

CERTIFIED STAFF HANDBOOK



CGCSC practices equal opportunity in education and employment.

No employee shall, on the basis of religion, race, color, national origin, sex, disability, age, or any other basis prohibited by law, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity, or in any employment conditions or practices, conducted by the CGCSC.

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CENTER GROVE COMMUNITY SCHOOL CORPORATION

Mission Statement

We develop knowledgeable, confident and responsible citizens through inspirational and innovative learning opportunities.

Welcome to Center Grove

This handbook contains valuable information that will help you understand the operation of our schools and to become familiar with our employment policies and procedures. Please become familiar with the policies and procedures outlined in this handbook. If you have any questions about information in the handbook, discuss them with your building administrator(s). This is not intended to be an all-inclusive list of policies and procedures of this Corporation. It is a guide to help answer the most commonly asked questions and set forth the guidelines under which this Corporation operates.

Board of School Trustees

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

Organization of the Center Grove Community School Corporation

Board of School Trustees

The voters in our school corporation elect a five (5) member Board of School Trustees (Board) during the general election in the fall. These Board members serve a term of four (4) years. The Board has the responsibility of creating policy and seeing these policies, as well as applicable state and federal laws, are followed. The Board is also responsible for carrying out laws and determining which laws pertain to our school corporation. Unless a state or federal law requires or prohibits a particular activity or function, the Board is responsible for establishing and evaluating all educational activities.

Superintendent of Schools

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

Administrators, Directors and Supervisors

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

CASE CONFERENCES

All teachers requesting compensation for hours spent in Case Conference Meetings, Annual Case Review Meetings, Strength Based Assessments, and Student Support Teams (SSTs)* beyond the maximum workday shall document the hours worked on a form provided by the administration. The form is available in the principal's office or in the Staff section at www.centergrove.k12.in.us. This form should be forwarded to the office of their immediate supervisor by the last workday of each month for consideration of approved compensation for that month. Each hour worked shall equal one (1) hour of personal leave. When these hours accumulate to one (1) teaching day, as outlined in the contract, one (1) personal day will be added to their accumulated personal leave, not to exceed five (5) days per school year. If the personal day is not used during the current school year, and the total is over five (5) personal days for that year, it will roll over into the teacher's accumulated sick days. Verification of Compensation Time shall be made monthly, in writing. If one (1) teaching day, as outlined in the contract, is not reached in a school year, the hours shall be carried over to the following year.

*These meetings will be reviewed annually to ensure proper titles are included.

CASE CONFERENCE PREPARATION (Special Education Teachers)

During the school year, if the caseload of a special education teacher is greater than twenty (20) students, the teacher will receive two (2) days to prepare for case conferences. If the caseload is less than twenty (20) students, the teacher will receive one (1) day to prepare for case conferences. Teachers will coordinate with the building principals using the allocated days in at least half-day intervals.

COVERING CLASS PERIODS

Teachers who are asked by administrative staff (or designee) to cover a class during their preparation period shall receive one (1) additional personal day per six (6) hours (elementary level), six (6) class periods (middle school level) and four (4) class periods (high school level) of such duty. If the personal day is not used during the school year, it will rollover into the teacher's accumulated sick days. At the beginning of the school year, teachers interested in covering classes during their preparation period must indicate in writing said interest to the building principal. Teachers on this list will be asked to cover these classes when necessary. After all teachers on the list have been asked and classes still need to be covered, the principal may ask teachers not on the list to cover classes as well. These teachers will receive the same benefit as the teachers who signed up at the beginning of the year.

DAYS AND HOURS

After Corporation Discussion with the exclusive representation, the Board shall determine the school calendar and the hours for the teacher school day. Teachers are required to work the number of days as specified by the Board and in their individual teacher contracts, when extended contracts are offered (see below). For the 2017-2018 school year, teachers will work 184 days (or more, if extended contracts are offered). For the 2017-2018 school year, elementary teachers will work seven (7) hours and 15 minutes. Middle and high school teachers will work seven (7) hours and 30 minutes.

EXTENDED CONTRACTS

When extended contracts are offered, the following schedule of days will be used:

Departments		Secondary Coordinators		Secondary Department Heads	
<i>Position</i>	<i>Days</i>	<i>Position</i>	<i>Days</i>	<i>Position</i>	<i>Days</i>
HS Band Director	229.5	HS Family & Consumer Science	185	HS Art	188
HS Asst. Band Director	205.5	HS Physics	188	HS Business	186
MS Band Director	205.5	HS Chemistry	188	HS English	186
MS Asst. Band Director	205.5	HS Biology	188	HS Foreign Language	186
HS Choral Director	205.5	HS Computer	188	HS Health/PE	186
HS Choral Asst. Director	196	MS Computer	188	HS Industrial Tech	184
HS Guidance Director	204	ELEM Computer	185	HS Math	186
HS Guidance Counselor	194			HS Science	189
MS Guidance Counselor	194			HS Social Studies	186
MS Guidance Counselor (Scheduling)	196			HS Special Education	192
STEM Coach-Media Specialist	194			MS Science	188
Audio Visual Director	194				
MS Athletic Director	194				
Global Campus (e-Learning)	189				

HEALTH PLAN INFORMATION AND PROCEDURES

There will be an open enrollment period each year. Insurance benefits shall be prorated over 365 days. The teacher's share of the insurance premiums will be withheld in equal amounts by 24 payroll deductions.

A teacher may, with a HIPPA qualifying event, change from the single plan to the family plan or from the family plan to the single plan.

Changing Plans

- Every year, in November, teachers will have the option to change between the PPO Plan and the HDHP Plan.
- Retirement is not a HIPPA qualifying event; however, if teachers want to move to a plan that costs less, that will be handled as requested. Teachers cannot add dependents/spouses to their plan at retirement. Once teachers separate employment, they cannot change plans either.
- As a matter of past practice, teachers can drop dependents/spouses at the time of retirement.
- If health care reform requires an open enrollment period, this would allow new teachers to be added from either plan once a year during the open enrollment period.

Spousal Exclusion and Surcharge

Beginning on January 1, 2018, if a new employee's spouse is eligible for health care coverage through his/her employer, the spouse is either:

- A. Excluded from health insurance coverage through Center Grove; OR
 - B. Can participate in the Center Grove health insurance plan by paying a bi-monthly surcharge of \$75
- The employee will pay the spousal surcharge through payroll deduction
 - Spousal surcharge is not charged to an employee's spouse if he/she is not eligible to receive health insurance coverage from his/her employer
 - Each year during open enrollment, each employee will complete the Health Care Spousal Surcharge Form

Health Savings Account (HSA) Payments

- The Center Grove contribution is based on a calendar year, which matches the plan year for the HDHP plan.
- The Center Grove contribution will be made 60% in the first two (2) weeks of January and 40% in the first two (2) weeks of August.
- Teachers who start employment or cease employment in the middle of a calendar year will receive a prorated contribution, based on the number of months the teacher is enrolled in the HDHP plan. We can never "take back" a contribution once it is made.
- If a HIPPA event occurs in the middle of the calendar year and a teacher makes a change, they will also receive a prorated contribution.
- If a husband and wife are both employees and on the family plan or employee+1 plan, there is one (1) health plan, one (1) HSA account, and one (1) contribution from Center Grove.
- If a husband and wife are both employees and each has a single plan, there are two health plans. Each employee has his or her own HSA and each will receive a contribution from Center Grove.
- Center Grove will not contribute to an HSA for retired teachers.
- Retired teachers can make their own contributions as long as they are covered by an HDHP and no other plan (such as a VEBA).
- VEBAs become active on the day of retirement.
- In the year of retirement or resignation, the annual maximum contribution is prorated based on the number of months the teacher is eligible to make a contribution.

Wellness Screening Incentive Procedures

- Teachers and their dependents who are on the Center Grove health insurance plan can participate in the wellness screening at no cost. Teachers who are not on the Center Grove health insurance plan can participate in the wellness screening at the cost of \$30.00. Center Grove will cover the rest of the cost.
- Each active teacher who is covered by the Center Grove health insurance plan and participates in the wellness screening will receive a reduction of \$5.00 per pay in their health insurance premium deduction for a 12-month period beginning April 1, 2014, for a total savings of \$120.00. This is only available to teachers who have the health insurance premium deducted from their check, and it is available only once per family.

Section 125 – Generation I and II benefits of Section 125 of the Revenue Act of 1978 shall be made available to any teacher. The cost of plan administration shall be borne by the Board.

403(b) Information

The Board shall provide each employee the opportunity to participate in a voluntary tax-sheltered 403(b) program, consistent with the 403(b) Plan, adopted by the Board.

JOB-SHARING ASSIGNMENTS

The term “job sharing” shall mean two (2) currently employed teachers who have either semi-permanent or permanent status sharing one (1) full-time position on a pro-rated basis for one (1) school year.

Creating a Job-Share Proposal

Teachers who desire a job-share assignment must develop a detailed Job-Share Proposal setting forth their plan for sharing one (1) full-time teaching position. The Job-Share Proposal must include information about the following issues as well as additional information relevant to the job-sharing assignment:

- pro-rated time on the job
- teaching duties
- preparation time
- non-classroom duties such as field trips, playground duty, lunch duty, staff meetings, etc.
- how teacher absences will be handled
- other issues relevant to the job-sharing assignment

Criteria for Job-Share Approval

The following criteria must be met before a job-sharing assignment may be approved:

- Both teachers must be current teachers who are either semi-permanent or permanent in the Center Grove Community School Corporation and certificated for the position they wish to share.
- Both teachers must mutually develop and agree to abide by a written Job-Share Proposal.
- The building principal must approve the Job-Share Proposal. The principal’s decision is not subject to the grievance process. Upon request, the principal shall provide written reasons for denial of a job-sharing request.
- If the Job-Share Proposal is denied, teachers shall have five (5) days to revise their request and resubmit for consideration.
- The Board must agree to the job-sharing assignment and must approve the job-sharing assignment.
- The decision of the Board shall be final and not subject to the grievance process.

Compensation

A job-sharing teacher shall be compensated at his/her base contract rate of pay multiplied by the percentage of teaching assignment worked by that teacher.

Insurance

A job-sharing teacher shall receive Board paid contribution toward his/her group insurance program in the amounts specified within the *Master Teacher Contract*.

Leave Days

A job-sharing teacher shall receive leave days in the amount specified within the *Master Teacher Contract* multiplied by the percentage of teaching assignment worked by that teacher.

Length of Assignment

Once approved, a job-sharing assignment shall be for a period of one (1) school year. The job-

sharing assignment may be renewed only on an annual basis by submitting a new request and a revised Job-Share Proposal by March 1.

Timeline

The following timeline will be strictly adhered to:

- March 1 Deadline for Job-Share Proposal submitted to principal.
- March 1 Deadline to renew job-sharing assignments submitted by teachers to principal. The principal will respond to the teachers within five (5) work days after receiving the proposal.
- March 15 Deadline for Job-Share Proposal submitted by principal to Superintendent.
- April 10 Deadline for final decision on job-sharing request.

Years of Experience

A year of experience shall be awarded for 120 days worked or paid during a school year.

Vacancies

A job-sharing teacher will not be assigned to any vacancy that becomes available and is to be assigned during the time that a job-sharing position exists. The return to full-time status shall be dependent upon openings that exist within the Corporation for which the teacher is currently certified to teach and the teacher rights under board policy on Reduction-in-Force.

Dissolving the Assignment

In the event the job-sharing assignment is dissolved at the end of a school year and both teachers desire to retain a full-time teaching position, the following procedures shall be followed:

- Seniority, defined as continuous service as a teacher in the Center Grove School Corporation, shall determine the “included” and “excluded” status of the job-sharing teachers.
- If the assignment is dissolved and there is an available teaching position for which the “excluded” teacher named on the Job Share Provision Application is qualified to fill as specified in number seven (#7) above, the administration shall fill the original job-share position, if still in existence, with the “included” teacher listed on the application and fill the other position with the “excluded” teacher.
- If the assignment is dissolved and there is no available teaching position for which the “excluded” teacher named on the Job Share Provision Application is qualified, then the “excluded” teacher assigned will be controlled by Article XIV, Reduction-in-Force of the *Master Teacher Contract*.
- In the event the job-sharing assignment is dissolved before the end of the school year, the remaining teacher will complete the year on a full-time basis.

If the Principal determines that a job-sharing assignment is not working for the benefit of students, the Principal may restructure the job-sharing assignment to improve the unsatisfactory situation. If the situation cannot be resolved, the Principal may dissolve the job-sharing assignment. This is not subject to the grievance process.

If the Principal dissolves the job-sharing assignment during the school year, the “excluded” teacher shall be reassigned to a comparable position with appropriate salary and insurance. If no comparable positions are available, the teacher shall be assigned as a permanent substitute and be paid his/her full salary and benefits.

LANE CHANGES

Lane changes will only be considered with an original transcript attached, which must be submitted to HR prior to the start of school (August 1, 2017). Please refer to the *Master Teacher Contract* for additional details.

PREPARATION TIME

Preparation time is important to teachers and administrators. Principals will make every effort to provide preparation time each day. Preparation time includes individual work and planning time; team, grade and department level time; parent conferences, case conferences, professional development, and staff meetings, as needed. Interruptions to preparation time should be the exception and not the day-to-day practice. Principals will notify the Superintendent (or designee) using HR procedure, if average preparation minutes for the week will be decreased.

Shortened days (i.e., two hour delays and early release Wednesdays) and temporary circumstances (e.g., tornado warnings, fire drills) may necessitate a temporary adjustment in this practice.

Elementary School – There will be an average of 235 minutes per week with 30 continuous minutes of duty-free preparation time each day. Only blocks of 20 minutes or more will count toward the 235-minute minimum per week. The above times shall not include supervisory duties such as bus, recess or lunch.

Middle School – There will be one (1) team preparation and one (1) individual duty-free preparation period per day for teachers serving on a Core Team. These periods may or may not be the same in length. There will be one (1) individual duty-free preparation time each day for teachers not serving on a Core Team.

High School – There will be a full class period of duty-free preparation every other day, and there will be a half class period of duty-free preparation on the alternate days.

All Schools – An allowance of at least 15 minutes of travel time for any teacher required to travel between buildings will be honored, and the Board agrees that said drive time shall not be counted toward preparation time. Furthermore, the Corporation will recognize extenuating circumstances may require longer drive times (e.g., inclement weather, trains, and road closures).

TEACHER EVALUATION HANDBOOK

Currently the Teacher Evaluation Committee is working to finalize remaining aspects of the TEH. Its official “publication” will occur as soon as completed.

PROGRESSIVE DISCIPLINE

In the case of the misconduct of a teacher as determined by the administration, progressive discipline will be followed:

- STEP 1: Verbal warning (a note will be provided documenting the event)
- STEP 2: Written reprimand

- STEP 3: One (1) day suspension without pay
- STEP 4: Three (3) days suspension without pay
- STEP 5: Five (5) days suspension without pay and a recommendation for the cancellation of the teacher's contract

- Discipline at Step 1 and Step 2 will be conducted by the building principal.
- Discipline at Step 3, Step 4 and Step 5, the building principal will provide a Notice of Principal Preliminary Decision. The teacher may appeal through the process outlined in *IC 20-28-9-22*. The Superintendent (or School Board) will provide the final decision on the progressive discipline.
- The Association President will be informed on Step 3, Step 4 and Step 5.

TEACHER EVALUATION HANDBOOK

Currently the Teacher Evaluation Committee is working to finalize remaining aspects of the TEH. Its official "publication" will occur as soon as completed.

TEACHER ASSISTANCE PLAN

While in the Initial and Intensive Assistance Plans, the teacher will not hold ECA positions within the school district.

When a teacher moves into the Initial or Intensive Assistance Plans, UTACG representation, building principal, and district administrator (HR) will work with the teacher on an appropriate phase-out of ECA positions.

SCHOOL BOARD POLICIES

All teachers are responsible to review the Board of School Trustees' Bylaws and Policies, available for review at www.centergrove.k12.in.us. Click on "School Board" and then "Bylaws and Policies". All of the policies, listed in the 3000 category (Professional Staff), relate to teachers. The following list references those most frequently accessed:

- 2340 Field Trip and Other Corporation-Sponsored Trips
- 2340 A,B,D Field Trip Guidelines, Corp-Sponsored Trips, Non-Corp-Sponsored Trips
- 3112 Board-Staff Communications
- 3120.02 Duty of Employees, Volunteers and Contractors to Report Arrest or Criminal Charges
- 3122.01 Drug-Free Workplace
- 3139 Staff Discipline
- 3140 Termination and Resignation
- 3142 Cancellation of a Teaching Contract
- 3170 Substance Abuse
- 3210 Staff Ethics
- 3213 Student Supervision and Welfare
- 3214 Staff Gifts
- 3215 Use of Tobacco by Professional Staff
- 3216 Staff Dress and Grooming

SUMMER SCHOOL

Hiring

For interested teachers, a summer school application will be available to submit. The application will list available teaching positions. The application will include the following information: name, teaching experience, years in the position(s) applying for, and licensing. All this information will be used to determine the best teacher for an open position. The Executive Director of Human Resources will work with building principals on the selection process.

Hiring summer school teachers is based on factors such as licensure, grade level and/or subject experience, teacher effectiveness rating, years of experience, application, input from building principals, and the number of sections available.

Compensation

Summer school teachers will be paid an hourly wage determined by his/her regular base contract per diem. Summer school does not include Driver Education (unless taught as part of the Center Grove Community School Corporation summer program), summer enrichment programs, or approved summer curriculum workshops.

Sick Leave During Summer School

Summer school teachers will be eligible to use accumulated sick leave, but they will not earn or accumulate sick leave during summer employment. Due to the shortness of time of the summer term, no teacher may take more than 10% of the length of summer school in accumulated sick leave days during summer employment, regardless of the number of days the teacher has accumulated or earned. Summer school teachers may not access the Catastrophic Leave Bank during summer employment.

PAID PERSONAL LEAVE

Personal leave days may be used in half-day increments with 24 hours' advance notice; although that notice may be waived by a teacher's building principal for good reason. The Association and Board agree that the purpose of personal leave is for personal or civic affairs and not intended to extend a vacation. Prior approval for extending a vacation may be considered through a written request to Human Resources.

UNPAID LEAVE

Unpaid leave may be granted to a permanent teacher for a period of up to one (1) school year upon approval by the Board. The Superintendent (or designee) and the Association President (or designee) will meet and confer regarding each request.

UNPAID SABBATICAL LEAVE

One (1) school year of unpaid sabbatical leave may be granted by the Board if the following requirements have been met:

- The applicant must be a permanent teacher and must not have requested an unpaid sabbatical leave during the five (5) previous school years.
- The purpose for the leave must be explained in writing and should contribute to the professional growth effectiveness of the teacher. The sabbatical must be approved by a committee consisting of the Superintendent (or designee), two (2) additional administrators, and two (2) teachers appointed by the President. The committee shall develop forms, procedures and rules. The committee will consider all appeals.
- All requests for unpaid sabbatical leave shall be submitted to the Superintendent prior to the close of the school year preceding the year for which the leave is requested. This form is available in the principal's office or in the Staff section at www.centergrove.k12.in.us.

- After taking a sabbatical leave, the teacher shall return to the employ of the Board for a minimum of time equal to that of the sabbatical leave.
- Teachers on an approved unpaid sabbatical leave shall have the option of continuing, at their own expense, coverage with any of the group insurance plans provided for in the *Master Teacher Contract*, subject to the approval of the appropriate insurance carrier. Teachers so participating shall be required to remit all premiums due for such coverage directly to the Corporation treasurer while on an approved unpaid sabbatical leave.
- All decisions of the committee are appealable to the committee and a grievable issue under the *Master Teacher Contract*.
- While on an approved unpaid sabbatical leave, a teacher shall accumulate experience toward advancement on the salary schedule.

VACANCIES AND TRANSFERS

A voluntary transfer is any change in a teacher's grade level, majority of assignment, building, or a move to a specialized program requested or initiated by the teacher. An involuntary transfer is any change in a teacher's grade level, majority of assignment, building, or a move to a specialized program that is not initiated or voluntarily agreed to by the teacher.

Vacancies

Written notice of all vacancies in teaching and extra-curricular positions to be filled by the Board shall be posted on a bulletin board in each school building and on the Corporation website. Each written notice shall state the job title, duties, pay, license, and other requirements for the vacant position, and the closing date for applications for the posted position. Posting shall be for a minimum of ten (10) calendar days unless the Superintendent declares that an emergency exists and the position must be filled without posting or by posting for less than ten (10) calendar days.

The Superintendent (or designee) shall consider every written application received by the closing date in making his/her recommendation for filling any vacancy in a teaching position or extra-curricular position to the Board. After final action by the Board concerning a vacancy, each applicant shall be notified in writing of the Board's decision concerning the vacancy. Upon written request to the Superintendent, submitted within ten (10) calendar days of notice of the Board's decision, an applicant shall be provided with a written statement of reasons for the Board's decision concerning the vacancy.

Voluntary Transfers

Teachers may apply for a transfer to a different building or assignment by submitting a transfer form to the Human Resources department. The request will be kept on file for the current school year. The Superintendent will consider the request prior to Board action to filling any vacancy for which the requesting teacher is licensed. The request will be made on the Transfer Form that is available online in the Staff section at www.centergrove.k12.in.us. If selected, the requesting teacher could be called to interview for the open position.

Involuntary Transfers

Transfer of teachers shall be done on a voluntary basis where possible. However, the administration reserves the right to transfer teachers as needed when it is in the best interest of the Corporation. To implement transfers, the Superintendent (or designee) will seek volunteers from the teachers licensed for the position. If a volunteer does not come forward for the transfer, the Superintendent will recommend teacher transfers to the Board for approval based on factors such as: teacher grade level and/or subject experience, teacher effectiveness rating, and years of experience.

A teacher involuntarily transferred to another building, or during the school year within the same building, will be paid up to two (2) days in half-day increments as outlined in Curriculum Workshops/Professional Development, Section B of the *Master Teacher Contract* for any time spent outside the contractual time.

In the event a building is opened or closed, the administration and UTACG will develop procedures to facilitate the movement of teachers and materials.