



**SOUTHEAST FOUNTAIN SCHOOL  
CORPORATION  
ADMINISTRATIVE GUIDELINES\***

\*The superintendent establishes the following administrative guidelines to interpret and clarify board policy and expectations of the board. The superintendent reserves the right to modify or revise these guidelines as he/she deems necessary with or without notice.

# SEFSC - ADMINISTRATIVE GUIDELINES

## **Teacher Requirements -**

Certified staff must check their email at a minimum of one time during the school day when on campus. Teachers who are away from the building are excused from this requirement but are recommended to check their email each day. The recommendation is to check email upon arrival and prior to departure each day at a minimum.

## **Dress Code -**

It is the expectation that all staff will dress in a professional manner. Business casual is the standard in which "professional manner" is measured against. Building administrators may designate a "jeans days" or spirit day. Changes to the schedule, including delays, do not cause the dress code to be excluded. It shall be understood if a school event with community attendance coincides with a "dress down" day, professional attire should be worn.

## **Postings/Transfers -**

The Association shall be notified of any certified position available within the district prior to posting the position. Should a teacher wish to transfer to an open position within the corporation, he/she must submit the request in writing to the building principal. The requesting teacher will be given the opportunity to interview for the position if there are multiple requests or the position is posted outside the district. The building principal will make the final determination.

## **Professional Development (PLC) -**

Staff professional development will consist of 45 minutes per week. All certified staff will be required to attend. Building administrators may not require all staff members to physically attend each meeting, depending on the relevance of the meeting to that teacher's teaching assignment. These individuals will utilize PLC time in an alternate manner.

## **In-Service (outside the contracted days/hours) -**

Each building shall be granted one meeting per month of 60 minutes in length for staff meetings or in-service activities. This time is separate from the professional development time.

## **Social Media -**

Social media and other technology can serve as a powerful tool to enhance learning, communication, and education. This technology can provide both educational and professional benefits.

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An employee's personal or private use of social media, such as Facebook, Twitter, blogs, or any service used that allows users to share information, may have unintended consequences. While the Board and administrators respect the employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. Furthermore, expressing verbiage or images that do not reflect the values of SEFSC and the community may have consequences. This includes staff members' online conduct that occurs after hours and/or off school property; including from the employee's private computer/device. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

If the SEFSC believes that an employee's activity on a social networking site, blog, cell phone, or personal website may violate SEFSC policies or negatively reflect on the image of the corporation, the SEFSC may request that the employee cease such activity.

Depending on the severity of the incident, the employee may be subject to disciplinary action up to and including termination. A lesser infraction may warrant a warning and a serious infraction may demand immediate consequences, thus bypassing the warning.

### **Teaching Conditions (Day/Hours) -**

The teaching day shall consist of 7 hours and 45 minutes. Teachers must be in the building by 7:30 and may leave at 3:15. Teachers will work 182 days per school year. In the event of a delay, staff should adjust arrival times in conjunction with the delay (2 hr delay = 9:30 arrival). Hourly rate, when needed, will be calculated as follows: Regular Teaching Salary/Contractual Days/6.5 hrs

### **Use of School Building -**

The use of the school building is a privilege for staff members. The staff member must be present while the building is being utilized. Outside persons/groups may request to use school facilities by filling out a "facilities request" form. A representative from the group must bring a \$25 deposit to pick up a swipe card for entry. Upon returning the swipe card, the deposit will be returned.

### **Access Cards Rules & Policies**

1. ID Badges/Access Cards are to be used solely by the individual the card is made for. Do not loan out or let anyone else use your card. You are not permitted to provide access to anyone else, or to allow anyone else to use your ID card. DO NOT give access to anyone else (this means opening a door, or giving your card to someone else). You have the right to ask them to use their own card, and if they do not have one, do not let them have access. Failure to adhere to this policy could result in loss of access privileges.

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2. During school hours, keep your ID Badge on you at all times. Whether it be on a lanyard, in your wallet, etc.
3. Upon entering or leaving a building, make sure the door is shut and locked behind you.
4. Your ID Badge will be deactivated once your employment or connection with the school corporation has ended.
5. If you lose your ID Badge, contact the technology staff immediately so that its access can be turned off. You will be given a new card.
6. If your card breaks or no longer works, turn it in to the technology staff. They will deactivate and dispose of the card and make you a new one.
7. Access to the buildings comes with certain responsibilities, which are necessary for the safety of the individual and the school. Please remember that access rights are a privilege, which can be revoked if abused.
8. Access cards are not transferable, and cards found in the possession of unauthorized persons may be confiscated.

\*\*Logs of when Access Cards are used can be looked up at any time.

### **Use of Bulletin Boards -**

Each building shall designate one bulletin board for use by the ISTA/local teacher association.

### **Teacher Mailboxes -**

Teachers must check their mailboxes daily. School mailboxes may not be used for personal propaganda without the consent of a building administrator.

### **Payroll Deduction -**

Direct deposit will be required of all employees of SEFSC.

### **Change of Calendar -**

The official school calendar will be approved by the School Board. The use of "flex" days for make-up days will be determined by the superintendent and the School Board.

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### **Summer School (Hours & Hiring)\* -**

Hours - Summer school hours will be determined at the discretion of the administrators.

Hiring - Teachers will be selected by giving first priority to grade-level assignment or current subject area assignment.

Compensation - Compensation will be an hourly rate of \$25/hour. Each 1/2 hour rounds to a full hour, i.e. 8:00-11:30 = 3 1/2 hours = 4 hours of pay.

Driver's Education is separate from this and is paid on a per student basis at a rate of \$260 per student. Of the \$245, the instructor will earn \$220 per student for the driving portion of the program and \$25 for the classroom portion.

### **FMLA Leave -**

FMLA Leave will be in compliance with current statutes. The corporation will not pay for the 12-week leave with the exception of sick (pregnancy)/personal days that may be used.

Example: Mrs. Smith has 48 sick/personal days accumulated. She requests a 12-week leave (60 days). The leave will be granted and the corporation will pay for 48 days with the remaining 12 days being unpaid.

### **Personal Leave Procedures -**

- Written notification of personal leave shall be made by the employee to the building principal two (2) days prior to such leave, except in cases of emergency.

- A teacher's notification of personal leave shall state the reason and necessity which shall be the cause of such absence. Such reason and necessity shall be to state "personal business." Should the day requested be the day before or the day after a scheduled vacation, the requesting teacher shall be obligated to detail the necessity of the request.

-Personal leave days shall not be used for the sole and exclusive purpose of extending Christmas Break or Spring Break or shortening the end of the school year.

-Deductions for teacher personal absences which are not covered by the Master Contract shall be done on a daily basis (or ½ day). That figure will be calculated by taking their annual school salary less extra-curricular paid assignments divided by the number of days in the school calendar.

### **Pregnancy Leave Procedures -**

Said employee shall notify the superintendent in writing of her desire to take such leave and, except in case of emergency, shall give such notice at least thirty (30) days prior to the date on

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which her leave is to begin. She shall include with such notice, either a physician's statement certifying her pregnancy or a copy of the birth certificate of her child, whichever is applicable. An employee who is pregnant may continue in active employment as late into her pregnancy as she desires provided she is able to properly perform her required functions. All or any portion of a leave taken by an employee because of a medical disability connected with or resulting from her pregnancy may, at the employee's option, be charged to her available sick leave.

Notice of intention to return from a pregnancy leave must be filed in writing with the Superintendent prior to December 1<sup>st</sup> for the second semester and April 1<sup>st</sup> for the fall semester of the next school year preceding the date of return indicated in the leave notification. Failure to provide notice of intention to return by December 1<sup>st</sup> or April 1<sup>st</sup> automatically terminates all agreements for re-employment. Prior to November 15<sup>th</sup> for the second semester and March 15<sup>th</sup> for the next school year, the Superintendent shall notify the teacher in writing at her last known address that a notice of intention is due prior to December 1<sup>st</sup> or April 1<sup>st</sup>.

### **Adoptive Leave Procedures -**

Adoptive leave shall be granted up to a period of one (1) school year. Upon initial application for the adoption, the employee shall notify the Superintendent of his/her intent. The period of leave shall commence when the child is physically turned over to the parent. Notice of intent to return to work shall be the same as for a pregnancy leave. The employee who returns from this leave shall have all rights and benefits restored that are typical for employees of similar service and status.

### **Field Trips –**

When a staff member chooses to attend a field trip in the role of a parent, the employee shall be charged a personal day to do so. If the employee is responsible for the planning of a trip and is a required participant and/or chaperone, a professional day will be charged. Arrangements should be made with your administrator prior to the date of the field trip.

### **Reporting of Child Abuse/Neglect/Pornography –**

In the event a staff member becomes aware that child abuse or child neglect may have taken place, he/she should report the abuse or neglect to an administrator and request that the information be reported to the Department of Child Services. The report shall be made immediately.

In the event a staff member becomes aware of child pornography, he/she should notify an administrator and request that the information be reported to the Department of Child Services

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or a law enforcement official, but only share images with a law enforcement official. Images shared with a person other than a law enforcement official could be considered disseminating pornography. Reporting to a law enforcement official must happen immediately.

# Southeast Fountain School Corporation Administrative Guidelines

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\*\*\*Signature indicates the employee has read and understands the expectations set forth in this document. A signature does not necessarily signify agreement with these guidelines.\*\*\*

School-Year: \_\_\_\_\_

Certified Staff Name: \_\_\_\_\_  
(Print)

Certified Staff Name: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_