

Northern Wells Community Schools

Certified and Non-Certified Staff Handbook

NWCS Board Approved
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Table of Contents

School Safety	
Child Abuse and Neglect	3
Suicide Prevention Expectations	3
Title IX Rules and Sexual Harassment Reporting	3-4
Safety Videos and Safety Plan	4
Professional Practices	
Board Policy	4
Equal Employment Opportunity	4
Background Checks	4-5
License Renewal	5
Updated Staff Information	5
Professional Behavior	
Appropriate Attire	5
Appropriate Language and Respectful Communication	6
Acceptable Use of Technology	6
Electronic Communication with Students	6
Promptness and Consistent Attendance	6
Alcohol, Drugs, Tobacco, and Firearms	6-7
RtI, 504, and Special Education Expectations	7-8
Curricular and Instructional Expectations	8
Evaluations	8
General Building Practices/Expectations	
Field Trip Procedures	8-9
Care of Facilities	9
Ordering Supplies	9-10
Building-Specific Procedures and Employee Group Benefits Manuals	10

School Safety

1. Child Abuse and Neglect
 - a. Any school employee who has reason to believe that a child is a victim of child abuse or neglect shall **immediately** make an oral report to the Department of Child Services (DCS). The DCS Child Abuse Hotline number is 1-800-800-5556.
 - b. After the report has been made, the school employee shall notify the school building principal and/or counselor that a report of suspected child abuse or neglect has been made to DCS or to local law enforcement. Each building office will have a form to document DCS reports.
 - c. School personnel will not contact parents to determine the cause of suspected child abuse or neglect, or otherwise investigate the suspected abuse or neglect.
 - d. Please refer to the NWCS Board Policy #8462: Child Abuse and Neglect.
2. Suicide Awareness and Prevention
 - a. All staff will receive annual training on risk factors, warning signs, response procedures, referrals, post-intervention, and resources regarding youth suicide prevention. All administrators, teachers, counselors, and instructional assistants will receive at least two (2) hours of in-person training every three years.
 - b. Assessment and Referral
 - i. When a student is identified by a staff member as potentially suicidal or a student self-refers, the student will be seen by a school-employed counselor within the same school day to assess risk and facilitate referral.
 - ii. If there is no counselor or mental health professional available, a school nurse, or administrator will fill this role until a school counselor is available
 - c. For students at risk, experiencing suicidal thoughts, or attempting suicide:
 - i. School staff will continue to supervise the student to ensure their safety and call the police and/or 911, if needed.
 - ii. The principal and school counselor will be made aware of the situation as soon as reasonably possible.
 - iii. The school counselor or principal will contact the student(s) parent or guardian and will assist the family with an urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases it will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
 - d. Post Intervention action plans will be created to guide the school response following a death by suicide and/or to assist with re-entry into the school buildings.
 - e. Please refer to NWCS Board Policy #5350: Student Suicide Awareness and Prevention.
3. Title IX Rules and Sexual Harassment Reporting
 - a. Statement Policy
 - i. Northern Wells Community Schools is committed to maintaining an environment free of harassment and intimidation based upon sex, race, color, religion, national origin, age, disability, veteran status, or any other category protected by law. This applies to all personnel, students, members of the Board of School Trustees, and volunteers working within the School Corporation.
 - ii. Since it may be difficult to define what constitutes harassment under the law, the Northern Wells Community Schools will not tolerate any type of inappropriate behavior that may lead to forms of illegal harassment as defined by the law. Inappropriate behavior includes, but is not limited to, verbal, physical, visual conduct, and including social media, that is directed at a person because of the

person's sex, race, color, religion, national origin, age, disability, marital, or veteran status, that creates an intimidating, offensive, or hostile environment, or interferes with classroom, extracurricular, or work performance. Some examples of inappropriate behavior include racial slurs, ethnic jokes, stereotyping, posting or distributing offensive statements, or similar conduct.

- b. In the event a school employee needs to file a complaint/grievance against another employee or your superior, please use this Grievance Form. We encourage you to address your concern with school administration, prior to filing a grievance as many times issues can be resolved.
 - c. Please refer to NWCS Board Policy #5517.
4. School Safety Videos
 - a. All Northern Wells employees are required to view the NWCS School Safety Videos at the start of every new school year or within their first two weeks of employment.
 - b. The training videos include Child Abuse: Mandated Reporting, Sexual Misconduct: Staff to Student, Human Trafficking Awareness, Bullying: Recognition and Response, Suicide Awareness and Prevention, Internal Controls, Blood Borne-Pathogen Exposure. Links the safety training videos are located on our district website under staff.
 5. District-Wide Safety Plan
 - a. Staff are required to follow all corporation safety guidelines. An Emergency Binder is located in all offices, classrooms, and departments.

Professional Practices

1. Board Policy
 - a. All staff can reference [Northern Wells Community Schools Board Policies](#) at any time. Staff members should familiarize themselves with board policy so they are aware of expectations and guidance.
2. Equal Employment Opportunity
 - a. It is the policy of Northern Wells Community Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or any other legally impermissible reason in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1 *et seq.*), LC. 20-8.1-2 *et seq.*, Titles VI and VII of the Civil Rights Act of 1964, The Equal Pay Act of 1973, Title IX (1972 Education Amendments), or Section 504 of the Rehabilitation Act of 1973.
 - b. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Northern Wells Community Schools will be based on merit, qualifications, and abilities. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
3. Background Check Responsibilities
 - a. As of July 1, 2017, NWCS Board Policy requires updated Expanded Criminal History (ECH) checks for current employees every five (5) years. NWCS shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed five (5) years by annually conducting updated expanded criminal history checks for at least one-fifth (1/5) of employees who are employed by the Corporation on July 1, 2017. NWCS will pay the costs associated with conducting the Expanded Criminal History Checks.

- b. NWCS may obtain an Expanded History Background Check and/or an Expanded Child Protection Index Check if there is reason to believe that the employee is the subject of a substantiated report of child abuse or neglect or has been charged with a crime.
4. Licensure Renewal Responsibilities
- a. All licenses that are valid on the first day of the academic school year shall be considered valid for the duration of that academic school year. (511 IAC 16-1-1(e)) If renewal requirements are not completed prior to the expiration of your license there is no penalty imposed by the Educator Licensing office; however, the license will not be renewed until the requirements have been met.
 - b. Staff members with expiring licenses must submit a copy of the renewed license to the Administrative Office prior to the first day of the new school year. Any staff member with an expired license at the start of the school year will be placed on Substitute Pay until a copy of the renewed license is submitted.
 - c. Types of Licenses
 - i. Initial Practitioner's license or 2-year license - The Initial Practitioner license can be renewed twice. Before a third renewal, instructional license holders must submit a 90-point PGP or take a test. School Service or Administrators can only use the PGP option to start the cycle over again.
 - ii. Proficient Practitioner or 5-year license - Renewable with 6 hours of coursework, a 90-PGP or National Board Certification.
 - iii. Accomplished Practitioner's License or 10-year license - Once you have established a 10-year license, it will now renew for another 10-year term. It can be renewed with coursework, a 90-point PGP or National Board Certification.
 - iv. Emergency Permit
 - 1. The Emergency Permit (EP) is a temporary credential issued to a school corporation or special education cooperative for a person who is not licensed for that assignment.
 - 2. The EP is valid for one school year. Once issued, it may be requested to be renewed by the school if the applicant completes the renewal requirements. A school employer may approve an application for a renewal of an EP annually as long as the EP holder can meet renewal requirements by providing proof of continuing progress toward achieving full licensure in the content area on the permit. Failure to meet renewal requirements may result in denial of the renewal application.
 - 3. All EPs expire on June 30 with new applications starting July 1.
5. Updated Personal Information
- a. All staff members will be expected to report name/family changes, address changes, and other necessary changes in contact information to the building secretary and the payroll secretary.
 - b. Changes in insurance or investment beneficiaries must be communicated to the Financial Services Director.
 - c. Changes in bank deposits and W2 forms must be made in person at the NWCS Administration Building.

Professional Behavior

- 1. Appropriate Attire
 - a. The NWCS Board of Trustees believes that there is a direct relationship between dress and grooming, professional conduct and leadership, and the reaction and response from both upholds their level of professionalism and leadership within the school environment and sets a tone for positive and professional interaction with the community.

2. Appropriate Language and Respectful Communication
 - a. The administration believes that professional behavior includes communication free from aggressive, negative, and/or attacking words and actions.
 - b. Staff members with complaints or concerns are expected to follow proper channels for filing complaints and refrain from disrespectful verbal or written attacks.
3. Acceptable Use of Technology
 - a. NWCS is committed to the effective use of technology to enhance the quality of student learning through increased innovation, collaboration, and ownership of learning. It also recognizes that safeguards must be established to ensure the protection of our staff. Safeguards protect the school corporation's investment in hardware and software, ensure the benefits of technology and prevent negative side effects.
 - b. Please refer to NWCS Board Policy #7540.04: Staff Responsible Use Agreement for Use of Internet, Computer Equipment, and other Technology.
4. Electronic Communication with Students
 - a. Staff members are not to send direct messages to any student via Snapchat, Instagram, Twitter, Facebook, or other similar social media apps. Remind is the district-approved app that staff may use when direct communication with a student or student-athlete is necessary. The Remind profile used for this communication must include the NWCS-affiliated school, class, team, club, or organization.
 - b. Email communication between staff and students should only be via the NWCS-issued email accounts. Email communication via personal email accounts is discouraged.
 - c. If staff-to-student text messaging is necessary, staff are expected to include the parent/guardian, principal, or department director within a group text.
 - d. The only exception to the above-mentioned expectations would be for staff members who are legally related to a student or group of students (*examples: parent or guardian, uncle or aunt/nephew or niece, siblings, cousins, etc.*).
5. NWCS Email and NWCS Social Media Profile Images
 - a. If a staff member chooses to include a photo or image within his/her district-issued email or social media account, the photo or image must be a personal photo that is professional in appearance, an appropriate personal likeness avatar, or an image of the district/school/team logo. Family members may be included within their personal photo. so long as the photo presents a professional image.
6. Promptness and Consistent Attendance
 - a. The NWCS Board of Trustees believe consistent attendance and schedule adherence supports the academic environment for all staff and students. The expectation of each staff member is to be present and on time unless an illness, a court appointment, a death in the family, or other excusable scenario arises. Absenteeism is required to be documented in the district's absentee management system for record keeping and accountability.
 - b. Staff members who demonstrate a pattern of excessive absenteeism or tardiness will be subject to disciplinary actions.
 - c. For specific leave benefits and procedures, certified staff members should review NWCS/NCTA Master Contract and non-certified staff members should review the Support Staff Benefits and Procedures Manual.
7. Alcohol, Drugs, Tobacco and Firearms
 - a. No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, before, during, or after school hours at school or in any school corporation location.
 - b. No employee will unlawfully manufacture, distribute, dispense, possess, use or be under

the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, or any controlled substance.

- c. Tobacco usage is not permitted on any district property including cigarette, cigar, pipe, snuff, e-cigarette, or any other matter or substance, which contains tobacco.
 - d. Unless specifically approved, the NWCS School Board prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle.
 - e. Please refer to NWCS Board Policies #3122.01, #4122.01, #3217, #4217
8. Confidentiality Expectations
- a. NWCS follows federal and state education privacy laws and adhere to privacy and security policies. When we use an online service provider to process or store data, they also must adhere to certain federal and state and privacy laws.
 - b. Confidentiality is protecting the information we possess regarding students in our school and their families. All staff will maintain confidentiality. Staff should consider the conversations they have about students, the purpose of these conversations, and where these take place.
9. RtI, 504, and Special Education Responsibilities and Expectations
- a. Response To Intervention (RtI)
 - i. Designed as a set of strategies to bring students up to grade level due to missed instruction, struggles learning basic skills, poor fluency, or delayed development.
 - ii. Is instrumental in collecting data due to lack of growth
 - iii. Each school will have a specific process; however it is based on a Tiered system.
 1. Tier One - Assistance in the whole classroom setting
 2. Tier Two - Assistance in a small group setting
 3. Tier Three - One on one support
 - b. 504 Plans
 - i. A 504 plan is a plan for students who have a disability that affects their ability to access the general education curriculum. This plan will allow students to receive accommodations that will ensure academic success and access to the learning environment.
 - ii. 504 plans are a legal document and all accommodations must be followed with fidelity.
 - iii. Staff members should speak to the building principal or counselor regarding any questions or concerns with 504 plans.
 - c. Special Education
 - i. Under Article 7, students with identified disabilities receive specialized instruction designed to meet each student's unique learning needs, giving them the opportunity to develop to their fullest potential. These goals are outlined in a student's Individualized Education Plan (IEP).
 - ii. General Education Teachers Roles:
 1. Provide an inclusive and accepting environment for students
 2. Document services provided and collect data on progress towards IEP Goals
 3. Communicate regularly with parents, support staff and resource room staff on student progress
 4. Implement all accommodations and modifications with fidelity

- iii. Special Education Teacher Roles:
 1. Provide students with individual services based on IEP goals and minutes. This may include accommodations, social skills training, behavioral support, inclusion support, remediation, reinforcement of basic skills, homework completion, etc.
 2. Document services provided and collect data on progress towards IEP Goals
 3. Communicate regularly with parents, support staff and general education staff on student progress
 4. Implement all accommodations and modifications with fidelity
 5. Serve as Teacher of Record or Case Manager to facilitate meetings with all therapists involved with students IEP goals.
- iv. Seclusion and Restraint Protocols
 1. Seclusion and physical restraint should be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the eminent safety of students and others.
 2. The use of seclusion or physical restraint may also be used as a component of a behavioral intervention plan (BIP) and/or an Individualized Education Plan (IEP).
 3. Only staff trained in nonviolent crisis intervention training provided by the Crisis Prevention Institute (CPI) are allowed to implement physical constraints or seclusion, except in the case of an emergency.
 4. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator. Parents of the students involved in the restraint or seclusion incident shall receive a copy of the written report of the incident.
 5. Please read the board policy on the Use of Seclusion and Restraint Protocols for further information.

10. Curricular Instructional Practices and Expectations

- a. Long-Term Planning with Curriculum planning templates
 - i. All NWCS instructional staff are expected to use NWCS Curriculum Guides for their corresponding grade levels and content areas when planning instructional activities and assessments. The curriculum guides are found within the shared O-Drive.
 - ii. As educators plan and implement Curriculum and Instruction, decisions should be made keeping the school district's Mission and Vision at the forefront.
 1. Mission: To equip students to maximize their present and future success.
 2. Vision: A Norwell Graduate will be able to transition successfully into post-secondary education, the military, or the work place, and be a contributing member of society

11. Evaluations

- a. All district staff will be evaluated within an evaluation plan and with evaluation tools approved by the NWCS Board of Trustees.

General/Common Building Procedures

- 1. Field Trip Planning Procedures
 - a. Teachers are responsible for scheduling field trips, making specific assignments, and specifying appropriate apparel for the field trip. In the determination of appropriate apparel, teachers will consider the nature of the trip and what will convey the best public

impression of Northern Wells students. Students who elect not to conform to the specified apparel will remain at school and follow their normal schedules.

- b. The procedure for requesting field trips must follow the guidelines provided by the Indiana Department of Education:
 - i. The activity is consistent with and promotes the written educational philosophy and goals of the local school corporation and the State Board of Education.
 - ii. The activity is necessary for the attainment of specific educational goals of the participating students of the school.
 - iii. The activity cannot occur without interrupting the normal instructional day.
 - iv. The activity represents a unique educational opportunity for the participants or fulfills a unique educational opportunity for the participants or fulfills a unique community priority.
 - v. The activity has the approval of the school principal and the superintendent.
 - c. Procedures for Requesting Field Trips
 - i. The Field Trip Request Form must be completed in its entirety and submitted to the principal for approval.
 - ii. One-day field trips may only be scheduled between the hours of 9am and 2pm due to bus routes requirements.
 - iii. Field trips that require transportation outside of the 9am and 2pm window will require special approval from the NWCS Transportation Department prior to being scheduled; or chartered transportation will need to be arranged and financed via the sponsoring school or department.
 - iv. If the field trip occurs out of state and/or involves overnight accommodations, the Field Trip Request Form must be accompanied by a letter from the staff member to the principal and superintendent outlining the purpose and specifics of the trip, and approved by the NWCS Board of Trustees.
 - v. No transportation charge will be assessed for one field trip per year (K-5), per trimester (NMS), and per semester (NHS). Additional field trips beyond the above-mentioned numbers will be assessed a transportation charge.
2. Care of Classroom/Facility Expectations
 - a. It is important that all NWCS employees work together to maintain the care of the building and lead NWCS students in showing pride in their school facilities. In order to appropriately notify custodians or maintenance staff of any damage needing addressed, all staff members should regularly inspect their work area, including things like desks, walls, cabinets, carpeting, and other similar items. Staff and students should develop the habit of keeping trash off the floor, keeping hands and feet off of the walls, and using materials in such a way as to limit any damage to furniture and structures. Any student purposefully damaging school property should be reported to the principal for disciplinary action.
 - b. If a maintenance request is needed, staff members must submit a work ticket using the online portal.
 - c. If a technology issue arises, staff members must submit a work ticket using the online portal.
 3. Supplies: Ordering Protocols
 - a. All technology-related orders must be approved by the NWCS Technology Director for compatibility and support prior to purchasing or placing a purchase order.
 - b. Building staff members who are authorized to place orders must have verification from building principal and/or treasurer as to the amount of money budgeted for them to spend

prior to purchasing items or completing requisitions. All orders must include a signed-approval from the building principal prior to being processed.

- c. Reimbursements for purchases must be approved by the building principal or department director prior to the purchase. Reimbursement requisitions must be signed by the building principal or department director and sent to the district office. All reimbursement requisitions must be submitted within 10 days of the purchase. Any sales tax incurred with the purchase will not be reimbursed.

Specific Building Procedures and Protocols

Lancaster Central Elementary School

Ossian Elementary School

Norwell Middle School

Norwell High School

Employee Group Benefits Manuals

Support Staff Benefits Manual

NWCS/NCTA Master Teacher Contract

Administrative Benefits Summary (*Financial Services, Technology, Transportation*)

Administrative Benefits Summary (*Food Service, Facilities, Asst. Technology, Building Admin*)