

EMPLOYER PROVIDED CELL PHONE POLICY

West Washington School will provide the Superintendent with a cell phone primarily for non-compensatory business purposes due to substantial reasons relating to school business.

West Washington requires that the Superintendent be available to speak with school personnel at times when the superintendent is away from the office and/or needs to discuss school related business with individuals located in other time zones at times outside the superintendent's normal work day.

Adopted: November 21, 2011

ADDED TO THE LIST:

Facility Manager 8-15-2012

Assistant Principal 11-19-2012

Updated: November 19, 2012

POLICY-Certified Personnel Files

No material will be placed in a teacher's personnel file(s) without his/her first seeing and signing the document. The teacher's signature on said material acknowledges the teacher has seen the material; it does not constitute agreement with said material. Teachers shall have the right to respond to said material, in writing, and have such response attached to the material in the personnel file(s).

Adopted: May 21, 2001

It is the Policy of the West Washington School Corporation that all Principals and or Assistant Principals coming into the West Washington School Corporation may bring 45 days with them from their previous school the first year. They may bring three days each year thereafter until all days are exhausted.

Adopted August 18, 1997
West Washington
Board of School Trustees

October 21, 1996

Corporal Punishment "Policy" at this time, there is no separate existing Corporation Policy regarding corporal punishment. It is specifically listed in our current Student Discipline Policy as a means of discipline which can be used in dealing with disrespect and cursing. This policy was adopted by the Board of Education in January of 1995. However in July of 1995, House Enrolled Act 1279 (HEA 1279) became effective. The act repeals the student due process statutes and adds a new chapter which contains different procedures for student due process. Specifically,

20-8.1-5 1-3 redefining supervision responsibilities of school corporation personnel. a. Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of a school corporation. b. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system. c. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

20-9.1115. 1-4 Delegation of authority-STAFF MEMBER

1. is a teacher or other school staff member; and
2. has students under the person's charge.

- b. A person may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the person supervises.

My suggestion is to include this at the beginning of the West Washington School Corporation School Discipline Policy.

However, any changes in our current Discipline Policy and or rules, must be discussed with the building representative before being approved by the board.

I have discussed this matter completely with Mr. James Williams.

Thank you for your attention regarding this very important matter.

WEST WASHINGTON SCHOOL CORPORATION
POLICY FOR
CREDIT CARD USE

Employees using a school credit card must:

1. Sign credit card out from the treasurer at the administration office.
2. Sign credit card out from the high school extra curricular treasurer.
3. Sign credit card out from the elementary extra curricular treasurer.
4. We cannot pay sales tax for materials and supplies. Use the sales tax exemption form attached to this sheet for purchases.
5. When using the card for meals, please obtain two (2) receipts:
 - a. Original order receipt with itemization
 - b. Credit card signature receipt
6. Any charges you incur that do not match the credit card statement will be billed to you.
7. Maintain all receipts, charge tickets, etc. Return copies to high school or elementary extra-curricular treasurer and they will, in turn, forward to the corporation treasurer in the administration office.
8. Credit card must be returned within two (2) days of purchase. Timelines for card return may be adjusted accordingly.

WEST WASHINGTON SCHOOL CORPORATION

Criminal History Information

To help ensure a safe environment and as required by state law, the West Washington 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. The expanded criminal history check will be obtained by the Corporation prior to the individual's employment and no later than three (3) months after the individual's employment begins. The individual will be responsible for the cost for obtaining the expanded criminal history check.

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

All limited criminal history's will be accessed by the Central Office, at the corporation's expense, for all volunteers. This includes but is not limited to coaches, room parents, sponsors, etc. who may have direct or ongoing contact with children when performing services for the school.

All criminal history checks, limited or expanded, will be handled through the central office. Any information obtained from any type of criminal history check is confidential and shall not be released or disseminated.

All school employees and individuals or entities who 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.

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