



Career Center

STAFF HANDBOOK
2018-2019

1999 US Hwy 31 South
Greenwood, IN 46131

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GENERAL INFORMATION

DAILY SCHEDULE

7:30 a.m. – 8:00 a.m.	School Open
8:00 a.m. – 10:40 a.m.	MORNING SESSION with staggered break schedule
10:40 a.m. – 11:00 a.m.	School Open
11:00 a.m. – 11:30 a.m.	Teacher's Lunch/Office Open
11:30 a.m. – 11:40 a.m.	School Open
11:40 a.m. – 2:20 p.m.	AFTERNOON SESSION with staggered break schedule
2:20 p.m. – 3:00 p.m.	School Open

LEAVING DURING SCHOOL HOURS

Staff members who need to be away from school on school business or personal business during duty hours shall secure permission from their supervisor, and sign out with the Staff Services Administrative Assistant regarding their itinerary.

Because we have found it necessary to contact staff members when they are out of the building during the school day, it is VERY IMPORTANT that you sign out each time you leave the school during the school hours and list your itinerary. THE SIGN OUT BOOK IS LOCATED AT THE STAFF SERVICES DESK.

Leave forms will not be required for departures/appointments less than two hours. Hourly staff members will be expected to make up time during the same week if less than two hours. For departures/appointments more than two hours, the staff member will be required to use a half/full leave day, and complete a leave form. Also, if coverage is needed for a classroom, this should be communicated to the Assistant Director as soon as possible.

STAFF IDENTIFICATION

All staff members are required to wear an identification badge at all times while on campus.

STAFF DRESS & GROOMING

Staff members are expected to dress professionally during instructional hours. Professionally dressed may be defined as “professionally casual” or meeting the need for the specific CTE Program area, and should meet at least the dress code guidelines established for students. Employees should not wear tank tops or sleeveless shirts, jeans (unless required by the specific program safety regulations, leggings (unless worn under appropriate attire), shorts, or sweat pants except for special circumstances approved by the Assistant Director, such as field days, field trips, program requirements, special events, instructional activities, or other Board approved activities. Any tattoo and/or piercing that may be offensive, distracting, or inappropriate must be covered at any time an employee is working where students are present.

WORKER'S COMPENSATION

In the event a staff member is injured at work, the employee should report the injury IMMEDIATELY to the Staff Services Office and the Executive Assistant. There will be a required "First Report of Injury" Form that will need to be completed within 7 days of notification. This form can be found in the Appendix of this Handbook. The Executive Assistant will assist with both this form and any other required paperwork, as well as provide instructions for treatment.

FOCUS TEAMS

Focus Teams will be realigned for the 2018-2019 year based on current needs for the revised Strategic Plan and will include both teachers and staff members. Minutes for Focus Team meetings during the year will be recorded on BlueSky.

SCHEDULING ROOM/FACILITY USAGE

Staff members wishing to schedule a common area for school events (LGI, Commons, Conference Rooms, Computer Labs, Shelter House, etc.) should utilize the Google Calendar Room reservation system. Highly utilized spaces such as the LGI and Conference Rooms will have built-in electronic administrative approval prior to proceeding.

Staff members wishing to schedule a room or common area for events other than for school events should complete the Facility Usage Form found on the J:Drive. This form is to be submitted to the Executive Director.

PHONE CALLS

Phones are provided in classrooms, labs, and offices. Local personal calls by staff members may be made as long as it does not interfere with official school business. Long distance personal calls need to be reported to the Business Manager so the proper charge can be made. Student's use of phones for school business only should be closely supervised by the staff.

Personal calls by students are to be made in the Student Services Office. Personal calls can only be made during the student's break. Students are NOT to be released from class to make phone calls in the office unless it is an emergency.

KEYS

Necessary keys are issued by John Showalter. Keys, except locker keys, are not to be used by students. No duplicate keys are to be made. Keys are to be returned to John Showalter at the end of the teacher's contract.

COPIERS

Copying by teachers should be done on the copiers in specific buildings and/or the data/faculty room. The copy machines located in the offices are to be used by office staff only. Except in emergency situations, all copying by instructors should be done before 7:50 a.m., at lunch time, or after 2:20 p.m.

MAILBOXES

Each staff member will have an assigned mailbox in the faculty lounge. Please keep it clean and check your mailbox every morning, during lunch and again before you leave for the day. Do not change mailboxes.

VENDING MACHINES

If money is lost in a vending machine, the teacher/student should report to the Student Services Office for a refund during break or before/after class. A note should be placed on the machine to warn others.

MILEAGE CLAIMS

Mileage claim forms are available for your use in claiming authorized travel expenses. Mileage claims must be signed by your supervisor, and submitted to the Business Manager. They will then be submitted to the Governing Board for approval and payment. Forms may be found in the form section of staff mailboxes, or on electronically on the J: Drive, Forms folder.

PURCHASE ORDER REQUESTS

Purchase Requisitions may be found on the Faculty J: Drive in the forms folder. You must have a signed copy before any purchases are made or any orders are placed. ECA Purchase Requisitions should be submitted through Skyward.

FACULTY MEETINGS

Faculty meetings will be held during all professional days and one Monday per month, as needed. Please see the Meetings Schedule in the Appendix for specific dates. Additional faculty meetings will be scheduled on an as needed basis.

STAFF CLASSIFICATIONS

Staff members at Central Nine Career Center are designated as either certified/professional or non-certified/classified. Teachers and other full-time positions requiring a specific DOE license are considered certified/professional. Other positions not requiring a specific DOE license are considered non-certified/classified. Staff members will refer to sections of this handbook dependent on their individual designation. Administrators may fall under either designation and will adhere to policies/guidelines as outlined by the Governing Board and their individual respective contracts.

CERTIFIED/PROFESSIONAL STAFF

CERTIFIED/PROFESSIONAL STAFF

Certified/Professional staff members are provided benefits as designated in the respective Master Agreement or individual position contract. Other specific information, practices, and procedures are outlined below.

TEACHER RECORDS & LICENSING

It is the teacher's responsibility to keep their license current and valid throughout the school year. Teachers should have on file in the corporation office the following:

1. Copy of teacher licenses
2. Current transcripts of credit
3. Teacher retirement number
4. Income tax withholding forms (Federal & State)
5. Current address and telephone number
6. Verification of experience
7. Current staff must have a copy of CPR and AED Training
8. All applicants must have CPR/Heimlich Certifications

CLASSROOM MANAGEMENT PLANS

A copy of your classroom management plan will be approved and put on the J: Drive. Please share your expectations with your students so that there is no confusion regarding what it takes for a student to be successful in your class. These plans will be referred to when fielding questions from students, parents and home schools. Classroom management plans need to be turned in on the J: Drive before the first student day.

GRADING POLICY

All grades are to be kept on Skyward, the student management software. Staff shall record a minimum of one grade each week. The school wide grading scale for all students at Central Nine is:

100	A+	78-79	C+
92-99	A	70-71	C-
90-91	A-	68-69	D+
88-89	B+	62-67	D
82-87	B	60-61	D-
80-81	B-	00-59	F
72-77	C		

STUDENT ATTENDANCE

Because the instruction that we offer our students is invaluable, students are encouraged to be here every day that Central Nine is in session. We must always share this message because once we say it is not important for a student to be here, we have just said that we do not have anything of value to offer to our students. Teachers are required to take attendance daily in each session.

Attendance should be recorded within the first 10 minutes of each session. All absences are to be recorded by the teacher. All tardies within the first 5 minutes of class should be recorded by the teacher. All tardies over 5 will be recorded by the Student Services Secretary, and the student will report to class with a pass.

TEACHER ILLNESS & ABSENCES

In case of illness, teachers should call the Assistant Director, Mr. Quaranta, on his cell phone between 6:00 a.m. and 6:30 a.m. and he will secure a substitute. If you realize the evening before that you will not be attending school the next morning, you may call Mr. Quaranta on his cell phone prior to 9:00 p.m.

It will be assumed that an absence due to illness is for one day unless informed by the teacher of the need for additional days. Emergency lesson/sub plans for a minimum of 5 days must be available in the teacher's crisis/substitute folder at all times. Sub folders will be kept in the front office along with a copy of the crisis management plan for each teacher.

Complete the online Employee Leave Request Form upon return to work (within one day) or prior to the absence if the absence is planned.

A physician's statement may be required at the discretion of the Director after a professional staff member has been absent for three (3) consecutive days. (Administrative Guidelines 3430)

All other absences (jury duty, personal business, professional leave, etc.) should be arranged with the Assistant Director as far in advance as possible. The online Employee Leave Request Form(s) should be completed in advance or upon return if absence was an emergency. It is the teacher's responsibility to make sure the Assistant Director is aware of the need for a substitute.

EXHAUSTED LEAVE (Administrative Guidelines 3430.02)

If a professional staff member misses a day of work after exhausting their accumulated leave days for a school year, the staff member will receive that day without pay. Any additional days of absence may be cause for termination on the grounds of neglect of duty, as attendance is a normal expectation of job performance.

SUPERVISION/INSTRUCTION

Each teacher is expected to supervise his or her area before class begins and after class dismisses. Teachers should be at the doors of their classroom or lab at least ten (10) minutes prior to the start of class. Teachers are expected to remain with their students during break or establish a cooperative coverage with another staff member. No student(s) are to be left in the classroom unsupervised at any time. Teachers are responsible for the supervision of their students. If it becomes necessary to leave your room, your vending area, or the commons, please ask a colleague to cover the supervision of your students. In emergencies, please call the Student Services Office for assistance.

Supervision Schedule

7:50 - 8:00 a.m.	Every teacher should supervise the hallway by your classroom/lab door and/or in your classroom when students enter the area.
Break Time	Every teacher needs to supervise the commons, classroom, lab, restroom, etc. as needed/dependent on location during break times.
10:40 - 10:50 a.m.	Every teacher should supervise the hallway by your classroom/lab as students exit the area.
11:30 - 11:40 a.m.	Every teacher should supervise the hallway by your classroom/lab door and/or in your classroom when students enter the area.
Break Time	Every teacher needs to supervise the commons, classroom, lab, restroom, etc. as needed/dependent on location during break times.
2:20 - 2:30 p.m.	Every teacher should supervise the hallway by your classroom/lab as students exit the area.

Teachers are to inform their students regarding what is expected of them when the teacher is not present before or after class. Students should never be in your room, unless you are present. Be sure they do not operate equipment unless you are present. Never leave your students unsupervised.

Classes are to begin and end promptly. There should be bell to bell instruction assuring student engagement. The bells will be set to begin and dismiss classes. DO NOT allow students to stand at the doors waiting for the bell. Students are to be dismissed on time. (Students are NOT to wander in the hallway during class time. If a student is in the hallway during class time, they must have a pass.) Teachers having students before or after regular class hours for special meetings or instruction are responsible for these students and their actions.

STUDENT ACCIDENT/ILLNESS/FIRST AID

In cases of accident or illness, the responsibility of the teacher is to notify the Student Services Office immediately. Notification is required by dialing extension 221. The office personnel will handle the situation which may include contacting EMS/FIRE and the parent or guardian of the student. An incident/injury form must be filled out by the instructor with the assistance of the instructor or staff member directly involved with the incident. All reports must be e-mailed to the Dean of Students by the staff member completing the report.

RELEASING STUDENTS

Teachers do not have the authority to allow students to leave Central Nine Career during school hours. Only the Director, Assistant Director, Dean of Students, Student Services Coordinator, or their designee is responsible for releasing students for any purpose during school hours. No student is to leave during school hours without signing out in the office. If a student becomes ill or has some type of emergency, please send the student to the front office.

STUDENT IDENTIFICATION

Students should wear student identification at all times while on campus. Teachers should enforce this expectation.

STUDENT DISCIPLINE

If a discipline problem occurs, instruct the student to leave the classroom and/or activity and report to see the Dean of Students. The teacher should contact Mr. Preda by dialing extension 235 and inform them their student(s) should be arriving. The teacher must fill out a discipline record in Skyward by the end of the day. The misconduct form should describe the incident, action taken, and instructions provided for the student. If the student refuses to leave or if there is an emergency, the teacher should call the office and ask for an administrator to report to their room. NEVER leave your class unattended.

IN SCHOOL SUSPENSION (ISS)

Only the Administration may assign a student to an in-school-suspension.

OUT OF SCHOOL SUSPENSION (OSS)

The Dean of Students in collaboration with the sending school administration may suspend a student from the school program for a period of ten (10) days or less.

LOCKERS/LOCKS/TEXTBOOKS

All staff that assigns a locker or lock to a student is required to compile a list with student name and locker number along with combination. All students that are assigned a textbook should be given a book number. The compiled lists should be turned in to the ECA Administrative Assistant and updated as needed. This form is available on the faculty J: Drive.

CLASSROOM/LAB MAINTENANCE

In order for our building to be kept in a more presentable condition, absolutely no food or drink in computer and lab areas. All food or drink items shall be consumed either in the commons or designated area in each building, or the classroom as approved by the instructor.

In the event that maintenance is needed in your instructional areas, notify the Supervisor of Maintenance electronically via Email. List the area and/or equipment to be repaired. In the event of emergency custodial needs, contact John Showalter and/or the Student Services office.

FIELD TRIPS

Field trips should have an educational objective and be carefully planned. Field trips will be limited to half days unless prior approval is given by the Assistant Director/Dean of Students. When approval is given for an all day field trip, a list of those students and their home schools should be e-mailed to the Dean of Students and the Student Services Secretary at least one week in advance. This information will be provided to the home schools prior to the field trip. Transportation must be by bus. The only exception would be if the Assistant Director approves other means of transportation in advance. In ALL cases, a field trip form, giving parental permission, is required from each student and should be on file in the Student Services Office prior to leaving for the field trip.

All field trips must have approval of the Assistant Director & Dean of Students at least two (2) weeks prior to the field trip. In addition, all overnight and/or out of state field trips must be submitted four (4) weeks in advance for Governing Board Approval.

The following must be turned into the Student Services Secretary the day of the field trip:

1. Copies of all permission slips.
2. Roster of all students on field trip/bus.

Note: If a student doesn't turn in a permission slip, they will not be allowed to attend the field trip. They will be assigned to ISS until the instructor(s) and class returns from field trip.

All trips must be completed by May 1st.

CAREER & TECHNICAL STUDENT ORGANIZATIONS

Active student organizations are essential to a good career and technical program. All teachers are expected to assist in the promotion and operation of our Central Nine student organizations. All organizations should be discussed with and approved by the Assistant Director.

FUNDRAISERS

All programs/organizations/clubs must provide their own funds for activities/events unless prior approval and/or arrangements have been made with the Assistant Director. All fundraisers must be pre-approved by the Assistant Director. Please provide the Assistant Director with a list of activity, location of the activity, cost or expense of the activity, time frame for the activity, etc. Any changes in the program of work shall be approved by the Assistant Director. All fundraisers involving food must meet USDA Dietary Guidelines. Students may not participate in more than four fundraisers per year.

PROGRAM ADVISORY COMMITTEES

In accordance with Board Policy under “Duties and Responsibilities of the Teacher,” each program will have an active Program Advisory Committee. Programs may share the same committees. Advisory Committees are not to discuss working conditions. The Committee will meet a minimum of two (2) times each school year. Agendas and minutes of each meeting will be submitted electronically to the Assistant Director to be filed with the Student Services Secretary. All equipment requests shall be recommended by the Program Advisory Committee. Program changes shall be recommended by the Program Advisory Committee. Please inform the Student Services Secretary when you are going to have a meeting and place it on the Google Events Calendar.

PURCHASING TECHNOLOGY & EQUIPMENT (CAPITAL PROJECTS REQUESTS)

As instructors see the need for new or replacement equipment, the following procedure should be followed:

Determine the characteristics desired in the equipment and find out the number of different vendors that will meet your needs. You may also want to talk with different sales representatives to find out new products and methods that have been incorporated in your equipment. If bids are needed, proper procedures must be followed. Meet with your Program Advisory Committee and get their written recommendations for the new equipment. When you have established a need for new equipment, a discussion as to the educational need should be held with the Administration.

All major equipment should be recommended by your program advisory committee. Therefore, the purchase order should have attached minutes of the advisory committee meeting during which the committee approved the recommendation. The Director and Business Manager will review all requests

Upon receipt of a signed P.O., the instructors may proceed to purchase the equipment. Do not order, make purchases, authorize repairs, or accept delivery until purchase requisition has been approved if you expect it to be paid by school funds.

PROGRAM BUDGET

The Governing Board approves an annual operating budget which includes material and supply allotments. Historical expenditure data is taken into account when developing this budget, along with program expansion considerations. Administration takes into consideration overall department needs along with individual program needs.

An original purchase order (P.O.) is to be prepared. The Staff Services Office will complete the budget information section. Expenditures are charged against the Staff Services Office prior to placing an order. One copy of the purchase order will be returned following approval.

8 ACCOUNTS

“8” accounts are used to purchase parts and/or materials used to produce products or for repairs for customer orders. Also, all revenue collected for product sales or repairs MUST be accompanied by a written numbered receipt and be deposited into this account. Each department is responsible for purchases made using their 8 account. 8 accounts should be carefully utilized as a benefit to the program.

Charges for goods and services should be such as to keep the fund in the black and at the same time be able to utilize some of the income to cover incidentals in program operation. Instructors are to use pre-numbered invoices on all billings. These incidentals can include necessary supplies, small tools, equipment up-keep, etc., that ordinarily are used in providing the goods and services to the program area customers. It is especially important that program areas with a large volume of business be able to financially support the program activities.

8 Account Accounting Procedures:

Accounts Receivable:

1. Program instructor writes all work orders and must obtain signed authorization by the customer before any work can be completed.
2. When receiving funds the customer must be issued a receipt. Receipts need to be triplicate (1- Customer copy, 2- Instructor copy, 3- ECA Treasurer copy) and pre-numbered per the State Board of Accounts
3. Funds collected are submitted daily to the ECA Treasurer with a breakdown as to amount paid for sales tax, insurance, and parts. The hours for submitting to the ECA Treasurer are 7:00 a.m. to 3:00 p.m. unless otherwise notified. NEVER send funds with a student.
4. The ECA Treasurer issues a receipt after verifying the funds to be deposited.
5. The program instructor should maintain records regarding receipts, work orders, and the outstanding accounts. This is not the responsibility of the ECA Treasurer, so be sure to keep accurate and up-to-date records of your accounts.

Accounts Payable:

1. A purchase order must be obtained and approved prior to ordering any parts and supplies. Purchase orders must cover all expenses including shipping and/or delivery. All parts and supplies are to be ordered and received by the program instructor.
2. Invoices received by the ECA Treasurer will be forwarded to the program instructor. Any accounts set up by the instructor must be told to send a monthly statement to the school, or the invoice copies will have to be turned into the Treasurer in order for payment to be made.
3. The program instructor will verify that all invoices are correct in relationship to the parts or supplies ordered and received.
4. The program instructor will forward approved invoices to the ECA Treasurer.
5. The ECA Treasurer submits claims for approved invoices to the Assistant Director for approval of payment.

6. The program instructor maintains proper records regarding orders placed, orders received, invoices approved, etc. The ECA Treasurer is not responsible for keeping accounts payable records for each area. The Treasurer only pays any approved claims sent through for payment by the program instructor.

EVALUATIONS/SALARY

Certified/Professional Staff members will be evaluated according to the Evaluation Tools below. Electronic versions of these tools are available on the J: Drive and on Standard for Success.

- Teacher Evaluation Tool
- Administrator Evaluation

All evaluated certificated employees must be rated at least annually, but possibly more than once at the discretion of the Director, as Highly Effective, Effective, Improvement Necessary, or Ineffective. IC 20-28-11.5-4(c)(4).

The Evaluation Rubric delineates these ratings (either as 4, 3, 2, 1) for each performance indicator. An overall rating of 1-1.45 will be considered Ineffective, 1.46-2.45 Improvement Necessary, 2.46-3.45 Effective, and 3.46-4.0 Highly Effective.

Teacher salary increases will be determined according to the criteria set out in the Master Agreement. Administrator salary increases will be determined according to the Director's recommendation and approval of the Governing Board.

NON-CERTIFIED/CLASSIFIED STAFF

NON-CERTIFIED/CLASSIFIED STAFF

TIME REPORTS

Hourly non-certified staff members are responsible for completing electronic time sheets using Time Clock Wizard on a daily basis. Time sheets will automatically be submitted every Friday by 4:00 pm. Any approved comp time should be made up within the same week, and may not carry over from one week to the next. It is the employee's responsibility to submit leave requests via Time Clock Wizard. It is also an expectation of the employee to clock in and out as per their daily schedule, unless otherwise approved by their supervisor. Failure to do this may result in lost pay.

Salary and hourly non-certified staff members working more than 180 but less than twelve (12) months will also be expected to maintain a calendar record of days worked.

HOURS WORKED & OVERTIME (Administrative Guidelines 6700)

The Fair Labor Standards Act ("FLSA") provides that certain employees are exempt from the overtime and minimum wage provisions of the law. To review these guidelines, please visit our school policy website and find Administrative Guideline 6700: <http://www.neola.com/centralnine-in/>

LUNCH BREAKS

Staff members receive a daily 30 minute lunch. Consideration should be given to assure that no areas or offices are left without coverage during the lunch break.

ABSENCE/TARDY POLICY (Administrative Guidelines 4430)

Employees are expected to arrive for work on time. Good attendance is important to the smooth functioning of the Career Center; so when it is necessary for the employee to be absent, the employee needs to let the supervisor know as far in advance as possible, or in the case of illness or severe weather, as soon as possible. The Career Center recognizes that some absences are out of the employee's control. However, they do have an impact on the smooth operation of the Career Center, and therefore, unscheduled absences must be kept to a minimum. The same holds true for late arrival, whether it be the start of the day, or returning to work after lunch and breaks.

Monitoring absenteeism and tardiness of non-certified hourly employees will be handled by the designated supervisor.

The guidelines below are designed to identify the proper procedures for reporting absences and ensure consistent and equitable treatment of absences, late arrivals, and early departures at the Career Center.

1. Employees are expected to report to work as scheduled and to work their scheduled hours each day. For planned absences, the employee is expected to complete an online Employee Leave Request Form prior to the absence. For unexpected absences, an online Employee Leave Request Form should be completed within one day of returning to work.
2. With respect to an unscheduled absence, the employee should notify his/her supervisor of the absence within thirty (30) minutes of the scheduled starting time. In providing this notification, employees

should give a reason for their absence and an estimate of when they will be on duty. Failure to call in within thirty (30) minutes of your scheduled starting time could result in an unpaid absence. The employee will be required to complete the online Employee Leave Request Form within one day of return.

3. Employees must present a doctor's release to return to work following any injury or illness which extends three (3) days or more.
4. Employees who take three (3) consecutive unscheduled absence days without notifying the Career Center are subject to termination.
5. Employees will be considered tardy when they report to work any time after their scheduled starting time or leave prior to their end of duty time. Excessive tardies may be considered grounds for termination.

EXHAUSTED LEAVE (Future Administrative Guidelines 4430.02)

If a staff member misses a day of work after exhausting their accumulated leave days for a school year, the staff member will receive that day without pay. Any additional days of absence may be cause for termination on the grounds of neglect of duty, as attendance is a normal expectation of job performance.

CANCELLED DAYS/EARLY RELEASE (Administrative Guidelines 8220A)

In the event of inclement weather or other unforeseen circumstances that would cause the school to be closed, staff will be notified whether or not to report that day, according to the needs of their position.

A. In case of a cancellation of school:

1. Less than twelve (12)-month non-certified staff: this day is not paid and may be scheduled for makeup, at the discretion of administration.
2. Twelve (12) month non-certified staff: report for duty as scheduled or submit a leave form for consideration.

B. In case of a delay or early release:

1. Less than twelve (12)-month non-certified staff: report for duty the same hours as students unless special arrangements have been made with your immediate supervisor or submit a leave form for consideration (if applicable).
2. Twelve (12)-month non-certified staff: report for duty as scheduled or submit a leave form for consideration.

BENEFITS (Administrative Guidelines 4430)

These guidelines relate to employment by Central Nine Career Center to non-certified personnel. "Full-time" employees are those scheduled to work eight (8) hours per day for twelve (12) months.

Other non-certified personnel are considered "part-time" and will receive no wages for days not worked, nor other benefits under this section. Non-certified personnel on a 195, 205, 220, or 240 day schedule are eligible for all benefits except vacation and PERF, unless otherwise guaranteed in individual employment contract or administrative guidelines.

The guidelines set forth may be added to, deleted, or revised from time to time by the Executive Director. At such times as this may take place, a reasonable effort will be made to distribute or communicate such changes to non-certified personnel.

None of the guidelines set forth may be implied to be a contract for employment for any specified period of time, and none of these guidelines is part of a contract of employment. The terms and conditions of employment of the non-certified personnel of Central Nine Career Center may be changed with or without notice, and each employee is an employee at will.

LEAVE DAYS

New employees shall wait sixty (60) calendar days before being entitled to any leave benefits.

PERSONAL LEAVE

Non-certified employees shall receive three (3) days per school year for personal leave. Requests for personal days shall be made in writing to the employee's supervisor two (2) days prior to the absence, except in cases of emergency. A non-certified employee may accumulate a maximum of four (4) personal days. Unused personal days, exceeding the maximum, shall accumulate as sick leave days, subject to the sick day maximum.

The purpose of leave is for personal or civic affairs and emergency situations and shall not extend a vacation.

SICK LEAVE

Non-certified employees shall earn sick leave according to the table below, accumulative to 120 days. These are awarded on July 1 of each year and will be pro-rated if start date or termination of employment occurs prior to June 30 of that fiscal year.

Days Worked	# Sick Leave Days
195	11
205	12
220	13
240 and 12 Month	14

VACATION LEAVE

All twelve (12) month non-certified employees are entitled to vacation on the following schedule:

1. Twelve (12) month employees shall earn two (2) weeks vacation per year after the completion of their first year of employment, and those will be pro-rated based on the remaining days until the vacation renewal date of July 1 of each year. Two (2) weeks vacation per year will be earned through completion of nine (9) years of employment.
2. Twelve (12) month employees shall earn three (3) weeks vacation per year after the completion of their tenth year of employment.
3. Twelve (12) month employees shall earn four (4) weeks vacation per year after the completion of their twentieth year of employment.
4. Any unused vacation days shall not carry over to the following period unless approved by the Director.

Vacation days should be requested for approval at least two weeks in advance, unless otherwise approved by the Executive Director.

FUNERAL LEAVE

Staff members may request to be absent not to exceed the maximum number of days for each family designation as outlined below:

5 days	immediate family including father/step-father, mother/step-mother, brother/stepbrother, sister/step-sister, husband, wife, child/step-child
3 days	grandchild/step grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, sister-in-law, and brother-in-law or any other relative who, at the time of death, was living in the teacher's household
1 day	aunt, uncle, niece, nephew

The first day may be as soon as the day the death occurs; the last day may not be more than 10 school days following the date of death. Funeral leave may be granted by the Director for one day for death of a person outside the staff member's family as defined above.

JURY DUTY

Non-certified personnel shall be granted leave for jury duty with compensation for the difference between payment for jury duty and the employee's regular salary, provided the school salary is greater and provided the employee endorses the jury duty pay check to the school.

ELECTION BOARD

Non-certified personnel may serve on election boards with compensation for the difference between payment for election board duty and their regular salary, provided the school salary is greater and provided they endorse the election board pay to the school.

HOLIDAYS

All twelve (12) month non-certified employees shall be paid in full for the following 13 approved Holidays:

1. Independence Day (1)
2. Labor Day (1)
3. Fall Break (2)
4. Thanksgiving Break (2)
5. Christmas Break (2)
6. New Year's Break (2)
7. MLK Day (1)
8. President's Day (1)

9. Memorial Day (1)

FRINGE BENEFITS

1. Medical and Dental Insurance: Employees may elect to have deductions made from their pay for hospitalization and/or dental insurance to be granted through the plan made available through the Board. Central Nine will pay a portion of health and dental insurance for all participating employees. The portion to be paid will be determined by the Governing Board.
2. Term Life Insurance: Central Nine Career Center will provide term life insurance on each employee within sixty (60) days of the employee's date of hire. This policy will be renewed each year thereafter until employment with Central Nine Career Center is terminated. The cost to those who choose to participate is \$1.00 per year. The amount of the insurance will be determined by the Governing Board. Central Nine Career Center will pay the same amount toward the medical and dental insurance premiums as it pays toward the teachers' premiums. The following term life and disability insurances are applicable:

Term Life: \$50,000 (annual premium less \$1.00)

Disability: Annual premium less \$1.00.

3. Any staff member who was enrolled in the Central Nine Career Center medical, dental, life, and/or long term disability insurance plan(s) during the school year immediately preceding retirement may continue to be enrolled under IC 5-10-8-2.6 if the employee:
 - a. has reached 55 years of age on or before the Employee's retirement date but will not be eligible on that date for Medicare coverage; AND
 - b. has completed 20 years of creditable employment experience with a public employer on or before the employee's retirement date, ten (10) years of which must have been completed immediately preceding the retirement date; AND
 - c. has completed at least 15 years of participation in either the retirement plan of ISTRF or PERF on or before the employee's retirement date.
 - d. The employee may remain on the school's health and dental plan until becoming Medicare eligible.

The retired staff member shall be responsible for the premium. The payment of the plan premium for which the retired staff member is responsible shall be made in a manner designated by the Director.

4. PERF: Full-time twelve (12) month regular Central Nine employees only, as well as the Executive Assistant qualify for this benefit.
 - a. Secretaries and Treasurer
 - b. Maintenance
 - c. Technology Services/Repair Coordinator

The Board will pay the 3% PERF contribution for these full-time twelve (12) month regular Central Nine Employees.

5. Retirement

If the twelve (12) month non-certified employee is at least age sixty-two (62) at retirement, and meets the requirements as set forth above in Section 3, Central Nine Career Center shall pay \$2,500 of the annual premium for the Central Nine Career Center medical insurance plan.

The retired non-certified employee shall be responsible for the remaining premium. The payment of the plan premium for which the retired twelve (12) month non-certified employee is responsible shall be made in a manner designated by the Director. This benefit shall terminate when the retired twelve (12) month non-certified employee becomes eligible for Medicare.

Retired twelve (12) month non-certified employees Term Life Insurance: Effective May 1, 2000, twelve (12) month non-certified employees on leave or retired from Central Nine Career Center may elect to continue their life insurance benefits as permitted by the applicable insurance contract until the age when Medicare eligible. Those twelve (12) month non-certified employees making this election shall pay 100% of the insurance premium to Central Nine's Treasurer in advance of the due date.

Twelve (12) month non-certified employees hired prior to January 1, 2004, who have completed fifteen (15) years or more of service to Central Nine Career Center and elected not to participate in the matching retirement 403(b) plan shall upon retirement from Central Nine Career Center receive the following severance benefits:

- a. \$50.00 for each unused accumulated sick leave day up to 100 days.
- b. \$50.00 for each full year of full-time service to Central Nine Career Center.

6. Employee Matching Retirement Savings Plan (403b)

A matching retirement savings program under Section 403 (b) of the Internal Revenue Code (the 403(b) Program) shall be established for:

- a. All full time (12 month non-certified employees).
- b. For each \$1.00 contributed by a non-certified twelve (12) month employee to the 403(b) Program, the Board will contribute \$1.00 to the 403(b) Program (the "Matching Contribution"). The annual maximum matching contribution made by the Board for any particular non-certified full time employee shall not exceed \$500.00 per year.

EVALUATIONS/PAY INCREASES

Non-certified/classified staff members will be evaluated according to the Evaluation Tools below. Electronic versions of these tools are available on the J: Drive. (Updated versions of these tools will be available prior to the end of Fall Break)

- Non-certified Evaluation Tool
- Student Services Evaluation Tool
- Business Manager Evaluation Tool

All non-certified/classified staff members will be rated at least annually, and will follow the rating system of certified/professional staff to include ratings of Highly Effective, Effective, Improvement Necessary, or Ineffective.

Each Evaluation Tool will delineate these ratings (either as 4, 3, 2, 1) for each performance indicator. An overall rating of 1-1.45 will be considered Ineffective, 1.46-2.45 Improvement Necessary, 2.46-3.45 Effective, and 3.46-4.0 Highly Effective.

Non-certified/classified staff members rated Ineffective or Needs Improvement will not be eligible for a pay increase, and will be required to be on an Improvement Plan. For non-certified/classified staff members rated Highly Effective or Effective, a flat percentage increase will be recommended by the Executive Director to the Governing Board. Those staff members rated Highly Effective will receive 100% of the recommended pay increase, while those rated Effective will receive 85% of the recommended pay increase.

If a staff member has a concern with an evaluation, he/she may request a meeting with the Executive Director to discuss those concerns within two weeks of the original evaluation meeting.

Technology Usage Responsibilities of Central Nine Career Center Technology Users:

Central Nine Career Center is pleased to offer its students and staff access to both a school-wide network for sharing educational software as well as access to the global network known as the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning. It should be understood that the above-mentioned benefits and value to our students' education is a shared responsibility shared among students, parents and school employees. If this endeavor is looked upon as a cooperative effort to prepare students for the 21st century, it will without a doubt, be much more successful. In addition to the Internet, our students are exposed to a number of technological devices including, but not limited to, DVD players, VCR's, Televisions, Handheld computing devices, cassette players, film projectors, and a multitude of other items to numerous to mention.

In order to provide access to information and to communicate with others throughout the world, Central Nine Career Center provides and maintains a substantial network infrastructure. Due to the complexities and openness of these networks and the variety of information available, it is important that users adhere to these guidelines to ensure continuing trouble free operation.

Making Internet access available carries with it the potential that someone might encounter information that some have identified as controversial and of potential harm to others. Central Nine Career Center is dedicated to providing a safe educational environment. To this end, and to ensure our compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA) we utilized filtering technology that blocks access to 1) Obscenity 2) Child Pornography and 3) Materials harmful to minors on ALL corporation computers including student, staff and administrative computers. For staff members participating in verifiable research, the CIPA does allow for temporary disabling of the filter. Disabling of the filter for minors is not permissible.

Given the constantly changing information environment, it is not possible to guarantee that all controversial materials will be totally eliminated on the schools' network system (congruent with the CIPA and N-CIPA). At the same time, school officials want to make sure that users of corporation owned technology are aware of their responsibility to use the resources in an ethical and educational manner. The focus should shift from controlling the environment to providing individual users with the understanding and skills needed to use our technology system in ways appropriate to their individual educational needs.

Taking into account the above-mentioned statements, Central Nine Career Center believes that parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, Central Nine Career Center makes our complete technology usage policy and procedures available upon request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

With the rights and privileges of technology usage come certain responsibilities. Users need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network use privileges and other disciplinary measures:

- 1) **Ethical and Educational Use.** The user has full responsibility to use the Network system in an ethical and educational manner. Students are not permitted to use either the school wide network or the Internet without permission of and must be supervised by a member of the professional staff of Central Nine Career Center. Privileges to use the Network may be revoked, if it is determined that an individual has abused this privilege. The administration will be sole arbiter of what constitutes this abuse.
- 2) **Never share your password with anyone.** The user has full responsibility of the use of an account. Violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of the account.
- 3) **Do not put anything in an email that you would not put on Central Nine Career Center letterhead.** Depending on the content of the email, it may be a public record or an educational record that needs to be maintained by Central Nine Career Center in accordance with Policy 8310—Public Records or Policy 8330—Student Records.
- 4) **Email should only be used for operational purposes.** Do not use the Career Center’s email to send announcements for parties, items for sale, jokes, pictures, forwards to amuse the reader.
- 5) **Do not enroll in subscriptions using Career Center email.** These types of subscriptions include daily jokes, horoscopes, recipes, vacation information, or similar items of information or amusement.
- 6) **Do not knowingly degrade the performance of the network.** Chain letters, mail bombs and music downloads are examples of activities prohibited by these guidelines.
- 7) **Obey the rules of copyright.** Technology users must respect all copyright issues regarding software, information, and attributions of authorship. **No software whether commercial or shareware may be installed on the system without the express permission of the network administrator.** It is understood that all student and staff members will respect current copyright laws as they pertain to ANY technology device used on school premises. This includes the public exhibition of any copyrighted material.
- 8) **Posting personal communications to a public forum without the original author’s prior consent is prohibited.** To do this is a violation of the author’s privacy. However, all messages posted in a public forum such as news groups or aliases email may be copied in subsequent communications, so long as proper attribution is given.
- 9) **Never reveal names, addresses, phone numbers, or passwords of students while communicating on the Internet,** unless there is prior written parent approval or it is otherwise permitted by Federal and/or State law.
- 10) **Technology Resources shall not be used for private gain or commercial purposes.** This includes purchasing or offering for sale personal products or services by staff members, advertising, political lobbying, or campaigning.
- 11) **Use of the network for any illegal activities is prohibited.** Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
- 12) **Avoid the spread of computer viruses.** “Computer viruses” are programs that have been deployed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the Network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law. **Additionally, users who introduce viruses to the system through negligence may be required to pay restitution for damages incurred.**

- 13) **Chat rooms, non-school email servers and public proxy servers are prohibited.** The student use of chat rooms and home emails servers causes personal risks to students that we as a school corporation cannot manage. Student email should be channeled through our student email server when appropriate.
- 14) **Use appropriate language.** Profanity or obscenity will not be tolerated. All participants should use language appropriate for school situations as indicated by school codes of conduct.
- 15) **Avoid Offensive or inflammatory speech.** Internet users must respect the rights of others both in the local community and in the Internet as large. Personal attacks are an unacceptable use of the network. If you are a victim of such messages, bring the incident to the attention of a teacher or system administrator.
- 16) **Harassment of any form will not be tolerated.** Communication on our network system should be of a professional nature. Messages intending to harass, annoy, bother or disrupt the educational mission of Central Nine Career Center are strictly prohibited. Additionally, any person violating this policy will be subject to disciplinary action and, depending upon the nature of the harassment, may be submitted for judiciary action as well.
- 17) **Impersonation, anonymity, or pseudonyms are not permitted.** As an educational network, we believe that individuals must take responsibility for their actions and words.
- 18) **Accessing, uploading, downloading or distributing inappropriate materials are not permitted.** Internet users must realize that accessing, uploading, downloading or distribution of pornographic, obscene, or sexually explicit material is strictly prohibited, and will not be tolerated in any manner.
- 19) **Accessing another individual's materials, information, or files without permission is prohibited.** Network users must respect the rights of others' electronic property and not access or otherwise use or tamper with such property without permission from the owner.
- 20) **Peer to Peer file sharing applications are strictly prohibited.** Due to frequent copyright infringements, virus issues, and network performance issues, the use of such applications is prohibited by all students and staff members.
- 21) That the use of technology is a privilege which may be revoked at any time for conduct that embarrasses, harms, or in any way distracts from the good reputation of Central Nine Career Center or any organizations, groups, and institutions with which the corporation is affiliated. The administration will be the sole arbiter of what constitutes this unacceptable behavior.
- 22) That Central Nine Career Center reserves the right to review any material stored in files or other media format and will edit or remove any material that the administration believes may be unlawful, obscene, abusive, or otherwise objectionable.
- 23) That all information services and features contained on the Network/Internet system or other media format are intended for the educational use of its patrons, and any commercial or unauthorized use of those materials or services in any form, is expressly forbidden.
- 24) To abide by all the rules and regulations of the system usage as described by the system administrator of Central Nine Career Center's network system.

- 25) In consideration for the privilege of using the Central Nine Career Center's Network/Internet system and in consideration for having access to the information contained on it, I hereby release Central Nine Career Center and all organizations, groups and institutions with which the Central Nine Career Center Network/Internet system is affiliated for any and all claims of any nature arising from my use, or inability to use, the Network/Internet system.
- 26) My access to any use of any technology device is subject to limitations as may be established by the administrators of the system, and may be changed at any time without notice.
- 27) I understand that Central Nine Career Center employs a third-party web filter to attempt to "filter out" known sites of unwanted and/or objectionable material, there still exists the possibility that undesired material and communications may be received on school owned equipment. Additionally, I will make no attempt to bypass these protections.
- 28) That the use of the Central Nine Career Center's technology devices and network system is a privilege that may be revoked at any time for abusive conduct. Such conduct is described within the document "Responsibilities of Central Nine Career Center Technology Users".

STAFF HANDBOOK, TECHNOLOGY ACCEPTABLE USE, AND SAFETY AGREEMENT

By signing below, I agree that I have read and understand the Central Nine Career Center Staff Handbook, Technology Acceptable Use, and Safety Agreement.

To access and use Central Nine Career Center Technology and Information Resources (as defined in Bylaw 0100), including a school-assigned e-mail account and/or the Internet at school, staff members must sign and return this form.

Technology Resources is a privilege, not a right. Central Nine Career Center's Technology Resources, including its computer network, Internet connection and online educational services/apps are provided for business and educational purposes only. Unauthorized or inappropriate use may result in loss of this privilege and/or other disciplinary action.

Central Nine Career Center has implemented technology protection measures, that protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. Central Nine Career Center also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or Technology Coordinator may disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members using Central Nine Career Center Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

Central Nine Career Center reserves the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using Central Nine Career Center Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that proprietary rights in the design of a web page, site, service or app hosted on Board-owned or Corporation-affiliated servers would vest in a staff member upon creation, the staff member agrees to license the use of the web page, site, service or app by the Board without further compensation.

Please complete the following information:

Staff Member's Full Name (please print): _____

I have read and agree to abide by the Staff Handbook, Staff Technology Acceptable Use, and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and/or Guidelines is inappropriate and may constitute a criminal offense. As a user of Corporation Technology Resources, I agree to communicate over the Internet and the computer network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I understand that individual users have no expectation of privacy related to their use of Corporation Technology Resources.

Staff Member's Signature: _____ Date: _____

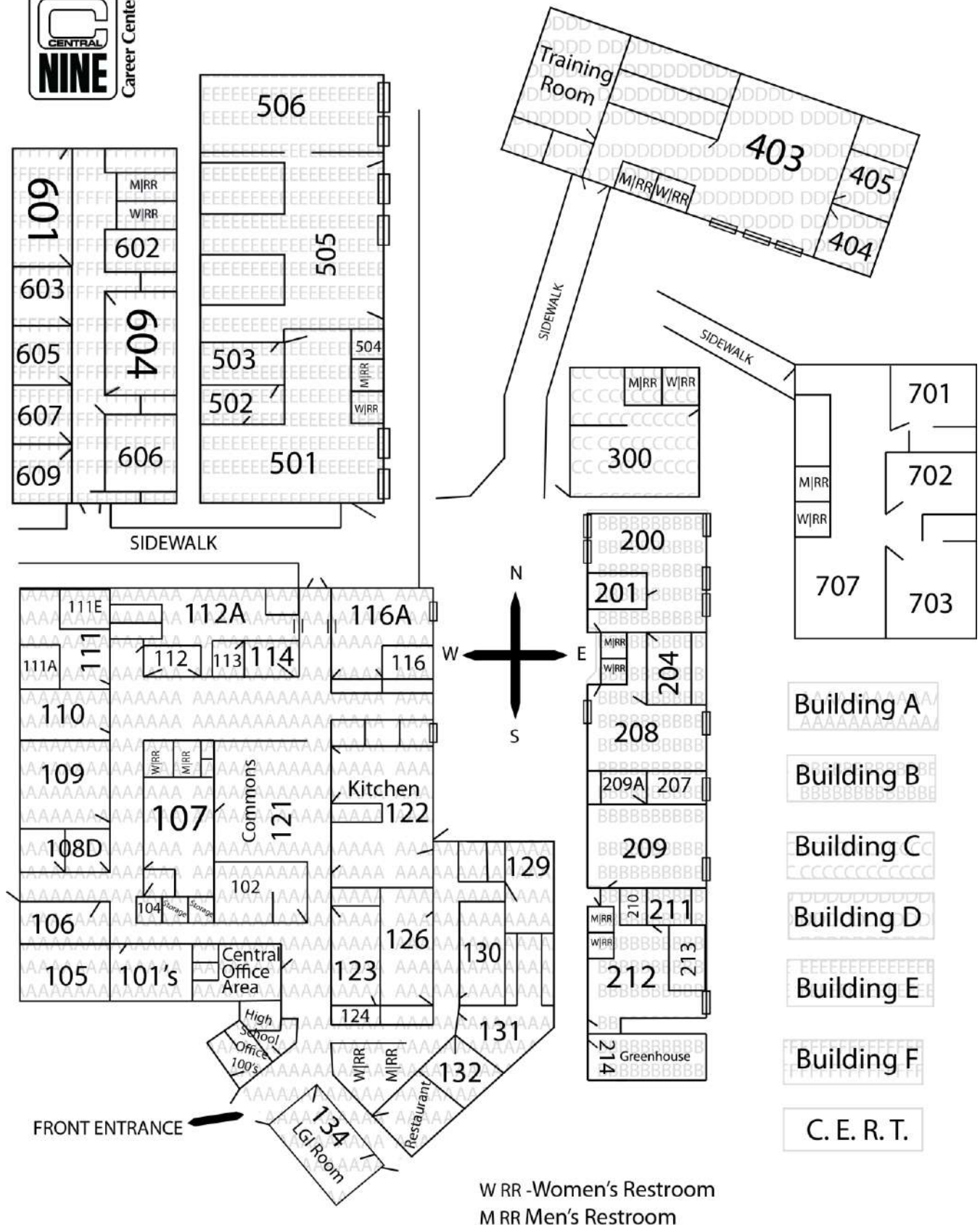
The Superintendent is responsible for determining what is unauthorized or inappropriate use. The Superintendent may deny, revoke or suspend access to Technology Resources to individuals who violate the Staff Technology Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement, State law and/or Board Policy.

Technology Coordinator's Signature: _____ Date: _____

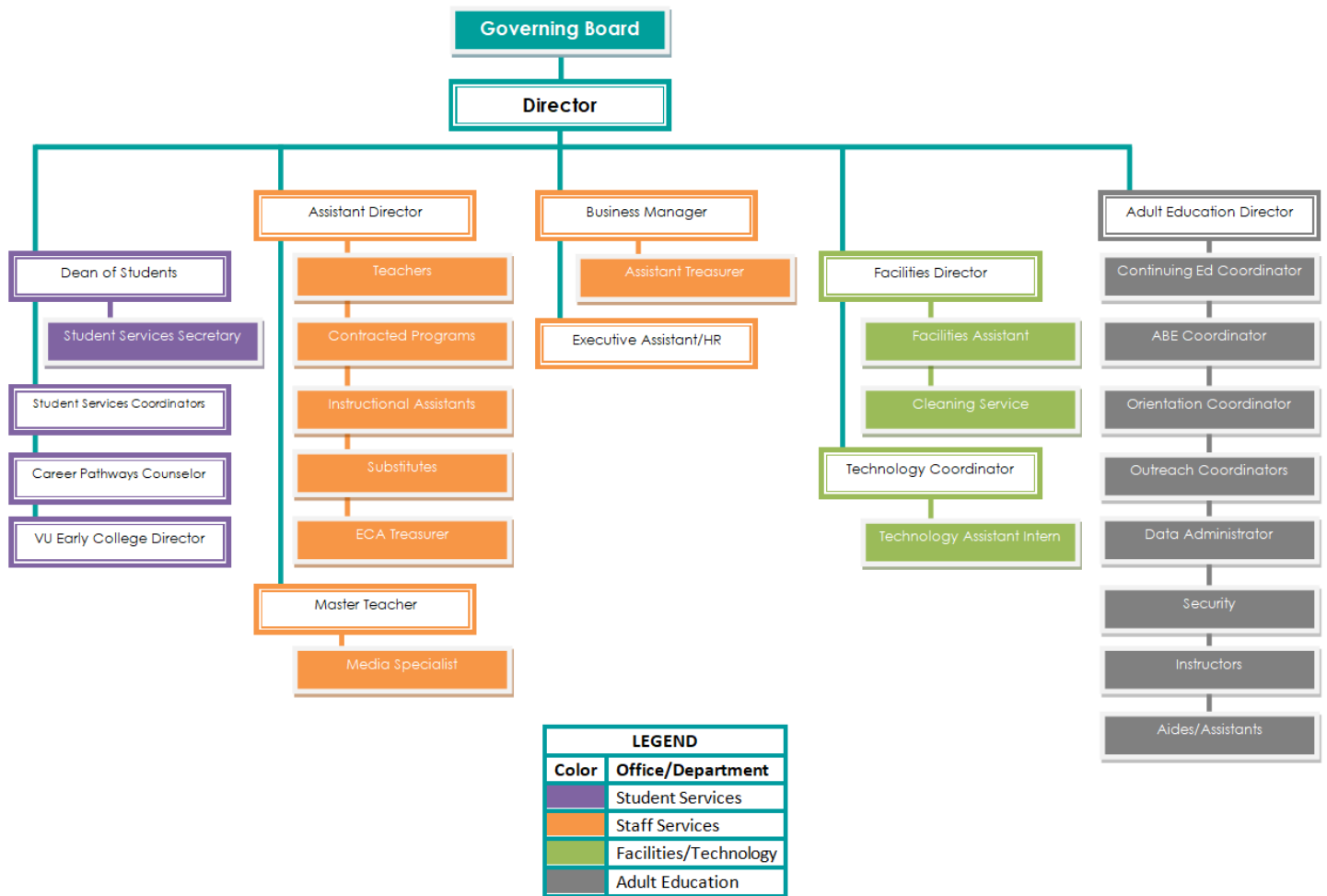
Executive Director's Signature: _____ Date: _____

APPENDIX

SCHOOL MAP



ORGANIZATION CHART



Approved
11/9/17

Central Nine Career Center

Approved
11/9/17

August '18						
Su	M	Tu	W	Th	F	Sa
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September '18						
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2018-2019 Calendar

Teacher In-Service No School Possible Snow Make Up Important Dates

AUGUST	
Aug 1-2	Teacher In-Service
Aug 03	First Day for Students
Aug 21	Open House Current Students
SEPTEMBER	
Sep 03	Labor Day - No School
Sep 20	Advisory Board Banquet
OCTOBER	
Oct 12	End of First Quarter
Oct 15-19	Fall Break
Oct 22	Classes Resume
NOVEMBER	
Nov 02	College Day
Nov 21-23	Thanksgiving Vacation
DECEMBER	
Dec 06	Open House Prospective Students#1
Dec 20	End of 2nd Quarter/Semester
	Last Day for Teachers/Students
Dec 21	Winter Break Begins-No School
JANUARY	
Jan 02	Teacher In-Service
Jan 03	Classes Resume
Jan 21	Martin Luther King Day - No School
Jan 31	Open House Prospective Students#2
FEBRUARY	
Feb 18	Presidents' Day - No School
MARCH	
Mar 01	End of Third Quarter
Mar 05	Career Day
Mar 14	Governing Board Banquet
Mar 15	Last Day for Teachers/Students
Mar 18	Spring Break Begins - No School
APRIL	
Apr 01	Classes Resume
MAY	
May 09	Awards Day
May 23	End of 4th Qtr/Last Day Students
May 24	1/2 Teacher Records Day

Student Days Per Month

August - 21
September - 19
October - 18
November - 19
December - 14
January - 20
February - 19
March - 11
April - 22
May - 17
180 Student Days

Teacher Days Per Month

August - 23.5
September - 19
October - 18
November - 19
December - 14.5
January - 21.5
February - 19
March - 11
April - 22
May - 17.5
185 Teacher Days

February '19						
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April '19						
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May '19						
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July '19						
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2018-2019 Meetings Calendar

July 2018						
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January 2019						
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February 2019						
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April 2019						
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May 2019						
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June 2019						
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| Governing Board Meetings - 7:00 p.m. | Curriculum Director Meetings - 12:30 p.m. |
| Superintendent Meetings - 1:15 p.m. | Guidance Counselor Meetings - 12:30 p.m. |
| Principal Meetings - 11:00 a.m. | Principal/Curriculum/Counselor Meetings - 12:30 p.m. |
| School Improvement Meetings - 2:30 p.m. | Faculty Meetings - 2:30 pm. |



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FAX: 317.885.8670
www.central9.k12.in.us

INTEGRITY • MOTIVATION • PROFESSIONALISM • ADAPTABILITY • COMMUNICATION • TEAMWORK

TO: All Staff

FROM: Mike Guaranta, Assistant Director

DATE: 08/01/2018

RE: Early Release Days

Last year, after review of staff feedback, the School Improvement Team developed a plan for effective use of Early Release time. The team identified the following priorities based on feedback from staff:

- Provide teachers at least two days per month to take care of course/curricular matters
- Provide professional development opportunities for all staff
- Provide time for informational meetings (insurance, IMPACT, Work Ethic Certification, etc.)
- Use at least one day per month for school improvement initiatives (Focus Teams)

With these priorities in mind, the team decided to devote Early Release time to the following:

- Curricular Advancement
 - Develop or enhance curriculum
 - Assess IMPACT grades
 - Visit interns
 - Visit industry partners
- Committee Meetings
- Professional Development / Informational Meetings

We will use the following schedule for Early Release time for the 2018-2019 school year:

August 8 – Curricular Advancement
August 15 – Professional Development
August 22 – Curricular Advancement
August 29 – Focus Team Meetings

September 5 – Curricular Advancement
September 12 – Professional Development
September 19 – Curricular Advancement
September 26 – Focus Team Meetings

October 3 – Curricular Advancement
October 10 – Professional Development
October 24 – Curricular Advancement
October 31 – Focus Team Meetings

November 7 – Curricular Advancement
November 14 – Curricular Advancement
November 28 – Focus Team Meetings

December 5 – Curricular Advancement
December 12 – Curricular Advancement
December 19 – Focus Team Meetings

January 9 – Curricular Advancement
January 16 – Professional Development
January 23 – Curricular Advancement
January 30 – Focus Team Meetings

February 6 – Curricular Advancement
February 13 – Professional Development
February 20 – Curricular Advancement
February 27 – Focus Team Meetings

March 6 – Curricular Advancement
March 13 – Focus Teams

April 3 – Curricular Advancement
April 10 – Professional Development
April 17 – Curricular Advancement
April 24 – Focus Team Meetings

May 1 – Curricular Advancement
May 8 – Professional Development
May 15 – Curricular Advancement
May 22 – Focus Team Meetings

TCTW

Utilizing Technology Centers that Work Practices

Beech Grove Center Grove Franklin Community Franklin Central
Greenwood Indian Creek Southport Whiteland Perry Meridian

2018-2019 PROGRAM SHOWCASE SCHEDULE

Governing Board Date	Program
Thursday, September 13, 2018	Auto Service
Thursday, October 11, 2018	Information Technology
Thursday, November 8, 2018	Welding
Thursday, December 13, 2018	HVAC
Thursday, January 10, 2019	PLTW: Biomedical Science
Thursday, February 14, 2019	Criminal Justice
Thursday, March 14, 2019	No Showcase – Governing Board Banquet
Thursday, April 11, 2019	Visual Communications
Thursday, May 9, 2019	Construction Trades

BOARD CLAIMS DEADLINES

<u>Claim Deadline</u>	<u>Board Agenda Finalized</u>	<u>Governing Board</u>
Tuesday - July 5, 2018 by 4:00 p.m.	Tuesday - July 10, 2018	Thursday - July 12, 2018
Tuesday – July 31, 2018 by 4:00 p.m.	Tuesday - August 7, 2018	Thursday - August 9, 2018
Tuesday - September 4, 2018 by 4:00 p.m.	Tuesday - September 11, 2018	Thursday - September 13, 2018
Tuesday - October 2, 2018 by 4:00 p.m.	Tuesday - October 9, 2018	Thursday - October 11, 2018
Tuesday - October 30, 2018 by 4:00 p.m.	Tuesday - November 6, 2018	Thursday - November 8, 2018
Tuesday – December 4, 2018 by 4:00 p.m.	Tuesday - December 11, 2018	Thursday - December 13, 2018
Tuesday - January 1, 2019 by 4:00 p.m.	Tuesday - January 8, 2019	Thursday - January 10, 2019
Tuesday – February 5, 2019 by 4:00 p.m.	Tuesday - February 12, 2019	Thursday - February 14, 2019
Tuesday – March 5, 2019 by 4:00 p.m.	Tuesday - March 12, 2019	Thursday - March 14, 2019
Tuesday - April 2, 2019 by 4:00 p.m.	Tuesday - April 9, 2019	Thursday - April 11, 2019
Tuesday – April 30, 2019 by 4:00 p.m.	Tuesday - May 7, 2019	Thursday - May 9, 2019
Tuesday – June 4, 2019 by 4:00 p.m.	Tuesday - June 11, 2019	Thursday - June 13, 2019

2018-2019 PAYROLL SCHEDULE

#	<u>Pay Period</u>	<u>Pay Date</u>
1	July 29, 2018-August 11, 2018	Friday, August 17, 2018
2	August 12, 2018-August 25, 2018	Friday, August 31, 2018
3	August 26, 2018-September 8, 2018	Friday, September 14, 2018
4	September 9, 2018 - September 22, 2018	Friday, September 28, 2018
5	September 23, 2018 - October 6, 2018	Friday, October 12, 2018
6	October 7, 2018 - October 20, 2018	Friday, October 26, 2018
7	October 21, 2018 - November 3, 2018	Friday, November 9, 2018
8	November 4, 2018 - November 17, 2018	Friday, November 23, 2018
9	November 18, 2018 - December 1, 2018	Friday, December 7, 2018
10	December 2, 2018 - December 15, 2018	Friday, December 21, 2018
11	December 16, 2018 - December 29, 2018	Friday, January 4, 2019
12	December 30, 2018 - January 12, 2019	Friday, January 18, 2019
13	January 13, 2019 - January 26, 2019	Friday, February 1, 2019
14	January 27, 2019 - February 9, 2019	Friday, February 15, 2019
15	February 10, 2019 - February 23, 2019	Friday, March 1, 2019
16	February 24, 2019 - March 9, 2019	Friday, March 15, 2019
17	March 10, 2019 - March 23, 2019	Friday, March 29, 2019
18	March 24, 2019 - April 6, 2019	Friday, April 12, 2019
19	April 7, 2019 - April 20, 2019	Friday, April 26, 2019
20	April 21, 2019 - May 4, 2019	Friday, May 10, 2019
21	May 5, 2019 - May 18, 2019	Friday, May 24, 2019
22	May 19, 2019 - June 1, 2019	Friday, June 7, 2019
23	June 2, 2019 - June 15, 2019	Friday, June 21, 2019
24	June 16, 2019 - June 29, 2019	Friday, July 5, 2019
25	June 30, 2019 - July 13, 2019	Friday, July 19, 2019

BREAK SCHEDULE 2018-2019

Break Schedule - AM	TABLE ASSIGNMENTS			
	A	B	C	D
9:00am - 9:10am	DC	HS1	HS1	HSM/HSN
9:10am - 9:20am	CJ1	CJ2	EM	FR
9:20am-9:30am	CTSN	CSP	VC1	VC2
9:30am - 9:40am	CA1-D/CA2	ECE	PLTW/VT	WBL
9:40am-9:50am	HVAC	PM	WT	
9:50am-10:00am	AC	AS1	AS2	DS
10:00am-10:10am				CA1-S
10:30am-10:40am	LM	CT	HVAC	

Break Schedule - PM	TABLE ASSIGNMENTS			
	A	B	C	D
12:40pm-12:50pm	DC	HS1	HS1/HSE	HSM/HSN
12:50pm-1:00pm	CJ1	CJ2	EM	FR
1:00pm-1:10pm	CTSN	CSP	VC1	VC2
1:10pm-1:20pm	CA1-D/CA2	ECE	PLTW/VT	WBL
1:20pm-1:30pm	HVAC	PM	WT	AVO
1:30pm-1:40pm	AC	AS1	AS2	DS
1:40pm-1:50pm				CA1-S
2:10pm-2:20pm	LM	CT	HVAC	

PROGRAM ABBREVIATIONS	
AC	Automotive Collision Repair
AS1	Auto Services Technology I
AS2	Auto Services Technology II
AVM	Aviation Maintenance
AVO	Aviation Operations
CA1	Culinary Arts I
CA2	Advanced Culinary Arts
CJ1	Criminal Justice I
CJ2	Criminal Justice II
CSP	Computer Science: Programming
CTSN	Computer Tech Support/Networking
CT	Construction Trades
DC	Dental Careers
DS	Diesel Service Technology
ECE	Early Childhood Education
EM	Emergency Medical Services
FR	Fire and Rescue
HS1	Health Science Education I
HSE	Health Science Exercise Science
HSM	Health Science Medical Assisting
HSN	Health Science Nursing
HVAC	Heating, Ventilation, and AC
LM	Landscape Management
PLTW	PLTW - Biomedical
PM	Precision Machining
VT	Veterinary Careers
VC1	Visual Communications I
VC2	Visual Communications II
WBL	Work Based Learning
WT	Welding Technology

2018-2019 PLEDGE SCHEDULE

AC – Automotive Collision Repair
 AS1 – Automotive Services Technology I
 AS2 – Automotive Services Technology II
 AVM – Aviation Maintenance (off site)
 AVO – Aviation Operations (PM only)
 CAD-Culinary Arts DeRudder
 CAS-Culinary Arts Smith
 CA2 – Advanced Culinary Arts
 CJ1 – Criminal Justice I
 CJ2 – Criminal Justice II
 CO – Cosmetology (off site)
 CSP – Computer Science II: Programming
 CTSN – Computer Tech Support/Networking
 CT – Construction Trades
 DC – Dental Careers
 DS – Diesel Service Technology

October 2018						
Su	M	Tu	W	Th	F	S
						6
7	CT	CT	CT	CT	CT	13
14	15	16	17	18	19	20
21	DC	DC	DC	DC	DC	27
28	DS	DS	DS			

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	HVAC	HVAC	5
6	HVAC	HVAC	HVAC	HVAC	HVAC	12
13	LM	LM	LM	LM	LM	19
20	21	PLTW	PLTW	PLTW	PLTW	26
27	PM	PM	PM	PM		

April 2019						
Su	M	Tu	W	Th	F	S
	AS2	AS2	AS2	AS2	AS2	6
7	CAD	CAD	CAD	CAD	CAD	13
14	CAS	CAS	CAS	CAS	CAS	20
21	CA2	CA2	CA2	CA2	CA2	27
28	CJ1	CJ1				

August 2018						
Su	M	Tu	W	Th	F	S
			AS1	AS1	AS1	4
5	AS1	AS1	AS1	AS1	AS1	11
12	AS2	AS2	AS2	AS2	AS2	18
19	CAD	CAD	CAD	CAD	CAD	25
26	CAS	CAS	CAS	CAS	CAS	

November 2018						
Su	M	Tu	W	Th	F	S
				DS	DS	3
4	ECE	ECE	ECE	ECE	ECE	10
11	EMS	EMS	EMS	EMS	EMS	17
18	FR	FR	21	22	23	24
25	FR	FR	FR	FR	FR	

February 2019						
Su	M	Tu	W	Th	F	S
					PM	2
3	VT	VT	VT	VT	VT	9
10	VC1	VC1	VC1	VC1	VC2	16
17	18	VC2	VC2	VC2	VC2	23
24	WT	WT	WT	WT		

May 2019						
Su	M	Tu	W	Th	F	S
			CJ1	CJ1	CJ1	4
5	CJ2	CJ2	CJ2	CJ2	CJ2	11
12	CTSN	CTSN	CTSN	CTSN	CTSN	18
19	CSP	CSP	CSP	CSP		24
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	CA2	CA2	CA2	CA2	8
9	CJ1	CJ1	CJ1	CJ1	CJ1	15
16	CJ2	CJ2	CJ2	CJ2	CJ2	22
23	CTSN	CTSN	CTSN	CTSN	CTSN	29
30						

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	HSRI	HSRI	HSRI	HSRI	HSRI	8
9	HSRU	HSRU	HSRU	HSRU	HSRU	15
16	HSM	HSM	HSM	HSM	22	22
23	24	25	26	27	28	29
30	31					

March 2019						
Su	M	Tu	W	Th	F	S
					WT	2
3	AC	AC	AC	AC	AC	9
10	AS1	AS1	AS1	AS1	AS1	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

ECE – Early Childhood Education
 EMS – Emergency Medical Services
 FR – Fire & Rescue
 HSRI – Health Science I – Ribelin
 HSRU – Health Science I - Rund
 HSES – Health Science Exercise Science (off site)
 HSM – Health Science Medical Assisting (PM Only)
 HSN – Health Science Nursing (off site)
 HVAC – Heating, Ventilation, and Air Conditioning
 LM – Landscape Management/Horticulture
 PLTW – Project Lead the Way – Biomedical
 PM – Precision Machining
 VT – Veterinary Careers
 VC1 – Visual Communication I
 VC2 – Visual Communication II
 WT – Welding Technology
 WB – Work Based Learning (off site)

FIRST REPORT OF INJURY FORM



Please return to:

Downey Insurance, Inc.
P. O. Box 690
Kokomo, IN 46903-0690
1-800-382-8837
1-765-868-3310 FAX

PLEASE TYPE or PRINT IN INK

NOTE: Your Social Security Number is being requested by this state agency in order to pursue its statutory responsibilities. Disclosure is voluntary and you will not be penalized for refusal.

EMPLOYEE INFORMATION																																																																																																
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LAST NAME		FIRST		MIDDLE		MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED		DATE HIRED																																																																																								
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