



# **TRI-CREEK SCHOOL CORPORATION**

## **ADMINISTRATIVE HANDBOOK**

Board Approved: July 12, 2018

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**Please Note:**

**Nothing in this handbook is intended to be understood as an employment contract between the Tri-Creek School Corporation and the employee. The information presented is intended to be a guide for administrators and is subject to change.**

# **TRI-CREEK SCHOOL CORPORATION**

## **ADMINISTRATIVE HANDBOOK**

### **INTRODUCTION**

The Tri-Creek School Corporation Administrative Handbook provides a summary of the key points of Tri-Creek School Corporation School board policy that apply to administrators, unless stated otherwise in their board-approved employment contract. The Board Policy Manual should be consulted for the full text of a particular policy. If the provisions of the handbook contradict board policy, the board policy prevails.

#### ***Non-Discrimination Policy:***

It is the policy of Tri-Creek School Corporation not to discriminate on the basis of age, race, color, national origin, ancestry, religion, creed, size, sex, or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Acts, IC 22-9-1, IC 20-8.1-2, Title VI and VII of the Civil Rights Act of 1964, The Equal Pay Act of 1973, Title IX (1972 Educational Amendments), and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance should be directed to:

Dana Bogathy, Business Manager  
Tri-Creek School Corporation  
19290 Cline Avenue  
Lowell, Indiana 46356

Inquiries regarding Section 504 should be directed to:  
Kevin Deal, Director of Curriculum, Instruction, and Assessment

Tri-Creek School Corporation  
19290 Cline Avenue  
Lowell, Indiana 46356

or:

Office for Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-1100

## **MISSION STATEMENT**

*The Tri-Creek School Corporation and Community ... Engaged to Learn ...  
Equipped to Achieve ... Empowered to Succeed*

## **VISION**

Tri-Creek School Corporation students, faculty, and staff are inspired to engage in a rigorous and safe learning environment leading to both fulfillment and high student achievement. Students, faculty, staff, and community members **engage** collaboratively to ensure that all stakeholders are **equipped** with the support, opportunities, and resources to assure personal and professional growth. Tri-Creek School Corporation students are **empowered** as self-motivated learners to thrive in an ever-changing world.

## **CORE VALUES**

The Tri-Creek School Corporation inspires, equips, and empowers all learners through:

1. High student achievement with connections to careers and college
2. Positive, respectful relationships based on integrity, honesty, and responsibility
3. Accurate, timely, and transparent communication
4. A rigorous and relevant student-centered education
5. A collaborative and accountable culture
6. A safe and engaging learning environment
7. Continuous growth and learning for all
8. Innovative and research-based, data-driven practices
9. Student experiences enhanced through partnerships and technology

## **CONTRACT DAYS**

<u><b>Central Office Administrators</b></u>	<u><b>Contract Days</b></u>
Superintendent	260
Business Manager	260
Director of Curriculum, Instruction, and Assessment	260
Director of Technology	260
District Logistics Coordinator	230

  

<u><b>Building Administrators</b></u>	<u><b>Contract Days</b></u>
High School Principal	260
High School Associate Principal	260
High School Assistant Principals	230
Athletic Director	260
Middle School Principal	230
Middle School Assistant Principal	220
Elementary Principals	215

## **BUILDING-LEVEL ADMINISTRATIVE CALENDAR**

Administrators will prepare, with input from central office, an administrative calendar for each administrator, principal, assistant principal, and athletic director. The calendar will identify the 180 school days and the other days they will work based on their contract days. A non-contract day shall not be used to extend a holiday during the time school is in session.

Each administrator is to complete an attendance form by July 10 of each year indicating the days he/she expects to be gone and which days will be used for non-contact days. In addition, each administrator shall complete a revised administrative calendar indicating his/her actual attendance (absences) for each six-month period (July 1—December 31 and January 1—June 30) and shall indicate the type of absences he/she has accumulated within that period and shall submit to the superintendent by January 10 and July 10.

## **WORK DAY FOR ADMINISTRATORS**

The workday for the Tri Creek School Corporation school administrators is a minimum of an eight-hour day with an administrator on duty thirty (30) minutes before and thirty (30) minutes after the teacher day, with thirty (30) minutes provided for lunch.

It is recognized that, in some schools, it is not always possible for principals to enjoy adequate free time for lunch. Lunch periods must be planned with the contingency in mind that building administrators must be available to handle telephone calls, visits from parents, and discipline problems during their lunch periods.

It is expected that all school offices will be open to greet visitors until an hour past the close of school, and telephones will be answered by a staff member. Principals have the authority to

stagger the hours of administrators or secretaries to assure that the offices can be manned during this period.

**Summer hours for administrators** will be a ten-hour / four-day work week valued as follows:

One ten-hour day = 1.25 contract days, four each ten-hour days = five contract days  
(4 x 1.25 = 5 contract days).

Leave days (personal business, sick, family illness, vacation, etc.) are valued as ten (10) hours each during this time. In other words, if an administrator takes a day off during the summer hours, then he/she would just use one sick day. (A half day off would mean that the administrator would work five (5) hours and use one-half day personal business.)

The summer hours will start and end at the direction of the superintendent.

## **ATTENDANCE PROCEDURES FOR ADMINISTRATORS**

Administrators set the example for the rest of the staff and the students in Tri-Creek School Corporation. The effective administrator practices regular attendance, promptness, and always keeps his/her secretary informed of his/her whereabouts. **The administrator will also inform the superintendent and central office on-duty secretary when he/she will be absent from the building.**

Administrators of the Tri-Creek School Corporation are expected to observe the following routine attendance guidelines:

- A minimum eight-hour day, being on duty one-half hour before and one-half hour after the teacher day.
- The central office administrator hours are 7:30 a.m.—4:00 p.m. or 8:00 a.m.—4:30 p.m.

By 7:00 a.m. each morning, administrators who are to be absent or tardy for any reason shall notify their immediate supervisor, superintendent, and central office on-duty secretary. Long-term absences or pre-arranged absences can be reported in advance.

Principals shall verify the appropriateness of the absence of the assistant principal.

The superintendent shall verify the appropriateness of the absence of all other administrators. The superintendent's absence shall be reported to the board president and the superintendent's secretary.

Personal business and school business days shall be arranged for in advance (at least 48 hours) except in the case of an emergency. In case of an emergency, the superintendent or board president, as applicable, shall verify the appropriateness of the absence.

In school buildings which have more than one administrator assigned, the absence of an administrator for school business shall be limited to one administrator unless the superintendent approves multiple absences.

An administrator shall arrange for coverage of his/her building or department by designating a contact individual within the building/department and also another administrator who may be called upon to assist in the event of an emergency or question. This information is to be provided to the superintendent, business manager, and central office receptionist at the beginning of each year.

Any questions regarding attendance which are not answered in this section should be discussed with the immediate supervisor before the administrator concerned takes what he/she feels to be the appropriate action.

The Board of School Trustees shall act as final arbiter in cases of disagreements and misunderstandings.

## **LEAVE DAYS**

**Administrators are to let the superintendent, immediate supervisor, and central office on-duty secretary know when they will not be in district.**

### **Personal Illness Days**

Administrators will receive thirteen (13) sick leave days per year added to their accumulation each July 1. Beginning July 1, 2003, the cap on sick leave accumulation shall be two hundred eighty-five (285) days. Current administrators who were under contract with the school district from July 1995 shall have days lost above the cap of 200 from July 1995 to June 2003 added to their current accumulation.

### **Family Illness Days**

1. Administrators are given three (3) family illness days per year. At the end of the contract year if any family illness days are remaining, the administrator may keep one of the unused days to accumulate not more than four (4) family illness days in any year.
2. Administrators may participate in the Family Leave Illness Bank by donating one (1) family illness day or one (1) personal business day to the bank. A member of the Family Illness Leave Bank will be granted up to seven (7) days per school year, including any days previously loaned. In emergency situations, up to seven (7) additional days may be granted with the approval of the committee. The administrator must have used all of his/her family illness and personal leave days before the member can borrow days from the bank.
3. Administrators may also be eligible for up to twelve (12) weeks of unpaid leave for family illness under the Family and Medical Leave Act of 1993.

### **Personal Business Days**

All administrators will be allowed up to three (3) days of absence per contract year for personal business with no loss of pay. Application for personal business leave shall be made at least forty-eight (48) hours before taking such leave (except in the case of emergencies) to immediate supervisor, superintendent, business manager, and in the case of the superintendent, to the board president. Personal business leave days should not be used for the purpose of extending vacations. Any unused personal business days could be transferred to accumulated sick leave or

one unused day could be moved into personal business at the start of the new school year, thereby starting the new year with four (4) personal business days.

### **Bereavement Days**

In case of a death in the immediate family, an administrator shall be allowed five (5) calendar days with full pay for each occurrence. A one (1) day leave may be granted for funerals of other than members of the immediate family. The superintendent, depending upon travel and circumstances, may grant additional leave without pay.

### **Vacation Days/Holidays**

Full-year administrators receive twenty (20) paid vacation days per year plus the following paid holidays: Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, and the Fourth of July.

Administrators are paid their daily rate for vacation and holidays listed above. Vacation days may be used within an eighteen-month period beginning July 1 and ending eighteen months later on December 31. Any vacation days from the prior contracted year will be lost on December 31. The superintendent has discretion to extend the ending date in unique situations. The administrator must apply in writing for this extension by December 1 to be considered for this extension.

### **Professional Leave Days**

All building-level and central office administrators must request in advance in writing from the superintendent permission to receive professional leave days through *My Learning Plan*. The administrator may request reimbursement for travel, food (limited by board policy), lodging, and registration fees.

### **Requests for/Notice of Use of Leave Days**

Requests for approval of use of applicable benefit days and notice of use of personal illness, family illness, and bereavement days must be given to the administrator's immediate supervisor and business manager, and in the case of the superintendent, to the board president in advance. For all other benefit days, requests for approval in advance of use must be submitted to the superintendent with sufficient lead time for consideration, scheduling, and approval. In addition, administrators shall notify their secretary or applicable support personnel on or prior to the day of any absence, and the payroll department within the applicable payroll period of the use of all benefit days.

## **LONG-TERM LEAVES**

### **General Leave Provisions**

The superintendent may, at her/his discretion, upon the presentation of good and sufficient reason, recommend a leave of absence for any professional employee.

All requests for long-term leaves and extensions of such leaves will be made to the superintendent in writing as soon as possible and disposition shall be made in writing. Any request for leave by the superintendent must be made directly to the board.

An administrator on leave should inform the superintendent in writing not later than March of the year on leave of his/her intent to return for the following school year. If the administrator on leave fails to notify the superintendent by March 1, the board shall, by registered or certified mail, request of the administrator that such notice be given. If the board's letter is returned marked "no forwarding address" or if the administrator fails to give such notice by April 1, the administrator shall be considered to have resigned, and the position shall be deemed as open.

Upon return from a leave, an administrator will be assigned to the same position if available, or, if not, to a substantially equivalent position provided he/she is not affected by a reduction in force.

An administrator may continue his/her insurance coverage while on leave of absence by informing the business department in writing of his/her desire to do so and by forwarding the premiums for such insurance to the business department. All benefits to which an administrator was entitled at the time a leave of absence commenced, including unused sick leave, will be restored upon his/her return.

### **Personal Illness**

Any administrator whose personal illness extends beyond the period compensated by accrued personal illness days must exhaust all other available benefit days before applying to the Sick Leave Bank.

### **Parental Leave**

Parental leave is provided for under the Family Illness Leave Bank provision. Requests will be processed pursuant to the Family and Medical Leave Act.

### **Graduate Studies**

Administrators may be granted a leave of absence without pay to pursue graduate and/or post-graduate studies. Application should be made in writing to the superintendent who shall make a recommendation to the board for action.

### **Military Leave**

Military leave will be granted to any administrator who is inducted or enlists in any branch of the armed forces of the United States. Upon return from such leave, an administrator will be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence up to a maximum of four (4) years. The administrator shall have up to sixty (60) days after release from active duty and otherwise consistent with the Uniform Services Employment and Reemployment Act (USERA) to notify the board of his/her intention to return to the system.

## **CALENDAR**

A master calendar of all events at each school is to be kept in the office and on the Tri-Creek School Corporation web site. Each administrator should check with the executive secretary before adding dates to the master calendar.

## **COMPUTERS, NETWORKS, THE INTERNET, AND THE RESPONSIBLE USE POLICY (RUP)**

Tri-Creek School Corporation adheres to a set of Internet and computer use rules known as the Responsible Use Policy, also referred to as the RUP. It is a complete set of rules, policies, hints, and guidelines designed to help maintain successful instructional use of computers in school and at home. Administrators must sign and are responsible to know, understand, and follow the RUP, and they must require students to do so as well. The complete RUP is available on the Tri-Creek School Corporation web site.

The purpose of the corporation and individual school social media and web sites is to inform parents/guardians, students, and the community of all relevant school information. Social media and web sites are an instructional tool and may be utilized by students, parents/guardians, teachers, administrators, staff, alumni, and the community.

District and state privacy laws prevent the posting of any student's name, photograph, school work, or any individually identifiable information, etc., without a release form signed by both the student and his/her parents/guardians.

## **DRESS CODE**

Dress and appearance are important to an administrator's image. Professional dress is required, unless the superintendent designates a spirit day or special occasion day. Professional dress means the following: (1) men's shirts should have collars and ties, (2) no jeans or t-shirts, (3) and no shorts. When school is not in session (snow days, summer break), the administrators are not required to wear ties. When working on snow days, the superintendent may designate weather appropriate attire for administrators.

## **DRUG POLICY**

All employees are expected to sign and follow the Tri-Creek School Corporation Drug-Free Workplace policy, which may be found on the Tri-Creek School Corporation web site.

## **EVALUATION OF ADMINISTRATORS**

By the December school board meeting, following the release of the state test scores and accountability grades of each year, and upon the completion of the administrator evaluation, 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.

The evaluation tool for instructional administrators shall be Marzano's Leadership Evaluation using Learning Sciences iObservation tool. Specific evaluation tools have been developed for the director of technology, business manager, athletic director, and district logistics coordinator. The superintendent evaluation tool shall be the IAPSS-developed instrument. All administrators shall complete an annual professional growth plan.

## **PAYROLL DEDUCTIONS**

Payroll deductions for administrators are limited to the following:

Federal Income Tax	County Option Tax
Indiana Income Tax	Teachers Credit Union
Social Security Tax	Teachers Retirement Fund
Term Life Insurance	Tri-Creek Education Foundation
LC Credit Union	American Fidelity Post-taxed Premiums
Annuities	Health Insurance Premiums
United Way	American Fidelity Pre-taxed Premiums
IN Family College Savings Plan	Public Employees Retirement Fund

Other deductions may be made as required by law or as mutually agreed to by the parties. Administrators may authorize deductions for tax-sheltered annuities during open enrollment periods of the carrier companies involved.

## **TAX-SHELTERED ANNUITY**

The board shall make available to all administrators of the Tri-Creek School Corporation a tax-sheltered annuity program. Currently, the carriers are as follows:

Ameriprise Financial	Met Life/FASCORP
AXA Equitable	Security Benefit
First Investors	Valic
Horace Mann	Vanguard

Individuals may make adjustments in their payroll deduction arrangements for each tax-sheltered annuity/annuities as permitted by the individual carriers.

## **FRINGE BENEFITS**

### **Health Insurance Plan**

The board shall pay the health insurance benefits equal to those in the Teachers' Collective Bargaining Agreement.

## **Calendar Year 2018 (to be updated as changes occur)**

For the term of the teacher contract, the board will pay the cost of a membership premium in a health plan at the following amounts per year for each administrator:

- (1) Employee Only: \$8,607
- (2) Employee + Child(ren): \$14,375
- (3) Employee + Spouse: \$15,888
- (4) Employee + Family: \$19,671

So long as one spouse is an administrator and in the event that both husband and wife are eligible for a single membership plan and one chooses the family membership plan, the board shall pay the amount as defined:

Health Plan: \$23,515

In no case shall the total credit of the spouses exceed the cost of the family membership plan.

When two employees who are married and both participate in single membership plan, the board will pay toward both plans as defined:

Health Plan: \$17,753

Administrators are reminded that they must enroll for Medicare coverage at their Social Security office just prior to attaining sixty-five (65) years of age or Social Security age of eligibility (see Appendix A) in order to maintain optimum coverage under the school's plan.

### **Dental Insurance Plan**

The board will provide for each administrator a fully paid single or family dental plan.

### **Vision Insurance Plan**

The board will provide for each administrator a fully paid single or family vision plan.

### **Term Life Insurance**

Life insurance will be provided in an amount (to the nearest \$1,000) equal to three (3) times the contracted yearly salary at no additional cost up to \$300,000.00. The cost of the AD&D rider shall be paid by the administrator.

The last pay of each December the amount of term life insurance over \$50,000 shall be taxed according to the IRS Uniform Premiums for \$1,000 of Group Term Protection Table. If the administrator leaves employment before the last pay of December, the tax will be withheld the last pay before employment is severed.

For administrators between the ages of sixty-five (65) and seventy (70), the amount of the board-provided policy shall be reduced in accordance with federal laws and regulations. An

administrator's term insurance is reduced by 50% at age seventy (70) while the employee is still working.

Administrators retiring after the age of fifty-five (55) and before reaching the age of sixty-five (65) can continue their life insurance policy post retirement at their cost until age sixty-five (65).

### **Disability Insurance**

The board shall provide, on a fully paid basis, long-term disability insurance with benefits in the amount of 66-2/3% of the administrator's monthly pay.

### **Liability Insurance**

The board shall provide, on a fully paid basis, liability insurance in the amount of five million dollars (\$5,000,000) to all of the Tri-Creek School Corporation administrators in case of a suit arising from or in the proper performance of their duties.

### **Section 125 of the Internal Revenue Code**

The board shall provide a Section 125 premium conversion plan at no cost to the administrator.

### **Sick Leave Bank**

The board has authorized a Sick Leave Bank as a way to relieve its members from undue financial burdens due to absence from work on a long-term basis due to illness, injury, or incapacity sufficiently severe that it would make their presence in school inappropriate. New administrators shall receive a Sick Leave Bank application at the time of first employment.

### **Teachers Retirement Fund**

The school corporation will contribute the administrator's 3% contribution to the Teachers Retirement Fund for all certified administrators.

### **Public Employees Retirement Fund**

The school corporation will contribute the employee's 3% contribution to the Public Employees Retirement Fund for all classified administrators.

### **Annuity**

For administrators hired after January 1, 2001, the board agrees to establish an IRS Code Section 403(b) matching annuity plan and Section 401(a) plan. The 403(b) plan and the 401(a) plan include provisions allowing deferred contributions; i.e., salary reduction contributions, to the 403(b) plan up to the maximum limits allowed by the IRS Code. The board agrees to equally match the administrator's contributions up to 2.5% of contracted base salary. Such contributions shall be 100% vested at all times.

VEBA for Active Administrator for Use During Retirement. The board shall establish an IRS Voluntary Employee Benefit Association (VEBA) for active administrators. This VEBA shall

be independent of the VEBA established as part of the retirement liquidation provisions of previous contracts. The board contribution shall be at the 2.5% level of the administrator's current base salary. The board contributions shall be immediately vested for the active administrators and shall be portable regardless of when the VEBA vendor is identified.

### **Workers' Compensation Insurance**

In case of any accident or injury arising out of and in the course and scope of employment, the involved administrator should inform the superintendent or the business manager of the accident or injury on the day of the occurrence. A Workers' Compensation First Report of Injury should be filled out by the injured administrator and forwarded to his/her supervisor and then to the business department within twenty-four (24) hours of the accident. Any benefit will be paid by the Workers' Compensation Carrier at the state rate of up to 66-2/3% of the administrator's monthly salary.

### **Professional Conferences**

Administrators are encouraged to attend either a national or state educational conference on an annual basis that will be paid by the corporation.

### **Professional Dues**

An administrator may use up to a \$400.00 stipend annually for the purpose of membership in professional organizations related to the current assignment. For purposes of this policy, "annually" shall mean July 1 through June 30. No unused funds will be carried over from year to year. The stipend may be received on a reimbursement basis. In the alternative, the administrator may submit the properly executed application or renewal invoice which the main office will forward to the organization with the disbursement attached. In either case, the disbursement will be made after board approval of the claim.

### **Mileage Reimbursement**

Mileage allowance when traveling on school business approved by the superintendent will be reimbursed at current IRS rates. Only central office administrators are eligible for in-district mileage. All administrators are eligible for out-of-district mileage reimbursement.

### **Additional Education**

The school district shall provide an additional annual 401(a) annuity to those administrators who have earned a doctor of philosophy (Ph.D.) or an education doctorate (Ed.D.), education specialist (Ed.S.) degree, or Indiana Association of School Business Officials (IASBO) certifications as follows:

- Ph.D. or Ed.D. — \$1,500
- Ed.S. — \$1,000
- IASBO Certification (renewable each five (5) years)
  - Chief Business Officer — \$400
  - Assistant Chief Business Officer — \$300
  - Business Officer — \$200

Only one of the above amounts may be earned during any contract period. Proof of status (certified transcripts or valid certification) is required before a contract is approved by the board.

### **Services for Educational Foundations**

Any school corporation administrator may perform services for the educational foundation which supports the school corporation and/or another local or state governmental entity during normal hours of employment with the approval of the administrator's supervisor. The educational foundation must be an organization that is exempt under Section 501(c)(3) of the Internal Revenue Code. The total amount of hours for such performance shall be limited to 100 aggregate hours per calendar year for all administrators other than the superintendent.

The Board of School Trustees as the superintendent's supervisor grants its approval for the superintendent to perform such services as described here up to a total amount of 100 hours per calendar year.

### **ETHICS IN BUSINESS**

Any member of the staff who participates in formulation of recommendations regarding the use of an outside organization or business by the Tri-Creek School Corporation shall indicate any economic interest by the staff member or spouse in that organization or business to the superintendent or, in the case of the superintendent, to the board president, prior to the time the board considers accepting services, materials, or other assistance from said organization or business.

There should be no activity carried on by any person employed by the school corporation that could legitimately be interpreted as for the personal benefit or convenience of that person. This applies to use of staff, equipment, supplies, and all other phases of work which are vulnerable to suspicion by other employees and the general public.

### **ADMINISTRATIVE-STAFF RELATIONS**

The relationship between the administration and staff must be one of cooperation, understanding, and mutual respect. Administrators have a responsibility to provide a professional atmosphere conducive to learning and to motivate each employee to perform to his/her capacity.

Administrators should strive to secure individual and group cooperation and should be treated with respect by staff at all times. By the same token, administrators should extend to staff the same respect and courtesy that they, as administrators, have a right to demand.

Although it is desired that administrators have a sincere interest in staff as individuals, partiality and the appearance of impropriety must be avoided.

Administrators are expected to use good judgment in their relationships with staff both inside and outside of the school context. Please see the Tri-Creek School Corporation Policy Manual for further guidelines.

# **WORKPLACE BEHAVIOR**

## **Conduct and Cooperation**

Tri-Creek School Corporation administrators are expected to behave in a professional manner that enhances the reputation of the corporation. They are to treat people with respect, courtesy, and without harassment and are expected to comply with law and policy and to behave honestly and act with integrity, care, and diligence. Furthermore, administrators are required to maintain confidentiality and to protect personal privacy and to use company resources properly and appropriately.

## **Workplace Civility**

For any administrator to be effective, a positive and supportive attitude must exist between the administrators and between administrators and staff. An administrator has the right to express his/her point of view on relevant educational issues among the administrators and among staff, and shall not suffer retribution or disciplinary action for input or feedback provided in a civil manner. It is important that communication is kept open and that problems are handled quickly and without disruption to the workflow.

The following behaviors violate the rules of civility and should be avoided.

1. Treating others in a disrespectful or discourteous manner.
2. Exhibiting passive-aggressive behaviors and failing to take responsibility for one's own actions.
3. Using email or other communication tools to harass or to incite others to harass, violate rules, or act unprofessionally.
4. Engaging in tirades and temper tantrums including shouting and finger pointing.
5. Bullying others.
6. Disrupting meetings or displaying inappropriate behavior at meetings, including talking when someone has the floor.
7. Using profanity or abusive language directed toward coworkers.
8. Rumoring, gossiping about, or damaging a coworker's reputation.

## **Staff Conflict Resolution**

If an administrator has a problem with another administrator or employee, he/she must use appropriate problem-solving strategies and follow proper channels. Appropriate procedures for problem resolution follow.

- Discuss the problem individually with the administrator/employee in question to seek amicable resolution.
- If the problem is not resolved, explain the problem to your immediate supervisor and meet jointly with the other administrator/employee to resolve the problem.
- If this step is inappropriate or ineffective, present the problem to the appropriate administrator.

All administrative and employee groups need to work together consistently, collaboratively, and cooperatively with respect.

## **Appendix A**

### **Full Retirement**

If you were born before 1938, you will be eligible for your full Social Security benefit at the age of 65.

However, beginning in the year 2003, the age at which full benefits are payable will increase in gradual steps from 65 to 67. The following table lists the steps:

### **Age To Receive Full Social Security Benefits**

<b><u>Year of Birth</u></b>	<b><u>Full Retirement Age</u></b>
1937 or earlier	65
1938	65 and 2 months
1939	65 and 4 months
1940	65 and 6 months
1941	65 and 8 months
1942	65 and 10 months
1943-1954	66
1955	66 and 2 months
1956	66 and 4 months
1957	66 and 6 months
1958	66 and 8 months
1959	66 and 10 months
1960 and later	67

### **Reduced Benefits As Early As Age 62**

No matter what your “full” retirement age is, you may start receiving benefits as early as age 62. However, if you start your benefits early, they are reduced five-ninths of one percent for each month before your “full” retirement age. For example, if your full retirement age is 65 and you sign up for Social Security when you’re 64, you will receive 93-1/3% of your full benefit. At age 62, you would get 80 percent. (Note: The reduction will be greater in future years as the full retirement age increases.)

## **Appendix B**

### **TCSC Administrative Professional Growth Plan**

Name: \_\_\_\_\_ School/Department: \_\_\_\_\_

Present Assignment: \_\_\_\_\_ Total Years in Present Assignment: \_\_\_\_\_

Total Years Experience: \_\_\_\_\_ Total Years in TCSC: \_\_\_\_\_

**School Year:** \_\_\_\_\_

**Conferences:**

**Date of initial conference:** \_\_\_\_\_

Signatures: \_\_\_\_\_  
Supervisor Administrator

**Date of mid-year conference/checkpoint:** \_\_\_\_\_

Signatures: \_\_\_\_\_  
Supervisor Administrator

**Date of reflection conference:** \_\_\_\_\_

Signatures: \_\_\_\_\_  
Supervisor Administrator

**Directions:**

- Write **one Cultural and two Academic SMART goals/desired outcomes**
  - Specific, Measurable, Attainable, Realistic, Timely
- Goals must be collaboratively set by administrator and evaluator and approved by Superintendent
- Academic goals must be based on student learning measures (student data)
- Academic goals may be growth/improvement or achievement
- Academic goals may be based on whole school or subgroup populations
- Goals may be district or school based
- Construct a growth plan.
- Determine one or more ways in which evidence of success will be collected and documented.
- The goal is to be aligned with the district goals and/or the Leadership Categories.
- It is the administrator’s responsibility to contact the superintendent when he/she is ready to conference as outlined in the flowchart.

**Administrative PGP Rubric**

Highly Effective (4)	Effective (3)	Needs Improvement (2)	Ineffective (1)
Exceeds all leadership Goals	Meets all leadership goals, may exceed some.	Meets two of the Leadership Goals.	Meets one or less of the Leadership Goals.

**Administrative Academic Goals:**

This is an opportunity for administrators to focus on student learning beyond the state mandated assessments. This component allows a principal to set two academic goals to suit local needs, focus on specific areas, or to emphasize growth if they are an underperforming school, etc.

Some possible student learning data sources or areas a principal may set goals around include: iRead 3, WIDA, ISTAR, NWEA, common assessments in subject areas, AP data, the SAT Suite of assessments, industry certification assessments, dual credit achievement, or graduation rate. Others may be used as long as they allow for the guidelines to be met.

**Elementary / Middle School Examples:**

- At least 20 out of 35 ELL students in grades 3-5 will increase one or more proficiency levels on the WIDA assessment.
- The bottom 24% of grade 6-8 students, based on the previous year's ISTEP+ scores, will increase their ISTEP+ E/LA passing rates by 10% from 35% to 45% passing.
- 70% of K-2 students will score a proficient or above on the NWEA.

**High School Examples:**

- The percentage of AP students scoring a 3, 4, or 5 on any AP test will increase from 45% last year to 60% this year.
- The bottom 25% of 10<sup>th</sup> grade students will increase their average scores on the English 10 ECA by 10 points.
- Increase the number of career and technical students gaining career-ready certificates from 15-30 by the end of the school year.

**Administrative Culture Goals:**

This is an opportunity to focus on aspects of the school/district culture. Examples of data sources that may be considered include: attendance rates, discipline referral rates, survey results, or anything not based specifically on student academic achievement or growth.

**The Athletic Director will have two culture goals and one academic goal.**

**SMART**

**Goal #1:** \_\_\_\_\_

**Strategy**

**A:** \_\_\_\_\_

<b>Activities</b>	<b>Timeline</b>	<b>Progress Monitoring</b>	<b>Resources &amp; Support Person(s)</b>

**Strategy**

**B:** \_\_\_\_\_

<b>Activities</b>	<b>Timeline</b>	<b>Progress Monitoring</b>	<b>Resources &amp; Support Person(s)</b>

**Strategy**

**C:** \_\_\_\_\_

<b>Activities</b>	<b>Timeline</b>	<b>Progress Monitoring</b>	<b>Resources &amp; Support Person(s)</b>

**SMART**

**Goal #2:** \_\_\_\_\_

**Strategy**

**A:** \_\_\_\_\_

<b>Activities</b>	<b>Timeline</b>	<b>Progress Monitoring</b>	<b>Resources &amp; Support Person(s)</b>

**Strategy**

**B:** \_\_\_\_\_

<b>Activities</b>	<b>Timeline</b>	<b>Progress Monitoring</b>	<b>Resources &amp; Support Person(s)</b>

**Strategy**

**C:** \_\_\_\_\_

<b>Activities</b>	<b>Timeline</b>	<b>Progress Monitoring</b>	<b>Resources &amp; Support Person(s)</b>

**SMART**

**Goal #3:** \_\_\_\_\_

**Strategy**

**A:** \_\_\_\_\_

<b>Activities</b>	<b>Timeline</b>	<b>Progress Monitoring</b>	<b>Resources &amp; Support Person(s)</b>

**Strategy**

**B:** \_\_\_\_\_

<b>Activities</b>	<b>Timeline</b>	<b>Progress Monitoring</b>	<b>Resources &amp; Support Person(s)</b>

**Strategy**

**C:** \_\_\_\_\_

<b>Activities</b>	<b>Timeline</b>	<b>Progress Monitoring</b>	<b>Resources &amp; Support Person(s)</b>

## **Appendix C**

Administrative Mid-Year Review

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

Administrator's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

### **SMART**

#### **Goal:**

\_\_\_\_\_

1. What progress has been made toward your goal?
  
2. What challenges have you faced reaching your goal?
  
3. What modifications need to be made for the last part of the year?
  
4. What support is needed?
  
5. Additional Reflections:

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Evaluator Signature



# Appendix E

## TCSC Administrator Evaluation Summary

Review Period:

Employee: \_\_\_\_\_ Position/Job Title: \_\_\_\_\_ Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Ratings: 3.5-4 – HE 3-3.49 – E – Proficient 2.5-2.99 – E – Developing 2.0-2.49 – NI 1.0-1.99 – IE

Final Score: \_\_\_\_\_ Final Rating: \_\_\_\_\_

Professional Growth Plan Goals or Student Learning Objectives: 20% Score/Rating

4 = Exceeds all goals 3 = Meets all goals, may exceed one 2 = Meets two of the goals 1 = Meets one or less of the goals

Goal (Goals are to be SMART goals)	4	3	2	1	Measures
•					Based on student learning measures, academic achievement and growth
•					
•					

Performance Factors: 20% Score/Rating

Student Performance	Score	Percent	Scale
School Report Card			A – HE – 3.6-5.0 B – E – 2.5-3.5 C – NI – 2.0-2.49 D – IE – 1.0-1.99 F - IE – Below 1.0 and F = Negative Impact

Leadership Evaluation Model: 60% Score/Rating (Same scale as overall rating)

Domain	Score	Percent	Final Score	Comments
1. Data Driven Focus on Student Achievement				
2. Continuous Improvement				
3. A Guaranteed and Viable Curriculum				
4. Cooperation and Collaboration				
5. School Climate				

**\*\*An administrator with a Performance Rating of C or below cannot receive a Summative Rating higher than Effective.**

# Appendix F

## TCSC Superintendent Evaluation Summary

Review Period:

Employee: \_\_\_\_\_ Position/Job Title: \_\_\_\_\_ Site: \_\_\_\_\_

Supervisor:

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ratings: 3.5-4 – HE    3-3.49 – E – Proficient    2.5-2.99 – E – Developing    2.0-2.49 – NI    1.0-1.99 – IE

Final Score: \_\_\_\_\_ Final Rating: \_\_\_\_\_

Professional Growth Plan Goals or Student Learning Objectives: 20% Score/Rating

4 = Exceeds all goals    3 = Meets all goals, may exceed one    2 = Meets two of the goals    1 = Meets one or less of the goals

Goal (Goals are to be SMART goals)	4	3	2	1	Measures
•					Based on student learning measures, academic achievement and growth
•					
•					

Performance Factors: 20% Score/Rating

Student Performance	Score		Scale
School Report Card			A – HE – 3.6-5.0 B – E – 2.5-3.5 C – NI – 2.0-2.49 D – IE – 1.0-1.99 F - IE – Below 1.0 and F = Negative Impact

Leadership Evaluation Model: 60% Score/Rating (Same scale as overall rating)

Domain	Score	Percent	Final Score	Comments
1. Human Capital Management				
2. Instructional Leadership				
3. Personal Behavior				
<b>4. Building Relationships</b>				
5. Culture of Achievement				
6. Organizational, Operational, & Resource Management				

**\*\*An administrator with a Performance Rating of C or below cannot receive a Summative Rating higher than Effective.**

## Appendix G

### TCSC Athletic Director Evaluation Summary

Review Period:

Employee:

Position/Job Title:

Site:

Supervisor:

Administrator Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Ratings: 3.5-4 – HE    3-3.49 – E – Proficient    2.5-2.99 – E – Developing    2.0-2.49 – NI    1.0-1.99 – IE

Final Score: \_\_\_\_\_

Final Rating: \_\_\_\_\_

Professional Growth Plan Goals or Student Learning Objectives: 20% Score/Rating

4 = Exceeds all goals    3 = Meets all goals, may exceed one    2 = Meets half the goals    1 = Meets less than half the goals

Goal (Goals are to be SMART goals)	4	3	2	1	Measures
•					Based on student learning measures, academic achievement and growth
•					
•					

Performance Factors: 20% Score/Rating

Student Performance	Score		Scale
School Report Card			A – HE – 3.6-5.0 B – E – 2.5-3.5 C – NI – 2.0-2.49 D – IE – 1.0-1.99 F - IE – Below 2.0

Leadership Evaluation Model: 60% Score/Rating (Same scale as overall rating)

Domain	Score	Percent	Final Score	Comments
1. 1: Purposeful Planning				
2. 2: Effective Instruction				
3. 3: Strategic Leadership				
4. 4: Collegiality & Professionalism				

**\*Athletic Director – Negative Impact – IHSAA Sportsmanship Rating below 90 points**

## **Appendix H**

### **School Closings and Delays**

#### **School Closing Due to Weather Emergency or Mechanical Problems**

In the event that schools are closed due to weather emergencies or mechanical problems, the procedures cited below are to be followed.

As in all school matters, the first consideration in closing schools is the safety and welfare of the students followed by the same consideration for adult personnel. The third consideration is for the protection of the property.

When the decision to close schools is made, notification will be made according to the Emergency Contact List (flow chart).

Principals will develop procedures to notify their building staff of the closing. The automated calling system will be used if possible.

The following procedures will then be followed:

1. When safety and welfare allow, the following personnel are expected to report to their building assignments to assist with phone inquiries and to check the property:
  - A. All principals, assistant principals, athletic director, 260-day employees, and athletic department secretary.
2. All other support staff will not report to work. They are permitted to take personal business or vacation days, if available.
3. Arrangements for staff members with job duties relating to payroll or other time-sensitive tasks may be made with the approval of the business office. Arrangements regarding these time-sensitive projects will be scheduled between the principal and the employee after the business office grants approval.
4. Special circumstances, which would involve key cafeteria personnel reporting to the building, may be necessary dependent upon delivery schedules of vendors. The food service director will approve these special circumstances.
5. Cafeteria managers may be asked to report for work to check kitchens and protect food. Arrangements may be made with the building custodial staff to check the kitchens and coolers on behalf of the cafeteria managers. The food service director will approve this procedure.
6. Arrangements regarding time to be made up will be worked out between the principal and the employee.

When school is closed, all extra-curricular activities and all rentals (pool, activity rooms, auditorium, gymnasiums, etc.) will be cancelled or postponed.

7/26/2015

## School Opening Delay Plan

### **Notification Information:**

1. All bus drivers and schools will start their day one or more hours later than usual.
2. The morning Opportunity Center students will report at 10:00am. The afternoon Opportunity Center students will follow their normal schedule. Students in the morning session of the Six-to-Four program will report at 10:00 am. Students in the afternoon session of the Six-to-Four program will report to their afternoon session.
3. School dismissal will be at the regular time.
4. School lunches will be served. Breakfast will not be served.

### **Administrative Detail:**

1. All staff members should report to their respective schools as close to the regular starting time as safety will allow. Specifically, all principals, assistant principals, athletic director, 260-day employees, secretaries, and athletic department secretary should report.
2. Support staff will not be paid for the time missed.
3. The technology director will make on-line notification through the district's web site and will notify the designated media.
4. Principals and/or administration will inform parents of the "delay procedure" via newsletters, automated calling systems, and any other avenue deemed appropriate.
5. The director of logistics will communicate the delay to NISEC and other districts involved in the transportation of students out of district.

## Emergency Weather School Delay and Closings

Tri-Creek School Corporation would like to thank everyone for their patience as we deal with weather issues regarding safe transportation of students. Our first priority is the safety of students and personnel. We hope to maintain normal school day schedules as much as possible, however delays, cancellations, and early dismissals are sometimes necessary. The district, therefore, advises parents to have a plan in place for school delays, cancellations and emergency dismissal situations.

A number of factors go into making the decision to close or delay the opening of school. Any announced school closing is for that day only. School closing or delay information will be announced using the **School Messenger** notification system. **These announcements will be sent to email and phone numbers designated by the parents and will typically be sent between 5:00-5:45 a.m.** Parents can control what numbers are contacted in an emergency through Skyward under the Skylert tab. We do need to have at least one emergency number listed per family. If weather conditions are stable and reasonably certain, then the call may be made the prior evening. Weather forecasts are just that, forecasts. Sometimes they are correct and sometimes they are not. Conditions in other areas of the county are not necessarily the same conditions we see here in Tri-Creek. Tri-Creek School Corporation transports students over 187 square miles each day. Conditions on one side of the district may be different than the other side. When poor road conditions exist, we strongly encourage students to take the bus. We wish to remind drivers to maintain caution when driving in snow, ice, water, or fog by driving slow, braking early, and watching for students, especially when snow piles get high and visibility is low. We also remind parents to make sure students are dressed warmly especially during times of extreme cold.

Notification regarding delays and closures may be obtained from the following:

Radio	WGN 720AM, WBBM 780AM, WJOB 1230AM, WLJE 105.5FM, WZVN 107.1FM, WAKE 1500AM
Television	WGN Channel 9, Fox Channel 32, CBS Channel 2, NBC Channel 5, CLTV
Internet	Emergency Closing Center, Cancellations.com, Tricreek.k12.in.us

Our first and foremost consideration is the safety of our students and staff. Many factors go into the determination of whether to hold school:

- Monitoring Current Conditions & Forecasts**—Prior to a storm, district personnel monitor forecasts and live radar.
- Personnel on the Street**—District personnel drive our district’s streets to determine the actual conditions. Monitoring begins between 3:30 a.m. and 4:30 a.m. and continues throughout the early morning hours. District personnel also clear lots and sidewalks, and sand and salt as necessary. We are in contact with personnel from other school districts as well as the town, county, and state transportation departments.
- Ability to Clear Pathways**—We take into consideration whether we will be able to clear school sidewalks and parking lots in a timely fashion, or is snow accumulating faster than we can clear.
- Monitoring Temperature**—We take into account the temperature and wind chill, wind conditions, and whether or not it is a sunny day. We look for peaks and whether or not the temperature and wind chill is sustained throughout the day. This helps us determine air temperature safely, as well as changing road conditions.
- Visibility**—Visibility is monitored; blowing snow or fog could be a factor in a delay or cancellation.

*Even with all the precautions taken by the district to ensure student safety, parents may have mitigating circumstances that result in a determination that it is unsafe for their children to travel to/from school or that a delay is appropriate. Parents in this situation should contact the school principal.*

### **Notification of Possible e-Learning Day**

Parents will be notified in advance of a possible e-Learning day when severe weather is forecasted ahead of time. This is just a notification to be prepared for the possibility and does not guarantee an e-Learning day will happen.

#### ***School Cancellation***

All schools serviced by Tri-Creek School Corporation, including the Adventure Club, will be closed. **Schools will not be open for instruction, and parents will be notified if the day will be considered an e-Learning day.** Students do not report to school. School buses will not transport students who attend schools outside the Tri-Creek area. The administration at out-of-district schools are notified of our cancellation/delay, and students are not penalized for their attendance. Parents who transport their own child to a school outside of the Tri-Creek area should exercise care in determining whether or not to transport their child on hazardous weather days. **All after-school events will typically be cancelled, including all practices and all rentals. Exceptions may be made with approval by the superintendent if the emergency situation no longer exists. This decision will be made on a case-by-case basis.** When safety and welfare allow, the following personnel are expected to report to their building assignments to assist with phone inquiries and to check the property: all principals, assistant principals, full-time building secretaries, athletic secretary, administrators, central office staff, full-time custodians, full-time maintenance, and the athletic director. Indiana requires 180 student days; make-up days for school closings are added to the end of the school year. **An e-Learning day is considered a school day and will not need to be made up at the end of the year.**

#### ***School Delay***

All school activity will resume two (2) hours later than the regular school schedule. All morning practices and meetings are cancelled. The Adventure Club will open at 6:30 a.m. as usual. The morning Alternative Education and Opportunity Center students are to report to class at 10:00 a.m. The afternoon Alternative Education and Opportunity Center students will follow their normal schedule. The morning session of the Six-to-Four program will be cancelled; however, all Six-to-Four students are to report to their afternoon session. School buses will transport students two hours later than normal. The administration at out-of-district schools are notified of our cancellation/delay, and students are not penalized for their attendance. Parents who transport their own child to a school outside of the Tri-Creek area should exercise care in determining whether or not to transport their child on hazardous weather days. **Announcements for delays will typically be made between 5:00-5:45a.m. If school is canceled following a delay, the announcement will typically be made between 7:30-7:45 a.m.**

#### ***Emergency Dismissal***

Weather, mechanical breakdown, or other unforeseeable emergencies may sometimes call for early or emergency dismissal. Each parent should be sure that his/her child is instructed where to go in the event it is necessary for the child to arrive home early. A mechanical breakdown in one school need not affect regular dismissal of the remaining schools in the corporation.

In the event of a two (2) hour early dismissal for weather, the typical dismissal times are as follows: all elementary schools—12:30 p.m.; Lowell Middle School—12:45 p.m.; Lowell High School—1:00 p.m. The morning session of the Alternative Education and Opportunity Center will be dismissed at their regular time. The afternoon session of the Alternative Education and Opportunity Center will be cancelled. The Six-to-Four students will not meet for their afternoon session, and high school detentions will be reassigned. In addition, all after-school activities, including the Adventure Club, will be cancelled. This includes all practices and facility rentals. **Announcements for early dismissal will typically be made between 11:15-11:30 a.m.**

## **Appendix I**

### **eLearning Day Guidelines**

In the event of an eLearning day, administrators are still expected to report to their buildings in the event of school closings unless the superintendent has closed the buildings, and/or county and state authorities have closed roads and are advising motorists to stay off the roads.

Building administrators are expected to supervise teacher contact with students/families during eLearning situations when school has been closed. Responsibilities specific to eLearning days include:

- Responding to parent concerns regarding teacher contacts and quality of instruction,
- Ensuring quality of instruction,
- Assisting teachers who are having difficulty making contact with students and families due to internet loss,
- Ensuring that teachers are following all federal, state, and local guidelines in providing instruction with students with special needs and non-native speakers,
- Following up with technology department regarding technology issues and parent help desk concerns,
- Monitoring school social media for parent concerns,
- Monitoring teacher/student engagement and interaction as appropriate, and
- Coordinating data collection on student attendance and work as documentation for eLearning day Department of Education approval.