

Franklin Township Community School Corporation



Certified Staff Handbook

FTCSC practices equal opportunity in education and employment. No employee shall, on the basis of religion, race, color, national origin, sex, disability, age, or any other basis prohibited by law, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity, or in any employment conditions or practices, conducted by FTCSC.

TABLE OF CONTENTS

MISSION STATEMENT, CORE VALUES, VISION – page - 3

ORGANIZATION – page 4

WELCOME, PURPOSE – page 5

ASSOCIATION – page 6

DAY & HOURS – page 7

EXTENDING A BREAK, GENERAL LEAVE DAYS – page 8

PERSONNEL FILE – page 9

PROFESSIONAL DEVELOPMENT – page 10

VACANCIES, VOLUNTARY/INVOLUNTARY ASSIGNMENTS – pages 11-12

REDUCTION IN FORCE – page 13

ABSENCES & CLASS COVERAGE – page 14

INCLEMENT WEATHER – page 15

SUMMER SCHOOL AND IREAD – page 16

APPENDIX A – TEACHER WORKDAY

APPENDIX B – HARASSMENT GUIDELINES INCLUDING SEXUAL HARASSMENT

APPENDIX C – EMPLOYEE DRUG AND ALCOHOL GUIDELINES

APPENDIX D – INTERNET, TELECOMMUNICATIONS AND E-MAIL USE GUIDELINES

APPENDIX E – SOCIAL MEDIA GUIDELINES

APPENDIX F – CHILD ABUSE LAW AND REPORTING GUIDELINES

APPENDIX G – BULLYING

APPENDIX H – CLASS COVERAGE

APPENDIX I – TRAVEL / MILEAGE REIMBURSEMENT

Franklin Township Community School Corporation

MISSION STATEMENT

Our mission is to instill in all student passion for lifelong learning and to inspire each one to contribute as a responsible citizen to the future of our interconnected world.

CORE VALUES

We believe that...

- all people have inherent worth and bring unique gifts and talents to our community
- all people with a passion for learning who accept responsibility for their choices improve the quality of life
- our community's strengths lie in the foundation provided by families and our willingness to embrace diversity
- consistently engaging in honest communication creates an informed and trusting community that is nurturing and respectful
- our children's opportunities rely upon their skills to compete in an interconnected, interdependent world
- challenging ourselves commits us to change and fosters continuous growth

VISION

We are a community of caring individuals who value learning and take responsibility for our global future.

Organization of the Franklin Township Community School Corporation

SCHOOL BOARD OF TRUSTEES

The School Board of Trustees' mission is to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board believes all employees, parent/guardians and students are entitled to be treated, and obligated to treat others, with courtesy, fairness and decency. Only with the commitment and ongoing attention of each of us to achieve their maximum potential as students, as citizens and a productive members of society.

SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools is employed by the Board and serves as the executive officer of the school corporation. As the executive officer, the Superintendent is responsible for the professional and managerial leadership necessary to apply Board policies and directives to the operation of the school corporation.

ADMINISTRATORS

Although the Superintendent is responsible for all aspects of school operation, some duties and responsibilities are delegated to other administrators, directors and supervisors.

WELCOME TO

FRANKLIN TOWNSHIP COMMUNITY SCHOOL CORPORATION

Whether you are a new employee or have been employed with FTCSC for some time, we are pleased to welcome you. We are extremely proud of our school district and hope that you will share this pride as we continue to work and grow in a pleasant and mutually beneficial relationship that puts our students first.

Your best performance in your job will make an important contribution to our continued success. Our dedicated employees are vital to our reputation for excellence. Our goal is to furnish our students with a top-notch education and instill in them a passion for lifelong learning, and to be an employer of choice for our employees.

Please familiarize yourself with the handbook so that you will know what FTCSC expects from you and what you can expect from FTCSC. This handbook can be found on the district website and will be communicated to you through the online training system. The FTCSC School Board Policies are the official policies of the district. This handbook serves as a guideline. Please refer to FTCSC School Board Policies for full descriptions. <http://www.neola.com/franklintwp-in/>

Please do not hesitate to bring your questions to your principal or to the Human Resources Department. Again, we are pleased to have you with us. We hope you find your work interesting, challenging, and rewarding. Best wishes to you as a FTCSC employee.

They are Teacher Employment Guidelines issued by the Superintendent of Schools. They may be subject to change and the Superintendent of School or his/her designee will review them for change after meeting the obligation of mandatory discussion with the FTEA.

Nothing in the Teacher Employment Guidelines will constitute a waiver or acquiescence or in any way abrogate the discussion rights of the Association.

This handbook contains guidelines that correlate with the official School Board policies. This version supersedes and revokes all previous practices, procedures, guidelines, and other statements of FTCSC whether written or oral, that modify, supplement, or conflict with this handbook. The entire listing of School Board policies is listed on the Franklin Township Community School Corporation website at <http://www.neola.com/franklintwp-in/>.

ASSOCIATION

1. The Association agrees to keep its membership open to all teachers in the corporation regardless of race, creed, sex, color physical handicaps, sexual orientation or national origin.
2. The Association shall have the right to use school buildings at all reasonable hours for local meetings. Use of the buildings shall be scheduled with the building principal or designee one (1) week in advance when possible.
3. The Association shall be provided with space on a bulletin board in each building for their exclusive use in the faculty lounge or in another area frequented by teachers.
4. The Association shall have the right to use the inter-school mail system and email system.
5. The Association President or another Association officer designated by the President, shall have the right to visit schools to conduct Association business. Upon arrival of the President or designee at any school, he/she shall notify the principal or the office staff of his/her presence.
6. The Association shall be given a place on the agenda of the orientation program for new teachers and on the agenda of the first general meeting of teachers at the start of the school year.
7. The Superintendent shall make available, upon written request by the President of the Association or designee, any statistical information, which the Association may deem relevant to negotiations. The Superintendent further agrees to supply, upon request, all other public records or records of public proceedings as may be deemed necessary to the legitimate function of the Association.
8. Rights granted to the Association shall not be granted to any other teacher organization.
9. The Collective Bargaining Agreement, upon ratification, shall be available in an electronic format through the Corporation website. The School Board Policies shall also be accessible in an electronic format.
10. The President of the Association shall be permitted to be involved in Association business during non-student contact time during the course of the workday.
- 11.

DAY & HOURS

A. TEACHING YEAR

The teacher's regular work year shall consist of one hundred eighty-five (185) days.

B. TEACHER DAY

1. The teacher workday for full time teachers shall not exceed eight (8) hours 20 minutes (7 hours, 50 minutes plus a 30-minute duty-free lunch) – See Appendix A.
2. Thirty (30) continuous minutes' duty free time between the hours of 10:00 A.M. and 2:00 P.M. will be granted for lunch. During a teacher's lunchtime, a teacher may sign out of the building.
3. The beginning and ending of the school day at each school will be determined by the Superintendent of Schools. Beginning and ending times may be changed from year to year after meeting the obligation of mandatory discussion with the FTEA.
4. Preparation time can be scheduled anytime within the teaching day so long as there is one block of preparation time during the school day of at least forty (40) minutes whenever possible. This time is provided to each teacher and is specifically designated for curriculum and teaching-related planning and preparation. Teachers will respect the integrity of the preparation time by remaining in the building unless leaving is required for specific curriculum-related purposes approved by the principal. Principals will not require teachers to utilize the preparation time to do tasks at will.
5. Teachers who travel between buildings will be given sufficient time to travel in addition to their preparation periods. One of the building administrators will be designated as the primary supervisor. The primary supervisor shall inform each traveling teacher at the start of the school year or at the start of his/her assignment which administrators have the responsibility for evaluation, attendance at meetings and responsibility for parent conferences. Meetings for traveling teachers must occur during the teacher day.
6. When a teacher on a regular or temporary contract is absent for an approved leave (see Article VI of the CBA), an attempt will be made to hire a substitute teacher if the absence is at least one half day.

EXTENDING A BREAK

The contract reads:

The intent of general leave is not to use those days to extend a break. Only one (1) general leave day may be used immediately preceding or following a scheduled break with two (2) days of general leave deducted from the accumulation of general leave. General leave cannot be taken if there is an insufficient number of days from which to deduct the leave.

For the 2017-2018 school year breaks below are the defined days that count as 2 days:

October 6, 2017	October 2018
October 23, 2017	
December 20, 2017	
January 3, 2018	
March 16, 2018	
April 2, 2018	
May 24, 2018	
July 24, 2018	

GENERAL LEAVE DAYS

The contract reads:

No more than two (2) general leave days may be taken consecutively. If more than two (2) consecutive days are required due to extenuating circumstances, approval by the Superintendent or designee must be requested.

If you are making a request of an extenuating circumstance, you must put your request in writing to the Human Resource Department one (1) month prior (if possible) to the date you are requesting to take the leave. Your written request must include the following information:

- Name
- Building
- Date requested
- Why you believe this to be an extenuating circumstance

PERSONNEL FILE

1. A teacher shall have the right, during regular business hours or at a time mutually agreed upon by the Superintendent or designee, to review the contents of his/her personnel records except for confidential statements protected by law. This review must be in the presence of the Superintendent or designee. A copy of those records may be made available with a twenty-four (24) hour notice.
2. No material shall be placed in a teacher's personnel file without the teacher being informed of such placement.
 - 1.

PROFESSIONAL DEVELOPMENT

A. Required Professional Development

1. Required professional development will be designated by the superintendent or designee.
2. When school is in session required professional development will be compensated at a rate of \$25.00 per hour for time extending beyond contract hours. Appendix A
3. When school is not in session, required professional development will be compensated at a rate of \$25.00 for each hour of the professional development.
4. The corporation will attempt to provide a substitute for required professional development, which occurs during the contract day.
5. Expenses for required professional development involving travel will be paid per the corporation travel guidelines. No additional compensation will be offered for non-conference time outside of the contract day. See Appendix I

B. Optional Professional Development

1. Optional district-offered professional development outside the contract day/year may or may not have a stipend attached to attendance dependent on the source of financial funding. The stipend, if available, will be compensated at a rate of \$25.00 for each hour of the professional development.
2. No punitive action will be taken against a teacher who does not attend optional district-offered professional development outside of the contract day or year.

TEACHER VACANCIES

The Human Resources Department shall send via email, all present vacancy or newly created teaching positions to all certified staff.

1. Teachers may request an assignment to an available position by submitting to the Human Resources Director such request identifying the building, grade, and subject area of interest by the timeline stipulated in the posting.
2. Internal candidates must complete the online application process (for internal candidates) and will be screened first by certification (license) and then by evaluation rating (Highly Effective or Effective).
3. External candidates must complete the online application process and will be screened first by certification and then by evaluation rating if such a rating is obtainable.
4. Both types of candidates must present a lesson which is observed by designated administrative personnel, and may include a hiring committee. External candidates must create a model lesson to present to the hiring committee. Internal candidates may be observed in the classroom by the hiring committee.
5. Candidates not selected will receive communication from the hiring principal indicating the reason they were not selected.

INVOLUNTARY TEACHER ASSIGNMENT

1. Involuntary transfers may be made for good cause:

When a change in the student population in building results in an administrative decision to increase/reduce the number of teachers in that building, length of service in the Corporation will be one of the factors considered in selecting those to be involuntarily transferred. Teachers in the affected building will be given an opportunity to volunteer to be transferred before the final decision regarding transfers is made.

2. For any routine involuntary transfer, teachers willing to transfer will be sought. In the event there are no teachers willing to transfer, the following process will be implemented:
 - a. The person with the least seniority within a grade level or department will be designated as the person that will change their teaching assignment.
 - b. Additionally, when a teacher is subject to an involuntary transfer due to a reduction in teaching positions, and there is more than one vacant position in the teacher's licensure area(s), the displaced teacher shall be allowed to choose their assignment. If in these circumstances there is more than one teacher subject to an involuntary transfer in the same licensure area, the most senior teacher shall choose their preferred assignment with subsequent selections being made in seniority order.
3. The Administration and the Association recognize that there may be times when it is beneficial to reassign a teacher to another grade level or subject area. When the administration determines that this reassignment is necessary for valid educational reasons, they will meet

with the affected teacher(s) and discuss the reassignment and provide a full disclosure of all specific educational reasons for the decision. The teacher(s) shall be notified in advance that such a reassignment is pending and shall have the right to representation. The Association President shall be provided notice of all reassignments and the rationale for the reassignments.

4. When an involuntary transfer is necessary due to enrollment factors within the two weeks prior to the opening of the school year or within the two weeks after the opening of the school year, the vacant position will not be posted and only volunteers from within the affected grade level, subject area, or building will be sought. Should no one volunteer, the teacher involuntarily transferred shall be the teacher with the least seniority with the appropriate licensure in the affected area.
5. Placements for involuntarily transferred teachers shall be made prior to the posting of vacancies. When a teacher is subject to an involuntary transfer and there is more than one vacant position in the teacher's licensure areas, the displaced teacher shall be allowed to choose the assignment. If in these circumstances there is more than one teacher subject to an involuntary transfer in the same licensure areas, the most senior teacher shall choose their preferred assignment with subsequent selections being made in seniority order.
- 6.

REDUCTION IN FORCE

- A. If it becomes necessary for the Superintendent or designee to terminate the employment of teachers in the bargaining unit due to economic necessity or declining enrollment, the Superintendent or designee shall notify the teachers involved as early as possible.
- B. In the event a reduction in force is necessary, the Superintendent or designee will first seek volunteers in the appropriate areas.
- C. In the event of a reduction in force, or recall after reduction in force, the following criteria as listed below shall be the sole determinants:
 - a. Certification
 - b. Evaluation
 - c. Seniority
 - d. Birth date
- D. Seniority is defined as the teacher's length of continuous service from the date of last employment in the Corporation serving under a regular teacher's contract. Approved leaves of absence shall not count as a break in continuous service. A seniority list shall be developed for each position RIF'ed and made available to the Teacher Association at least thirty (30) days prior to the School Board action.
- E. Any teacher who has been RIF'ed may become a sub in the district at the daily rate of \$100.00
- F. A RIF'ed teacher shall remain on the recall list so long as a desire to do so is expressed to the Human Resources Department at least once per year, in writing, between April 1st and May 1st of subsequent years. It shall be the teacher's responsibility to keep the Human Resources Department informed of any change of address while on the recall list. Failure to respond to an offer of employment within fifteen (15) days of receipt of the offer shall be considered a refusal of an employment offer. Any refusal of an employment offer by the teacher shall result in the teacher's name being removed from the recall list with no further obligation on the part of the School Corporation.
- G. Teachers with a rating of Needs Improvement or Ineffective according to the Teacher Evaluation System will not be placed on a recall list.

REPORTING ABSENCES

Attendance

Employees are expected to report for work on time, on a regular basis.

Employees who are going to be late or absent for any reason, are expected to enter the absence in the Absence Management System as soon as an employee is aware. It is the employee's responsibility to insure that proper notification is given. Notification must occur before the absence is taken. If the time the absence needs adjusted, it must occur within 24 hours of the absence. Asking another employee, friend or relative to give this notification is not considered proper, except under emergency conditions.

Unauthorized leave, such as abuse of leave time or workdays missed without pay, is defined as non-performance of duties and responsibilities as assigned by the Superintendent, and may result in the initiation of contract cancellation, or such disciplinary action as may be recommended by an administrator.

CLASS COVERAGE

Teachers Serving as Substitutes-In the event a teacher volunteers to substitutes for another teacher. the volunteering teacher will be responsible for submitting a claim using the AESOP system by the end of the pay period following the date of the services rendered. The claim must be approved by the Principal or his/her designee in order to receive payment. The teacher will receive \$25.00 per class coverage. See Appendix H

INCLEMENT WEATHER

- A. Teacher safety is critical when planning school cancellation or delay.
 - a. Snow or ice – teachers should follow the same guidelines as students. If school is cancelled or delayed because of hazardous driving for students, teachers will also be delayed or released from school obligations.
 - b. Extreme cold or fog – if school is delayed for extreme cold or fog, teachers are to report to their assigned responsibilities as normal. If school is closed due to extreme cold, teachers will follow the closing guidelines issued for students.
- B. Emergency road closings or driving conditions – if the county (where the teacher lives) issues a warning that there should be no driving and the school district is open, the teacher may use a general leave day to offset the absence. This emergency warning should be described in the notes of the absence.

SUMMER SCHOOL AND IREAD VACANCIES

- A. Summer school and IREAD vacancy notices shall be sent via email as soon as enrollment numbers have been confirmed.
- B. Interested teachers must complete the required application process.
- C. In the filling of summer school and IREAD vacancies, when other factors are equal, positions will be offered to teachers within the school corporation.
 - 1. Positions shall be filled based upon current assignment, current evaluation, certification and seniority.
 - 2. Available positions will be divided among all applicants who qualify under the criteria above. If available positions still exist, teachers will be asked if they would be willing to teach additional classes.
- D. Any request for summer camp programs should be submitted to the Superintendent or designee for prior approval.
- E. Reimbursement for self-sustaining summer camp programs initiated by the teacher shall be determined on an individual basis by agreement between the Teacher and the Superintendent or designee.

APPENDIX A

TEACHER WORKDAY

	Monday	Tuesday	Wednesday	Thursday	Friday
Middle School	6:55-3:15 Extended Day 8 hr. 20 min	6:55-2:50 7 hr. 55 min	6:55-2:50 PLC 7 hr. 55 min	6:55-2:50 7 hr. 55 min	6:55-2:50 7 hr. 55 min
High School	7:35-3:55 Extended Day 8 hr. 20 min	7:35-3:30 7 hr. 55 min	7:35-3:30 PLC 7 hr. 55 min	7:35-3:30 7 hr. 55 min	7:35-3:30 7 hr. 55 min
Elementary	8:15-4:10 7 hr. 55 min	7:50-4:10 Extended Day 8 hr. 20 min	7:40-3:35 PLC 7 hr. 55 min	8:15-4:10 7 hr. 55 min	8:15-4:10 7 hr. 55 min

Notes:

1. Secondary Schools (HS/MS) will have an extended day every Monday.
 - a. 1st Monday – PD time for district or building
 - b. 2nd Monday – Staff Meeting
 - c. 3rd Monday – PD time for building
 - d. 4th Monday – PD time for district or building
2. Elementary Schools will have an extended day every Tuesday.
 - a. 1st Tuesday – PD time for district or building
 - b. 2nd Tuesday – Staff Meeting
 - c. 3rd Tuesday – PD time for district or building
 - d. 4th Tuesday – PD time for district or building
3. If the district or building has not scheduled PD time on the designated days, teachers are still to report at the designated time and will engage in activities such as planning, grade level collaboration, or student staffing meetings.
4. Teachers can sign out for their lunch. (Which is 30 minutes between the hours of 10:00 – 2:00 – following State Code.)

APPENDIX B

HARASSMENT GUIDELINES INCLUDING SEXUAL HARASSMENT

Franklin Township Community School Corporation (FTCSC) is committed to maintaining a work environment free from unlawful discrimination, including sexual harassment. In furtherance of that commitment, FTCSC forbids any prohibited discriminatory conduct toward any of its employees. The use of the term "employee" also includes non-paid/volunteers who work subject to the control of school authorities.

Neither sexual harassment nor any other harassment based on race, religion, color, national origin, gender, age, disability, or any other protected category specified by applicable law will be tolerated.

An individual who initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be considered sexual harassment.

Any employee found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, warning, suspension, expulsion, or discharge from employment subject to applicable legal due process rights.

FTCSC also forbids retaliation against any person who has opposed any prohibited discriminatory practice or who has participated in good faith in any manner in an investigation or other proceeding about a prohibited discriminatory practice.

PROHIBITED CONDUCT

Sexual Harassment

Sexual harassment includes:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to that conduct is made a term or condition of employment,
- Submission to, or rejection of, that conduct is used as a basis for employment decisions affecting the employee, or
- That conduct has the effect of unreasonably interfering with an individual's work performance or of creating a hostile or offensive work environment.

Other unwelcome conduct directed at an employee or an applicant for employment because of his or her gender may also be deemed to be sexual harassment. Examples of conduct that may be sexual harassment include:

- Verbal conduct of a sexual nature such as talking about sex or sexual feelings, telling sexual jokes or stories, asking personal questions about dating or sexual life, making sexual comments or innuendoes, whistling or making other suggestive sounds, repeatedly asking for dates or other personal attentions;
- Nonverbal conduct of a sexual nature such as displaying materials with sexually suggestive words or pictures, making sexual gestures, giving gifts or other items of a sexual or personal nature, staring at a person's body or clothing, looking a person up and down, blocking a person's path, hindering a person's movement, invading a person's space by standing closer than appropriate under the circumstances.
- Physical conduct of a sexual nature such as touching, kissing, hugging, massaging, brushing up against another person, having sex or attempting to have sexual relations with another person.

Remember unwelcome sexual conduct may not always be apparent. "Putting up with" or submission to sexual conduct does not necessarily mean the conduct is welcomed.

Remember that, although the intent of the person engaging in the conduct may be harmless or even friendly, because the conduct is unwelcome by the recipient of the conduct, not the intent of the person engaging in the conduct that is relevant to whether the conduct is harassment.

For these reasons, FTCSC urges all its employees to refrain from engaging in any conduct of sexual nature in the work setting or with other employees.

Harassment Based On Other Protected Categories

Discriminatory conduct based on an employee's or applicant's race, religion, color, national origin, gender, age, or disability is also prohibited. As with sexual harassment, harassment based on any of these categories may include verbal, nonverbal or physical conduct.

Because the conduct is unwelcome to the recipient of the conduct, not the intent of the person engaging in the conduct that is relevant to whether or not the conduct is harassment. Again, it may not always be clear that the conduct is unwelcome -- acquiescence does not necessarily mean it is welcome.

Retaliation

Retaliation against any employee, or any applicant for employment, who has opposed any prohibited discriminatory practice or who has participated in good faith in any manner in an investigation or other proceeding about a prohibited discriminatory practice is also prohibited.

Employment decisions about an employee, or any applicant for employment, who has filed a charge of discrimination should not be based on the fact that the person has filed a charge. Employment decisions should be based only on legitimate business considerations such as performance. Discriminatory verbal or physical conduct should not be directed at any employee, or any applicant for employment, because of any protected activity.

STANDARD OF BEHAVIOR AT FTCSC

FTCSC expects its employees and all those who deal with its employees to treat others with courtesy and respect appropriate in an educational setting.

If you are not sure if your conduct might be harassment prohibited by FTCSC you should ask yourself the following questions:

- Would I engage in that conduct if my spouse, child, or parent were present?
- Would I engage in that conduct if my peers were present?
- Would I engage in that conduct if an audio or video recording were being made of me?
- What would my reaction be if someone else acted this way toward my spouse, daughter, son, mother, father, sister or brother?
- Would I want my conduct to be described in detail in a memorandum or in the local press?

If your answer is "no" to any of these questions, then the conduct is questionable and may be harassment.

In particular, with respect to sexual harassment, a friendly, humorous, or benign intent in engaging in sexual conduct will not keep the conduct from being categorized as sexual harassment. If the conduct is sexual in nature and is unwanted and unwelcome by others, it may be deemed to be sexual harassment.

While not all unwanted sexual conduct rises to the level of illegal sexual harassment, the FTCSC guideline seeks to prevent all unwanted conduct of a sexual nature. Similarly, while one racial epithet may not constitute illegal racial harassment, the FTCSC guideline against harassment based on other protected categories seeks to prevent all discriminatory conduct based on race, religion, color, national origin, gender, age, and disability.

Reporting Requirements

If you believe that you have been subjected to harassment, unlawful discrimination, or any other similar unlawful conduct, you must report that violation immediately to your immediate supervisor, school principal, or the Director of Human Resources at 317-803-5007. Managers and supervisors who receive reports of violations are required to inform the Director of Human Resources immediately.

Any employee who becomes aware of any conduct that he or she believes may be harassment or retaliation has a similar obligation to report that conduct regardless of whether he or she is personally involved in the conduct and regardless of whether the conduct involves other employees or clients, customers, vendors, or others in the work environment.

Investigation Procedures and Penalties for Harassment

Whenever FTCSC receives a report of conduct that may constitute harassment or retaliation, it will promptly conduct an investigation to gather available facts and to determine whether or not prohibited conduct has occurred. FTCSC will take prompt and appropriate action to stop any harassment that it finds has occurred and will take reasonable steps to prevent any further harassment. The Superintendent's Harassment Grievance Procedure outlines the necessary steps to follow.

Any employee found to be in violation will be subject to appropriate disciplinary action or other corrective action up to and including discharge.

Conclusion

Harassment and retaliation have no place in FTCSC work environment. Harassment, false accusations of harassment, and retaliation can have serious effects on careers and personal lives of innocent people. For these reasons FTCSC urges all employees to act responsibly to establish a working environment that is free of harassment, retaliation, and any other form of discrimination.

HARASSMENT AND CIVIL RIGHTS GRIEVANCE PROCEDURES

If a school employee believes he/she is a victim of harassment and for complaints that apply to acts or omissions relating to protected rights based upon age, race, color, religion, sex, disability, and national origin, including limited English proficiency, the employee must come forward by submitting a complaint to their immediate supervisor or to the Human Resources Department.

The Process:

The process for investigating a complaint of harassment, discrimination, retaliation, or other similar unlawful conduct is outlined in Board Policy 4362 (Anti-Harassment), which is available online at <http://www.neola.com/franklintwp-in/>.

APPENDIX C

EMPLOYEE DRUG AND ALCOHOL

It is the obligation of Franklin Township Community School Corporation to protect the safety, health and wellbeing of its students and employees. Drugs and alcohol represent the largest social problem in the country, and in recent years, it has become increasingly obvious that they have entered the workplace, costing billions of dollars annually in accidents, productivity, absenteeism, and health and medical costs.

As part of FTCSC obligation to ensure a safe work environment for all employees, the following guidelines on substance abuse have been established. Given the risks that arise if employees are attempting to perform their duties while using or having used illegal or non-prescribed drugs or alcohol, the following is applicable to all. This restricts certain items and substances from being brought on or being present on FTCSC school corporation location, prohibits employees and others working on FTCSC school corporation location from reporting for work or working with illegal or controlled substances, alcohol, and other substances in their systems.

"School Corporation Location" is defined as any FTCSC building on any FTCSC property; on any FTCSC owned vehicle or in any other FTCSC approved vehicle used to transport students to and from schools or school activities; off FTCSC property at any school-sponsored or school-approved activity, event, or function such as a field trip, athletic event or performing arts activity, where students are under the jurisdiction of the School Corporation or otherwise engaged in School Corporation business.

Off-the-job illegal drug use that adversely affects an employee's job performance; leads to absenteeism, tardiness, or poor work jeopardizes the safety of other employees or the public; or risks damage to FTCSC equipment is proper cause for discharge.

An employee who is arrested for off-the job drug activity may be in violation of this. In deciding what action to take, FTCSC will consider the nature of the charges, the employee's present job assignment, the employee's record with FTCSC and other factors relative to the impact of the employee's arrest upon FTCSC. An employee convicted of a criminal drug offense in the workplace must notify FTCSC within five days of conviction.

Prohibited Activities

The use, purchase, transfer, possession, sale, distribution, offer to buy or sell, trafficking in, presence in the body of or transportation of the following on FTCSC property, or while performing FTCSC business is a dischargeable offense:

- Alcoholic beverages
- Illegal or controlled substances, including non-prescribed drugs (meaning non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed controlled substances)
- Equipment related to illegal or controlled substance use

No employee shall report for or remain on duty while having a blood alcohol concentration of 0.04 or greater.

Prescription Medication

Legally administered drugs in an employee's system will not constitute a basis for discharge; however, the legally administered drug must not exceed the prescribed amount, and if so, will constitute a violation. When a legal drug may affect the safety of the employee, the employee's job performance, or the safe or efficient operation of FTCSC facility, the employee must present a doctor's statement that the drug(s) can be used safely in the performance of the employee's job. However, FTCSC reserves the right to make a final determination of an employee's fitness for duty based upon the advice of a FTCSC physician.

Refusal to Submit

The refusal of an employee to provide a testing sample for the illegal use of drugs or for alcohol impairment will result in the employee being immediately suspended from work without pay, and will be subject to further disciplinary action up to and including discharge.

A refusal to test or cooperate with either the drug or alcohol testing process will be treated the same as a positive result. The following is considered Refusal to Submit: 1) Employee fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath; 2) Employee fails to provide adequate urine for a controlled substance test without a valid medical explanation after he/she has received notice of the requirement for urine; 3) Employee furnishes a sample that is adulterated, diluted, switched, or false; or 4) engages in conduct that clearly obstructs the testing process.

Note: The drug and alcohol collection/testing facility has the right to declare a Refusal to Submit if there is any indication of resistance to the collection/testing procedure. Resistance includes both verbal and non-verbal indications.

Consequences of Prohibited Conduct

Upon receipt of a "positive" drug or alcohol test of an employee, FTCSC may immediately discharge the employee.

Employees who are discharged for refusing to test or testing positive, or other terms of the drug and alcohol policy may be disqualified from receiving unemployment compensation benefits.

Employees will be granted access to a written copy of their test results upon request. To obtain a copy of the test results, an employee must submit to FTCSC Human Resources Department a written request. A copy will be provided within five business days.

TESTING PROCEDURES

Scheduling of Tests

Any reasonable suspicion for the illegal use of drugs or alcohol impairment testing required by FTCSC of its employees normally will occur during, or immediately before or after, the employees' regular work period. All testing is considered work time and the employee will be compensated as such. Such compensation will be made in the pay period in which the testing was done.

The actual costs for drug and alcohol impairment testing required by FTCSC of its employees will be paid by FTCSC. FTCSC will provide or will pay reasonable transportation costs to its employees for travel to and from the testing facility.

TESTING PROGRAMS

Pre-Employment Testing (Bus Drivers Only)

Those persons that FTCSC intends to hire as bus drivers must be tested for drug use prior to employment. All offers of employment are conditional upon a drug-free result, compliant with US Department of Transportation regulations.

Random Testing (Bus Drivers Only)

Random testing ensures that every bus driver employee of FTCSC has an equal chance of being tested. Unannounced tests are not publicized. Employees covered under the provisions of the US Department of Transportation (DOT) regulations will be tested according to the US DOT regulations.

Reasonable Suspicion Testing

Reasonable suspicion means that FTCSC reasonably suspects that an employee may be affected by the use of alcohol and/or illegal drugs and that the use may adversely affect job performance or the work environment. The actions or observations of the employee must occur while the employee is on-duty or just preceding the work period. A supervisor and/or FTCSC official must observe the conduct, appearance, and/or actions of the employee.

In the case of suspected drug use, the employee must be taken immediately by FTCSC police officer or supervisor to a collection site and a urine sample must be obtained. The employee's action that causes FTCSC supervisor or official to require the test must be documented and signed by the witness within 24 hours after the behavior is noticed.

In the case of suspected alcohol use, the test must be done as soon as possible. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the breath alcohol test on the employee.

Right to Demand Re-testing and Challenge the Results

Any test subject who tests positive on a confirmatory test on any drug test required by FTCSC may:

- Request in writing a confirmation re-test of the original sample, at his/her own expense, provided that FTCSC must receive the request within five working days after the test subject has been informed of the confirmed positive test result; and
- Submit additional information to FTCSC in a confidential setting, to try to explain the confirmed positive test results. FTCSC must receive the explanation within five working days after the test subject has been informed of the confirmed positive test result.

Confirmatory re-tests requested and paid for by the test subject may be conducted only by laboratories that are properly approved to conduct drug testing by the Substance Abuse and Mental Health Services Administration (SAMHSA) or the College of American Pathologists.

Confidentiality of Results

FTCSC will not disclose test results except as authorized, permitted, or required by applicable law.

Searches

FTCSC may, without prior notice and where reasonable cause exists, search the person (a non-touching search), any FTCSC school corporation location, or any employee's personal property (including but not limited to vehicles, handbags, briefcases, jackets, etc.) that has been brought onto the school corporation location of FTCSC. FTCSC property covered includes property of any nature owned, controlled or used by FTCSC including but not limited to parking lots, offices, desks, file cabinets, lockers and vehicles. Any employee who refuses to cooperate with such search will be suspended immediately, without pay, and will not be allowed to return to the workplace where the search was to take place. The employee may also be subject to discipline, up to and including discharge.

SMOKE/TOBACCO FREE ENVIRONMENT

The Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. Moreover, the Board recognizes and supports the positive impact and the importance of adult role modeling for students during their school years in a smoke/tobacco free environment.

The Board prohibits the use of all tobacco products within all Corporation owned or leased buildings, in all Corporation owned or leased vehicles, and on all Corporation owned or leased grounds. This is in force twenty-four (24) hours a day for all events.

Right to Demand Re-testing and Challenge the Results

Any test subject who initially tests positive may:

- Request in writing a confirmation re-test of the original sample, at his/her own expense, provided that FTCSC receives the request within five (5) working days after the test subject has been informed of the confirmed positive test result;
- Submit additional information to FTCSC in a confidential setting, to try to explain the confirmed positive test results. FTCSC must receive the explanation within five (5) working days after the test subject has been informed of the confirmed positive test result.

Confirmatory re-tests requested and paid for by the test subject may be conducted only by laboratories that are properly approved to conduct drug testing by the Substance Abuse and Mental Health Services Administration (SAMHSA) or the College of American Pathologists.

Confidentiality of Results

FTCSC will not disclose test results except as authorized, permitted or required by applicable law.

APPENDIX D

INTERNET, TELECOMMUNICATIONS AND E-MAIL USE

The Board believes that use of the Internet must be in support of educational programs and must be consistent with the objectives of the Franklin Township Community School Corporation. Users are responsible for their behavior and communication over the network. Access is given as a privilege, not a right, for the purpose of supporting and enriching educational programs.

Users are prohibited from using the school network for the following actions:

- Sending or displaying offensive messages or pictures
- Harassing, insulting, or attacking others
- Using obscene language or other inappropriate forms of communication
- Use which damages computers or related equipment
- Using the network for activities that violate copyright laws
- Using accounts or passwords of other persons
- Trespassing in another person's work or files on the network or other media
- Falsifying the user's identity
- Intentional waste of resources
- Using the network for non-educational purposes
- Disrupting use of the network by other persons
- Accessing/downloading any files for which a fee is charged
- Violating any local, state, or federal statute

Security on any computer system is a high priority. An individual's account shall not be used without written permission from that individual. Attempts to log onto the system as any other user will result in cancellation of user privileges. Any person identified as being a security risk or as having a history of unacceptable use of other computer systems may be denied access to the Internet in the Franklin Township Schools.

Failure to abide by these rules shall result in exclusion from Internet usage. The building principal or principal's designee shall determine if exclusion is temporary or permanent.

EMAIL AND INTERNET ACCESS

All staff members are to be allocated email addresses and district login information at the time of hire.

Email will be utilized by the District as a primary communication delivery system and employees are responsible for information sent via this communication method. Email may be utilized to communicate payroll information, benefits information, etc.

Email or internet will also be utilized to facilitate District level training through Safe Schools.

- For example, Universal Precautions or Handbook distribution.
- These trainings will be assigned by the Human Resources Department and are to be completed through individual accounts only.
- Department Supervisors are responsible for coordinating these types of training and assuring all staff completes via their assigned account.

Email may also be utilized by Department Supervisors to communicate with staff members.

Staff are expected to check email one time per week and are responsible for the information sent.

Department Supervisors will work with building department leadership to establish resources that allow all staff 15 minutes to check email one time per week.

- This is to be during a staff members scheduled time and is compensated as such
- It is not to occur on scheduled breaks
- It is not to be an extension of the current schedule
- If staff members do not need the full allotted time or the assigned task, they are to return to work
- Staff are to only use those resources approved by their direct Supervisor
- Staff are not to access any other computers other than those assigned
- Each staff member is to receive a written Plan of Action on accessing resources and processes
- Each building level Supervisor is responsible for assuring all staff members are provided the opportunity each week for these activities.
- If additional resources are necessary, a written resource is to be provided to the CFO

Department Supervisors may also assign additional training. Time invested in mandatory trainings is to be compensated. Staff are not to work any additional overtime without prior planned approval.

Staff may also check email on their personal time. This will not be compensated as it is not an expectation.

Training for login, email, and Safe Schools will be organized by Department Supervisors and provided by the District IT department. This training will be optional, thus not compensated.

Department Supervisors are to work with Department Leaders to provide assigned training on computer usage and any assigned Safe Schools trainings for new hires.

Human Resources is the contact for accounts, as this is part of the new hire process: email, login, and Safe Schools. Do not contact IT directly unless there is an issue with the actual programs, then contact helpdesk through the helpdesk email system.

Please note: Security on any computer is a high priority, any violation will not be tolerated and may be subject to disciplinary action up to and including termination. This may include but is not limited to:

- Accessing unauthorized computers
- Utilizing anyone else's login information
- Violation of any guideline provided in District policy
- Any other inappropriate usage, as determined by FTCSC Administration

Departmental Supervisors will need to create a communication system for subs for applicable information.

APPENDIX E

SOCIAL MEDIA

Staff members shall only engage in electronic communication with students via e-mail, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, Myspace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the superintendent or designee. Staff shall only text students in a group chat with a team or class. Staff may text an individual student if the parent/guardian is also included on the text message. Staff shall only text a student using an application approved and monitored by the school.

Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via e-mail, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, Myspace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production.

Staff members are personally responsible for all comments/information they publish online. Be mindful that what is published will be public for a long time—protect your privacy.

Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.

If FTCSC believes that an employee's activity on a social networking site, blog, cell phone, or personal website may violate FTCSC policies, a request may be made to cease the activity.

Depending on the severity of the incident, the employee may be subject to disciplinary action.

Personal Social Media Site Guidelines

An employee's personal social media site should not be used as a means of communicating with current or former FTCSC students under the age of 18 unless the student is a family member.

Personal social media sites are not to be used as a means to engage students in the curriculum.

If, on a personal social media site, you identify yourself as an employee of FTCSC when making comments, include a disclaimer within your profile that the views are your own and do not reflect FTCSC's positions, strategies, opinions, or policies (i.e. in Facebook a disclaimer can be added on the Notes page on your profile).

Curricular/Extra-Curricular or School Sponsored Social Media Site Guidelines

The use of social media as a curricular/extra-curricular or school sponsored site must be approved by the employee's supervisor and shall follow the age requirements of the social media site (i.e. Facebook requires students to be at least 13 years old).

Staff members who wish to use a curriculum, co-curricular/extra-curricular or school sponsored event site should not use the same site as a personal site.

When using social media as a curricular/extra-curricular or school event site, what is inappropriate in the school environment is deemed inappropriate online and will follow the policies and guidelines of FTCS. This includes the use of digital pictures or avatars.

Respect copyright and fair use guidelines. Do not plagiarize. When using a hyperlink, be sure that the content is appropriate and adheres to school rules, policies, and Acceptable Use Policy (AUP).

Remember your association and responsibility within the FTCS social media environment. How you represent yourself online should be comparable to how you represent yourself in person. Comments made online should always meet the highest standards of professional discretion. Staff should act on the assumption that all postings are in the public domain.

No Prohibition Against Protected Concerted Activity

This policy is not intended to prevent employees from engaging in discussions regarding their wages, hours, or working conditions with any other employee or engaging in protected concerted activity. Employees will not be disciplined or retaliated against for such discussions or for otherwise engaging in protected concerted activity.

APPENDIX F

CHILD ABUSE LAW AND REPORTING

REPORT CHILD ABUSE OR SUSPECTED CHILD ABUSE IMMEDIATELY!

A FTCSC employee who has reason to believe that a child is a victim of child abuse or neglect shall make an immediate report as required by Indiana law (IC 31-33-5-1).

FTCSC employees shall **immediately make the report to the Department of Children Services (DCS) or the local law enforcement agency. After making the report, the individual employee shall notify the person in charge of the school** or their designee that the report to DCS/law enforcement was made (IC 31-33-5-2).

“Immediately” means immediately. Failing to report suspected abuse is a crime (IC 31-33-22) and may be subject to license cancelation.

How to report

- Call police and/or call the Indiana Child Abuse & Neglect Hotline
 - 1-800-800-5556
- An intake specialist will:
 - Listen and ask questions using intake guidance tool
 - Captures report information
 - Sends report to local county office to determine next steps.
- Get the case number
- Immediately notify the person in charge of the school or their designee that the report to DCS / law enforcement was made

APPENDIX G

BULLYING

A. Bullying is prohibited by the FTCSC. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest and/or prosecution.

B. Definition:

"Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to his or her person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance;
or
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does not include, and should not be interpreted to impose any burden or sanction on, the following:

1. participating in a religious event;
 2. acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
 3. participating in an activity consisting of the exercise of a student's freedom of speech rights;
 4. participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
 5. participating in an activity undertaken at the prior written direction of the student's parent; or
 6. engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.
- C. Applicability: The FTCSC prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the FTCSC and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe

and peaceful learning environment. The FTCSC prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

- D. Education: The FTCSC will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as staff, in accordance with Indiana law.
- E. Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor or administrator (including the Corporation Lead Administrator). All staff, volunteers and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Corporation Lead Administrator. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The FTCSC will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and will act appropriately to discipline persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, staff members, visitors or volunteers who make false reports of bullying.
- F. Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.
- G. Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the FTCSC shall take appropriate intervention and responses as consistent with policy and procedure. The FTCSC will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services
- H. Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of

bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and the FTCSC policy.

- I. Reporting to IDOE: Each school within the Corporation will record and report to the Corporation Lead Administrator or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/ written communication bullying (or a combination or two or more of the above categories). The Corporation Lead Administrator or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

Legal Citations:

IC 5-2-10.1-12

IC 20-20-8-8

IC 20-26-5-34.2

IC 20-30-5-5.5

IC 20-33-8-0.2

IC 20-33-8-13.5

IC 20-34-6-1

IC 21-39-2-2.1

Adopted 11/24/08

Revised 1/13/14

APPENDIX H

Create Absence | 3 Scheduled Absences | 3 Past Absences | 0 Denied Absences

Please select a date **1**

Substitute Required: **Yes** **2**

Absence Reason: **Select One** **3**

Time: **Full Day** **4**
Please enter a valid time range using the HH:MM AM format
07:45 AM to 03:10 PM

Notes to Administrator: **255 character(s) left** **5**

Notes to Substitute: **255 character(s) left**

FILE ATTACHMENTS: DRAG AND DROP FILES HERE

Choose File: No file chosen

Shared Attachments:
 FCHS Staff Directory.pdf
 Map of FC High School.pdf
 Map of Freshman Academy.pdf
 FCHS Log In Information for Substitutes

Cancel **✓ Create Absence** **6**

STEPS FOR TEACHER COVERING A CLASSROOM

- Sign into your AESOP/Absence Management account
- 1. Select the date
- 2. Change Substitute Required to NO
- 3. Select Absence Reason Classroom Cvg/25
- 4. Change time to Custom put in the hour (system will not let you put in 55 minutes)
- 5. In the Notes to Administrator you must put in the teacher and block that you covered. You will not be able to put to create the Classroom Cvg/25 without putting in the notes to administrator
- 6. Create Absence
- For a teacher to do this it must be done within 24 hours of the date it occurred in AESOP/Absence Management.

FINISHED EXAMPLE

Create Absence | 3 Scheduled Absences | 3 Past Absences | 0 Denied Absences

Please select a date

Substitute Required: **No**

Absence Reason: **Classroom Cvg/25**

Time: **Custom**
Please enter a valid time range using the HH:MM AM format
08:45 AM to 09:45 AM

Notes to Administrator: **Mrs Massey period 2 |** **255 character(s) left**

Notes to Substitute: **255 character(s) left**

FILE ATTACHMENTS: DRAG AND DROP FILES HERE

Choose File: No file chosen

Shared Attachments:
 FCHS Staff Directory.pdf
 Map of FC High School.pdf
 Map of Freshman Academy.pdf
 FCHS Log In Information for Substitutes.docx

Cancel **✓ Create Absence**

APPENDIX I

Professional Leave Expense Guidelines

Any professional leave and/or expenses associated with professional leave must be preapproved through the professional leave application process.

All receipts and other documentation associated with professional leave:

- Must be submitted in an organized manner to the corporation business office within 10 business days of returning.
- Must be itemized, summarized receipts or credit card slips will not be accepted
- Must list all participants being paid for

Those expenses incurred or submitted for reimbursement that do not include proper supporting documentation will be the personal responsibility of the employee.

The corporation reserves the right to deny any professional leave expense that does not meet the guidelines listed below or does not seem reasonable or necessary in nature.

When traveling for professional reasons it would be expected that all staff members make good decisions that are in the best interest of the school corporation at all times.

Mileage Reimbursement

1. An employee that utilizes their personal vehicle to travel for reasons directly related to their job responsibilities may request reimbursement for mileage expenses.
2. All non-routine mileage reimbursement must be preapproved using the professional leave form and process.
3. All mileage will be reimbursed at the most current IRS mileage reimbursement rate.
4. An official mileage claim form must be submitted to the staff member's immediate supervisor for approval.
5. The mileage claim form must be completed legibly, in its entirety and signed by both the staff member and supervisor.
6. The staff member must always start and ultimately return to their physical work location.
7. Distance will be determined using the corporation mileage chart or the shortest route according to Google Maps.
8. Mileage claim forms must be submitted within 30 days from the date of travel.

Meals

Staff members may be reimbursed for meal expenses if one of the following conditions is met:

- A staff member is required to travel for reasons directly related to their job responsibilities more than 100 miles away from their physical work location.
- The staff member is required to stay overnight while more than 100 miles away from their physical work location.

1. All meal reimbursements must be preapproved using the professional leave form and process.
2. The employee must submit an itemized receipt to receive reimbursement for meals.

Meals will be reimbursed up to the following amounts:

Breakfast: 6:00 am – 11:00 am \$10

Lunch: 11:00 am – 4:00 pm \$10
Dinner: 4:00 pm – 9:00 pm \$20

Reimbursement amounts include a gratuity not to exceed 20% of the total charge.

- FTCSC will only reimburse for a meal once.
- If meals are included in conference registration fees or by hotels in the room charge, then an allowance will not be granted.
- Alcoholic beverages will not be paid for with school district funds.

Lodging Accommodations

1. All lodging accommodations must be pre-approved using the professional leave form and process.
 - Lodging stays will only be considered for approval if the staff member is required to travel for reasons directly related to their job responsibilities when attending a multi-day conference more than 75 miles from their physical work location or attending a one-day conference more than 100 miles from their physical work location.
2. All lodging accommodations will be arranged by the Business Office Secretary.
3. The corporation will pay for the room fee and tax associated with the lodging stay only. Any additional charges will be the responsibility of the employee.

Flights

All air travel must be pre-approved using the professional leave form and process.

1. All flights will be arranged by the Business Office Secretary.
2. The corporation will pay for 1 bag to be checked.

Transportation: Shuttle / Taxi

The corporation will cover the expense of transportation between the airport and conference center or hotel at the destination.

1. All transportation between the airport and conference center or hotel at the destination must be preapproved using the professional leave form and process.
2. If available, a shuttle service is to be utilized and will be arranged by the Business Office Secretary.
3. If a shuttle service is not available then a taxi service may be utilized.
4. The employee must submit a receipt to receive reimbursement for taxi service.
5. Transportation to and from the local airport will be the responsibility of the employee.
6. Transportation to and from locations other than the destination airport will not be paid by the corporation.

Car Rental

1. All car rentals must be pre-approved using the professional leave form and process.
2. All car rentals must be arranged by the Business Office Secretary.

Parking

The corporation will pay for parking costs if an employee is attending an event directly related to their job responsibilities during normal work hours.

1. All parking expenses must be pre-approved using the professional leave form and process.
2. All parking expenses need to be reasonable in nature.
3. The employee must submit a receipt to receive reimbursement for parking expenses.
4. Overnight parking at an airport will not be paid for by the corporation.