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A Complete Revision of the Union School Corporation Board of Trustees Policy Manual

Alan H. Tasson
Western Michigan University

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**A COMPLETE REVISION OF THE UNION SCHOOL CORPORATION
BOARD OF TRUSTEES POLICY MANUAL**

by

Alan H. Tasson

**A Specialist Project
Submitted to the
Faculty of The Graduate College
in partial fulfillment of the
requirements for the
Degree of Specialist in Education
Department of Educational Leadership**

**Western Michigan University
Kalamazoo, Michigan
April 1985**

A COMPLETE REVISION OF THE UNION SCHOOL CORPORATION
BOARD OF TRUSTEES POLICY MANUAL

Alan H. Tasson, Ed. S.

Western Michigan University, 1985

The policy manual of the Union School Corporation had not been changed or updated since 1974. This was a concern of the Board of School Trustees, administration and the instructional staff. It was necessary to research any changes in the law, state rules, and administrative guidelines in advance of completely revising the policy manual.. The newly written manual as presented in this project will be adopted by the Union School Corporation Board of School Trustees during this school year.

ACKNOWLEDGEMENTS

I would like to thank my superintendent, Terry Munday, for giving me the opportunity to prepare this project. The many hours of discussion, adding, deleting, and formulating new school policies were educationally beneficial to both of us.

The Indiana School Boards Association and, specifically, attorneys Melinda Selby and David Emmert, deserve a lot of credit for providing me with legal materials and the hours they spent with me on the telephone discussing the legal ramifications of school policies.

I appreciated the help of local superintendents in sending me their updated policy manuals, and their willingness to help me in my search for good and practical school policies.

I also want to recognize the Union School Corporation Board of School Trustees for having the confidence in me to prepare a new policy manual. I thank them for the hours they have already spent working with me on the new policies and the time they will continue to spend in the future approving and reviewing each individual policy.

Finally, I wish to thank Terry Brumley for typing the project and all of my office staff for reviewing and proofreading the report.

Alan H. Tasson

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INTRODUCTION

I am currently employed as a principal in the Union Junior-Senior High School. The Union School Corporation is a small school system with 800 students in grades K-12. A small system requires the school administrators to take on a variety of functions and responsibilities.

When I was employed by the Union School Corporation in 1982, I was informed that we were operating under an outdated school board policy manual. Our superintendent, Terry Munday, was determined to update the policy manual, but with his many other responsibilities he didn't accomplish the task.

Pressure to update the policy manual was really coming from two sides. The Board of School Trustees felt uncomfortable operating with policies which were so outdated. The "Discussibles Team" which presents concerns of the instructional staff to the administration would bring the policy manual issue up at monthly meetings. This issue became a thorn in the side for all persons involved and especially the superintendent.

As one of my administrative goals for the 1983-84 school year I listed that I would help the superintendent update the policy manual. In early 1984 when it was apparent that we were not going to accomplish this goal together, I asked the superintendent if he would supervise me in doing the project by myself. He indicated that he would be glad to supervise me and appreciated the gesture.

I then contacted Dr. Thomas Ryan to find out if a project of this kind could be considered as a specialist project for my Ed. S. degree. My project proposal was accepted by Dr. Ryan and I began to work on updating the Union School Corporation Board of Trustees Policy Manual.

HISTORY OF THE PROJECT

The policy manual of the Union School Corporation has not been changed since 1974. During this ten year period the corporation has employed four different superintendents. Several attempts were made during this time to update the policy manual, but there had not been any follow through to complete the project as needed. It had become a concern to the board, administration and instructional staff that the policy manual be completely reviewed and updated.

In a ten year time period many changes occur in local, state, and federal guidelines. It was necessary for me to research several areas. I would need to examine the policy manual currently in effect to eliminate material which was out of date. I would also need to research the changes which had taken place in local, state, and federal rules and laws. I needed to work with superintendents who had current policy manuals, so I would have some models to use for comparison purposes. It was my intent to make the new policy manual as current as possible.

My initial work on the project began in May 1984. I continued to work on the project through the summer and presented a rough draft to my superintendent in August 1984. A final draft of the policy manual was presented to the Union School Corporation Board of Trustees at the first meeting in September. The Board will continue to evaluate each individual policy until each policy is approved. The yearly updating of the policy manual will be the responsibility of the administration.

PREPARATION OF THE POLICY MANUAL

Before I could actually put the policy manual together, I needed to develop an action plan in order to accomplish the goals and objectives set down in the project prospectus.

I contacted attorneys David Emmert and Melinda Selby from the Indiana School Board Association to get legal advice concerning the preparation of a local school board policy manual. They sent me up to date material on the policies that should be included in a policy manual. As I progressed, these two people became very valuable resources when I needed to check on the proper and legal way to prepare a specific policy.

I wrote to superintendents in the East Central Indiana Study Council to secure policy manuals which had been updated within the last two years. I received current policy manuals from five school corporations.

Indiana schools are governed by administrative rules which are regularly published in the "Administrative Handbook". The new rules had to be incorporated in a new policy book. It is interesting that since I began this project the name of the Department of Public Instruction, which oversees education in the state, has changed to the State Department of Education. I needed to include these types of changes as well as other changes in state laws regarding education.

The major federal changes affecting schools over the time period included the Title IX guidelines for sex equity in schools, the Fami-

ly Rights and Privacy acts in 1976, and the Child Abuse and Neglect Compliance Acts of 1978.

With all the information gathered I put together a chart which indicated what policies I should have in my manual, and what other school corporations had in their policy manuals. I compared this information to the outdated manual our school corporation was using.

I set up meetings with my superintendent to review all of the materials I had put together. We then began to evaluate each policy in our old policy handbook. We eliminated outdated policies and made notes as to which policies needed to be updated or completely changed. By using the chart I prepared we decided which policies would be appropriate for our corporation.

After completing the preparatory work, I sat down and completely rewrote the policy manual which makes up the final section of this paper. The manual is numbered, arranged and structured according to guidelines set down by my project supervisor, Mr. Terry Munday.

APPENDICES

**UNION SCHOOL CORPORATION
BOARD OF TRUSTEES POLICY MANUAL
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FOREWORD

The importance of written school board policies in the modern school system is greater today than ever before. Efficient school administration demands that a framework of policy be developed by the board which can be understood and carried out by the superintendent and staff. The superintendent who is forced to operate in the absence of established policy is operating in the dark and decisions on all types of issues must either become topics for board action; resulting in much wasted time at board meetings, or the superintendent must make such decisions himself, thus in a sense usurping the authority of the board. Written board policies serve as a basis for establishing responsibilities and are the bedrock upon which an outstanding school system is built.

The policies legislated by the school board should outline what the schools are attempting to accomplish and should establish the guidelines and principles of action which the staff will use in administering the schools. Sound policies are also invaluable in developing a higher level of understanding on the part of the general public relative to the purpose of the schools and also relative to the general operations of the schools.

Reasons for Policies:

1. Better Understanding: One of the primary functions of written policies is to outline the areas of responsibility and proper role of the school board, school administrators, professional staff, and service personnel. Another basic function of school board policies is to explain the role and the purpose of the school in the community and the desirable relationships which the community patrons can have with the schools.
2. Efficient Operation: If the school board has adopted policies pertaining to the situation at hand, the appropriate staff members will have sufficient guidelines to enable them to find the solution to the problem. Written policies release the school board and the school administrators so that they can spend additional time on instructional matters with routine agenda items being expedited in a consistent manner through the implementation of the school board policies and procedures.
3. Improved School Community Relations: At this time the importance of policies and the role that they play in the operation of the schools can be explained through the PTO's and local civic and service clubs, as well as other community agencies. Those individuals in business and industry will readily understand the importance of policies in the effective operation of the schools.
4. Better Staff Morale: An individual's morale and effectiveness in an organization are closely related to his understanding of the conditions of employment, and the expectations of the supervisors, and the relationship to others in the organization. Well-constructed policies which have been distributed to all school personnel and discussed with them can be of immeasurable benefit in bringing about this wholesome attitude on the part of the professional staff and personnel.

5. Reduce Criticism: Criticism of the school board and of school personnel often arises from lack of knowledge or from misunderstanding of roles and responsibilities. Written school board policies can be consulted and explained when problems arise and through this action problems can be handled with reduced conflict and confusion.
6. Appraisal: Perhaps the most important function of the school board is to appraise not only its own operations, but also the total school program. Without some index or some base, objective appraisal is virtually an impossible task. Written school board policies provide reference points for appraising the effectiveness of the school board, school personnel, and the total school program. It may not be necessary to begin each school year with a depth-study of school board policies, but a few appropriate remarks relating to the role of policies and the places where copies are available will be of great importance in orienting new staff members and in promoting a better understanding of the schools by the patrons.

1.0 BOARD OF SCHOOL TRUSTEES

1.1 Membership and Selection

The Board of School Trustees is the governing body of the Union School Corporation. It consists of five (5) members who are elected by the public vote of the people in the school corporation. The corporation is divided into three (3) districts; East District (Carlos-Huntsville-East Modoc), Middle District (West Modoc-Losantville), and West District (Stony Creek Township). One (1) member must be elected from each of these three (3) districts. Two (2) members are elected from the following at-large districts; One (1) from Union Township and one (1) from the Total Corporation. Their term of office is four years, arranged such that three (3) members are elected at one time and two (2) at two (2) year intervals, thus eliminating the possibility of having five (5) new board members at the same time.

1.2 Organization

The organizational meeting of the board shall be within the first fifteen (15) days of July each year or at any other time when the personnel of the board is changed involving an officer of the board. One (1) member shall be elected president, one (1) vice-president, and one (1) secretary.

1.3 Power and Responsibilities

The Board of School Trustees, being an agency of the State, has its duties and limitations prescribed by law. Briefly stated, the board has the following responsibilities.

1. To interpret the educational needs of the school community.
2. To develop policies, in accordance with the law and in accordance with the educational needs of the people of the school community.
3. To select the superintendent of school and support the superintendent in the performance of duties.
4. To evaluate and act upon the nominations of personnel as presented by the superintendent.
5. To formulate, establish, and adopt the annual budget with the assistance of the superintendent and administrative staff.
6. To evaluate and pass upon the recommendations of the superintendent for additional capital outlays - buildings, sites, improvements - and to determine the means of financing such outlays.
7. To determine the salaries and salary schedules of all employees after consultation with the superintendent and administrative staff.

8. To adopt regulations concerning the use of school property.
9. To appraise the efficiency of the schools and of the service rendered in terms of value to the community.
10. To keep the citizens intelligently informed of the purpose, value, conditions, and needs of public education within the community..

1.4 Duties

In its developmental function, the Board shall:

1. Set goals.
2. Initiate and set policies.
3. Examine and develop community ideas.
4. Set personnel and program criteria.
5. Formulate plans of action.
6. Plan for physical facilities, finances, and insurance.

In its evaluative function, the Board shall:

1. Weigh alternate methods.
2. Measure outcomes.
3. Judge values and determine priorities.
4. Mediate and adjudicate differences.
5. Assess and appraise the following:
 - a. teaching
 - b. administration
 - c. extracurricular activities
 - d. health and safety
 - e. purchasing and auditing
 - f. programs
 - g. environment

In its implementative function, the Board shall:

1. Implement and maintain organizational balance.
2. Appoint the superintendent and administrative personnel.
3. Appoint all instructional personnel, based upon the recommendations of the superintendent and other appropriate administrative officers.
4. Make dismissals.

5. Ratify and authorize legislative-executive functions.
6. Communicate the school program to the community.
7. Set salaries.
8. Coordinate the process of teacher negotiations.
9. Approve the budget.
10. Levy taxes.
11. Hold hearings.
12. Annually review and approve teacher and student handbooks as well as administrative procedures.

1.5 Meetings

1. Regular meetings are held on the first and third Mondays each month in the office of the superintendent of schools. The hour of the meeting shall be 7:30 p.m. unless otherwise ordered by the board. Special meetings shall be called by the president or by the superintendent. Three members of the board will constitute a quorum in all official meetings providing the other members have been properly notified of the meeting.
2. All regular and special meetings of the board are open to the public; official action on all school matters will be taken at an open meeting.
3. No action taken or agreement entered into by members of the board of school trustees will be binding unless such action is taken or is authorized to be taken or such agreement is entered into, at a regular or special meeting of the board at which a quorum of the board is present.
4. Executive sessions of the board and superintendent may be called by the president or superintendent. Executive sessions may be called to discuss negotiations, litigation matters which deal with the rights and privacy of individuals or other items which are personal in nature. The media must be notified the same way that individual board members are notified and the subject of the executive session must be stated. No official action can be taken in an executive session.
5. There is no time requirement for notice of an executive session other than, that every board member and the media must be notified by the same method at approximately the same time. Board members can waive by the execution of a written waiver of notice.

1.6 Voting

It is the duty of every board member to vote on every motion or resolution. Refusal to vote means a vote in favor of the motion. The vote on each motion of resolution shall be recorded in the minutes.

1.7 Organizations

The board of school trustees may hold membership in the Indiana School Board Association and the National School Boards Association. All school trustees shall be reimbursed for expenses incurred while traveling on school business and to ISBA, and NSBA meetings.

1.8 Policy Revision and Implementation

Policies may be revised, added to, or amended, at an official meeting of the Board by a majority vote of the members. Board policies can only be changed upon second reading during a regular meeting. The first and second readings cannot fall during the same meeting.

Policies adopted by the Board shall be implemented by the superintendent of schools through rules and regulations established with the aid of the principals and faculties of the respective schools and shall be binding on all persons.

The Board shall meet at least once a year to review and appraise existing policies.

1.9 School Attorney

The school attorney(s) shall be selected by the board at its annual organization meeting in July. The school attorney shall represent the school system and such officers and employees of the school system as the board shall direct in all legal proceedings of the school system to which they or any of them, as such shall be a party. The school attorney shall, when requested, advise the board, superintendent, and all executive department of all legal matters pertaining to the business of the school system.

The retainer fee shall be negotiated annually. Any additional litigation costs shall be negotiated on a case by case basis.

1.10 Handling Complaints

Neither the Board as a whole nor any individual member shall entertain or consider communications or complaints from parents or patrons until they have first been referred to the superintendent of schools. Only in those cases where satisfactory adjustment cannot be made by the superintendent and the administrative staff shall communications and complaints be referred to the board. After hearing evidence submitted by the superintendent, in such event, the board shall, if it deems advisable, grant a hearing to the parties interested. Such hearing will be held during a regular session or executive session of the board, depending on the nature of the complaint. The presentation of any case, if requested by the board, shall be taped and transcribed.

1.11 Personnel

In all decisions involving the employment, promotion, transfer, suspension, or dismissal, of employees, the superintendent will present a recommendation preceding action by the Board.

In March of each year, the superintendent shall report to the Board on the efficiency of instructional, supervisory, and administrative personnel with recommendations pertaining to continuance of contracts and to salary adjustments.

1.12 Code of Ethics

Because of the vital and important role which the public schools of our State and country play in providing the basic foundation for democratic living and for sustaining the American way of life, and because, therefore, school board membership represents such a challenging responsibility, this Code of Ethics is recommended by the Indiana School Board Association as a guide to its members as they strive to render effective and efficient service to their respective communities. A School Board member should honor the high responsibility which membership demands:

By thinking always in terms of "children first".

By understanding that the basic function of the school board members is "policy-making" and not "administrative", and by accepting the responsibility of learning to discriminate intelligently between those two functions.

By accepting the responsibility, along with fellow board members, of seeing that the maximum of facilities and resources is provided for the proper functioning of schools.

By refusing to "play politics" in either the traditional partisan or in any petty sense.

By representing at all times the entire school community.

By accepting the responsibility of becoming well informed concerning the duties of board members, and the proper functions of public schools.

By recognizing responsibility as a State Official to seek the improvement of education throughout the State.

A School Board member should respect relationships with other members of the Board:

By recognizing that authority rests only with the Board in official meetings, and that the individual member has no legal status to bind the Board outside of such meetings.

By recognizing the integrity of predecessors and associates, and the merit of the work.

By refusing to make statements or promises as to how he/she will vote on any matter which should properly come before the Board as a whole.

By making decisions only after all facts bearing on a question have been presented and discussed.

By respecting the opinion of others and by graciously confirming to this principle of "majority rule".

By refusing to participate in irregular meetings such as "secret" or "star chamber" meetings which are not official and which all members do not have the opportunity to attend.

A School Board member should maintain desirable relations with the superintendent of schools and staff members:

By striving to procure, when the vacancy exists, the best professional leader available for the head administrative post.

By giving the superintendent full administrative authority for properly discharging professional duties, and also by holding the superintendent responsible for acceptable results.

By acting only upon the recommendation of the superintendent in matters of employment or dismissal of school personnel.

By having the superintendent present at all meetings of the board except when the superintendent's contract and salary are under consideration.

By referring all complaints to the proper administrative office and by discussing them only at a regular meeting after failure of administrative solution.

By striving to provide adequate safeguards around the superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis.

By presenting personal criticisms of any employee directly to the superintendent.

A School Board member should meet the responsibilities to this community:

By attempting to appraise fairly both the present and future educational needs of the community.

By regarding it as a major responsibility of the board to interpret the aims and the methods of the schools to the community.

By insisting that all school business transactions be on an open, ethical, and above-board basis.

By vigorously seeking adequate financial support for the schools.

By refusing to use the position on a school board in any way whatsoever for personal gain or personal prestige.

By refusing to discuss personnel matters or any other confidential business of the board at home, on the street, or where a member is employed.

By winning the community confidence that all is being done in the best interests of school children.

By allowing the superintendent and bus drivers to decide all bus routes and pupils to pick up and when.

2.0 SCHOOL COMMUNITY RELATIONS

2.1 Relationship of the School to Community

The Superintendent of Schools shall plan, stimulate, and organize a continuous program of public information which will so define and explain the activities of the schools to the public that through the months and years they will be sympathetically conditioned to the school's needs and program.

The Superintendent shall recognize the importance of the school staff, teachers, and pupils in developing an effective public information program. The superintendent shall involve other administrative personnel in developing and carrying out such a program.

1. All official meetings of the Board are open to the press and to the public. The Board reserves the right to hold executive sessions in compliance with existing laws. However, action on all school matters will be taken at an open meeting.
2. Complaints from parents should be handled by the principal in charge of the school concerned. However, such complaints may be carried to the superintendent if they cannot be solved at the local school level. The Board of School Trustees will review all unsolved problems that need to be brought to its attention.
3. The Board recognizes the importance of keeping all employees of the School Corporation informed of board policies to enable them to interpret the school program. Conversely, all employees are expected to keep the Superintendent's Office informed of all formal activities dealing with the school program that reach groups or individuals outside the schools.

2.2 Media of Communication

Materials of a non-commercial nature that supplement or aid instruction may be distributed in the building if approved by the School Board or its designee.

Printed material used as commercial or business advertising should not be distributed to the staff or student body until approved by the School Board or its designee.

Literature expounding philosophies or principles of an organization, individual, or group of individuals with ideas of a biased or religious nature shall not be distributed to the faculty or students while on school premises without special approval by the School Board or its designee.

Printed materials of a subversive nature shall not be distributed to the staff and student body on the school premises under any condition without special approval by the School Board or its designee.

All other materials not classified in the above groups shall be evaluated by the School Board or its designee who shall then take appropriate action.

2.3 Community Support Groups

The Board recognizes the value of community wide support groups such as; the P.T.O., Band Boosters, and Athletic Boosters. These groups assist school personnel with activities, awards, programs and various fund raising projects approved by the Board. The Board wishes to promote a professional relationship with groups that support student activities.

Citizens or groups who desire to render a service to the school must be approved by the Board.

2.4 Access to Public Records

To comply with the Indiana Access to Records Act of 1983, effective January 1, 1984, the Union Board of School Trustees enters the following innumeration policy regulation. The Board exempts the following public records from disclosure as stipulated by the statute (unless access to the records is specifically required by state or federal statute or is ordered by a court under the rules of discovery):

1. The work product of attorneys representing the school corporation, the Board members, or any employee;
2. Test questions, scoring keys, and other examination data used in administering a licensing examination, examination for employment, or academic examination before the examination is given or if it is to be given again;
3. Scores of tests or license examinations if the person is identified by name and has not consented to the release of his scores;

4. Records that contain intra-agency or interagency advisory or deliberative material that are expressions of opinion or are of a speculative nature, and that are communicated for the purpose of decision-making;
5. Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal;
6. Personnel files of Union School Corporation employees, except for the name, compensation, application for employment or appointment, job title, business address, business telephone number, job description, education and training background, previous work experience or dates of first and last employment of present or former officers or employees of the agency;
7. Administrative or technical information that would jeopardize a recordkeeping or security system;
8. Computer programs, computer codes, computer filing systems, and other software that are owned by Union Schools or entrusted to it;
9. Records specifically prepared for discussion or negotiation, or developed during the discussion in an executive session under IC 5-14-1.5-6;
10. The identity of a donor of a gift made to Union School Corporation if the donor requires non-disclosure of his identity as a condition of making the gift;
11. Any other record which current or future legislation allows a public agency to exempt.

The Superintendent is hereby designated as the person responsible for public records release decisions and will be referred to as the "records access officer". In the absence of the Superintendent, the Principals will act as "records access officers".

Requests to inspect records or for copy(ies) of records will be received between 8:00 a.m. and 4:00 p.m. on regular business days, and must identify, on forms provided by the school corporation, the record for which disclosure is sought.

A \$.10 will be charged for each copy made. Fees are payable before any record is duplicated and may be paid by cash or money order payable to the school corporation.

The records access officer shall have twenty-four (24) hours in which to respond; but whenever a request is received on a Friday or on a day preceding a legal holiday or a school closing, the person responsible for release decisions shall have until the same hour on the next business day in which to respond. However, the access officer will provide records that are to be disclosed within a reasonable time. Requests by mail will be treated in the same manner.

In the event records are determined not to be available, the records access officer will certify upon the request form that the school corporation does not possess the record or that it could not be found after diligent search, and return one copy of the form to the requester.

Records may be inspected at the office or location where they are regularly maintained.

The records access officer shall be guided first by the Indiana Access to Public Records Act and amendments, if any; second, by state and federal law regarding privacy, confidentiality, and disclosure requirements of certain public records; and third, by this Board's policy which excludes certain records from disclosure.

Whenever a request for disclosure is denied by the person responsible for release decisions, the person making the request may appeal the decision to the Superintendent of Schools.

Union School Corporation will not provide lists of names and addresses unless it is required to publish such lists and disseminate them pursuant to statute.

2.5 Use of School Facilities

The buildings and properties of the school corporation shall be available for community use under conditions prescribed and permitted by law and in accordance with the adopted regulations of the Board.

The school facilities are provided primarily for the regular education program of the Union School Corporation. They must be maintained at all times in a satisfactory manner for this essential purpose. The facilities shall also serve as a community center for the promotion of the cultural and educational life of the community. School facilities shall be made available for public use outside of school hours at such times as not required by activities of the school.

School property shall not be used for teaching, promoting, disseminating or furtherance of any theory or doctrines of a subversive nature, intended or threatening to undermine or overthrow the constituted form of government of the United States of America, or the state of Indiana. The use of public school facilities for any purpose not in the best public interest is prohibited. The Board of School Trustees shall reserve the right to determine eligible organizations and to refuse or permit the use of school facilities to any school, civic, or community organization.

Eligible school organizations are those recognized by the building principal. Use of the school facilities shall be upon approval and under conditions as may be set forth by the building principal.

Eligible non-school organizations within the Union School Corporation shall be determined by the superintendent with the approval of the Board. Out of corporation requests will also be approved by the Board.

2.51 Rules and Regulations

1. All requests to rent the school facilities will be presented in writing to the superintendent of schools. Requests must include; name of responsible party or organization, date needed, any special equipment necessary, and the specific area needed.
2. All requests by school organizations to use the building will be made directly to the building principal. These requests will be on the building use forms.
3. Renters of school facilities shall be held responsible to the Board for any acts, deeds, and conduct connected with the rental.
4. A school custodian or other appointed appropriate representative of the school must be on the premises at all times that the facility is in use.
5. School furniture or equipment not already in the rented facility shall not be used except by special permission.
6. Only those rooms or facilities expressly approved shall be available for use by the renter.
7. All properties brought into the school by the renter must be removed immediately following the close of the program or at a time mutually agreeable to the renter and the building principal.
8. No nails or screws are to be used in the floor, walls, scenery, ceiling, or equipment without written consent of the building principal.
9. All concession rights are retained by the school. Special permission for concession rights by the organization must be requested in writing.
10. If the nature of the event requires special police, chaperones, or fire protection the expense involved shall be the obligation of the organization renting the facility. The school reserves the right to require appropriate supervision be provided.
11. The organization renting facilities agrees to make every reasonable effort to forbid smoking in the building as required by the State Fire Marshall.

12. Drinking, gambling, possession of intoxicants, possession or use of a controlled substance, indecency in speech, or boisterousness in any form are prohibited on school property.
13. The use of any special school equipment shall be permitted only when operated by a school employee or other persons authorized by the Board. Fees may be established in advance for the use of the equipment or for the operator.
14. Fees charged for the use of the cafeteria must include the salary of at least one (1) regular cafeteria employee when the use of the kitchen is required.

2.52 Rental and Fees

1. No rental fee is to be charged for the use of school buildings, grounds, or equipment by school organizations. There shall be no charge for custodial services for student school organizations unless custodians must be paid beyond their normal working hours.
2. In as much as many groups function for the benefit and well being of the school and community, "not for profit" community organizations may be granted use of the school facilities without rental charge upon approval of the Board. Groups will be charged for custodial time beyond the normal working hours or for a cafeteria employee if the kitchen is used.
3. Rental fees are to be paid in advance directly to the Union School Corporation in the superintendent's office. A follow-up billing will be made if there is an adjustment in rental and other fees.
4. Rental rates set forth below for a normal evening rental shall be established by the Board.

Classroom	-	\$10.00
Library	-	\$15.00
Elementary Gym	-	\$25.00
Cafetorium	-	\$30.00
High School Gym	-	\$50.00

Any extended use of an area(s) for an entire day or weekend the rate may be adjusted accordingly by the Board.

5. All rental requests under normal conditions must be made well in advance and fees must be paid one (1) week prior to the rental date.

2.6 School Closing

At times it will be necessary to close a school or schools because of a severe weather condition, energy curtailment, or mechanical failure. The decision to close schools will be made as timely

as possible when it is either unsafe, unhealthy, or unwise to have schools open.

On a day when school has been dismissed early due to closing there shall be no school activities after school either regular or extra curricular. In other instances school activities may be scheduled with permission from the building principal and superintendent.

2.7 Cooperation with Federal, State, and Local Agencies

The Board of School Trustees will cooperate with the following agencies in matters directly affecting the schools and the well being of the student population.

Federal Government	State Fire Marshall
State Government	Health Department
Local Government	Welfare Department
Police	Child Protection Agency
Fire Departments	

2.8 Title IX

It is the policy of the Union School Corporation not to discriminate on the basis of sex in the educational programs or activities which it operates.

The Corporation is required by Title IX of the Education Amendments of 1972 and the implementing regulations not to discriminate on the basis of sex. This requirement not to discriminate extends to employment by the corporation.

Inquiries concerning the approval of Title IX and the implementing regulations to the corporation may be referred to the high school principal who has been designated by the corporation as the official responsible for Title IX compliance or to the Director of the Office for Civil Rights, Department of HEW, Washington, D.C. The high school principal's office phone number is 853-5421.

3.0 ADMINISTRATION

3.1 Superintendent

The duty of the Board shall be to employ a Superintendent of Schools who shall act as Chief Administrative Officer for the Board. The superintendent will be charged with the responsibility of administering the program in the Union School Corporation. The Board shall support the superintendent in the discharge of duties.

General duties:

1. To administer the schools in accordance with adopted Board policies.
2. To recommend teaching and non-teaching personnel for approval by the Board.

3. To evaluate employee performance.
4. To recommend dismissals, when necessary according to law.
5. To manage the building and grounds.
6. To purchase instructional supplies as recommended by the principals.
7. To develop curriculum.
8. To develop an annual budget.
9. To formulate long range plans.
10. To secure competitive bids and receive Board approval on quotes more than \$300.00.
11. To direct the transportation program.
12. To maintain a building security system.
13. To develop job description for all non-certified personnel.
14. To assign all employees of the school system.
15. To keep the community informed of the conditions and needs of the school and to promote desirable public relations.
16. To develop, prepare and make application for special programs such as; ESEA Title I, ESEA Title II, Vocational Education, Special Education, summer school, or other grant programs.
17. To attend professional development programs at the state and national level.
18. To account for all school property by conducting an annual inventory.
19. To authorize the payment for materials and services.
20. To assume other responsibilities as directed by the Board of School Trustees.

3.2 Principals

Principals will be employed by the Board and shall report directly to the Superintendent of Schools. The principals shall control and be responsible for the building and grounds during the school day and for all school activities.

General duties:

1. To operate the school as prescribed by the Board and Superintendent.

2. To act as the administrative authority of the school.
3. To recommend and implement curriculum changes for improvement of the school's educational program.
4. To promote all school activity programs.
5. To assist in the selection and assignment of teachers in the building.
6. To evaluate and supervise teaching and non-teaching staff.
7. To encourage an in-service training program for the staff.
8. To promote communications with parents.
9. To maintain attendance and permanent records of students.
10. To supply the superintendent with requisitions for instructional supplies.
11. To recommend building improvements and request maintenance.
12. To comply with emergency preparedness guidelines submitted to the state.
13. To notify parents and the superintendent in cases of student accidents, illness, and items of a major consequence.
14. To complete all reports as required by the State of Indiana, Department of Public Instruction, Board of School Trustees, and the Superintendent of Schools.
15. To assume the responsibility for athletic programs in the school and comply with IHSAA guidelines for interscholastic sports.
16. To represent the Union School Corporation in local, state, and national meetings and professional development activities.
17. To be responsible for the accounting of all extracurricular funds and recommend to the superintendent each year how interest from these funds will be distributed.
18. To assume other responsibilities as directed by the superintendent.

3.3 Administrative Assistant/Athletics

The Administrative Assistant and Director of Athletics will be employed by the Board and shall report directly to the Jr.-Sr. High School Principal. This person will be responsible for the entire athletic program and will assist the principal in carrying out this program.

General duties:

1. To organize, administer, coordinate and direct the entire inter-scholastic program for boys and girls.
2. To oversee the income and expenditures in the athletic activity account.
3. To order new uniforms on a rotating basis.
4. To supervise and evaluate all coaches.
5. To be familiar with the rules and regulations of the Indiana High School Athletic Association.
6. To supervise evening interscholastic sports activities.
7. To keep a master schedule for all sports activities.
8. To schedule all building events and activities in the corporation on a master calendar.
9. To enforce the athletic rules and handbook.
10. To represent the Union School Corporation at local and state meetings and professional development activities.
11. To assume other responsibilities as directed by the principal.

3.4 Director of Guidance

The Counselor will be employed by the Board and shall report directly to the Jr.-Sr. High School Principal. This person will be responsible for the entire guidance program.

General duties:

1. To administer the guidance program.
2. To provide career information to students.
3. To counsel students when individual personal problems affect their educational success.
4. To help students schedule their classes according to curricular offerings and vocational plans.
5. To work with the principal in developing the high school master schedule.
6. To plan career days, college visits, financial aids meetings and other programs that will benefit students and their parents.
7. To assist the principal in orientation meetings for 6th and 8th grade students and parents.

8. To assist parents and classroom teachers in obtaining information about the capabilities, interests, aptitudes, and limitations of students.
9. To assist in the educational planning and placement of special education students.
10. To complete necessary reports in an accurate and timely manner.
11. To administer the testing program in the school and send in the tests for scoring for the entire corporation.
12. To assist the principal in assigned supervisory duties.
13. To attend and represent the Union School Corporation at local and state meetings and professional development activities.
14. To assume other responsibilities as directed by the principal.

3.5 Director of Food Services

The school food service director is a member of the administrative staff who, under the general direction of the Superintendent of Schools, works with others in developing, administering, and supervising the school food service program.

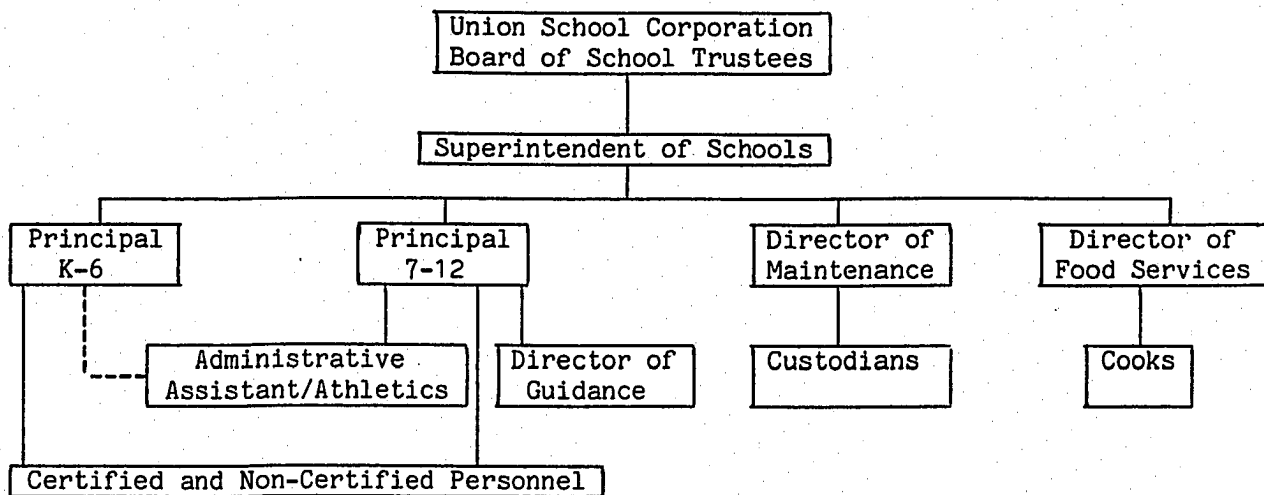
3.6 Director of Maintenance

The maintenance director is a member of the administrative staff who, under the general direction of the Superintendent of Schools, works with others in administering, developing, and supervising the maintenance program.

3.7 Administrative Leeway in Absence of Board Policy

In the absence of established policy by the Board of School Trustees, the Superintendent of Schools and appropriate administrative personnel shall cooperatively establish administrative policy which shall be considered an interim policy. The interim policy shall be in effect until such time that an official Board of School Trustees policy has been established.

3.8 Organizational Chart



4.0 INSTRUCTIONAL STAFF

4.1 Recruitment, Selection, and Certification

The Board, in carrying out the educational objectives of the Union School Corporation recognizes the necessity for having highly qualified and trained teachers. The superintendent shall establish procedures to recruit, interview, and recommend teachers to the Board. The superintendent shall recommend only candidates who are properly licensed and certified by the Department of Public Instruction and recognized by the State of Indiana.

4.2 Duties and Responsibilities

The teachers shall attend all meetings called by the superintendent, or principals unless excused by the administrator calling the meeting.

Each teacher is expected to assume assigned responsibilities on curriculum study groups, textbook committees, or other similar groups.

Each teacher has authority to discipline any student in an assigned building or at any school sponsored program involving the same building.

Teachers assigned to playground duty, hall duty, and other various duties are expected to carry out these responsibilities. Teachers on playground duty are expected to be out on the playground during this time.

Any teacher responsible for children at school other than during school hours must be with the children at all times.

Teachers should perform their assigned duties unless relieved by other school personnel or assigned substitutes or in an emergency. In the latter case, the principal or a teacher in an adjacent room should be notified immediately.

Teachers are to keep accurate reports and complete records.

4.3 Teacher Evaluation

The following are the administrative procedures for evaluating certified personnel:

1. During the first, second, third, fourth, and fifth contract years, all non-permanent and semi-permanent teachers shall be evaluated* by the principal(s) or certified administrator. All teachers new to a building, including those on temporary contract, shall be evaluated. All evaluations shall be supported by one or more classroom observations.*
2. All permanent teachers shall be evaluated by the principal or certified administrator at least every other contract year.

*In all cases evaluation or observation means - in writing, using the appropriate form.
3. Incorporated in the evaluation instrument is a rating scale of teacher performance as follow:
 - NA Not Applicable. Evaluator may use this category when information needed to make judgements is not observable to them.
 - S Satisfactory. Demonstrates those attributes conducive to a successful teaching performance. Is a positive participant within the educational program.
 - N Needs Improvement. Warrants written constructive criticism in areas of concern through positive suggestions toward professional improvement.
 - U Unsatisfactory. Failure to follow and/or improve performance as specified in writing.
4. First, second, third, fourth, and fifth year evaluations will be supported by observation(s). The first observation shall be completed on/or before December 1 of each school year. The evaluation with accompanying observations shall be completed and forwarded to the Superintendent's Office by April 1 of each school year. All permanent teacher evaluations will be completed by April 1. A classroom visit of 30 minutes by the evaluator will be required before an observation form is completed.
5. Upon the request of a teacher, delivered in writing to the principal within thirty (30) days after the teacher receives the first evaluation, the principal shall provide the teacher with an additional evaluation

6. A teacher will receive a duplicate copy of each observation form within five (5) school days after such observation. This observation will be discussed by the observer and the teacher being observed, dated, and signed by both parties. Such teacher's signature is not to infer agreement with the observation contents. The teacher may make written comments concerning the observation. These written comments are to be attached to the form.
7. A teacher shall receive a duplicate copy of each evaluation form. This evaluation form will be discussed by the evaluator and the teacher being evaluated, dated, and signed by both parties. Such teacher's signature is not to infer agreement with the contents of the evaluation. The teacher may make written comments concerning the evaluation. These written comments are to be attached to the form.
8. Permanent teachers assigned to more than one school, shall be evaluated by the principal or certified administrator where directly responsible for the evaluation of such teacher's performance. In the event a teacher has equal or nearly equal assignments in two or more schools, both principals shall assume the responsibility to coordinate the evaluation process.
9. The superintendent may request an observation, or evaluation supported by one or more observation(s) be made by designated administrative personnel at any time during the school year.
10. A written teacher evaluation shall be based on in-class observations and other school related activities.
11. Any materials placed in a teachers file must be reviewed by the teacher.

Source: UNION BOARD OF SCHOOL TRUSTEES

Date: April 7, 1981

UNION SCHOOL CORPORATION, Modoc, Indiana

4.4 Reduction in Force

1. In General

When, in the judgment of the School Board, it may be necessary to reduce the number of teachers, the procedure specified herein will be followed.

Neither the reasons for a reduction in the number of teachers, nor the determination of the appropriate teacher(s) to be released is grievable. Either the School Board or the Superintendent can initiate the procedure herein.

2. Procedure

- A. Statutory procedure and notice requirements for cancellation or nonrenewal of non-permanent, semi-permanent, and permanent

contracts, whichever applicable, will be utilized for release here in under.

- B. Any necessary and required discussion will occur according to the requirements in the Certificated Educational Employee Bargaining Act. (I.C. 10-7. 1-1) This Policy is not intended to give any additional rights to any teacher whose contract would not have been renewed, or whose contract would not have been renewed, or whose contract would have been terminated, regardless of the fact that a reduction was desirable.

3. Method for Selection

- A. In each position, subject area, grade level and/or assignment to have the number of teachers reduced, non-permanent teachers will be released before semi-permanent teachers and semi-permanent teachers will be released before permanent teachers. However, no permanent teacher will be released if there is a position for which that teacher is qualified which is currently occupied by a semi-permanent or non-permanent teacher, and likewise, no semi-permanent teacher will be released if there is a position for which that teacher is qualified which is currently occupied by a non-permanent teacher.

Teacher certifications as of the last day in December will be recognized for purposes of the Policy.

- B. In the event of a reduction in force, the Superintendent shall consider the criteria set forth below in subsection (B: 1-4) when making his determination as to which teacher or teachers shall be released. The Superintendent shall determine the subject areas, grade levels, and particular professional assignments in which staff reduction is necessary, and shall make recommendations concerning such reduction to the Board.

The Superintendent shall cause points to be assigned for each teacher properly certified, within each of the enumerated criteria set forth below. Verification of assigned points shall occur through the discussion process. Teachers shall be released beginning with the teacher with the fewest number of assigned points. Notwithstanding any other provision of this policy, no teacher shall be permitted to displace a teacher in an area where that teacher is not currently properly licensed to teach.

- 1. Quality of teaching performance: (to be judged and determined by teacher evaluations)
 - a. 68 points maximum reflecting the average of the last three (3) summative evaluations, or, if less than three (3) years employment, the average of all summative evaluations. Points will be assigned for the 17 areas that are evaluated as follows:

- 4 points - satisfactory
- 2 points - needs improvement
- 0 points - unsatisfactory

Items will receive 4 points if the category has not been marked satisfactory, needs improvement, or unsatisfactory.

- b. The teacher with assignments at both the elementary and secondary levels and who receives two (2) evaluations will have his/her evaluation point totals averaged in order to arrive at an evaluation point total for a given year.

2. Certification

- a. 12 points maximum with points being assigned in accordance with the following:
 - 1. 10 points if teacher has taught in both his/her major and minor area within the last three (3) years.
 - 2. 10 points if teacher has taught in the elementary within the last three (3) years provided however, a teacher assigned points in accordance with sub-paragraph (1) shall be ineligible to receive points under this sub-paragraph.
 - 3. 9 points if teacher has taught exclusively in his/her major area within the last three (3) years and has not been assigned points under sub-paragraph (2).
 - 4. 7 points if teacher has taught exclusively in his/her minor area and has not been assigned points in sub-paragraph (2).
 - 5. 2 points for each additional teaching major, minor or endorsement that appears on the current teacher's license(s) for which points have not been assigned in the above.

3. Length of teaching experience in the School Corporation and total years teaching experience:

- a. 11 points maximum with points being assigned in accordance with the following:
 - 1. .7 points for each year of experience for which a certificate is required at Union School Corporation.
 - 2. .5 points for each year of experience outside the School Corporation.

- b. Teaching experience credit will be given for school years in which the teacher has taught a minimum of 120 days including paid leave days on a regular or temporary teacher's contract.

4. Extra-Curricular:

- a. Points assigned for current extra-curricular assignments are cumulative up to 9 points and will be assigned in accordance with the following:
 - 1. One point for each Schedule B-1 Activity, unless otherwise specifically stated, Little Hoosiers' Club, History Club, and Sports Event Supervisor.
 - 2. 3 points for Elementary Sports and Choral Director.
 - 3. 5 points for Jr. High Coaches, High School and Jr. High Cheerleader Sponsors, Assistant High School Coaches.
 - 4. 7 points for High School Varsity Coaches and Band Director.

4. Recall

- A. A Recall List will be established for semi-permanent and permanent teachers released due to a reduction in force. A teacher will remain on the Recall List for two (2) years after the teacher's release.

Teachers will be recalled in the reverse order of release in vacancies for which they held certification when released. A vacancy may, under some circumstances, include extra-curricular as well as teaching assignments. Teachers on the Recall List shall have no input as to when or where a vacancy occurs. This Policy shall not be interpreted to require the School Corporation to fill any position or prevent the School Corporation from reassigning responsibilities.

Teachers who are currently teaching in more than one subject area, grade, and/or professional assignment may be released pursuant to this policy, even though only one of the teacher's teaching areas, grade levels, or professional assignments is being reduced, provided there is a teacher on staff with a higher statutory classification or with the same statutory classification and a greater number of assigned points who is certified and qualified to teach in that teacher's multiple subject areas, grade level and/or professional assignment.

- B. When a vacancy occurs, the appropriate teacher as determined above will be notified by certified mail at the last known address. Failure to accept the offer within ten (10) calendar days of the receipt date, or five (5) calendar days if

the receipt date is after July 31, shall result in the teacher's name being removed from the Recall List. A teacher under contract with another school corporation may serve under that contract for the remainder of the current school year without losing recall privileges established by this Policy. However, the teacher must respond appropriately, in writing, to the recall notification. It shall be the duty and responsibility of each teacher on the Recall List to inform the Superintendent, in writing, of any change in address.

- C. Teachers on a Recall List will be contacted by the building principal for day-to-day substitute teaching assignments and will be given first consideration for any temporary contract assignment for which the teacher is properly certified.

A principal may secure the services of substitute teachers not on the Recall List after he/she has made a reasonable effort to contact the teacher(s) on the Recall List.

Teachers on the Recall List will be paid \$5.00 more than the amount provided for other substitutes by the School Corporation.

- D. Teachers released under this Policy are considered released employees and, therefore, have no contract rights, are dismissed without pay, and will not be entitled to years of experience while released or benefits other than those provided for in this policy.
- E. No teacher will be released based on a reduction in force procedure pursuant to this policy for the 1984-85 and 1985-86 school years. However, the board reserves the right to terminate for reasons other than reduction in force provided for by law.

The Board also reserves the right not to fill any position that becomes vacant through resignations, retirement, leaves, or other attrition in the teaching staff, and to reduce the length of extended contracts.

Source: UNION BOARD OF SCHOOL TRUSTEES

Date: December 19, 1983

UNION SCHOOL CORPORATION, Modoc, Indiana

4.5 Student Teachers

Union School Corporation is receptive to the assignment of student teachers within the school system provided properly qualified supervising teachers are available and willing to accept this responsibility. Student teachers may be assigned only to teachers having a Master's Degree and three (3) years of successful teaching experience. Approval to have a student teacher must be given by the building principal or superintendent.

12. Encourages students to work in a rational manner toward solving their own conflicts.
13. Encourages students to share in decision-making.
14. Emphasizes spirit of openness in classroom discussions.

b. Teacher-Staff Relationships

1. Supports other teachers and administrators in maintaining standards of conduct and citizenship.
2. Offers constructive suggestions and help to other teachers.
3. Seeks help or advice from appropriate colleagues as needed.
4. Maintains a friendly attitude and relationship with colleagues.
5. Communicates plans to colleagues in order to schedule shared facilities, equipment, and supplies.

c. Community Relationships

1. Interprets classwork to parents, individually or as a group.
2. Confers with individual parents regarding their child's work and development.
3. Cooperates with parents in helping them work out school-related problems with their children.
4. Interprets school policies and procedures to give parents a better understanding of the educational enterprise.
5. Supports school-community organizations and activities.
6. Serves as liaison with community organizations or agencies to enhance the educational program.

24. Professional Responsibilities

a. Self-appraisal

b. Evaluator's appraisal

1. Demonstrates appropriate habits of dress that are not disruptive to the educational process.
2. Possesses work habits which reflect punctuality, dependability, efficiency, and accuracy.
3. Carries out rules and regulations of the school.

4.6 Substitute Teachers

A substitute teacher is defined as a teacher who renders occasional or intermittent service. A substitute teacher serving not more than 15 consecutive school days in the same position shall be paid an amount established by the Board.

A substitute teacher must register and complete the appropriate forms in the superintendent's office to be certified. A list of certified substitutes shall be provided to the principals by the superintendent. Every attempt will be made to employ certified teachers as substitutes.

It is expected that each substitute will provide adequate instruction in the place of the regular teacher. Teachers are required to leave lesson plans and seating charts in case a substitute is needed.

4.7 Professional Growth

The Board encourages participation in professional organizations and activities and recognizes that continuing professional growth is desirable and necessary for the positive growth and improvement of the educational program.

The Board may provide a substitute or may reimburse a staff member for travel or lodging for a staff member attending a meeting or conference. The attendance at professional meetings will require approval by the Board.

5.0 NON-CERTIFIED STAFF

5.1 Definition

Non-certified personnel shall be classified as persons employed for positions which do not require a teaching license.

These staff personnel would include; maintenance and custodial persons, clerks, bookkeepers, secretaries, nurse, teacher aides, cafeteria workers, and bus drivers.

5.2 Recruitment and Selection

Applications for a regular non-certified position shall be made to the Superintendent.

The Superintendent will interview candidates and examine references to ascertain the following characteristics:

1. Being of good moral character.
2. Being honest and trustworthy.
3. Having a history of good physical and mental health.

4. Assuming responsibility cheerfully for assigned tasks.
5. Exhibiting qualities requisite for working cooperatively with co-workers.
6. Displaying characteristics necessary for work with or around children.
7. Meeting job description requirements.

Recommendation to establish new or additional non-certified positions shall be the responsibility of the Superintendent for presentation to and approval of the Board.

5.3 Responsibilities and Duties

Each regular non-certified position shall have a job description. A job description will include:

1. Desired personal qualifications and skills.
2. Desired experience.
3. Tasks to be performed.
4. Line-staff relationships.
5. Terms of employment.

5.4 Probation and Evaluation

Non-certified employees will serve probationary period of ninety (90) days.

During this ninety (90) day probationary period the employee will be evaluated by his immediate supervisor and the principal and/or Superintendent. Upon the basis of a satisfactory evaluation, the Superintendent may recommend the employee to the Board for continuing employment.

5.5 Retirement

Non certified personnel shall be required to retire upon reaching the age of seventy (70). To provide continuity of programs and services, an employee reaching seventy (70) years of age during an officially adopted school year may continue employment until the succeeding thirtieth (30) day of June. Exceptions to this policy shall be made only upon the recommendation of the superintendent to the Board of School Trustees.

6.0 INSTRUCTIONAL PROGRAM

6.1 Expectations from Teachers

It is intent of the Board to require the highest standards in

the instructional program for students. It is with these standards in mind that the Board shall expect teachers to strive to achieve the general qualities listed below:

1. Is academically competent in the area of teaching assignment.
2. Presents lessons which stimulate intellectual development in students.
3. Possesses art of questioning which stimulates student interest.
4. Challenges students to independent thinking, inquiry, and critical analysis.
5. Gives opportunity for student-teacher, student-student classroom discussion, interaction, and expression.
6. Uses verbal and nonverbal means of encouragement, acceptance, and reward.
7. Guides students to value achievement for intrinsic, as well as extrinsic, rewards.
8. Sets definite instructional objectives which involve teacher-student planning and outlines sequential steps for their attainment.
9. Makes a variety of appropriate student assignments for work in and out of the classroom.
10. Makes reasonable homework assignments with meaningful instructional purposes.
11. Organizes and uses materials and supplies effectively.
12. Plans enrichment and remedial experiences to meet individual student needs.
13. Prepares daily those learning experiences for students which achieve objectives of the program.
14. Uses evaluative methods and tools with students which are positive, supportive, and relevant.
15. Guides the student toward self-evaluation and self-direction.
16. Appraises student performance so that it will be made applicable to life situations and will encourage students to high levels of learning.
17. Evaluates change or improvement of the student according to rate of growth and development.
18. Encourages prompt attention to assignments.
19. Provides additional help when an individual needs it.

20. Provides positive, encouraging, and supportive reinforcement of students.
21. Fosters spirit of learning as a shared activity and not as the sole domain of the teacher.
22. Classroom Management
 - a. Provides opportunities for every student to be engaged in a constructive learning experience.
 - b. Adjusts classroom activities to recognize various states of child development.
 - c. Arranges furniture to permit a variety of learning activities.
 - d. Maintains an attractive teaching station which reflects student involvement.
 - e. Follows and expects students to use democratic procedures which show considerations for the rights of others.
23. Pupil, Staff, Community Relations
 - a. Teacher pupil relationships.
 1. Treats students ideas as valuable and recognizes all efforts.
 2. Maintains a friendly and accepting classroom environment.
 3. Maintains a positive relationship with students.
 4. Builds desirable standards of work and behavior with students as a group.
 5. Is consistent and fair in dealing with students.
 6. Emphasizes positive and constructive disciplinary approaches.
 7. Helps students change undesirable attitudes.
 8. Recognizes, analyzes, and works to correct causes of group or individual student dissatisfaction.
 9. Develops responsible student leadership according to democratic principles.
 10. Provides interest and counsel when students seek help with problems.
 11. Encourages attitudes of tolerance and helpfulness among students.

6.2 Evaluation of the School Program

The administration shall submit reports to the Board of School Trustees stating the strengths and weaknesses of the school program and curricular services and the progress made in strengthening the school program and curricular services. Those reports and additional reports shall be made to the Board when deemed advisable by the Superintendent or upon the request of the Board.

6.3 Textbook Adoption

The Superintendent shall select and recommend the adoption of all textbooks and supplementary instructional materials. In the... selection of such textbooks he shall have the cooperation of other officers of instruction and of such special committees of teachers, parents, principals, supervisors and representatives from student and community groups as he may appoint. At least 40 percent of the committee shall be parents or as formulated by statute.

6.4 Reporting to Parents

The Board requires that all schools make periodic reports to parents concerning academic and social progress of students. Information regarding emotional development may be reported as deemed necessary.

Principals are responsible for issuing report cards every nine weeks and progress reports in the middle of each grading period or as necessary. Parent-teacher conferences are to be encouraged at all times. The schools will have conferences scheduled by the principals each year.

6.5 Grading

A uniform grading system shall be used by all junior and senior high school teachers.

1. Union Jr.-Sr. High School grading scale.

100	A+	12 points
95 - 99	A	11
92 - 94	A-	10
89 - 91	B+	9
86 - 88	B	8
83 - 85	B-	7
80 - 82	C+	6
77 - 79	C	5
74 - 76	C-	4
71 - 73	D+	3
68 - 70	D	2
65 - 67	D-	1
	F	0

We will use a 12 point system to figure point averages.

2. Semester grades

1st 9 Weeks			2nd 9 Weeks			Semester Exam		Semester Grade
2/5 40%	+		2/5 40%	+		1/5 20%	=	100%

3. Criteria for students to earn a grade.

- a. Attendance and punctuality
- b. Projects -- written and hands-on
- c. Exams -- tests -- quizzes
- d. Homework
- e. Classwork
- f. Following instructions
- g. Being prepared for class
- h. Cooperation
- i. Effort
- j. Behavior
- k. Ability

Source: UNION BOARD OF SCHOOL TRUSTEES

Date: June 27, 1983

UNION SCHOOL CORPORATION, Modoc, Indiana

6.6 Examinations

1. Definition

- a. A comprehensive written exam will test the material covered during the entire semester.
 - b. A comprehensive project will be written or skill development project assigned at the beginning of the semester.
2. A written comprehensive exam will be given, or a written comprehensive project will be completed at the end of each semester in the following academic areas.
- | | |
|-------------------|---------------------|
| 1. Mathematics | 4. Business |
| 2. Social Studies | 5. Science |
| 3. English | 6. Foreign Language |

3. A comprehensive project will be an acceptable alternative to a written exam in the following academic areas:
 1. Industrial Arts
 2. Vocational Agriculture
 3. Home Economics
 4. Art
 5. Physical Education
 6. Music
 7. Speech
 8. Drama
 9. Computer Science
4. Comprehensive written exams will be turned into the principal's office one day before exams begin.
5. Comprehensive project criteria will be turned into the principal's office at the beginning of each semester.
6. Exams at the seventh and eighth grade level will be optional, but are strongly encouraged at the eighth grade level.
7. Any variations in these guidelines must be cleared with the principal.

Source: UNION JR.-SR. HIGH SCHOOL TEACHER COMMITTEE

Date: March 21, 1983

UNION SCHOOL CORPORATION, Modoc, Indiana

6.7 Promotion and Retention

The principal shall determine when a student shall be promoted or retained. This decision shall be made based on the recommendation of the classroom teacher(s). The principal, teacher(s), and parent or guardian of the student shall together attempt to make a decision on the best interest of the student involved. Parents shall be informed at the earliest possible date if a student is being considered for retention. The final decision shall be made by the principal.

Students in grades nine through twelve are placed in a grade level based on successful completion of high school courses. Class standing is to be based on credits earned.

6.8 Vocational School

Juniors and seniors planning to take vocational courses at the New Castle Area Vocational School must meet the Union High School requirements. All students scheduled for the vocational school must be approved by the guidance counselor and principal. Students attending the vocational school must provide their own transportation.

6.9 Field Trips

The Board of School Trustees recognizes the educational potential of field trips when they are properly planned to fulfill specific educational objectives. The Board authorizes in-state field

trips which are in conjunction with the education program. It is the responsibility of the building principal to approve field trip requests that are submitted and are of an educational nature.

Letters will be sent to parents explaining the purpose and details of the field trip. Parents shall be required to sign approval and waiver forms which shall be kept on file by the principal until the end of the school year.

Overnight and out-of-state field trip requests shall be approved by the Board.

7.0 STUDENTS

7.1 Age of Initial Entrance

Kindergarten: Kindergarten attendance is recommended for all children whose physical, intellectual and social development indicate they are experientially ready for instruction.

Children who have reached the age of five (5) on or before September 1 of the year they enter kindergarten may be admitted.

Grade One: Children who have reached the age of six on or before September 1 of the year they enter school or who have successfully completed one full year of public school kindergarten are required to attend school.

A child who is under entrance age for the first grade but who has been enrolled as a resident student in the first grade of another school corporation and whose parent or guardian has transferred legal residence to the Union School Corporation District during the current school year may be admitted to the first grade.

7.2 Immunization

All students in K-12, as well as all students transferring into Union School Corporation, shall be required to be effectively immunized against Diphtheria, Whooping Cough, Tetanus, Measles, Rubella, and Polio. Parents shall be given thirty (30) days from the date of enrollment to comply with these immunization requirements.

7.3 Non-Resident Students

Non-resident students are those students whose parents or legal guardians reside outside the boundaries of the Union School Corporation. The Union School Corporation may accept non-resident students with the approval of the superintendent.

If a resident student has completed eleven (11) years of school in the Union School Corporation and become a non-resident student in the senior year, that student may arrange to complete the requirements for a high school diploma without a transfer tuition fee.

The superintendent will determine the amount of tuition charges whenever a request is made by a non-resident student. Cash tuition charges will be calculated on a form prescribed by the State Board of Accounts.

7.4 Student Insurance

Union School Corporation will not assume responsibility for payment of claims resulting from accidents. Accident insurance will be available to all students.

Students should have this or equivalent family coverage. All students participating in athletics will be required to purchase the insurance provided by the athletic department. The administration will establish a procedure by which insurance will be available to all students.

7.5 Attendance Policy

The intention of the Board of School Trustees is to encourage students to be in school every day. Regular attendance is essential for a student's success in school. A student who is not regular in attendance loses interest, tends to feel left out, and often drops out of school. Business and industry require attendance and dependability, and the school regards the training in these habits as part of its responsibility. They also realize that there may be situations arise which warrant a child being absent from school because of unusual circumstances.

The only valid reasons for school absences are the following:

1. Illness of the child or quarantine
2. Death in the family
3. Court appointment
4. Recognized religious holidays
5. Pre-arranged absence (not expected to exceed five (5) school days per school year -- Intended for family related activities and requires permission of the principal or his designee.)
6. Educational tours (must be approved by the Principal)
7. Working on Election Day (a proper legal form must be on file in the office prior to the absence)

The principal shall require a statement from the parent or guardian stating the reason for the absences. If a student is absent for several days and has been under the care of a doctor, it is suggested that the student bring a statement from him when returning to school.

If, in the opinion of the principal, it is questionable as to whether a student should be readmitted to school after an absence, a doctor's statement may be required.

Excessive absence by a student will be dealt with as a disciplinary matter. Parents will be made a part of this process. The disciplinary procedure is stated in the student handbook which is approved by the Board each year.

7.6 Due Process

The principal has the right to suspend a student from school for a specified period according to the due process code. A suspension may occur as punishment for the violation of a school rule or regulation as stated in the student handbook.

School administrators may expel any student from school for a violation of a more serious nature. The administrator shall provide for due process for all cases involving expulsion according to Public Law 162 enacted and amended by the Indiana General Assembly (1973).

7.7 Student Locker Inspections

A student using a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or its contents.

A principal or other member of the administrative staff of a school designated in writing by the principal may, in accordance with the rules of the governing body of that school corporation, search such a locker and its contents at any time. The school corporation shall provide each student and each students' parents a written copy of all the rules of the governing body at that school corporation regarding searches of such lockers and their contents.

Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.

A law enforcement agency having jurisdiction over the geographic area in which is located the school facility containing such a locker may, at the request of the school principal and in accordance with rules of the governing body of that school corporation, assist the school administrators in searching such a locker and its contents.

7.8 Corporal Punishment

Corporal punishment may be administered by a professional staff member if, in the staff member's judgment, the student's misbehavior warrants such action. This action would normally be taken only when other efforts to correct misbehavior have failed.

Corporal punishment must be administered in the presence of the principal or another staff member in which case the incident is to be reported to the principal. Corporal punishment should always be administered with positive intent, in a reasonable manner and without malice. Students should never be struck about the face or head.

7.9 Issue of Medication to Students

Except as noted below, no prescription medication may be dispensed or administered by any employee of the Union School Corporation except when prescribed by the pupil's physician and requested by a parent or guardian. When the parent or guardian requests such medication be administered to his/her child, it may be administered only by a school nurse, a principal, or principal's designee. All students taking medication should be encouraged to do so in the office.

No prescription medication shall be given or dispensed unless the dispensing school has on file a medical authorization form signed by the parent or legal guardian of the child. All prescription medication for an individual child should be kept in the original container bearing the original pharmacy label and the child's name.

All medication should be kept in a safe place which is inaccessible to students except through the previously described procedure. All medication should be returned to the legal custodian or destroyed when no longer needed or used.

The parent or guardian of a pupil who is to receive medication shall furnish a written request on the designated form to the school. This request will be required with each new medication and/or annually.

This policy does not relate to emergency first aid which school employees are authorized to perform.

Aspirin or other non-prescription drugs are not to be dispensed to students without authorization from the parent or legal guardian.

7.10 Accident Procedures

Accident forms shall be completed for all accidents resulting in injury to students. A uniform accident report shall be used in all schools, and the building principal shall be responsible for sending a copy of the completed form to the superintendent.

In the event of an accident requiring immediate medical attention, an ambulance shall be called and parent shall then be immediately notified.

In the event of an accident not requiring immediate medical attention, but requiring medical treatment, parents shall be immediately notified.

7.11 Child Abuse or Neglect

Compliance with P.L. 135, Acts of 1978

School personnel shall be required to report his belief of his suspicion of child abuse or neglect. Notification shall be made immediately to the individual in charge of the school.

The person in charge shall make an immediate report to the county welfare department.

The law provides that any person who has the duty to report child abuse or neglect or who participates in any judicial proceeding or other proceeding resulting from such report, is immune from any civil or criminal liability that might otherwise be imposed because of such actions, provided the individual is acting in "good faith".

7.12 Student Records

During the student's school career, the school corporation collects and records data concerning the student. The school corporation recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents, and the students' or parents' right to correct inaccurate data is necessary. This policy is in compliance with the provisions of the "Family Educational Rights and Privacy Act of 1974".

7.13 Organizations

All student organizations shall be approved by the principal and sponsored by a staff member. No organization can be formed unless there is a need for that organization. Membership shall be open to all qualified members of the class or school. Memberships shall be composed entirely of pupils attending Union School.

Induction ceremonies shall be held only on school premises with rituals approved by the principal. The charter, by-laws, induction ceremonies, and complete lists of members and officers must be filed with the principal.

7.14 Graduation Requirements

The Board of School Trustee in cooperation with the superintendent shall establish graduation requirements for the high school. Credits are to be earned in required and elective courses which will meet the State of Indiana requirements.

Credits may be transferred from accredited summer, night or correspondence schools to a maximum of eight (8) credits. A student must have permission from the Board, through their designee, before enrolling in classes where credit is to be transferred.

For participation in the graduation ceremony and the issuance of a diploma, all credits and requirements must be completed prior to the date of graduation.

Exchange students classified as seniors may participate in the graduation exercises but will receive a Certificate of Attendance.

7.15 Fund Raising

There may be one (1) money making project per semester for each school organization. A list and schedule of fund raising projects will be developed at the beginning of each year by the principal and approved by the superintendent. The expenditures from these projects will be made in accordance with State Board of Accounts guidelines.

Any individual, group, or organization not connected with school approved activities desiring to sell, advertise, or solicit by any means any item of a tangible nature must first obtain permission from the Superintendent of Schools or designee.

Occasionally a community-wide project is promoted; and if school personnel are to be solicited, permission must be given by the Superintendent of Schools and Board of School Trustees.

7.16 Public Performances by Students

The school musical groups may take part in activities approved by the building principal.

Generally, bands will not march locally on holidays or school vacations. If the band receives a community request to march, they should ask the person making the request to put it in writing. A decision will be rendered on the request by the band director and the principal.

Any other request for use of students in non-school activities must be submitted, in writing, to the building principal. If the performance demands the loss of instructional time the request shall not be granted.

Student groups will participate in activities officially sanctioned by the I.S.S.A. Division of Student Activities.

8.0 MISCELLANEOUS POLICIES

8.1 Speakers for Commencement

The Union School Corporation will pay \$100.00 toward the cost for a commencement speaker. The speaker will be selected by the senior class and approved by the senior sponsors, principal and superintendent.

8.2 Class Gifts

The principal shall approve any class gifts and/or activity group gift to the school. All gifts shall be of a practical educational value to the school. Students should not be assessed for the singular purpose of providing a gift to the school. When a gift is approved and accepted it becomes the property of the Union School Corporation.

8.3 Gifts to School Personnel

The Board of School Trustees discourages the presentation of gifts with intrinsic or commercial value to staff members.

Any individual or organization desiring to make a presentation of a gift to a staff member for services rendered as a teacher shall contact the School Board or its designee concerning the advisability of the gift.

8.4 Bus Driver Authority

Bus drivers are to have the same authority and responsibility in supervising children as teachers in the classroom.

All school children, while being transported on a school bus, shall be under the supervision, direction and control of the school bus driver and governing body of the school corporation.

Bus drivers are to follow procedures established in Public Law 162 pertaining to student discipline.

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