



EMPLOYEE GUIDELINES

2021-2022

**Metropolitan School District of Pike Township
Loving Care**

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M.S.D. PIKE TOWNSHIP
L♥VING CARE CHILD CARE PROGRAM
EMPLOYEE GUIDELINES

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M.S.D. OF PIKE TOWNSHIP

L♥VING CARE

EMPLOYEE GUIDELINES

1. INTRODUCTION

Welcome to the Loving Care Program. As a part of the Metropolitan School District of Pike Township, we provide before and after school child care at all Pike Township elementary schools. We also offer child care during school breaks, holidays, and summer vacations. The Loving Care Program is open to children who are currently enrolled in a Pike Township School, are in Kindergarten through grade 6, and are not older than 12 years old.

The curriculum for our program encourages the completion of homework assignments and provides both educational and recreational activities for those children enrolled.

2. GOALS

The purpose of the Loving Care Program is to provide a safe and caring environment in which children can work and play with adult supervision in those hours before and after school when there is no one at home. In our program, children make new friends and develop life skills as they are guided to cooperate and share with others.

As an employee of Pike Township Loving Care, your work with children will be both challenging and rewarding. The value of courteous and efficient service in this business cannot be overemphasized. This school system's philosophy stresses that, if you will remember to treat everyone you meet – students, parents, teachers, and fellow workers alike – in the same manner you would like to be treated, you will be filling one of the basic requirements of a successful employee. It is our hope that you will find your work to be personally, as well as financially, rewarding.

3. CONDITIONS OF EMPLOYMENT

As a condition of your employment with the Loving Care program, you are required to submit to a tuberculosis skin test and a drug screen, to be completed at our expense, by our provider. Information will be provided to you regarding the location of the testing facility. In addition, a fingerprint background check is required, at your expense, along with a series of background screenings conducted by Pike Township Schools and by the State of Indiana.

Immigration Law Requirements: Under the provisions of the Immigration Law, the Metropolitan School District of Pike Township must attest that we have examined documents provided by the applicant hired that establishes both the applicant's identity and eligibility for employment. Prior to commencement of work, we will, therefore, require that you produce for inspection a U.S. Passport, citizenship papers, a resident alien card or a combination of either a Social Security card or a U.S. Birth Certificate and a valid driver's license. We will make photocopies of the documentation you produce, have you complete an I-9 form, and keep the documentation in our files for a minimum of three years.

4. EQUAL OPPORTUNITY POLICY

It is the policy of the M.S.D. of Pike Township to provide equal employment and advancement opportunities without regard to an employee's race, color, sex, religion, national origin, age or disability, sexual orientation or genetics. In addition to federal law requirements, MSD of Pike Township complies with applicable Indiana and local laws governing nondiscrimination in employment in every location. This policy

applies to all terms and conditions of employment including recruiting, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

5. TRIAL EMPLOYMENT PERIOD

1. All new Loving Care staff will be placed on introductory status for ninety (90) days. At sixty (60) days there will be a verbal or written evaluation between the employer and supervisor. After ninety (90) days there will be a written evaluation relevant to his/her performance. A satisfactory evaluation will result in placing the employee on non-introductory status. An unsatisfactory evaluation will result in dismissal, unless an extension of the introductory period is recommended. During this trial period, the school system will give careful consideration to your work and attitude, your ability, and your future value to the school system. You also have the opportunity during this time to consider whether or not this is the kind of organization you wish to work for and whether the type of job you have is right for you. During this period, employment may be terminated by you, without notice, in which event there will be no adverse employment references. Likewise, if we feel your employment relationship is not going to work for our mutual benefit, your employment may be terminated by the school system, without notice, and for any cause the school system deems to be sufficient. Your progress during this period will be reviewed with you to make sure our employment relationship is a smooth one. This trial period is important for both you and the School System because we hope your employment with us will be satisfactory to you for a long period of time.
2. The ninety (90) day introductory period provides you a chance to demonstrate your ability, skill, interest and to determine for yourself whether you feel satisfied in the position to which you have been assigned.
3. Introductory status means that fringe benefits, including insurance benefits, sick days, personal days, and paid holidays (for those who qualify) will not be in effect until the completion of the ninety (90) day introductory period.
4. COMPLETION OF THIS TRIAL EMPLOYMENT PERIOD WILL NOT BE CONSTRUED TO CREATE ANY CONTRACT OF EMPLOYMENT: ALL EMPLOYMENT WITH THE SCHOOL SYSTEM IS "EMPLOYMENT-AT WILL" AND MAY BE TERMINATED AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE AT THE OPTION OF EITHER THE SCHOOL SYSTEM OR THE EMPLOYEE. THE EMPLOYEE AGREES THAT HE/SHE HAS NOT ENTERED INTO THE AT-WILL EMPLOYMENT RELATIONSHIP IN RELIANCE ON ANY PROVISION OF THIS HANDBOOK AND THAT THIS HANDBOOK MAY NOT BE USED AS A BASIS FOR A CLAIM AGAINST THE SCHOOL SYSTEM OR ITS AGENTS, OFFICERS OR EMPLOYEES IN THE EVENT EMPLOYMENT IS TERMINATED.

6. EMPLOYEE ORIENTATON

New employees undergo an employee orientation procedure, conducted by the program's Director and/or Assistant Director. We realize many questions may later arise concerning policies and procedures. Be sure that any questions you have are answered to your satisfaction, first by your immediate supervisor, and then, if necessary, by an administrator or the school district's Human Resources Department.

7. RESIGNATION

Two weeks notice of resignation shall be required in writing for all Loving Care staff. This may be waived if warranted by the circumstances. In addition, upon resigning, all employees are required to complete an "exit" form to be placed in their personnel file.

8. KEYS, ACCESSCARDS, AND LOVING CARE PROPERTY

Keys, access cards, ID badges and other Loving Care property may be assigned to employees for the duration of their employment. Pagers should be kept at each school site during Loving Care hours.

Keys, access cards, ID badges and other Loving Care property must be relinquished to the site leader or program Director at the end of employment before a final paycheck is issued. Unauthorized possession of Loving Care property may result in termination of employment.

9. PERSONAL RECORDS

It is absolutely essential that you notify the payroll department of any change in your address, telephone number, marital status, change of dependents, change of name, change of beneficiary, or any other personal information which is a part of your employment record. These changes could affect your eligibility under fringe benefit programs carried on by the School System (for those who qualify). Please make sure the School System is notified of any such changes, as the School System cannot be responsible for any detriment to an employee who has not notified us of such change within 30 days.

10. ASSIGNMENT OF PERSONNEL

Loving Care personnel shall be assigned to the position they are qualified to hold. Loving Care personnel may be transferred from position to position at the discretion of the Director and/or Assistant Director provided they are qualified by training and experience for said position.

11. PROMOTIONS AND TRANSFERS

Consistent with good business practices and the needs of the program, we will look first to fill promotions and transfers from within the organization. Upon learning of any job vacancy, an employee who wishes to apply for that position should submit his or her request in a short written form to the Director or Assistant Director. The employee's skills, ability, attendance, productivity and general work record will be considered, as well as the employee's length of service. The employer can choose others with less or no seniority.

12. WAGE AND SALARY POLICY

Our School System maintains what it considers to be an extremely competitive pay schedule, as well as competitive and modern fringe benefit program. Various job classifications receive different rates of pay and are eligible for various levels of fringe benefits, and employees of various positions are compensated in different fashions. You will be told your rate of pay and method of compensation when you are first employed. The School Board reviews our pay rates and pay policies to insure that our employees are paid fairly and that our pay rates are competitive in the area. You will be evaluated on a yearly basis. If a pay increase is approved for classified staff, those who received an evaluation rating of "effective" or "highly effective" will receive a pay increase. Individuals with a rating of "needs improvement" or "ineffective" will not be eligible for a pay increase.

13. PAY PERIODS

Classified staff will be paid bi-weekly, unless otherwise dictated by the school calendar. There are a maximum of 26 pays in a calendar year. If a payday falls on a holiday, check the district's master calendar for the pay schedule. If you believe there is an error in your paycheck, contact your supervisor, who should report it to payroll, if necessary.

14. PAYROLL DEDUCTIONS

You should keep in mind that your take-home pay does not represent the entire amount of your earnings. Various payroll deductions are made each payday in order to fulfill federal and state government requirements pertaining to taxes and Social Security. Other deductions may be made for fringe benefits such as medical, dental or vision insurance (for those who qualify).

15. TIME RECORDS

We are required by federal and state law to maintain an accurate record of all hours worked for each employee during a particular work week. In order for us to comply with the law, it is mandatory that each employee accurately complete a time record appropriate to his or her department. **This time record must be in the employee's own handwriting**, or by time clock, and must be certified bi-weekly by the employee as a true and accurate record of all hours worked. **It is a violation of School System policy for anyone other than you to mark your time records.** Therefore, please ensure that your time records are correct before submitting them. All time records must be signed by your immediate supervisor. These records should then be submitted to Payroll, as required, in order for you to receive your pay.

16. WORK HOURS

Work hours will vary slightly among employees in order to meet the specific needs of each site. Employees may not trade hours with one another without authorization from the Loving Care Assistant Director or Director. Hours of operation for all Loving Care sites are:

Central, College Park, Deer Run, Eagle Creek, Eastbrook, Guion Creek & Snacks Crossing Elementary

Before school care: 6:30 a.m. to 8:00 a.m.

After school care: 2:30 p.m. to 6:00 p.m. *Children arrive at 2:50 p.m.*

*2:30 – 2:50 p.m. time to be used for program set-up, snack preparation, and lesson planning.

New Augusta South & Fishback Creek Elementary

Before school care: 6:30 a.m. to 9:00 a.m.

After school care: 3:15 p.m. to 6:00 p.m. *Children arrive at 3:45 p.m.*

*3:15 – 3:45 time to be used for program set-up, snack preparation, and lesson planning.

17. OVERTIME

Time records cannot be started earlier than five minutes before your regularly scheduled starting time, and not more than five minutes after your regularly scheduled quitting time, unless authorized by your supervisor. ***Any overtime must first be approved by the program Director or Assistant Director prior to performing the work.*** If you are required to work overtime, then indicate on your time record and on the overtime request form when you start work and when you stop work. Overtime is only permitted for employees whose actual work week has or will exceed 40 hours. Sick days and/or any other leave during such a week do not count toward the 40-hour total.

18. JURY DUTY

We do believe in community service. As such, the School System has adopted the following policy with regard to jury duty:

An employee may serve jury duty upon presenting a copy of the court order to his/her immediate supervisor. The employee will be paid his/her full salary, less the actual amount per day paid by the court for such appearance. Those costs listed as meals, parking, or mileage shall be retained by the employee. It is the employee's responsibility to secure from the court and deliver to payroll verification of the court duty. Failure to provide proper verification will result in a loss of a day's pay for each unaccounted day. Deductions will be made on the next payroll period.

19. SICK DAYS

Upon completion of the 90-day introductory period, each Loving Care employee is entitled to two (2) paid sick days per calendar year. These days are to be used in case of illness, surgery or serious accident involving the employee, or any person residing in the employee's immediate household, or the employee's parents or children. Unused sick days accrue January 1st of each year and may accumulate with no cap.

20. CHILDREN OF EMPLOYEES

Children of Loving Care employees are permitted to attend under the following conditions:

- The child(ren) must be enrolled in kindergarten through 6th Grade. No children younger than school age may be brought to Loving Care.
- Children of employees are subject to all Loving Care rules and policies, including our discipline policy.
- The first child may attend at no charge to the employee. A \$15.00 weekly charge will be assessed for each additional child who attends both AM and PM (\$9.00 weekly charge for AM only or PM only).

Children of employees may not attend the program during hours when their parent is not working.

21. ATTENDANCE

As an employee, you play an extremely important role in the success of the Loving Care Program. We depend upon your presence to provide the necessary supervision for those children enrolled. Our desired ratio is one adult for every fifteen children. You are expected to report for work on time, every day.

In the event of a planned absence from your school site, you must submit a written request for approval to the Loving Care Assistant Director a minimum of seven (7) days in advance.

To report a last-minute, unexpected absence (or tardiness), the procedure is as follows:

A.M. Shift

Contact your Site Leader via home phone or pager **before the start of your scheduled shift**. Do not leave a voicemail message at your site. You must speak directly to your Site Leader. If your Site Leader determines that a substitute is not needed, he/she will leave a voicemail message for the Assistant Director, informing her of your absence. If your Site Leader determines that a substitute is needed, he/she will contact the Assistant Director or Director immediately via home phone or cell phone.

P.M. Shift

Contact your Site Leader via home phone or cell phone **before the start of your scheduled shift**. Do not leave a voicemail message at your site. You must speak directly to your Site Leader. Next, contact the Assistant Director or the Director before the start of your scheduled shift. Again, do not leave a voicemail message. You must speak directly to a Loving Care administrator.

If your absence is unreported for a period of two (2) days without good reason, we will consider you as having voluntarily terminated your employment.

Please note that your calling the proper personnel to inform them of your absence or tardiness is merely a courtesy, and does not excuse continued or habitual absenteeism and/or tardiness. Chronic absenteeism or tardiness, reported or unreported, may result in disciplinary action, up to and including discharge. Attendance records will be taken into account when considering employees for promotion, advancement, pay increases, or transfer. If you must leave the premises for any reason, it is mandatory that you obtain permission from your supervisor prior to leaving, and so note on your time card.

22. PIKE TOWNSHIP ELEMENTARY SCHOOLS

<p>Central Elementary 7001 Zionsville Road Indianapolis, IN 46268 Office Phone: 298-2778</p>	<p>College Park Elementary 2811 Barnard Street Indianapolis, IN 46268 Office Phone: 347-7400</p>	<p>Deer Run Elementary 5401 North High School Rd Indianapolis, IN 46254 Office Phone: 299-1266</p>
<p>Eagle Creek Elementary 6905 West 46th Street Indianapolis, IN 46254 Office Phone: 291-1311</p>	<p>Eastbrook Elementary 7625 New Augusta Road Indianapolis, IN 46268 Office Phone: 298-2784</p>	<p>Fishback Creek Public Academy 8301 West 86th Street Indianapolis, IN 46278 Office Phone: 347-8470</p>
<p>Guion Creek Elementary 4301 West 52nd Street Indianapolis, IN 46268 Office Phone: 298-2780</p>	<p>New Augusta Public Academy-South 6250 Rodebaugh Road Indianapolis, IN 46268 Office Phone: 388-7800</p>	<p>Snacks Crossing Elementary 5455 West 56th Street Indianapolis, IN 46254 Office Phone: 295-7200</p>

23. LOVING CARE PHONE NUMBERS

Site	Voice Mail
Central	387-8072
College Park	347-7420
Deer Run	216-5220
Eagle Creek	216-5320
Eastbrook	387-5920
Fishback Creek	347-5559
Guion Creek	216-5154
New Augusta	388-7844
Snacks Crossing	295-7260
Director (Naidne Gustin-Bilinski)	388-7842
Assistant Director (Crystal Stubbs)	388-7843
Bookkeeper (Alicia Raymond)	388-7840

24. WEATHER DELAYS AND EMERGENCY CLOSINGS

When Pike Township schools are **closed** due to inclement weather or emergency conditions, the Loving Care program will also be closed. On such days, Loving Care personnel will not report to work and will not be paid.

When school is **delayed** due to inclement weather or emergency conditions, Loving Care will still open at 6:30 a.m. at all locations, and remain open until school begins. Loving Care personnel should report to work at their regular time on snow delay days. Morning shift employees who are available to do so will be asked to work additional hours until the school day begins.

When a school delay or closure is announced, you will be contacted by your immediate supervisor. For additional information about weather related delays and closings as they happen, tune in to your local radio and television stations, or contact the Loving Care office at 388-7836 to hear a recorded message.

25. TRAININGS AND MEETINGS

It is our philosophy that continued learning is important at any stage of life. Therefore, all Loving Care employees are eligible attend periodic workshops and trainings, as approved by the program Director. Time spent in authorized training will be paid for by Loving Care.

CPR/First Aid certification is a requirement to maintain your position. We provide annual CPR/First Aid training to all Loving Care staff and re-certification training to those who qualify. You have the option of taking CPR/First Aid with Loving Care or showing proof that you are currently certified.

Non-attendance at mandatory meetings or trainings will be noted in your personnel records and could result in disciplinary action.

26. SUPERVISION OF STUDENTS

Working with children requires active participation. During the course of your day, you will be supervising and engaging in activities in the gymnasium, on the playground, in the computer lab, and in various other locations throughout the school building. Each of these areas has its own set of rules and regulations which are to be followed by students. Because of the potential for injury and/or misuse of equipment, it is essential that the children in your care be well supervised at all times. Wherever you are, and in whatever activity you are engaged, you should be alert and able to see all of the students for whom you are responsible. In addition, if students are engaged in active play in the gymnasium or outdoors, you too should be active, rather than seated and observing. As a caregiver, it is your duty to encourage fair play and prevent accidents whenever possible.

27. MOVIES

Our program is designed to contain innovative academic and recreational activities for children. Movies may be offered as a choice to students no more than one time per week. It is our policy that at least two other activity choices be offered, and that no child be forced to watch a movie. ***Only G rated movies may be shown.***

28. DISPENSING MEDICATION

In accordance with Indiana law and with the MSD of Pike Township's policy, medication may be dispensed at Loving Care only when the following conditions are met::

Prescription medication must be in its original container with the child's name, medication name, dosage amount, and time of dosage clearly marked. (Inhalers need to have this information on their canister, or be sent in their labeled box). ***Prescription medication must also be accompanied by written instructions from the child's physician.*** These instructions may be provided on a form which can be obtained from the program's site leader, on a prescription blank, or on the physician's letterhead. In addition, the parent must complete a medication release form, to be obtained from the site leader. No out-of-date prescriptions can be administered.

Over-the-counter medications must be in the original manufacturer's container, and accompanied by a medication release form completed by the parent.

The time and dosage of any medication administered during Loving Care (prescription or over-the-counter) must be recorded on a medication log.

29. SNACKS AND LUNCHES

Caregivers may eat snacks or lunches during the scheduled times when children are eating. Snacking or eating in front of children during any other part of the Loving Care day is not permitted. Employees arriving for the afternoon Loving Care shift should eat before they arrive. If you must bring food with you, please do not clock in until you have finished eating and are ready to work.

Many of our off-site field trips include a special snack or meal for students. Staff members are welcomed to have the same meal/snack that is offered to the students, at Loving Care's expense. Please do not use your own money to purchase items that are not available to the children.

30. CARE OF OUR FACILITIES

Pike's school custodians work exceptionally hard to keep school facilities clean. We can help by striving to leave the areas that we use neater than we found them! Loving Care employees are expected to promote cleanliness by

- Encouraging students to respect school facilities, to place trash in an appropriate receptacle, and to deposit their belongings neatly in the check-in area.
- Maintaining orderly and clearly marked supply cabinets
- Keeping coolers clean, and free from spoiled food, milk, or ice build-up
- Protecting work areas with newspaper or tablecloths when necessary, and wiping tables after use.

31. TELEPHONES AND VISITORS

Phones on the premises of the school system are for the purpose of conducting school system business. Personal calls during work hours can interfere with employee productivity and be distracting to others. For that reason, personal phone calls are permitted during working hours only in the event of an emergency. This policy also applies to personal cell phone use. In the even of an emergency, personal cell phone usage is limited to placing and/or receiving telephone calls. Using a cell phone to send or receive text message or e-mail, access the internet, take photographs, or utilize other phone features is prohibited. Bluetooth headsets are not permitted during working hours. Excessive telephone use to conduct personal business during work hours may result in disciplinary action up to and including termination.

Employee visitors during scheduled work hours are not permitted. Your attention needs to remain with the children, and visitors are distractions. Emergencies are exceptions.

32. ELECTRONIC MAIL COMMUNICATIONS

Electronic mail (E-mail) is deemed the property of the School System and should be used for School System purposes only. Employees have no personal privacy rights in any matter created, received, or sent on the E-mail system. As School System property, E-mail communications or information therefrom should only be disclosed to other authorized employees. Nothing should be entered into the E-mail system without a good reason, and the School System reserves the right to monitor the E-mail system to assure that it is being used for school purposes only.

33. WORKING CONDITIONS

The School System will attempt to maintain the best possible working conditions we can. In this regard, we wish to keep a clean, safe facility; in short, a facility you will enjoy. If any condition exists which, in your opinion, is unsafe, unsightly, or under par, please notify your supervisor immediately.

We are proud of the safe working conditions we provide for our employees. Yet, no matter how safe your working area may be, carelessness or “horseplay” on your part can make your co-worker, a student or a teacher a casualty. You should know and follow all common sense, safety and fire regulations which will protect you and others from inconvenience or serious injury. Employees are responsible for following all safety rules and for using safety equipment furnished by the School System. Your suggestions for safety, as well as suggestions for the improvement of any other phase or our operations, are encouraged at all times. It is the School System’s intention that everyone follows good safety practices, including OSHA and other regulations.

34. ACCIDENT REPORTS

Loving Care employees are responsible for immediately reporting any accidents or injuries to the children in their care. Appropriate accident forms must be completed and submitted the same day the accident occurs. When any child is severely injured or receives a blow to the head, the parent should be contacted immediately, and given the option to seek medical attention.

Employees who are injured on the job should contact the Director and seek medical attention at:

Urgent Care Indy
7911 Michigan Road
Indianapolis, IN 46268

Phone: (317) 960-3278

M.S.D. OF PIKE TOWNSHIP’S POLICY REGARDING RESUSCITATION

All school employees are required to follow the school corporation’s first aid procedures when a student is injured or becomes ill at school. If the injury or illness is to the degree that medical attention is necessary, the school shall contact the parent of the injured/ill student by telephone. If, in the opinion of the school administrators and/or the school health clinic staff, a student’s life, limb, or organ is in jeopardy of being lost as a result of injury or severe illness, the school shall have the student immediately transported to the hospital via an emergency ambulance service. Parents shall be contacted and informed as soon as possible.

If the parent cannot be reached, the school should contact the individual listed as the emergency contact. If contact cannot be made with the parent or the emergency person, the school shall have the student transported to the family physician or the emergency room of a medical facility.

A school employee, including the school health clinic staff, should use first aid procedures necessary under the circumstances including resuscitation efforts if necessary. UNDER NO CIRCUMSTANCES SHOULD A SCHOOL EMPLOYEE, INCLUDING A SCHOOL HEALTH CLINIC STAFF MEMBER, FOLLOW THE TERMS OF A DO NOT RESUSCITATE (DNR) INSTRUCTIONS SIGNED BY THE PARENT OF THE STUDENT. Such instructions are not binding upon the school corporation or its employees.

35. EMPLOYEE COMMUNICATIONS

Loving Care Administrators make every effort to keep all employees well-informed of events, staff changes, and other situations that affect the program. Such information is provided through newsletters, electronic mail, memos, and meetings as well as through daily, informal communications with staff members. In addition, we recognize that successful communications travel two ways. We value your ideas and are committed to promoting a positive work environment, where direct and open communications are encouraged among co-workers. Gossip and rumors can create unnecessary obstacles in forming and maintaining working relationships. If you have an issue or a concern related to your work environment, you are encouraged to discuss it with your immediate supervisor. It is best if discussion is initiated promptly so that your question or concern may be dealt with without unnecessary delay. If your question or concern remains unresolved after discussion with your immediate supervisor, you are encouraged to contact your next-level administrator.

We want you to feel free to present your views and, to this end, we pledge that no employee will be adversely treated for presenting his view of a problem to the School System. All matters of this sort will be settled promptly and in accordance with School System policy. We hope this procedure will allow us to assist you in heading off any minor problems in your employment relationship before they become major problems.

36. PERSONAL APPEARANCE

We cannot emphasize enough the importance of personal appearance and cleanliness in our business. Your personal appearance affects the opinions of those with whom you work and affects the opinions of our customers, the students, parents and taxpayers of our community. As an employee of Loving Care, you should strive to present a professional appearance to parents and visitors at all times. In addition, you will need to dress appropriately to work with children, to be active, and sometimes to get messy. Please keep these goals in mind when deciding what to wear. Moderation and good taste in dress and grooming are desired.

Dress pants, blouses, sweaters, T-shirts, and sweatshirts are acceptable. Low cut tops, bare-midriff tops, and tank tops are not appropriate. Shorts are permitted in the summer, provided that they are mid-thigh length, and hemmed. Shorts should not be made of stretch material. Keep in many of our schools are uniform schools. At those locations, denim is discouraged, and t-shirts or sweatshirts bearing advertising logos or writing of any kind are not permitted. Solid, neutral colors are encouraged.

Appropriate footwear is very important when working with children. Whether playing games in the gym or on the playground or on a nature hike, you need to be prepared for an active day. Wearing proper shoes cuts down on accidents.

37. COMMUNICATING WITH STUDENTS, PARENTS AND TAXPAYERS

This School System's success record has been greatly influenced by our employees' appreciation of their responsibility to our customers, i.e. students, parents and taxpayers. Our continued success will depend to a large degree on how we continue to satisfy them. The student, parent or taxpayer will not always be right, but do not argue with them. If you cannot satisfy him/her with a considerate and courteous discussion, refer the person to your supervisor. **Discourtesy to students and parents will be considered a violation of School System policy and will subject you to discipline up to and including discharge.**

38. CONFIDENTIALITY

In working with children, you will learn things about those in your care as well as their families. This information is not to be shared with others. If you should have a concern about a particular child, discuss it with your site leader and/or school counselor. Confidentiality is essential.

As outlined in the Pike Township Child Abuse Handbook, information pertinent to suspected child abuse must be immediately reported.

39. CHILDREN AND DISCIPLINE

Teaching by example is one of the most effective methods of shaping the direction of a child's behavior. If you want to encourage kindness and consideration for others, you need to show the way. Keep in mind that learning self-control is a normal part of growing up. Provide loving but firm guidance for the children in your care. Don't yell at, insult, embarrass, ridicule, or demean a child - be sensitive to his feelings. If problem behavior persists, remove the child from the group setting to discuss it with him. Remember, you are helping children grow toward self-discipline and responsible adulthood. Under no circumstances is any child to be hit, slapped, or spanked for **any** reason. In addition, punitive sentence writing is not a part of our disciplinary procedure. *Our children should be treated with respect and dignity.*

Should you encounter repeated misbehavior that seems to warrant more than a gentle reminder, the Loving Care Program has adopted the following written policy, which provides appropriate consequences for repeated misbehavior. Our policy consists of a seven-step warning system for minor misbehaviors, and a chart listing the consequences for more serious misbehaviors. This policy should be strictly followed. Should you have any questions or concerns regarding appropriate discipline practices, please consult your Site Leader or a program Director.

LOVING CARE DISCIPLINE POLICY

Rules established for use of the school building continue to apply to children enrolled in our program before and after school. These rules are designed to promote harmony among the children and to help them develop life skills. Minor disciplinary issues will be handled promptly by our staff with kindness and understanding but also with firmness. More serious offenses will be discussed with the child and parent in order to seek a solution. If the problem cannot be resolved, the child will be dismissed from the program.

Loving Care services may be terminated for any child who is repeatedly disruptive to the program. Disruptive behavior is considered to be any verbal or physical behavior that requires constant attention from our caregivers. This includes but is not limited to the following:

- 1) Any actions that cause physical harm to another child,
- 2) Verbal or physical abuse directed toward a caregiver,
- 3) Disregard of the behavior guidelines of the school site.

Minor Behavior Offenses:

- 1) Disruptive of program
- 2) Profanity - includes "shut-up"
- 3) Restroom misbehavior
- 4) Horseplay
- 5) Throwing objects
- 6) Arguing with others
- 7) Name-calling or put-downs
- 8) Failure to follow directions of staff member

Disciplinary Action for Minor Behavior Offenses:

Step 1	Verbal warning/Redirection
Step 2	Second verbal warning/Redirection
Step 3	Time-out (5 minutes)
Step 4	Incident report; time-out (10 minutes); contact parent
Step 5	Incident report; conference with parent, child, & site leader
Step 6	Incident report; one day suspension
Step 7	Incident report; dismissal from program

Major Behavior Offenses and Disciplinary Action:

<u>Offense</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Arson	Dismissal		
Assault on Another Student	5 day suspension from program	Dismissal	
Assault on a Staff Member	Referral to law enforcement and Dismissal		
Battery on Another Student or Staff Member	Dismissal		
Extortion	1 day suspension from program	5 day suspension from program	Dismissal
Fighting	1 day suspension from program	5 day suspension from program	Dismissal
False Alarms	1 day suspension from program	5 day suspension from program	Dismissal
Gang Activity	1 day suspension from program	5 day suspension from program	Dismissal
Improper Sexual Behavior	1 day suspension from program	5 day suspension from program	Dismissal
Intimidation	1 day suspension from program	5 day suspension from program	Dismissal
Possession or use of Drugs or Alcohol	Dismissal		
Possession or Use of Tobacco Products	1 day suspension from program	5 day suspension from program	Dismissal
Possession or Use of Any Instrument of Combat	Dismissal		
Possession of a Deadly Firearm or Weapon	Dismissal		
Possession or Use of Fireworks	Dismissal		
Possession of Stolen Goods	1 day suspension from program	5 day suspension from program	Dismissal
Vandalism	Restitution & 1 day suspension from program	Restitution & 5 day suspension from program	Restitution & Dismissal

In extreme cases (i.e. possession of weapons, physical assaults, etc.) the Indiana State Statutes and M.S.D. of Pike Township Policies Affecting the Conduct of Students will apply.

The above chart is to be utilized in determining appropriate disciplinary action. However, discretion may be exercised by the program Director.

Definitions of Major Behavior Offenses:

Arson

Intentionally setting fire to any school building and/or school property.

Assault

Threatening to physically harm any student or staff member, and/or threatening to bring any weapon to school or threatening to use any against a student or staff member. (An assault occurs without the actual doing of the hurt threatened).

Battery

Intentionally causing or attempting to cause physical injury and/or intentionally behaving in such a way as could reasonably cause physical injury to any person.

Extortion

Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from a student or staff member.

False Alarms

Making a report, attempting to call or pull, or calling or pulling an alarm for fire or bomb when it does not exist.

Fighting

Engaging in a physical contact or struggle with one or more students. A disagreement, usually between two or more students, in which physical contact occurs, punches are thrown, or any part of the body is used either aggressively or in retaliation. (This could include, but is not limited to slugging, kicking, fist blows, and pulling hair.)

Gang Activity

Wearing or displaying of any gang symbol, insignia, emblems, shirts, any act or speech showing gang affiliation and/or any conduct in the furtherance of gang activity.

Improper Sexual Behavior

The act of making improper, unacceptable sexual advances/contact/exposure or sexual harassment which includes verbal statements, gestures or physical contact; an act not in accord with propriety, modesty, or good manners. This would include possession or distribution of pornographic materials, or the accessing of pornographic materials through technology.

Intimidation

The act of compelling or deterring by or as if by threats or to frighten. To make an individual fearful of an act.

Knowingly Possessing Tobacco Products

Having in one's actual and physical control any form of tobacco. (This includes but is not limited to chewing tobacco or other smokeless tobacco, cigarettes, cigars, pipe tobacco.)

Possessing, Using, Consuming, Transmitting, or Being Under the Influence of Drugs or Alcohol or any substance represented to be drugs or alcohol or anything used or designed to be used primarily for the storage, processing, delivery, or consumption of a controlled substance.

- a. Possessing – Having in one's actual and physical control
- b. Using – Employing or availing one's self.
- c. Consuming – Having taken or eaten or drunk.
- d. Transmitting – To pass from one person to another.
- e. Being Under the Influence – Indulging in any degree to deprive one of that clearness of intellect and control which he/she would otherwise possess.
- f. Anything used or designed to be used for storage, processing, delivery, or consumption (paraphernalia).

(a-f) applies to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented to be any of the aforementioned substances.

Possessing, Handling, Using, Transmitting, or Selling Any Object That Could Reasonably Be Used to Intimidate, Inflict Pain, or Cause Injury (an instrument of offensive/defensive combat)

(This would include any knife but exclude school supplies such as pencils or compasses where such items have reasonable use in connection with an educational function)

- a. Possessing – Having in one’s actual and physical control
- b. Handling – The act of holding
- c. Using – Employing or availing oneself of
- d. Transmitting – To pass from one person to another
- e. Selling – Transferring the property in a contract of sale

Possession of a Firearm

- a. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 2. The frame or receiver of any weapon described above
 3. Any firearm muffler or firearm silencer
 4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 5. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch diameter
 6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device would be readily assembled.

Possessing, Using, Transmitting, or Selling any Explosive Including Fireworks/Firecrackers

- a. Possessing – Having in one’s actual and physical control
- b. Using – Employing or availing oneself of
- c. Transmitting – To pass from one person to another
- d. Selling – Transferring the property in a contract of sale
- e. Fireworks/Firecracker – A device for producing a reaction (as of light, noise, or smoke) by the combustion of explosive or flammable composition.

Stealing/Knowingly Possessing Stolen Goods

The act of taking or knowingly possessing an item (property) of the school or of another person

Selling Drugs or Alcohol

The act of transferring or the offer to transfer (written or oral), to another person in a contract of sale. Selling applies to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any substance represented to be one of the aforementioned substances.

Trespassing

Unauthorized or illegal intrusion of a building or grounds before, during, or after school.

Use of Tobacco Products

Using any form of tobacco products. (This includes but is not limited to smoking cigarettes, cigars, pipes, or chewing tobacco.)

Vandalism

Willful or malicious destruction or defacement of property.

40. WORK RULES AND DISCIPLINARY PROCEDURE

OUR PHILOSOPHY OF WORK RULES

Discipline is a necessary constructive force that enables all of us to organize and control our daily lives to help us maintain our self-respect and fulfill our obligations to society.

Contrary to what many people believe, discipline does not mean “punishment” only. It has a much broader definition of “order and control” which enables us to live in harmony with each other.

In practically every human organization – church, school, club and business – we find discipline expressed in various rules and regulations. Without these, the organization could not function effectively for very long because none of its members would be concerned with the overall aims of the organization and their own personal obligations. That is why serious infractions for the organization’s rules and regulations bring about “disciplinary action” in fairness to all and for the benefit and protection of all.

The Metropolitan School District of Pike Township, too, is first of all an organization of people. Thus, our School System has a responsibility to you and your fellow employees to establish, promote and enforce discipline for the protection and welfare of the entire organization. When discipline breaks down, you have just as much to lose as the School System. That is why we, too, have established what we believe are reasonable rules of conduct for employees on the job and a standard disciplinary procedure for those who do not live up to the rules. These rules have been written for the benefit and protection of all and are not meant to restrict the rights of anyone. If you have any questions concerning these rules, ask your supervisor, the Loving Care Director, or the Human Resources Department for an explanation.

DISCIPLINARY PROCEDURE AND WORK RULES

The School System has adopted the following system of discipline for violation of minor work rules. This consists of counseling and/or written warnings prior to termination of employment for violations of those rules listed in paragraph “A”, unless the violations are willful or wanton, in which case employment may be terminated. The written warning is a formal step in the School System’s disciplinary action process. Counseling and written warnings should be considered serious and do become a part of the employee’s personnel records. Repetition of an offense for which an employee has received prior counseling or warnings may result in discharge. Employees may be asked to sign written warnings and may make written comments concerning the warnings.

There are additional rules the violation of which may result in immediate discharge without prior warning. See such rules listed in paragraph “B” below. These are extremely serious infractions. If a violation of these rules occurs, the employee will be suspended pending an investigation and review by the Human Resources Department. If warranted in the discretion of the Human Resources Department, the employee may be discharged. In appropriate situations, in compliance with applicable federal law, the School System reserves the right to make use of polygraph or similar examinations of its employees. The school system further reserves the right to require employees to submit to a medical examination or substance test in accordance with any substance abuse or medical program that may be in effect.

THE SCHOOL SYSTEM’S WORK RULES ARE NOT ALL INCLUSIVE, AND THE SCHOOL SYSTEM FURTHER RESERVES THE RIGHT TO ALTER, AMEND, OR ADD TO THESE RULES AS CONDITIONS MAY DICTATE. Each time a work rule is altered or added, you will be appropriately advised. We welcome your comments and suggestions as to additional work rules or modification of work rules that might be more appropriate to our organization, as well as any other ideas, comments, or suggestions you may have with regard to these rules.

- A. The following violations are considered serious matters which will result in counseling or written warning. Employees will be counseled concerning violations of these rules, and written warnings may be issued prior to termination of employment.
 - 1) Wasting time, loitering, or leaving work area during work hours without permission, unnecessary visiting.
 - 2) Unsatisfactory job performance, including but not limited to, careless or inefficient performance of job duties resulting in either poor quality or quantity of work.
 - 3) Creating or contributing to unsafe working conditions. Violation of, or disregard of safety rules or safety practices.
 - 4) Failing to complete all required work, including but not limited to assigned tasks, procedures, or paperwork.

- 5) Engaging in horseplay, running, scuffling, or throwing things.
- 6) Smoking in unauthorized areas.
- 7) Careless handling of equipment or material.
- 8) Failing to maintain own time record.
- 9) Absenteeism or tardiness.
- 10) Making false or malicious statements concerning any employee, the School System, or its students; using abrasive language.
- 11) Marking, altering, or removing any matter on bulletin boards.
- 12) Misconduct of any nature adversely affecting the School System's best interest and reputation.
- 13) Failing to dress in a reasonably suitable manner.
- 14) Using telephone during work hours to make or receive non-emergency, non-work-related telephone calls.
- 15) Failing to keep work area clean.
- 16) Being on school property except during work hours or with permission.
- 17) Abusing or misusing school, student or employee's property or equipment. Failing to properly maintain and care for property or equipment. Failing to report malfunctioning equipment.
- 18) Failing to attend school system safety meetings, service meetings, or other required meetings.

B. The following violations are considered to be extremely serious matters. They may result, at the discretion of the School System, in disciplinary action up to and including discharge.

- 1) Violation of the School System's substance abuse policy.
- 2) Violation of the School System's discrimination or harassment policies.
- 3) Threatening, coercing, or maliciously interfering with fellow employees, students, parents, teachers or other persons during working hours or on School premises.
- 4) Gambling in any form on school system property.
- 5) A repetition of conduct for which counseling or written warning has occurred, including but not limited to any conduct covered by any consultation or warning for less serious acts of conduct under the above paragraph "A."
- 6) Fraudulent actions toward students, parents, teachers, employees, or the School System.
- 7) Attempting to falsify and/or falsifying of School System records, employment application, production records, or time record.
- 8) Insubordination of any kind, including but not limited to refusal to perform assigned work or to take orders from or follow directions of supervisor; interfering with supervision; refusal to submit to medical or substance examination in accordance with the School System's Drug and Alcohol Policy.
- 9) Instigating a fight or fighting during working hours or on School System premises at any time.
- 10) Conducting outside business affairs while at work.
- 11) Knowingly signing in for or punching another employee's time card; having one's time card punched or signed by another or falsifying, in any manner, time attendance, or work records.
- 12) Leaving building or walking off job during work hours without proper permission. Permission should be obtained from your supervisor.
- 13) Theft, misappropriation, destruction or removal from the building location or premises without proper authorization of any School System property, records or equipment or property, records or equipment of another.
- 14) Intentionally restricting production; encouraging employees to restrict production, or to stay off or to leave work early.
- 15) Circulating or posting unauthorized literature of any type during work time and in work areas.
- 16) Disconnecting or rendering inoperative any safety system. Any adjustments to these systems must be made to factory specifications or recommendations.
- 17) Falsification of employment applications, employment documents, or other School System records or documents.
- 18) Inflicting or threatening bodily harm to anyone.

- 19) Sleeping, wasting time, leaving place of work flagrantly, or loafing while on duty.
- 20) Excessive tardiness.
- 21) Excessive absenteeism.
- 22) Soliciting funds or selling items during working hours without written authorization.
- 23) Unsatisfactory job performance.
- 24) Violating safety rules or practices or engaging in conduct that tends to create safety hazards.
- 25) Reporting for work or working in an unfit condition.
- 26) Failure to report an absence to your supervisor before your regularly scheduled work shift.
- 27) Destroying or damaging any M.S.D. of Pike Township property or property of any employee, student, or another.
- 28) Neglect of duty (disregard/carelessness).
- 29) Assaulting or attempting to assault another while on M.S.D. of Pike Township property or during assigned working hours, including use of profanity.
- 30) Engaging in immoral conduct while on M.S.D. of Pike Township property or during assigned working hours, including but not limited to use of profanity.
- 31) Handling or carrying a firearm, explosive, or other weapon of any kind on the job or on M.S.D. of Pike Township property without authorization.
- 32) Possession or use of alcoholic beverages on M.S.D. of Pike Township property or during assigned working hours.
- 33) Possession or use of narcotics or controlled substances on M.S.D. of Pike Township property or during assigned working hours.
- 34) Promoting a negative attitude about the workplace.
- 35) Failure to sign evaluation.
- 36) Inappropriate relationship with students or other district employees.
- 37) Any other conduct, action, inaction or circumstance which the M.S.D. of Pike Township determines in its sole discretion as a basis for discipline or termination.

(Reprinted from the Metropolitan School District of Pike Township Full Time Support Staff Benefit and Information Handbook.)

41. SAFE SCHOOLS POLICY

The Metropolitan School District of Pike Township believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board of Education, administrators, teachers, students, parents, and the community. A variety of prevention and intervention strategies, programs and activities must be in place to ensure the students' and staff welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, possession of weapons or gang activity will not be tolerated. Anyone who demonstrates such behavior will be held accountable for his/her actions in accordance with the Student Discipline Code, employee discipline up to and including discharge, and Indiana and Federal regulations.

42. SMOKE FREE ENVIRONMENT

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

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco in school buildings, at all time. Such prohibition also applies on school property, on school buses or school owned vehicles, and at any school-related event.

43. SUBSTANCE ABUSE POLICY

Drug and alcohol abuse is one of the single most critical issues facing America today. Studies have shown that billions of dollars are lost every year due to drug and alcohol abuse. These take the common forms of increased absenteeism, higher health care costs, low job performance and productivity, higher instances of theft in the workplace and higher rates of on-the-job accidents which result in injury, not only to the abuser but to fellow employees.

These are established facts. Facts that cannot be quantified in terms of dollar values or the untold miseries created for the individuals involved and those dearest to them (i.e. family, friends and co-workers). Drug and alcohol abuse has indeed become a blight to our society. The purpose of our policy is to provide an alcohol and drug-free workplace, insure the health and safety of our employees, maintain the quality of work, and minimize any adverse effect on the School System or its employees. We, therefore, strictly forbid the use, possession, consumption, manufacture, distribution (for sale or not), or control of alcohol, controlled substances (by statutory definition), or drugs by any of our employees at any time during the working hours or at any time on School System premises (including parking areas) or at any time while an employee is on School System business off premises. Reporting to work (including returning to work) or being at work with the unauthorized presence of drugs or alcohol in the employee's body or under their control, is likewise absolutely prohibited. We reserve the right as a condition of initial or continued employment to administer a physical examination or drug test to applicants or employees. Should such a policy be in effect, applicant testing will be done as a regular part of pre-employment screening after initial job offer and as a condition of the job offer. Where necessary, the School System may require the employees to undergo such a physical examination or such drug testing in connection with possible drug or alcohol situations. Should the School System deem that such a test becomes necessary, the employee will be advised of the need for the test; the test will be administered by a qualified laboratory and paid for by the School System. Such a test will be considered a condition of employment and refusal to submit to such a test will result in termination of employment.

44. HARASSMENT POLICY

It is the policy of the Metropolitan School District of Pike Township to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging, and reporting and form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on transgender, sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to guests and or visitors on School Corporation property (e.g. visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

ACKNOWLEDGEMENT OF RECEIPT AND EXPLANATION OF POLICY AND PROCEDURE MANUAL

The undersigned employee of the M.S.D. of Pike Township hereby acknowledges the receipt of this employee handbook, and acknowledges the existence and receipt of the handbook does not constitute a contract of employment, but rather an employment status of "at-will." However, the undersigned agrees to conform with the provisions contained in the handbook, as the same may from time to time be amended. Also, the undersigned employee understands that normal, reasonable and customary breaks from work do not qualify for unemployment benefits.

DATE: _____

SIGNATURE: _____

PRINT NAME: _____