to be the same as that during the regular school year. Summer school teachers shall be recommended by the superintendent and approved by the board. They will be employed on a Supplemental Service Teachers' Contract.

These positions will be posted so all interested teachers may apply.

4570 ADULT EDUCATION TEACHERS

Adult education teachers should hold certificates in the subjects being taught. Teachers of special interest adult education classes should have adequate experience and training to conduct the classes.

4610 PROFESSIONAL DEVELOPMENT AND TRAVEL REQUESTS

Professional development of all staff members and Board members is encouraged, and the Board recognizes the need for school personnel to attend meetings and seminars. All requests for the attendance at meetings and seminars shall require board approval prior to participation when adequate notification is possible. In the event that a workshop or seminar becomes available in a timeframe that does not allow for board approval prior to attendance, the board shall grant the superintendent the authority to approve. With respect to conferences, seminars, and events outside the state of Indiana or lasting longer than three (3) consecutive days, the board shall consider all such attendance in advance, unless the attendance at a seminar or conference is contained in an employment contract.

The Board places the following limits on travel expenses:

The School Corporation will pay for any Board member to attend either the National School Boards Association Convention or American Association of School Superintendents annual conference each year, and will pay for any attendance by Board members at events sponsored by the Indiana School Boards Association.

Except for registration expenses paid by Corporation in advance, all of such expenses shall be advanced by the employee attending the event and shall be reimbursed by the School Corporation to the employee upon presentation of a proper claim form with receipts. With respect to such expenses, the Superintendent or his/her designee, shall be responsible for preliminary approval of all employees travel claims with the Board approving all claims at the subsequent board meeting.

There shall be no reimbursement for the following:

Lodging in excess of double occupancy rates, unless the room is occupied by more than one school employee. The employees shall use good judgment in choosing lodging, and shall generally choose moderately priced accommodations so long as the lodging is within reasonable proximity to the conference site. Each employee shall make a good faith effort to get the best rate for lodging, including the use of all discounts.

For one day conferences within two hours of Blackford County, there shall be no overnight expenses.

Auto rental expenses in excess of that for mid-size automobiles shall not be allowed unless the automobile serves as transportation for five or more school employees.

For all flights, no reimbursement shall be made for upgrades above coach class.

There shall be no reimbursement for the purchase of alcoholic beverages or entertainment not included in the basic registration fee for the event.

There shall be no reimbursement for any spouse or third-party expenses not included in the employee basic individual registration fee or single room charge.

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Upon the request of the Board or Superintendent, each employee must present evidence of substantial participation in any conference or seminar, and if no such evidence is obtained, the employee shall reimburse the school for all school paid expenses.

The School Corporation will reimburse for meals not included in the basic registration rate as follows (including tip):

Breakfast – \$10 (overnight conferences only)

Lunch – \$10

Dinner – \$20 (overnight conferences only)

Any exception to these rules must be approved by the Board in advance of such expenditure.

Amended – February 17, 2015

4640 SOLICITING AND SELLING

Teachers shall not use school time or school facilities in connection with any personal activity for financial profit outside the regular school program.

The sale of tickets or merchandise in the schools for any activity or service other than those sponsored by the schools shall not be permitted unless approved by the building principal

Solicitors, salespersons, or agents shall only be permitted to solicit or interview students or school employees on school premises with the permission of the building principal.

4650 ORGANIZATIONS

All staff members are encouraged to maintain active memberships in subject matter and grade level organizations, especially where the objectives and intent of the organization concerned are to upgrade and strengthen instruction.

4673 CERTIFIED SALARIES, CHECKS, AND DEDUCTIONS

Salary payments for certificated personnel shall be on a regular basis on a schedule supplied by the business office. The Board reserves the right to compensate above the salary schedule a teacher assigned additional and special duties.

Information about desired deductions from paychecks shall be supplied by each teacher on a form provided by the business office. All items pertaining to payroll must be received in the business office fifteen days prior to the pay date in order to correctly prepare paychecks.

4680 EXTRA-CURRICULAR TICKETS

Blackford County Schools will provide complimentary tickets to home extracurricular events, except tournaments, to the following people: Certified Staff; Non-Certified Staff; School Board Members.

Provision of complimentary tickets is contingent on their availability. The superintendent may establish regulations to implement this policy.

LEGAL REFERENCE: IC 20-26-5-5

4690.1 BLACKFORD COUNTY SCHOOLS FMLA POLICY

A. Family Medical Leave

1. A number of leaves also qualify as leaves entitled to protection under the Family and Medical Leave Act. All eligible employees will be entitled to the maximum leave allowed, when necessary, under the provisions of either the specific leave section listed above and/or this family leave section.
2. An unpaid leave of absence up to twelve (12) weeks in duration may be granted to eligible employees for certain family or medical reasons. An employee who has been employed for at least twelve (12) months (need not be consecutive) before the leave request and who has worked at least 1,250 hours during the previous year is eligible for a leave of absence pursuant to this policy.

B. Qualifying Events

1. A family or medical leave will be granted should the need arise for any of the following qualifying reasons:
 - a. Birth of the employee's child, or the placement of a child for adoption or foster care, and first-year care of the child.
 - b. To care for the employee's spouse, child, or parent who has a serious health condition.
 - c. For a serious health condition that causes the employee to be unable to perform his/her job.
 - d. For a qualifying exigency due to the employee's spouse, child, or parent being on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.
2. Leaves may begin before the birth of a child if a medical condition exists that makes the teacher unable to perform the job, or prior to the placement of a child for adoption or foster care if circumstances require absence from work for the placement to proceed. An employee's entitlement to leave for the birth or placement of a child expires at the end of the twelve (12) month period beginning on the date of the birth or placement.
3. Service member Family Leave: An eligible employee who is the spouse, son, daughter, parent, or next of kin of a service member shall be entitled to a total of 26 workweeks of leave during a single 12-month period to care for the service member. During the single 12-month period to which this leave applies, an eligible employee will be entitled to a combined total of 26 workweeks of leave under this section.

C. Employee Notice Requirement

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

D. Certification Requirement

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

E. Request Procedure

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

F. Leave Substitution

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

Any accrued vacation, personal, sick or other qualifying paid leave of the employee will be substituted for the unpaid FMLA 12-week leave entitlement. The employee will be notified of any such substitution. However, the use of paid leave by the employee under circumstances which do not qualify as a leave under FMLA cannot be counted against the twelve (12) weeks of FMLA leave entitlement.

G. Maintenance of Group Insurance

During the family medical leave, eligible employees may maintain coverage under the employee's group health plan including employee dental and vision coverage, life, accidental death and dismemberment insurance at the same level and under the same conditions for which

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coverage would have been provided if the employee had continued in active employment continuously for the duration of such leave. Employees who contribute to such a group health plan must continue to make such contributions during the period of their leave in order to maintain coverage. The employer may recover the premium paid for maintaining a employee's health plan coverage during any period of unpaid leave if the employee fails to return from leave after entitlement has expired, provided the employee fails to return to work for a reason other than the continuation, recurrence or onset of a serious health condition that would entitle the employee to leave, or other circumstances beyond the employee's control.

H. Restoration to Position and Benefits

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

I. Return To Work

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

J. Failure To Return From Leave

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

K. Intermittent or Reduced Schedule Leave

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

L. Leave Entitlement Period

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

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M. Status Reports

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

N. Jointly Employed Spouses

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

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

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

4700 CLASSIFIED EMPLOYEES

The board shall, upon the recommendation of the superintendent, classify all employees not requiring certification according to the provisions of the job assignment in effect at the time of employment.

4700.1 BUS DRIVERS

Bus drivers shall serve under the immediate direction of the director of transportation.

4700.2 FOOD SERVICE WORKERS

All food service workers serve under the direction of the building principal and the food service director with duties as outlined by the food service director and approved by central office.

4700.3 SECRETARIAL AND CLERICAL

All secretarial and clerical employees shall work under the immediate supervision of the person to whom they are assigned as directed by the building principal.

The duties of the secretarial and clerical employees vary with the position and the school. The specific duties will be defined by the principal or other administrative officer in charge of the office where the work is performed.

Secretarial and clerical work involves an ethical responsibility because of the confidential information with which they must deal. It is a basic obligation of people entrusted with such information to regard it as confidential and not to discuss it with other employees or with people outside the school corporation.

4700.4 CUSTODIANS AND MAINTENANCE

All custodial and maintenance workers serve under the direction of the building principal and/or supervisor.

The duties of custodial and maintenance employees vary with the position and the school. The specific duties will be defined by the principal or other administrative officer in charge of the area where the work is performed.

4700.5 INSTRUCTIONAL ASSISTANTS /PARA-PROFESSIONALS

The Blackford County Schools may employ instructional assistants to perform appropriate tasks in the implementation of the instructional program. These instructional assistants may occupy varying levels of responsibility and shall be compensated accordingly. They shall be directed by the building principal.

Instructional assistants may be used in the following types of assignments:

1. Provide individual/group instruction under supervision of the teacher.
2. To monitor/supervise groups of students in situations such as study halls, recreational, social activities, lunchrooms, bus duty, etc.
3. Assist teachers with student assessment.

4720 RECRUITMENT, SELECTION, AND APPOINTMENT

Because the quality of the staff hired by the school board is the major component of an effective, productive educational program, the school board and the administration of the Blackford County Schools will make every effort possible to attract and retain the best qualified personnel. The best qualified applicant will be selected for each position without regard to race, color, creed, national origin; nor will any person be denied employment because of age, gender, handicapping conditions, limited English proficiency, marital status, religion, place of residence, or any other basis of unlawful discrimination. Recommendations from all sources, when used properly, may have a positive influence on consideration given to an application.

It will be the responsibility of the corporation's central office to maintain a current file of applicants for all classified staff positions.

The superintendent will develop procedures for the hiring of classified personnel and is responsible for verifying that all persons recommended for employment shall meet all certification requirements and the requirements of the board for the type of staff position for which the recommendation is made. The superintendent may delegate to staff, including building principals and staff supervisors, the selection of classified preliminary screening of applicants will be jointly conducted by the building principal and the staff supervisor.

As a condition of employment, all applicants for a classified staff position shall sign an authorization form for an expanded criminal history investigation and Child Protection Index (CPI) and submit with the application.

4725 DUTIES (Responsibilities)

Classified employees shall:

1. Be responsible to the administrator and/or supervisor to whom they are assigned.
2. Perform such duties and responsibilities as are assigned.
3. Keep records and make reports as required.
4. Maintain standards of service as required.
5. Be responsible for proper care and use of the equipment assigned to them.
6. Notify the personnel office and the immediate supervisor of any change of name, address, telephone number, dependents (W-4), and insurance information as soon as it occurs.
7. Be responsible for corporation keys issued to them. The supervisor of maintenance and the supervisors of maintenance and custodians shall provide keys for classified personnel under their jurisdiction. Keys shall not be lent to unauthorized persons. Classified personnel shall return keys to the person from whom the keys were obtained.

4730 SEPARATION

The Blackford County Schools may terminate employment immediately for failure of a classified employee to perform his duties in a professional manner or for actions considered detrimental to the school corporation.

4735 PAY POLICY

It is the objective of the Blackford County Schools to compensate each employee according to job responsibility and length of service in the system. An equitable wage and salary program is designed to attract and retain qualified employees as well as motivate employees to perform their duties in a most effective manner.

The development of a sound wage and salary program addresses several factors:

- Dealing with the changing work force;
- Attempting to meet employee expectations;
- Being certain payroll dollars are spent effectively;
- Complying with all laws and regulations regarding pay practices;
- Coping with inflationary living costs;
- Addressing the employee's needs to understand the basis for pay decisions.

4740 JOB DESCRIPTION

It is a goal of the Blackford County Schools to provide a written job description for every position within the system. A job description is a written list of the specifications which explain the duties and requirements of a job. The job description will also contain the job number, reporting relationship, and the general background qualifications for the job. Job descriptions are written by an individual who either knows the job from experience or has been trained to study and create descriptions for jobs.

4745 PAY LEVELS AND RANGES

When a new position is created or an existing job is upgraded, the position will be evaluated, a position description should be written. The job will be assigned to a pay level and given a salary range consistent with the position.

4750 AMOUNT OF PAY INCREASES

The amount of the pay increases may vary. The amount of any increase is approved by the board. The maximum will be determined by the ability of the corporation to garner funds to pay the salaries and the external factors that would normally impact on wage and salary programs.

4755 SALARY SCHEDULES, PAYCHECKS, AND DEDUCTIONS

The board shall annually adopt salary schedules for each classification of classified employees. An employee's salary may be adjusted during the year if the employee is transferred to a position requiring a greater or lesser skill and/or responsibility.

Paychecks will be issued on a biweekly basis to classified employees. The business office will establish guidelines for individual deductions.

In the event an employee is called to jury duty or subpoenaed to appear as a witness in court, he/she shall receive the difference between his/her daily wage and witness or jury pay.

4760 BENEFITS

Classified employees are eligible for fringe benefits as outlined in the board approved classified employees salary and benefits schedule.

All employees of the school corporation are covered by liability and indemnity insurance carried by the corporation. To be eligible for workmen's compensation, the injury to an employee must arise from, and in the course of, employment in the school corporation. Employees injured during the course of employment and eligible for compensation are required to immediately report all accidents or injuries to their supervisor. Injuries shall be immediately reported by the principal or supervisor to the business office on the Employer's Report of Injury /Illness of Employee. It is essential that an injured employee report to his/her physician his/her place of employment and that he/she is covered by workman's comp insurance in order that the physician may prepare the necessary report. Failure on the part of the employee to report an injury within twenty-four hours may prejudice and defeat a claim for compensation.

Hospitalization, major medical, income protection, term life, vision and dental insurance are available through employee deductions.

The board will pay both the employee and employer's share toward participation in the Public Employees' Retirement Fund for any classified employee whose employment time makes them eligible as determined by the Public Employees' Retirement Fund Board.

4765 ABSENCES

When unable to report for work, it is the employee's responsibility to notify his/her immediate supervisor and, upon his/her return, file a report of absence. Deductions for absence will be made at the daily rate of pay unless covered by an absence policy. A planned absence before or after a holiday must be approved in advance to be eligible for the salary allowed. Excessive absences may be a basis for termination of employment.

4770 WORKING HOURS, VACATIONS, AND HOLIDAYS

Working hours of all classified employees are established by the superintendent's office and the employee's immediate supervisor.

4775 GRANT STIPEND POLICY

Whenever Blackford County Schools receives or is benefitted by grant monies, stipends may be paid to School employees who perform duties beyond the scope of their normal contracted duties, if such extra duties are performed outside the employee's normal work day, and if such stipends are permitted by the terms of the grant and are approved by the grantor.

4785 CELL PHONES/IPODS/ELECTRONIC DEVICES

Cell phones, MP3 players, IPODS, and any other non-educational electronic devices are NOT to be used during scheduled classes and work shifts or while driving school corporation-owned vehicles.

Employees may use cell phones during scheduled breaks, lunch, or prep periods. Employees also are not to take or display pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function. Employees must have prior administrative approval to deviate from this policy.

Any person who disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age has committed child exploitation, a class C felony. Any person who knowingly or intentionally possesses a pictorial representation that depicts or describes sexual conduct by a child who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value commits possession of child pornography, a class D felony.

First reading: September 19, 2008

Second Reading: October 21, 2008

4800 EMPLOYEE PERSONAL USE OF ELECTRONIC MEDIA

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

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

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

- The employee shall not use the corporation's logo or other copyrighted material of the corporation without superintendent's consent
- The employee continues to be subject to applicable state and federal laws and regulations and school policies, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, in or out of district. These restrictions include:
 - Confidentiality of student records
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law
 - Confidentiality of corporation records
 - Copyright law
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system
 - Compliance with the state public access laws and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records

An employee who uses electronic media to communicate with students shall observe the following:

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity)
- The employee is encouraged to utilize school email and should not email a student from his/her own personal email account when a school account is available

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- The employee should not use a personal social network account (e.g. Twitter/Facebook) when communicating with students but should instead create a separate professional social account
- The employee should not expect communications made on the school corporation's computers or by way of the school corporation's domain to be confidential or private, and all such communications are subject to the school corporation's policies.
- Upon request from administration, the employee shall provide login/password information of any electronic media used to communicate with any one or more currently-enrolled students
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, texting, instant messaging, or any other form of electronic communication