

2020 – 2021 CERTIFIED EMPLOYEE HANDBOOK

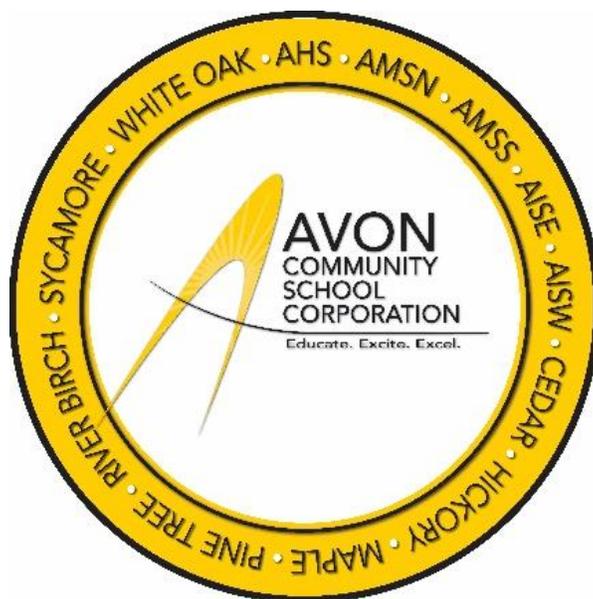


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WELCOME

Welcome to Avon Community School Corporation (also referred to herein as “ACSC,” the “Corporation” or the “School Corporation”). We believe that Avon Community School Corporation is one of the finest learning communities in Indiana. As a member of ACSC, employees help set and achieve high expectations for all students, parents, and other employees. It is our collective efforts that lead to student achievement and accolades for our corporation. We are confident everyone’s continued dedication to excellence allows us to continue to be leaders in public school education.

We believe in our employees. Therefore, we strive to provide the best working conditions. The Corporation utilizes a Human Dignity policy that stresses courteous and efficient service to everyone involved in the Corporation. Each day, we expect employees to be an example of exemplary adult behavior for students, parents, colleagues, and community members, while projecting a genuine care and concern for all students. By doing the right thing, and treating people right, we all will find our work personally and professionally rewarding.

HUMAN DIGNITY STATEMENT

The Avon Community School Corporation is a diverse school community comprised of individuals with unique backgrounds. We celebrate our growing diversity as an asset and a source of pride. This diversity underscores the importance of sensitivity to the backgrounds of all individuals. We believe that an effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Corporation expects all staff members to maintain high standards in their working relationships.

Therefore, all certified employees in the performance of their professional duties will recognize basic dignities of all individuals with whom they interact. In addition, staff members will exercise due care to protect the mental and physical safety of students, colleagues, and subordinates. Certified employees are responsible for keeping in confidence all student and colleague related information unless such information needs to be shared in the discharge of their professional responsibilities.

EMPLOYEE EXPECTATIONS

A. Teacher Hours

The minimum teacher day consists of seven (7) hours and forty-five (45) minutes which shall include thirty (30) minutes of duty-free time. It is impractical to adhere to the exact meaning of “minimum” when in fact the necessity of various meetings occasionally extends beyond the minimum. To that end, meetings that extend beyond the minimum will be handled professionally with student interests first and foremost. It is an expectation that teachers will be asked by their supervisor to attend no more than three (3) evening events.

Teacher Hours 2020-21	
Avon High School	7:15 a.m.-3:00 p.m.
AMS South	7:30 a.m. - 2:45 p.m. (M, W, F)
	7:30 a.m. - 3:30 p.m. (T, Th)
AMS North	7:30 a.m. - 3:30 p.m. (3 days)
	7:30 a.m. - 2:45 p.m. (2 days)
AIS East	8:30 a.m. - 4:15 p.m.
AIS West	8:35 a.m. - 4:05 p.m. (M, W, F)
	8:00 a.m. - 4:05 p.m. (T, Th)
Maple Elementary	7:45 a.m. - 3:30 p.m.
Pine Tree Elementary	7:40 a.m.- 3:25 p.m.
Sycamore Elementary	7:40 a.m. - 3:25 p.m.
White Oak Elementary	7:45 a.m. - 3:30 p.m.
Cedar Elementary	8:00 a.m. - 3:45 p.m.
Hickory Elementary	8:00 a.m. - 3:45 p.m.
River Birch Elementary	8:00 a.m. - 3:45 p.m.

B. Preparation Periods

Within the course of the teaching day, each full-time teacher will be assigned time for preparation equivalent to a class period. Ideally these will be consecutive minutes but may not always be possible.

C. Teacher Days

The teacher contract will consist of 185 days which includes one (1) scheduled E-Learning Day and five (5) teacher workdays – two before the start of the school year, two during the school year, and one at the end of the school year.

D. Attendance

Regular and punctual attendance is critically important. Excessive absenteeism has a negative impact on student learning

1. Reporting Absences

Any time a certified employee is absent from school s/he must report this absence and request a substitute if necessary via Skyward and Absence Management (formerly Aesop). For planned absences, the staff member should report the absence as soon as possible. Per the teachers' contract all personal days must be reported four (4) days prior to use for approval by building administrator. If less than four (4) days is given, teacher must contact the Director of Human Resources for approval.

2. Substitute Teacher Protocol

It is an expectation the certified employee has an organizational system a substitute teacher can easily understand with minimal assistance. A substitute folder should be left for every absence to include daily lesson plans as well as a seating chart, any relevant information related to individual students (medical needs, food allergies, religious exemptions, etc.), emergency maps and procedures, daily schedule, potential student helpers, phone list with important numbers from the building.

3. Unpaid Absences

Requests for unpaid absences must be submitted to the Superintendent.

The nature of the request along with time of year, and previous attendance history will be considered when determining absence approval. Unpaid, approved absences will be recorded in the notes on a teacher's evaluation. Unpaid, unapproved absences or a pattern of unpaid, approved absences will impact teacher effective score on teacher evaluation.

E. New Teacher Orientation / The Essential Avon (TEA)

It is the expectation that all new teachers and those hired mid-year in the year prior attend both New Teacher Orientation (one ½-day session before school starts) and TEA (four after-school sessions throughout the year).

F. License

Having a valid teaching license on the first contract day of school is a condition of employment. Not meeting this condition will have an impact on compensation and may result in additional disciplinary action.

G. Evaluations

Certified employees will be evaluated on an annual basis. For additional information regarding the evaluation process please reference the ATLAS Handbook.

H. Request for Transfer and/or Change of Assignment

Voluntary: Certified employees on a regular teacher contract who wish to be considered for a vacant position within the building they currently work shall give written notice to their principal indicating interest. If the certified employee's request is for a vacant position in a different building within the district the teacher must complete an online application for the position as well as written notification to the principal of the building where the teacher is currently assigned.

Written notice to the certified employee's principal for a position within their current building or online application for a position in the district outside the candidate's current building guarantees the teacher an interview for the position but does not guarantee the transfer. Filling vacancies through transfer or new hire will be determined by the principal as to the certified employee best suited to that position. In the event the transfer is denied, the certified employee may request a conference with the principal to determine the reason for denial.

A principal may elect to interview a certified employee more than once per semester (or summer); however, teachers requesting a transfer are only guaranteed one interview per semester (or summer) by the same principal.

Involuntary: Changing programs and fluctuating numbers of students in grade levels and departments may necessitate the involuntary transfer of certified employees in order to maintain equity in a teaching load and quality education. All transfers within a building are to be handled by the building principal. Involuntary transfers to a different school are to be handled by the Director of Human Resources.

I. RIF

Per *Board Policy 3131*, the Board reserves the right to abolish positions in the Corporation and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, closing of schools or territorial changes affecting the Corporation, or other good cause warrant.

I. Resignations

A certified employee who has entered into a contract with the Corporation must provide thirty (30) days' written notice if s/he takes a teaching job with another school corporation after the school year has started or less than fourteen (14) days before the day on which the certified employee must report for work.

Per *Board Policy 3140* a resignation, once submitted, may not be rescinded without the approval of the immediate administrator supervising the employee and agreement of the Board.

J. Exit Interview

Upon resignation, an employee will have the opportunity to complete an exit interview. It will be requested that the completed form be returned sealed to Human Resources where it will remain unopened until the day following the effective date of the resignation, unless otherwise requested by the employee. When opened, the survey form may be duplicated and a copy sent to the former employee's supervisor and central office administration. Employees can also request an in-person exit interview with the Director of Human Resources.

K. Return of Property

When employment is terminated, the employee is required to immediately return all corporation-owned property used during employment and all documents and materials that may contain proprietary or confidential information. This includes without limitation: keys, computers, vehicles, communication devices, identification badges, parking passes, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to the Corporation.

DISTRICT POLICIES

A. Confidentiality

To protect the confidentiality, privacy, and security of employee, student, personnel, business and other confidential, sensitive electronic or proprietary information (collectively, "confidential information") of the School from any source and in any form (talking, paper, electronic). Confidential information that employees may see or hear during their job and must protect include the following, non-exhaustive examples:

- **EMPLOYEES or STUDENTS**, such as social security numbers, evaluations, salaries, employment records, disciplinary actions, and any student information;
- **BUSINESS INFORMATION**, such as financial records, research or clinical trial data, reports, contracts, computer programs, technology;
- **THIRD PARTIES**, such as vendor contracts, computer programs, technology

This obligation includes that certified employees shall not take any pictures of employees or students for personal use, nor post confidential information on any social media site (including School social media sites) without the appropriate permission consistent with School policy and procedure.

Employee agrees to follow all school policies, procedures, and other privacy/security requirements. In addition, employee agrees to comply with all Federal and State laws and regulations.

Employee agrees to only access, show, tell, use, release, e-mail, copy, give, sell, review, change or dispose of confidential information as needed to complete his or her job. Employee further agrees to only access and use the minimum confidential information necessary to complete the required task. If Employee's job tasks require the employee to take confidential information off school property, Employee agrees to do so only after receiving written permission from his/her supervisor and to return the confidential information to school property. Employee agrees to be responsible for ensuring privacy and security of any confidential information accessed via a remote connection. School may revoke or limit employee access to confidential information at any time.

Employee agrees and understands that any confidential information sent or received through the School's e-mail or other School system may be examined by the school. Employee agrees and understands they have no expectation of privacy in any School e-mail account, system, or school provided technology.

Separation or termination of employment shall not release employee from the obligations to protect and keep the confidential information private. Upon separation or termination, employee shall not take any confidential information.

B. Staff Internet and Acceptable Usage

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 Corporation 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 certified employee's 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 7540).

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).

Certified employees 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 designee 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. The Superintendent or designee may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

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

1. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
2. the inherent danger of students disclosing personally identifiable information online
- 3 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
4. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, certified employees 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.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

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.

Certified employees will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents, and other staff members.

With prior approval from the Superintendent or principal, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Certified employees 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 and its accompanying guidelines.

Certified employees may use Corporation technology resources to access or use social media only if it is done for Corporation educational or business-related purposes.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines 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 and its accompanying guidelines.

The Board designates the Superintendent and the Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of Corporation technology and information resources.

C. Cell phone usage

Certified employees should set a positive example related to cell phones. Cell phone usage may not interfere with teaching duties or supervision of students.

D. Social Media

A certified employee's personal or private use of social media may have unintended consequences. While the Corporation respects its certified employee's 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. Certified Employees who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

E. Communication with media

Requests from the news media seeking to interview staff and/or students should be directed the ACSC Communications Coordinator. The Communications Coordinator should be the liaison between the media and our school district. The Superintendent (and designated staff) will serve as the spokesperson(s) for the district. If the expertise of a school corporation employee is required, the Communications Coordinator will identify the appropriate employee to be interviewed by the media.

F. Communication with students

Communication with students must only be done through district approved systems (Schoolology / ParentSquare). Communication should not occur via personal phone numbers, texts, emails, or social media accounts. If any emergency situation occurs where the approved system cannot be used a parent should be copied on any communication with the student.

Any social media account representing ACSC must first be approved by immediate supervisor.

G. Dress Code

Appearance is important to each certified employee and to the Corporation. It affects the opinions of co-workers as well as stakeholders, students, parents, and our community. Employees should at all times be well dressed and groomed; presenting an image of dignity, and encouraging respect.

The Corporation retains the authority to specify the following dress and grooming guidelines:

1. Be physically clean, neat, and well groomed
2. Dress in a manner consistent with their responsibilities
3. Dress in a manner that communicates to others a pride in their personal appearance
4. Dress in a manner that does not disrupt the educational process
5. Dress in a manner that does not cause a health or safety hazard to themselves or others

The Corporation will provide a reasonable accommodation from dress requirements on account of an employee's culture, religion, or disability status, unless such reasonable accommodation imposes an undue hardship to the Corporation. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire.

H. **Volunteer Guidelines**

Volunteers in your classroom are required to have a background check completed. All volunteers must check-in through the front office.

I. **School Closing / Inclement Weather / Early Dismissal, E-learning Days**

School closures will result in E-Learning Days or a make-up day. Certified employees who live outside of the district are encouraged to make decisions about their own attendance that ensure their personal safety. Employees who do not come to school due to weather related concerns may take the time off as a personal day and must make the appropriate arrangements for a substitute.

Certified employees are not required to be in attendance on days that school is closed. On days when school is delayed, certified employees should report two hours (if that is the length of the weather delay) after their normally scheduled arrival time.

I. **Staff children / family members**

Certified employees are not to bring their children with them on contracted workdays during school hours. If staff children are on school premises before or after school hours they should always be supervised. Children should not be in teacher areas such as teacher's lounge or workroom.

EMPLOYEE DISCIPLINE

A. **Progressive Discipline**

Per board policy 3139, standards of conduct for Certified Employees are necessary to provide students with a positive example of adult behavior and an orderly instructional environment. To this end, the Board has adopted a policy of progressive discipline to be applied except in cases of gross misconduct. In instances of gross misconduct, the purpose of this policy is to consider if the misconduct warrants suspension without pay or termination.

As used in this policy, "progressive discipline" means imposition of the least severe sanction, to be likely to prevent a recurrence of the offense.

SAFETY/SECURITY

A. **ID badges, keys, door codes – access to building**

All certified employees are required to wear either access control badges, metal name badges or

uniform issued by ACSC while in any school district building or on school district grounds. All employees are issued a 6-digit code and photo ID access control badge at no charge. A badge swipe and the assigned 6-digit code must be inputted before access is granted to exterior doors. The assigned 6-digit code should not be written on the access control badge.

Access control badges and codes are not be loaned or shared with any other person. A \$5 replacement fee will be charged when an old badge is not returned. An old badge can be exchanged for a new badge at no cost.

Certified employees will be issued the minimum number of keys at the lowest level of access needed to perform their job responsibilities based on actual need. Keys issued by ACSC are the property and will remain property of the corporation. Keys must be returned upon termination of employment or when requested by a supervisor.

They are to be safeguarded and remain solely in the possession of the person whom they were issued. Duplicating or replacing keys outside of ACSC is STRICTLY PROHIBITED and is a breach of the access control policy.

A. Drug & Alcohol-Free Workplace

To help ensure a safe, healthy, productive environment for our students, staff, and others, to protect Corporation property, and ensure efficient operations, the Corporation has adopted a policy of maintaining a workplace free of drugs and alcohol. We believe abuse of alcohol and the use of illegal substances endangers the health and safety of the individual using, the students the organization serves, and the Corporation's other employees. This policy applies to all staff of the Corporation, while on the job and to situations where the employee's off-the-job or off-premises conduct impacts their work performance, undermines the public confidence in the Corporation, threatens the safety of a student or other employee or the individual themselves while involved in Corporation business.

The Corporation shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including 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 to duty or attends a Corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. A certified employee who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines.

Possession includes possessing in the employee's body, blood, or urine in any detectable amount, using or consuming any form of illegal drug while on duty or professionally representing the Corporation. Alcohol abuse is defined as anyone who is under the influence of alcohol at any time while working or on work premises, or has been determined to be under the influence to the point their normal faculties are impaired due to the consumption of alcohol while working or on work premises. Any certified employee who violates this policy shall be subject to disciplinary action up to and including termination.

For the purpose of this policy, prohibited substances include alcohol, illegal substances, and those substances obtained legally, but used contrary to their intended purpose.

Employees who serve in safety sensitive positions, such as Commercial Driver's License holders, must defer to the guidelines presented to them by the Transportation department.

1. *Use of Tobacco of Corporation Grounds*

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

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.

In order to protect students and staff from the adverse impact of tobacco smoke on indoor air quality and encourage students to not use tobacco in any form, the Corporation prohibits the use of tobacco in Corporation buildings, on Corporation grounds, at Corporation activities, and on school buses at all times

B. Weapons and Workplace Violence

The Corporation prohibits certified employees 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 activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a Corporation-sponsored event, or in a Corporation vehicle.

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. However, State law permits a person who may legally possess a firearm to maintain that firearm if it is locked in the person’s trunk, kept in the glove compartment of the person’s locked vehicle, or stored out of plain sight in the person’s locked vehicle. This prohibition applies to all employees, except licensed law enforcement, including those who have a personal protection permit to carry a handgun.

The term “weapon” means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.) A “knife” is defined as “an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon.” I.C. 35-47-5-2.5(a)

The Superintendent will report an employee who violates this policy to law enforcement officials. The employee also will be subject to disciplinary action, up to and including termination, for violation of this policy.

This prohibition does not apply to weapons under the control of law enforcement personnel.

Exceptions to this policy include:

- a. Items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (working firearms and ammunition shall never be approved.)
- b. Theatrical props used in appropriate settings
- c. Starter pistols used in appropriate school related sporting events

Certified employees must report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

C. Prohibited Conduct

Any act or threat of violence which endangers the safety of students, employees, vendors, contractors, and the general public we come in contact with WILL NOT BE TOLERATED. For the purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, use or possession of weapons on Corporation premises, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination, intimidation, or coercion.

D. Procedures for Reporting a Threat

All potentially dangerous situations, including threats by other staff members, should be reported immediately to any member of management with whom you feel comfortable or the ACSC Police Department. Reports of threats may be maintained confidentially until the extent doing so impedes the Corporation's ability to investigate and respond to the complaints. All threats will be promptly investigated by ACSC Police Department. All employees are expected to cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Corporation determines, after an appropriate good faith investigation, that someone has violated this policy, we will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential dangers

E. Anti-Bullying

Bullying comes in many forms, but normally involves any repeated behavior meant to intimidate, humiliate, or degrade another individual. A few examples of behavior that may be considered bullying are alienating or isolating an employee, harassing or intimidating an employee, as well as, any form of verbal abuse such as name calling. Such behavior violates our expectations of conduct that all staff are to be treated with dignity and respect. We believe that having a culture based on mutual respect is critical to ensure our Corporation's success. We take allegations of bullying very seriously and with the same due consideration as other types of harassment that may occur within the workplace.

If you feel you have been subjected to conduct which violates this policy, you should immediately report the matter to the Director of Human Resources or any other trusted member of management. Reports of perceived bullying will be investigated, and corrective action will be taken, when appropriate. Violation of this policy could result in disciplinary action, up to and including termination. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Corporation will not tolerate any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with these guidelines. Employees who make complaints in bad faith may be subject to disciplinary action themselves. All employees are expected to cooperate fully with any investigations.

F. Mandatory Duty to Report

It is important to know any person who has a reason to believe a child is 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 per 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 or ACSC law enforcement. Do not delay reporting in order to involve administration or investigate. The police and/or DCS are the appropriate authorities to investigate these matters.

Per Indiana General Assembly statute IC § 20-26-5-35.5, "a school corporation, including a charter school and a nonpublic school, 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 IC § 31-33-5.

Failing to report suspected child abuse or neglect is a crime in Indiana. Failure to make a report is a Class B Misdemeanor, which is punishable by up to 180 days in jail and a \$1,000 fine. Indiana Code § 31-33-22-1(a). Simply telling another employee 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.

G. Leaving the building

It is required you sign out from the building if you are to leave at any time throughout day during regular contracted hours.

I. Emergency Procedures / Drills / Emergency plan / Drills

Staff and students will be trained on emergency procedures at the beginning of each school year or more often if needed. Monthly drills, as required by legal code, will be conducted. Certified employees are expected to follow emergency procedures. Every classroom is provided an emergency flip chart which must always be visible and accessible. A current class roster should be available for emergency purposes.

H. Background Checks

Per School Board Policy 3121, to protect students and staff members, the Corporation requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the Corporation's certified employees. The Corporation requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by the Corporation.

The Corporation requires that an expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Corporation. An expanded child protection index check shall include inquiries to each state in which information necessary to complete the expanded child protection index check is available.

The Corporation requires that an expanded criminal history check be conducted for each Corporation employee every five (5) years. Each applicant shall be responsible for the cost of his/her background check. The Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees. Should an employee be re-hired for employment by the corporation a new background check will be required if the period of separation exceeds 60 days.

Per School Board Policy 4121, during the course of his/her employment with the Corporation, each certified employee shall be required to report to the Superintendent any of the following (within two (2)

days of the occurrence): 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. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall 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.

During the course of his/her employment with the Corporation, each certified employee shall be required to report his/her 1) arrest, 2) filing of criminal charges, or 3) conviction of criminal charges to the Superintendent within two (2) business days of the occurrence.

I. Student Supervision

Students should always be supervised. Students should not be in rooms without an adult.

J. Faculty/student relationships

Per Board policy 3213, certified employees shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.

A certified employee working one-on-one with a student must ensure work is occurring in a visible location.

K. Transporting Students

Per Board Policy 3213, a certified employee shall not transport students in a private vehicle without the approval of the principal. If the principal approves, two staff members may transport the student.

STUDENT/CLASSROOM PROCEDURES

A. Lesson Plan Expectations

Certified employees should be prepared to provide lesson plans to building administrator upon request. Lesson plans should include clearly identified lesson objectives that are aligned to state standards, instructional strategies and assessments.

B. Student Data / Gradebooks

Certified employees are expected to update gradebooks regularly so they are an accurate reflection of students' performance.

C. Field Trip Procedures

Field trip requests must be submitted at least fifteen (15) business days prior to the trip. During all trips the supervising teacher is to be in direct supervision of the students. All non-staff chaperones must have the appropriate background check before attending a field trip.

D. Student Discipline

Expectations of student behavior should be clearly outlined for students discussing acceptable and unacceptable behavior and outlining the consequences of unacceptable behavior. Students should always be treated with respect when administering discipline. All discipline should be documented.

E. Student clinic, health, accidents/injuries

Certified employees should refer to the Health Services Guidelines for how to appropriately manage student health concerns. No medication should be administered to a student by a certified employee. If an exception is to be made on a field trip it should be first cleared by the school nurse. Healthcare plans

for students with significant healthcare needs must remain confidential and be renewed annually. Guidelines for reporting a student injury are in the ACSC Nursing Handbook. Any student injury of concern should be sent to the clinic.

PROFESSIONAL DEVELOPMENT/MEETINGS

A. Professional Development

Professional Development must be approved by building administrator. To request out-of-district professional development a PD Form should be completed.

B. Faculty Meetings / PLC

Faculty meetings and PLC meetings will be scheduled well in advance. It is an expectation certified employees attend all meetings and are on-time and prepared.

OPERATIONS PROTOCOL

A. Company Property / Theft / Damages

Any certified employee who is found to be involved in the theft of company property or equipment will be subjected to disciplinary action up to and including termination and prosecution.

Any employee involved in an accident resulting in damage to company property because of alcohol consumption, or unlawful drug taking, negligence, or recklessness will be required to reimburse ACSC for all associated costs.

B. Requesting supplies

Purchasing supplies or equipment for the school corporation will be done through the requisition method. Anything purchased without consent from the main office becomes personal debt for which the school will not accept liability. Inventories of equipment will be maintained at the building level. Staff members may be held financially responsible for damage to equipment due to neglect.

C. Maintenance / Custodial Needs

Any maintenance or custodial need should be first directed to the Head Custodian in your building. The Head Custodian will determine how best to address the need and will create a work ticket if necessary.

D. Fire Marshal Codes, Energy Conservation, Scents

All certified employees are responsible for following fire code guidelines and taking appropriate corrective actions if the fire marshal or a member of the ACSC operations staff notifies you that an area under your responsibility is out of compliance with the fire code.

In general, furniture from home should not be brought in to ACSC classrooms due to fire code regulations and student safety.

Air purifiers are not to be used while students are in the classroom. Scented candles and air fresheners are not to be used in the classroom.

Certified employees should be mindful of conserving energy for environmental and financial purposes. This includes practices such as turning off classroom lights when not in use and minimizing heating/cooling loss by keeping outside doors from being propped or held open. Appliances such as mini refrigerators and space heaters are not permitted in classrooms.

E. Facility Usage- submitted through facility usage website

All ACSC requesting to use school facilities for purposes outside their teaching responsibilities should follow facility usage guidelines posted on the ACSC website.

F. Workplace Accidents

All accidents involving staff whether they involve a work-related injury, must be reported and documented on our approved Incident Reporting forms and provided to the Assistant Benefits Coordinator within 24 hours.

G. Animals in the Classroom

Per board policy 8405, live animals shall be allowed in the classroom for educational purposes with the prior approval of the principal. Animals brought into a classroom must be humanely and properly housed in cages or leashed. Animals brought into the classroom must be known to be in good health. Animals that are poisonous, venomous, or dangerous will not be allowed in the classroom. When bringing an animal into the classroom, considerations must be given to students or staff who may be allergic to the animal.

FINANCE**A. Collection of Money**

Certified staff may collect funds related to field trips, fundraisers or other extra-curricular activities. All funds should be given to building treasurer upon receipt and all certified employees are required to complete internal controls training at the start of their employment.

B. Social Media and Fundraising

Per Board Policy 6605, Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent/designee.

"Crowdfunding" refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.

SPECIAL EDUCATION

It is the responsibility of Certified Employees serving a student under special education to meet all requirements of the IEP plan and Article 7 compliance. If you need assistance or resources on best practices and how Avon services students with special needs, reach out to fellow special education teachers, an administrator, and refer to the Special Education Manual. As a Certified Employee, you may also be the direct point person for special education support staff (special ed assistants) and assign them duties to help implement the requirements in the IEP plan. There is a required TOR training for new special education teachers in Avon and also a New Para Training for all new special education support staff. All agreed upon promises towards goals and accommodations from the IEP must be documented and the IEP must be implemented as written. Special Education Certified employees may always call the Director of Assistant Director of Special Education.

504 Plans

It is the responsibility of a Certified Employee point person from each school building at a minimum, to meet the requirements of all students on 504 plans under the American Disabilities Act. There is a required 504 training for all Certified Employee point person(s) new to Avon. If you need assistance or resources on how to implement accommodations for student with 504 plan you can call the District 504 Coordinator and refer to the 504 Procedures Manual. All agreed upon accommodations in a 504 plan must be documented and implemented as written.

ENGLISH LEARNERS

It is the responsibility of Certified Employees serving a student on an ILP to meet the instructional supports and accommodations outlined in the plan. If you need assistance in interpreting how best to implement ILP instructional supports and accommodations or understand the specific language needs of your students, please communicate immediately with the school EL Instructor.

LEGAL NOTICES

A. Equal Opportunity Employer

Avon School Corporation does not discriminate on the basis of race, color, creed, national origin, sex (including sexual orientation, and transgender identity), disability, age, religion, military status, ancestry, genetic information, or any other legally protected category in its employment practices.

The Superintendent has appointed the Director of Human Resources, as the compliance officer who is responsible for coordinating the Corporation's efforts to comply with applicable Federal, State, and Local laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal opportunity. Questions or concerns regarding this policy should be directed to the Director of Human Resources at 317-544-6000.

B. Americans with Disabilities Act

Per Board Policy 3123, discrimination against any employee or applicant based upon his/her disability is prohibited. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

C. Anti Harassment/Non Discrimination

Per Board Policy 3362, ACSC maintains 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, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all Corporation operations, employment opportunities, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds

or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the Corporation environment.