



**STAFF HANDBOOK  
2021-2022**

1999 US Hwy 31 South  
Greenwood, IN 46131  
<http://central9.k12.in.us>

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## GENERAL INFORMATION

### DAILY SCHEDULE

7:30 a.m. – 7:45 a.m.	School Open
7:45 a.m. – 10:15 a.m.	MORNING SESSION with rotating break schedule
10:15 a.m. – 10:55 a.m.	School Open
10:55 a.m. – 11:25 a.m.	Lunch/Office Open
11:30 a.m. – 11:45 a.m.	School Open
11:45 a.m. – 2:15 p.m.	AFTERNOON SESSION with rotating break schedule
2:15 p.m. – 3:00 p.m.	School Open

### LEAVING DURING SCHOOL HOURS

Staff members who need to be away from school on school business or personal business during duty hours shall secure permission from their supervisor, and sign out with the Staff Services Administrative Assistant regarding their itinerary.

Because we have found it necessary to contact staff members when they are out of the building during the school day, it is VERY IMPORTANT that you sign out each time you leave the school during the school hours and list your itinerary. THE SIGN OUT BOOK IS LOCATED AT THE STAFF SERVICES DESK.

Leave forms will not be required for departures/appointments less than two hours. Hourly staff members will be expected to make up time during the same week if less than two hours. For departures/appointments more than two hours, the staff member will be required to use a half/full leave day, and complete a leave form. Also, if coverage is needed for a classroom, this should be communicated to the Assistant Director as soon as possible.

### STAFF IDENTIFICATION

All staff members are required to wear an identification badge at all times while on campus.

### STAFF DRESS & GROOMING

Staff members are expected to dress professionally during instructional hours. Professionally dressed may be defined as “professionally casual” or meeting the need for the specific CTE Program area, and should meet at least the dress code guidelines established for students. Employees should not wear tank tops or spaghetti strap shirts, jeans (unless required by the specific program safety regulations), leggings (unless worn under appropriate attire), shorts, or sweat pants except for special circumstances approved by the Assistant Director, such as field days, field trips, program requirements, special events, instructional activities, or other Board approved activities. Any tattoo and/or piercing that may be offensive, distracting, or inappropriate must be covered at any time an employee is working where students are present.

## **WORKER'S COMPENSATION**

In the event a staff member is injured at work, the employee should report the injury IMMEDIATELY to the Staff Services Office and the Benefits Coordinator. There will be a required "First Report of Injury" Form that will need to be completed within 7 days of notification. This form can be found in the Appendix of this Handbook. The Benefits Coordinator will assist with both this form and any other required paperwork, as well as provide instructions for treatment.

## **PROFESSIONAL LEARNING COMMUNITIES (PLCs)**

Professional learning communities will be implemented at Central Nine in the 2021-2022 school year. The official definition of a professional learning community is, "an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve." PLCs will be structured based on current needs for the revised Strategic Plan and will include both teachers and staff members.

## **SCHEDULING ROOM/FACILITY USAGE**

Staff members wishing to schedule a common area for school events (LGI, Commons, Conference Rooms, Computer Labs, Shelter House, etc.) should utilize the Google Calendar Room reservation system. Highly utilized spaces such as the LGI and Conference Rooms will have built-in electronic administrative approval prior to proceeding.

Staff members wishing to schedule a room or common area for events other than for school events should complete the Facility Usage Form found on the J:Drive. This form is to be submitted to the Executive Director.

## **PHONE CALLS**

Phones are provided in classrooms, labs, and offices. Local personal calls by staff members may be made as long as it does not interfere with official school business. Long distance personal calls need to be reported to the Business Manager so the proper charge can be made. Student's use of phones for school business only should be closely supervised by the staff.

Personal calls by students are to be made in the Student Services Office. Personal calls can only be made during the student's break. Students are NOT to be released from class to make phone calls in the office unless it is an emergency.

## **KEYS**

Necessary keys are issued by the Facilities Director. Keys, except locker keys, are not to be used by students. No duplicate keys are to be made. Keys are to be returned to the Facilities Director at the end of the teacher's contract.

## **COPIERS**

Teachers should use the copiers in specific buildings and/or the data/faculty room before 7:45 a.m., at lunchtime, or after 2:15 p.m. Only Office Staff may use the copy machines located in the offices. If a teacher must make emergency copies, it is imperative that he/she secure supervision for his/her classroom prior to leaving the room. Students may not use the copiers.

## **MAILBOXES**

Each staff member will have an assigned mailbox in the faculty lounge. Please keep it clean and check your mailbox every morning, during lunch and again before you leave for the day. Do not change mailboxes.

## **MILEAGE CLAIMS**

Mileage claim forms are available for your use in claiming authorized travel expenses. Mileage claims must be signed by your supervisor, and submitted to the Business Manager. They will then be submitted to the Governing Board for approval and payment. Forms may be found in the form section of staff mailboxes, or electronically on the J: Drive, Forms folder. Claims should be submitted for reimbursement no more than a month after date of event.

## **PURCHASE ORDER REQUESTS**

Purchase Requisitions may be found on the Faculty J: Drive in the forms folder or on the Staff Tool Belt in Canvas. You must have a signed copy before any purchases are made or any orders are placed. ECA Purchase Requisitions should be submitted through Skyward.

## **FACULTY MEETINGS**

Faculty meetings will be held during all professional days and one Monday per month, as needed. Please see the Meetings Schedule in the Appendix for specific dates. Additional faculty meetings may be scheduled on an as needed basis.

## **STAFF CLASSIFICATIONS**

Staff members at Central Nine Career Center are designated as either certified/professional or non-certified/classified. Teachers and other full-time positions requiring a specific DOE license are considered certified/professional. Other positions not requiring a specific DOE license are considered non-certified/classified. Staff members will refer to sections of this handbook dependent on their individual designation. Administrators may fall under either designation and will adhere to policies/guidelines as outlined by the Governing Board and their individual respective contracts.

## CERTIFIED/PROFESSIONAL STAFF

## **CERTIFIED/PROFESSIONAL STAFF**

Certified/Professional staff members are provided benefits as designated in the respective Master Agreement or individual position contract. Other specific information, practices, and procedures are outlined below.

## **TEACHER RECORDS & LICENSING**

It is the teacher's responsibility to keep their license current and valid throughout the school year. Teachers should have on file in the corporation office the following:

1. Copy of teacher licenses
2. Current transcripts of credit
3. Teacher retirement number
4. Income tax withholding forms (Federal & State)
5. Current address and telephone number
6. Verification of experience
7. Current staff must have a copy of CPR and AED Training
8. All applicants must have CPR/Heimlich Certifications

## **CLASSROOM MANAGEMENT PLANS**

Please share your expectations with your students so that there is no confusion regarding what it takes for a student to be successful in your class. These plans will be referred to when fielding questions from students, parents and home schools. Classroom management plans should be submitted to the Assistant Director prior to the first student day.

## **GRADING POLICY**

All grades are to be kept on Skyward, the student management software. Teachers shall record a minimum of one grade per week. The school wide grading scale for all students at Central Nine is:

100	A+	78-79	C+
92-99	A	70-71	C-
90-91	A-	68-69	D+
88-89	B+	62-67	D
82-87	B	60-61	D-
80-81	B-	00-59	F
72-77	C		

## **STUDENT ATTENDANCE**

Because the instruction that we offer our students is invaluable, students are encouraged to be here every day that Central Nine is in session. In order to support the goal of positive attendance, Central Nine Career Center will invoke attendance intervention guidelines for any student who is missing five or more days. However, the instructor may reach out to parents/guardians prior to five absences. These interventions can be found in the student handbook.

Teachers are required to take attendance daily in each session. Attendance should be recorded within the first 10 minutes of each session. All absences are to be recorded by the teacher. All tardies within the first 5 minutes of class should be recorded by the teacher. All tardies over 5 will be recorded by the Student Services Secretary, and the student will report to class with a pass.

## **TEACHER ILLNESS & ABSENCES**

In case of illness, teachers should call the Assistant Director between 5:30 a.m. and 6:30 a.m. and a substitute will be secured, if needed. Prearranged absence phone calls may be placed prior to 9:00 p.m.

It will be assumed that an absence due to illness is for one day unless informed by the teacher of the need for additional days. Emergency lesson/sub plans for a minimum of 5 days should be housed on Canvas.

Complete the online [Employee Leave Request Form](#) upon return to work (within one day) or in advance if the absence is planned.

A physician's statement may be required at the discretion of the Director after a professional staff member has been absent for three (3) consecutive days. (Administrative Guidelines 3430)

All other absences (jury duty, personal business, professional leave, etc.) should be arranged with the Assistant Director as far in advance as possible. The online [Employee Leave Request Form\(s\)](#) should be completed in advance or upon return if the absence was an emergency. It is the teacher's responsibility to make sure the Assistant Director is aware of the need for a substitute.

## **EXHAUSTED LEAVE (Administrative Guidelines 3430.02)**

If a professional staff member misses a day of work after exhausting their accumulated leave days for a school year, the staff member will receive that day without pay. Any additional days of absence may be cause for termination on the grounds of neglect of duty, as attendance is a normal expectation of job performance.

## **SUPERVISION/INSTRUCTION**

Each teacher is expected to supervise his or her area before class begins and after class dismisses. Teachers should be at the doors of their classroom or lab at least ten (10) minutes prior to the start of class. Teachers are expected to remain with their students during break or establish a cooperative coverage with another staff member. No student(s) are to be left in the classroom unsupervised at any time. Teachers are responsible for the supervision of their students. If it becomes necessary to leave your room or the Commons, please ask a colleague to cover the supervision of your students. In emergencies, please call the Student Services Office for assistance.

### **Supervision Schedule**

7:35 – 7:45 a.m.	Every teacher should supervise the hallway by his/her classroom/lab door and/or in his/her classroom when students enter the area.
Break Time	Every teacher needs to supervise the commons, classroom, lab, restroom, etc. as needed/dependent on location during break times.
10:15 - 10:20 a.m.	Every teacher should supervise the hallway by his/her classroom/lab as students exit the area.
11:35 - 11:45 a.m.	Every teacher should supervise the hallway by your classroom/lab door and/or in his/her classroom when students enter the area.
Break Time	Every teacher needs to supervise the commons, classroom, lab, restroom, etc. as needed/dependent on location during break times.
2:15 - 2:20 p.m.	Every teacher should supervise the hallway by his/her classroom/lab as students exit the area.

Teachers are to inform their students regarding what is expected of them when the teacher is not present before or after class. Students should never be in your room, unless you are present. Be sure they do not operate equipment unless you are present. Never leave your students unsupervised.

Classes are to begin and end promptly. There should be bell to bell instruction assuring student engagement. The bells will be set to begin and dismiss classes. DO NOT allow students to stand at the doors waiting for the bell. Students are to be dismissed on time. (Students are NOT to wander in the hallway during class time. If a student is in the hallway during class time, they must have a pass.) Teachers having students before or after regular class hours for special meetings or instruction are responsible for these students and their actions.

## **STUDENT ACCIDENT/ILLNESS/FIRST AID**

In cases of accident or illness, the responsibility of the teacher is to notify the Student Services Office immediately. Notification is required by dialing extension 221. The office personnel will handle the situation which may include contacting EMS/FIRE and the parent or guardian of the student. An incident/injury form must be filled out by the instructor with the assistance of the instructor or staff member directly involved with the incident. All reports must be e-mailed to the Dean of Students by the staff member completing the report.

## **RELEASING STUDENTS**

Teachers do not have the authority to allow students to leave Central Nine Career during school hours. Only the Director, Assistant Director, Dean of Students, Student Services Coordinator, or their designee is responsible for releasing students for any purpose during school hours. No student is to leave during school hours without signing out in the office. If a student becomes ill or has some type of emergency, please send the student to the front office.

## **STUDENT IDENTIFICATION**

Students should wear student identification at all times while on campus. Teachers should enforce this expectation.

## **STUDENT DISCIPLINE**

If a discipline problem occurs, instruct the student to leave the classroom and/or activity and report to see the Dean of Students. The teacher should contact the Student Services Office by dialing extension 221 to inform of their student(s) arrival. The teacher must fill out a discipline record in Skyward by the end of the day. The entry should describe the incident, action taken, and instructions provided for the student. If the student refuses to leave or if there is an emergency, the teacher should call the Student Services Office and ask an administrator to report to his/her room. NEVER leave your class unattended.

### **IN SCHOOL SUSPENSION (ISS)**

While you may privately discuss a recommendation for in school suspension with the Dean of Students, only the Administration may officially assign an ISS.

### **OUT OF SCHOOL SUSPENSION (OSS)**

The Dean of Students, in collaboration with the sending school administration, may suspend a student from the school program for a period of ten (10) days or less.

## **LOCKERS/LOCKS/TEXTBOOKS**

All staff that assigns a locker or lock to a student is required to compile a list with student name and locker number along with combination. All students that are assigned a textbook should be given a book number.

## **CLASSROOM/LAB MAINTENANCE**

In order for our building to be kept in a presentable condition, absolutely no food or drink is permitted in computer and lab areas. All food or drink items shall be consumed in the Commons, designated areas in each building, or in the classroom as approved by the instructor.

In the event that maintenance is needed in your instructional areas, notify the Facilities Director electronically via Email. List the area and/or equipment to be repaired. In the event of emergency custodial needs, contact the Facilities Director and/or the Student Services Office.

## **FIELD TRIPS**

Field trips should have an educational objective and be carefully planned. Field trips will be limited to half days unless the Assistant Director gives prior approval. When approval is given for an all-day field trip, a list of those students and their home schools should be e-mailed to the Dean of Students and the Student Services Secretary at least one week in advance. This information will be provided to the home schools prior to the field trip. Transportation must be by bus. The only exception would be if the Assistant Director approves other means of transportation in advance. In ALL cases, a field trip form, giving parental permission, is required from each student and should be on file in the Student Services Office prior to leaving for the field trip.

Staff members are required to submit a [Field Trip Request](#). All field trips must have approval of the Assistant Director at least two (2) weeks prior to the field trip. In addition, all overnight and/or out of state field trips must be submitted four (4) weeks in advance for Governing Board Approval.

The following must be turned into the Student Services Secretary the day of the field trip:

1. Copies of all permission slips.
2. Manifest of all students on field trip/bus.

Note: If a student does not turn in a permission slip, he/she will not be allowed to attend the field trip. The student will be assigned to ISS until the instructor(s) and class returns from field trip.

All trips must be completed by May 1st.

## **CAREER & TECHNICAL STUDENT ORGANIZATIONS**

Active student organizations are essential to a good career and technical program. All teachers are expected to assist in the promotion and operation of our Central Nine student organizations. All organizations should be discussed with and approved by the Assistant Director.

## **FUNDRAISERS**

All programs/organizations/clubs must provide their own funds for activities/events unless prior approval and/or arrangements have been made with the Assistant Director. Teachers must submit a [Fundraiser Request](#) to the Assistant Director for approval. Please provide the Assistant Director with a list of activity, location of the activity, cost or expense of the activity, time frame for the activity, etc. Any changes in the program of work shall be approved by the Assistant Director. All fundraisers involving food must meet USDA Dietary Guidelines. Students may not participate in more than four fundraisers per year.

## **PROGRAM ADVISORY COMMITTEES**

In accordance with Board Policy under “Duties and Responsibilities of the Teacher,” each program will have an active Program Advisory Committee. Programs may share the same committees. Advisory Committees are not to discuss working conditions. The Committee will meet a minimum of two (2) times each school year. Agendas and minutes of each meeting will be submitted electronically to the Assistant Director to be filed with the Student Services Secretary. All equipment requests shall be recommended by the Program Advisory Committee. Program changes shall be recommended by the Program Advisory Committee. Please inform the Student Services Secretary when you are going to have a meeting and place it on the Google Events Calendar.

## **PURCHASING TECHNOLOGY & EQUIPMENT (CAPITAL PROJECTS REQUESTS)**

As instructors see the need for new or replacement equipment, the following procedure should be followed:

Determine the characteristics desired in the equipment and find out the number of different vendors that will meet your needs. You may also want to talk with different sales representatives to find out new products and methods that have been incorporated in your equipment. If bids are needed, proper procedures must be followed. Meet with your Program Advisory Committee and get their written recommendations for the new equipment. When you have established a need for new equipment, a discussion as to the educational need should be held with the Administration.

All major equipment should be recommended by your program advisory committee. Therefore, the purchase order should have attached minutes of the advisory committee meeting during which the committee approved the recommendation. The Director and Business Manager will review all requests

Upon receipt of a signed P.O., the instructors may proceed to purchase the equipment. Do not order, make purchases, authorize repairs, or accept delivery until purchase requisition has been approved if you expect it to be paid by school funds.

## **PROGRAM BUDGET**

The Governing Board approves an annual operating budget which includes material and supply allotments. Historical expenditure data is taken into account when developing this budget, along with program expansion considerations. Administration takes into consideration overall department needs along with individual program needs.

An original purchase order (P.O.) is to be prepared. The Staff Services Office will complete the budget information section. Expenditures are charged against the Staff Services Office prior to placing an order. One copy of the purchase order will be returned following approval.

### **EXTRA-CURRICULAR ACCOUNTS (ECA)**

Extra-Curricular Accounts contain funds raised by an activity for the benefit of the students. Common sources of receipts include:

1. Student Fees
2. Fundraisers
3. Gifts and Donations
4. Automotive Work
5. Restaurant Sales

#### **When receiving money, adhere to the following protocols:**

1. If a service is being performed...
  - a. write a work order.
  - b. obtain a signed authorization from the customer before beginning any work.
2. Issue a receipt to any person submitting funds.
  - a. Receipts need to be triplicate and pre-numbered per the State Board of Accounts.
    - i. Customer copy (White)
    - ii. Instructor copy (Pink – stays in receipt book)
    - iii. ECA Treasurer copy (Yellow)
3. Submit funds to the ECA Treasurer
  - a. Complete appropriate Summary Collection Form(s)
    - i. Checks and money orders
    - ii. Credit cards
  - b. Place funds and Summary Collection Form(s) in the deposit bag
  - c. Place deposit bag in the Staff Services drop box
  - d. Money collected on a school day must be submitted on the same school day
  - e. Never send funds with a student
4. The ECA Treasurer will issue a receipt after verifying the funds to be deposited.
5. Maintain accurate records

#### **Examples of allowable expenditures include:**

1. Student Parties
2. CTSO Fees
3. Field Trips
4. Meals and Refreshments for Students
5. Transportation
6. Certifications
7. Parts for Services (i.e. Automotive work)

### **Examples of inappropriate expenditures include:**

- |                         |                                     |
|-------------------------|-------------------------------------|
| 1. Equipment            | 5. Subscriptions                    |
| 2. Office Furnishings   | 6. Faculty Expenses/Teacher CTSO    |
| 3. Office Supplies      | Membership Costs                    |
| 4. Educational Supplies | 7. Supplies/Food for Advisory Board |

### **When requesting to make a purchase, adhere to the following protocols:**

1. If parts for service work are being requested, make sure you have...
  - a. written a work order.
  - b. obtained a signed authorization from the customer before beginning any work.
2. Submit a Purchase Order Requisition through Skyward. ([instructions](#))
  - a. If the vendor accepts Purchase Orders, you may not use the Debit/MasterCard
  - b. If the vendor is not listed in Skyward, you must request a W9 from the vendor
3. Once approved, the instructor may order the requested items.
4. When products are delivered...
  - a. review the invoice and verify that the order is correct.
    - i. invoices received by the ECA Treasurer will be forwarded to the program instructor.
  - b. sign the purchase order, attach any and all invoices, and submit to the ECA Treasurer for payment.
5. The ECA Treasurer will submit claims for approved invoices to the Assistant Director for approval of payment.
6. Maintain accurate records.

### **EVALUATIONS/SALARY**

Certified/Professional Staff members will be evaluated according to the Evaluation Tools below. Electronic versions of these tools are available on on Standard for Success.

- Teacher Evaluation Tool
- Administrator Evaluation

All evaluated certificated employees must be rated at least annually, but possibly more than once at the discretion of the Director, as Highly Effective, Effective, Improvement Necessary, or Ineffective. IC 20-28-11.5-4(c)(4).

The Evaluation Rubric delineates these ratings (either as 4, 3, 2, 1) for each performance indicator. An overall rating of 1-1.45 will be considered Ineffective, 1.46-2.45 Improvement Necessary, 2.46-3.45 Effective, and 3.46-4.0 Highly Effective.

Teacher salary increases will be determined according to the criteria set out in the Master Agreement. Administrator salary increases will be determined according to the Director's recommendation and approval of the Governing Board.

## NON-CERTIFIED/CLASSIFIED STAFF

## **NON-CERTIFIED/CLASSIFIED STAFF**

### **TIME REPORTS**

Hourly non-certified staff members are responsible for completing electronic time sheets using Time Clock Wizard on a daily basis. Time sheets will automatically be submitted every Friday by 4:00 pm. Any approved comp time should be made up within the same week, and may not carry over from one week to the next. It is the employee's responsibility to submit leave requests via Time Clock Wizard. It is also an expectation of the employee to clock in and out as per their daily schedule, unless otherwise approved by their supervisor. Failure to do this may result in lost pay.

The following regulations will apply:

1. Employees are required to clock in prior to their assigned start time, and must clock out when they go off duty. Each employee has the option to use their computer or their cell phone to clock in or out.
2. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties. Off campus work duties (i.e. bank deposits or post office runs) are not to be combined with lunch break.
3. Employees must clock in and out in Building A.
4. Unless permission to do otherwise is authorized in writing by the employee's supervisor, no employee may clock in more than 7 minutes prior to, or 7 minutes after, the start of their shift. Employee may not clock out more than 7 minutes prior to, or 7 minutes following the end of their work time.
5. Time recorded will be the work-time paid. Any adjustments to the recorded time must be approved by the employee's supervisor.
6. Employees must clock out for their designated lunch time. All employees are free to leave the campus during lunch break.
7. Employees who have worked time in excess of 40 hours per week will be paid time-and-a-half for all time exceeding 40 hours.
8. Prior permission to work any hours over 40 hours per week MUST be approved in writing by the employee's supervisor PRIOR to the hours worked.

Violations of these procedures may result in disciplinary actions; including oral or written warnings, suspension without pay, and/or termination. Under no circumstance may an employee clock in or out for another employee or clock in for duty off campus prior to their designated start time. Any employee participating in these types of violations may face immediate termination.

Central Nine Career Center reserves the right, at any time, to access the locations of where employees clock in and out using a mobile device.

Salary and hourly non-certified staff members working more than 180 days but less than twelve (12) months will also be expected to maintain a calendar record of days worked.

### **HOURS WORKED & OVERTIME (Administrative Guidelines 6700)**

The Fair Labor Standards Act ("FLSA") provides that certain employees are exempt from the overtime and minimum wage provisions of the law. To review these guidelines, please visit our school policy website and find Administrative Guideline 6700: <http://www.neola.com/centralnine-in/>

## **LUNCH BREAKS**

Staff members receive a daily 30 minute lunch. Consideration should be given to assure that no areas or offices are left without coverage during the lunch break.

## **ABSENCE/TARDY POLICY** (Administrative Guidelines 4430)

Employees are expected to arrive for work on time. Good attendance is important to the smooth functioning of the Career Center; so when it is necessary for the employee to be absent, the employee needs to let the supervisor know as far in advance as possible, or in the case of illness or severe weather, as soon as possible. The Career Center recognizes that some absences are out of the employee's control. However, they do have an impact on the smooth operation of the Career Center, and therefore, unscheduled absences must be kept to a minimum. The same holds true for late arrival, whether it be the start of the day, or returning to work after lunch and breaks.

The designated supervisor will handle monitoring absenteeism and tardiness of non-certified employees.

The guidelines below are designed to identify the proper procedures for reporting absences and ensure consistent and equitable treatment of absences, late arrivals, and early departures at the Career Center.

1. Employees are expected to report to work as scheduled and to work their scheduled hours each day. For planned absences, the employee is expected to complete an online Employee Leave Request Form prior to the absence. For unexpected absences, an online Employee Leave Request Form should be completed within one day of returning to work.
2. With respect to an unscheduled absence, the employee should notify his/her supervisor of the absence within thirty (30) minutes of the scheduled starting time. In providing this notification, employees should give a reason for their absence and an estimate of when they will be on duty. Failure to call in within thirty (30) minutes of your scheduled starting time could result in an unpaid absence. The employee will be required to complete the online Employee Leave Request Form within one day of return.
3. Employees must present a doctor's release to return to work following any injury or illness which extends three (3) days or more.
4. Employees who take three (3) consecutive unscheduled absence days without notifying the Career Center are subject to termination.
5. Employees will be considered tardy when they report to work any time after their scheduled starting time or leave prior to their end of duty time. Excessive tardies may be considered grounds for termination.

## **EXHAUSTED LEAVE** (Future Administrative Guidelines 4430.02)

If a staff member misses a day of work after exhausting their accumulated leave days for a school year, the staff member will receive that day without pay. Any additional days of absence may be cause for termination on the grounds of neglect of duty, as attendance is a normal expectation of job performance.

## **CANCELLED DAYS/EARLY RELEASE** (Administrative Guidelines 8220A)

In the event of inclement weather or other unforeseen circumstances that would cause the school to be closed, staff will be notified whether or not to report that day, according to the needs of their position.

- A. In case of a cancellation of school:
  - 1. Salaried/Certified Staff (Instructors)
    - a. Online virtual instruction is expected
  - 2. Salaried/Certified Staff (Assistant Director, Dean of Students, CTE Innovation Coach, and Career Pathways Counselor)
    - a. You do not need to physically report but it is an expectation that you work from home and submit a work log to your supervisor at the end of each day or submit an [Employee Leave Form](#) for consideration.
  - 3. Salaried/Non-Certified Month Employees (Benefits Coordinator, ECA Secretary, Facilities Director, High School Secretary, Payroll and Purchasing Specialist, Technology Assistant, and Technology Coordinator)
    - a. Report for duty as scheduled or submit an [Employee Leave Form](#) (personal/vacation) for consideration
  - 4. Hourly/Non-Certified (Instructional Assistants)
    - a. This day is not paid but at the discretion of the employee may be rescheduled for makeup at the end of the school year. Work duties will be assigned to each Instructional Assistant.
- B. In case of a delay or early release:
  - 1. Salaried/Certified Staff (Instructors)
    - a. You should arrive 2 hours later than your normal start time.
  - 2. Salaried/Certified Staff (Assistant Director, Dean of Students, CTE Innovation Coach, and Career Pathways Counselor)
    - a. You should arrive 2 hours later than your normal start time.
  - 3. Salaried/Non-Certified Month Employees (Benefits Coordinator, ECA Secretary, Facilities Director, High School Secretary, Payroll and Purchasing Specialist, Technology Assistant, and Technology Coordinator)
    - a. You should arrive at your regularly scheduled time.
  - 4. Hourly/Non-Certified (Instructional Assistants)
    - a. You should arrive 2 hours later than your normal start time.

## **BENEFITS** (Administrative Guidelines 4430)

These guidelines relate to employment by Central Nine Career Center to non-certified personnel. "Full-time" employees are those scheduled to work eight (8) hours per day for twelve (12) months.

Other non-certified personnel are considered "part-time" and will receive no wages for days not worked, nor other benefits under this section. Non-certified personnel on a 195, 205, 220, or 240 day schedule are eligible for all benefits except vacation and PERF, unless otherwise guaranteed in individual employment contract or administrative guidelines.

The guidelines set forth may be added to, deleted, or revised from time to time by the Executive Director. At such times as this may take place, a reasonable effort will be made to distribute or communicate such changes to non-certified personnel.

None of the guidelines set forth may be implied to be a contract for employment for any specified period of time, and none of these guidelines is part of a contract of employment. The terms and conditions of employment of the non-certified personnel of Central Nine Career Center may be changed with or without notice, and each employee is an employee at will.

### **LEAVE DAYS**

New employees shall wait sixty (60) calendar days before being entitled to any leave benefits.

### **PERSONAL LEAVE**

Non-certified employees shall receive three (3) days per school year for personal leave. Requests for personal days shall be made in writing to the employee's supervisor two (2) days prior to the absence, except in cases of emergency. A non-certified employee may accumulate a maximum of four (4) personal days. Unused personal days, exceeding the maximum, shall accumulate as sick leave days, subject to the sick day maximum.

The purpose of leave is for personal or civic affairs and emergency situations and shall not extend a vacation.

### **SICK LEAVE**

Non-certified employees shall earn sick leave according to the table below, accumulative to 120 days. These are awarded on July 1 of each year and will be pro-rated if start date or termination of employment occurs prior to June 30 of that fiscal year.

Days Worked	# Sick Leave Days
195	11
205	12
220	13
240 and 12 Month	14

### **VACATION LEAVE**

All twelve (12) month non-certified employees are entitled to vacation on the following schedule:

1. Twelve (12) month employees shall earn two (2) weeks vacation per year after the completion of their first year of employment, and those will be pro-rated based on the remaining days until the vacation renewal date of July 1 of each year. Two (2) weeks vacation per year will be earned through completion of nine (9) years of employment.
2. Twelve (12) month employees shall earn three (3) weeks vacation per year after the completion of their tenth year of employment.
3. Twelve (12) month employees shall earn four (4) weeks vacation per year after the completion of their twentieth year of employment.
4. Any unused vacation days shall not carry over to the following period unless approved by the Director.

All vacation days should be approved in advance by the Director or designee. Vacation days cannot be attached to sick leave unless a doctor's note is provided.

## **FUNERAL LEAVE**

Staff members may request to be absent not to exceed the maximum number of days for each family designation as outlined below:

5 days	immediate family including father/step-father, mother/step-mother, brother/stepbrother, sister/step-sister, husband, wife, child/step-child
3 days	grandchild/step grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, sister-in-law, and brother-in-law or any other relative who, at the time of death, was living in the teacher's household
1 day	aunt, uncle, niece, nephew

The first day may be as soon as the day the death occurs; the last day may not be more than 10 school days following the date of death. Funeral leave may be granted by the Director for one day for death of a person outside the staff member's family as defined above.

## **JURY DUTY**

Non-certified personnel shall be granted leave for jury duty with compensation for the difference between payment for jury duty and the employee's regular salary, provided the school salary is greater and provided the employee endorses the jury duty pay check to the school.

## **ELECTION BOARD**

Non-certified personnel may serve on election boards with compensation for the difference between payment for election board duty and their regular salary, provided the school salary is greater and provided they endorse the election board pay to the school.

## **HOLIDAYS**

All twelve (12) month non-certified employees shall be paid in full for the following 13 approved Holidays:

1. Independence Day (1)
2. Labor Day (1)
3. Fall Break (2)
4. Thanksgiving Break (2)
5. Christmas Break (2)
6. New Year's Break (2)
7. MLK Day (1)
8. President's Day (1)
9. Memorial Day (1)

## FRINGE BENEFITS

1. Medical and Dental Insurance: Employees may elect to have deductions made from their pay for hospitalization and/or dental insurance to be granted through the plan made available through the Board. Central Nine will pay a portion of health and dental insurance for all participating employees. The portion to be paid will be determined by the Governing Board.
2. Term Life Insurance: Central Nine Career Center will provide term life insurance on each employee within sixty (60) days of the employee's date of hire. This policy will be renewed each year thereafter until employment with Central Nine Career Center is terminated. The cost to those who choose to participate is \$1.00 per year. The amount of the insurance will be determined by the Governing Board. Central Nine Career Center will pay the same amount toward the medical and dental insurance premiums as it pays toward the teachers' premiums. The following term life and disability insurances are applicable:

Term Life: \$50,000 (annual premium less \$1.00)

Disability: Annual premium less \$1.00.

3. Any staff member who was enrolled in the Central Nine Career Center medical, dental, life, and/or long term disability insurance plan(s) during the school year immediately preceding retirement may continue to be enrolled under IC 5-10-8-2.6 if the employee:
  - a. has reached 55 years of age on or before the Employee's retirement date but will not be eligible on that date for Medicare coverage; AND
  - b. has completed 20 years of creditable employment experience with a public employer on or before the employee's retirement date, ten (10) years of which must have been completed immediately preceding the retirement date; AND
  - c. has completed at least 15 years of participation in either the retirement plan of ISTRF or PERF on or before the employee's retirement date.
  - d. The employee may remain on the school's health and dental plan until becoming Medicare eligible.

The retired staff member shall be responsible for the premium. The payment of the plan premium for which the retired staff member is responsible shall be made in a manner designated by the Director.

4. PERF: Full-time (12) month regular Central Nine employees only, as well as the Benefits Coordinator/Assistant to the Director, School Resource Officer, ECA Treasurer, and Staff Services Secretary qualify for this benefit.
  - a. Secretaries and Treasurer
  - b. Maintenance
  - c. Technology Services/Repair Coordinator

The Board will pay the 3% PERF contribution for these full-time twelve (12) month regular Central Nine Employees.

## 5. Retirement

If the twelve (12) month non-certified employee is at least age sixty-two (62) at retirement, and meets the requirements as set forth above in Section 3, Central Nine Career Center shall pay \$2,500 of the annual premium for the Central Nine Career Center medical insurance plan.

The retired non-certified employee shall be responsible for the remaining premium. The payment of the plan premium for which the retired twelve (12) month non-certified employee is responsible shall be made in a manner designated by the Director. This benefit shall terminate when the retired twelve (12) month non-certified employee becomes eligible for Medicare.

Retired twelve (12) month non-certified employees Term Life Insurance: Effective May 1, 2000, twelve (12) month non-certified employees on leave or retired from Central Nine Career Center may elect to continue their life insurance benefits as permitted by the applicable insurance contract until the age when Medicare eligible. Those twelve (12) month non-certified employees making this election shall pay 100% of the insurance premium to Central Nine's Treasurer in advance of the due date.

Twelve (12) month non-certified employees hired prior to January 1, 2004, who have completed fifteen (15) years or more of service to Central Nine Career Center and elected not to participate in the matching retirement 403(b) plan shall upon retirement from Central Nine Career Center receive the following severance benefits:

- a. \$50.00 for each unused accumulated sick leave day up to 100 days.
- b. \$50.00 for each full year of full-time service to Central Nine Career Center.

## 6. Employee Matching Retirement Savings Plan (403b)

A matching retirement savings program under Section 403 (b) of the Internal Revenue Code (the 403(b) Program) shall be established for:

- a. All full time (12 month non-certified employees).
- b. For each \$1.00 contributed by a non-certified twelve (12) month employee to the 403(b) Program, the Board will contribute \$1.00 to the 403(b) Program (the "Matching Contribution"). The annual maximum matching contribution made by the Board for any particular non-certified full time employee shall not exceed \$500.00 per year.

## **EVALUATIONS/PAY INCREASES**

Non-certified/classified staff members will be evaluated according to the Evaluation Tools below. Electronic versions of these tools are available on the J: Drive. (Updated versions of these tools will be available prior to the end of Fall Break)

- Non-certified Evaluation Tool
- Student Services Evaluation Tool
- Business Manager Evaluation Tool

All non-certified/classified staff members will be rated at least annually, and will follow the rating system of certified/professional staff to include ratings of Highly Effective, Effective, Improvement Necessary, or Ineffective.

Each Evaluation Tool will delineate these ratings (either as 4, 3, 2, 1) for each performance indicator. An overall rating of 1-1.45 will be considered Ineffective, 1.46-2.45 Improvement Necessary, 2.46-3.45 Effective, and 3.46-4.0 Highly Effective.

Non-certified/classified staff members rated Ineffective or Needs Improvement will not be eligible for a pay increase, and will be required to be on an Improvement Plan. For non-certified/classified staff members rated Highly Effective or Effective, a flat percentage increase will be recommended by the Executive Director to the Governing Board. Those staff members rated Highly Effective will receive 100% of the recommended pay increase, while those rated Effective will receive 85% of the recommended pay increase.

If a staff member has a concern with an evaluation, he/she may request a meeting with the Executive Director to discuss those concerns within two weeks of the original evaluation meeting.

## **Technology Usage Responsibilities of Central Nine Career Center Technology Users:**

Central Nine Career Center is pleased to offer its students and staff access to both a school-wide network for sharing educational software as well as access to the global network known as the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning. It should be understood that the above-mentioned benefits and value to our students' education is a shared responsibility shared among students, parents and school employees. If this endeavor is looked upon as a cooperative effort to prepare students for the 21st century, it will without a doubt, be much more successful. In addition to the Internet, our students are exposed to a number of technological devices including, but not limited to, DVD players, VCR's, Televisions, Handheld computing devices, cassette players, film projectors, and a multitude of other items to numerous to mention.

In order to provide access to information and to communicate with others throughout the world, Central Nine Career Center provides and maintains a substantial network infrastructure. Due to the complexities and openness of these networks and the variety of information available, it is important that users adhere to these guidelines to ensure continuing trouble free operation.

Making Internet access available carries with it the potential that someone might encounter information that some have identified as controversial and of potential harm to others. Central Nine Career Center is dedicated to providing a safe educational environment. To this end, and to ensure our compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA) we utilized filtering technology that blocks access to 1) Obscenity 2) Child Pornography and 3) Materials harmful to minors on ALL corporation computers including student, staff and administrative computers. For staff members participating in verifiable research, the CIPA does allow for temporary disabling of the filter. Disabling of the filter for minors is not permissible.

Given the constantly changing information environment, it is not possible to guarantee that all controversial materials will be totally eliminated on the schools' network system (congruent with the CIPA and N-CIPA). At the same time, school officials want to make sure that users of corporation owned technology are aware of their responsibility to use the resources in an ethical and educational manner. The focus should shift from controlling the environment to providing individual users with the understanding and skills needed to use our technology system in ways appropriate to their individual educational needs.

Taking into account the above-mentioned statements, Central Nine Career Center believes that parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, Central Nine Career Center makes our complete technology usage policy and procedures available upon request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

With the rights and privileges of technology usage come certain responsibilities. Users need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network use privileges and other disciplinary measures:

- 1) **Ethical and Educational Use.** The user has full responsibility to use the Network system in an ethical and educational manner. Students are not permitted to use either the school wide network or the Internet without permission of and must be supervised by a member of the professional staff of Central Nine Career Center. Privileges to use the Network may be revoked, if it is determined that an individual has abused this privilege. The administration will be sole arbiter of what constitutes this abuse.
- 2) **Never share your password with anyone.** The user has full responsibility of the use of an account. Violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of the account.
- 3) **Do not put anything in an email that you would not put on Central Nine Career Center letterhead.** Depending on the content of the email, it may be a public record or an educational record that needs to be maintained by Central Nine Career Center in accordance with Policy 8310—Public Records or Policy 8330—Student Records.
- 4) **Email should only be used for operational purposes.** Do not use the Career Center’s email to send announcements for parties, items for sale, jokes, pictures, forwards to amuse the reader.
- 5) **Do not enroll in subscriptions using Career Center email.** These types of subscriptions include daily jokes, horoscopes, recipes, vacation information, or similar items of information or amusement.
- 6) **Do not knowingly degrade the performance of the network.** Chain letters, mail bombs and music downloads are examples of activities prohibited by these guidelines.
- 7) **Obey the rules of copyright.** Technology users must respect all copyright issues regarding software, information, and attributions of authorship. **No software whether commercial or shareware may be installed on the system without the express permission of the network administrator.** It is understood that all student and staff members will respect current copyright laws as they pertain to ANY technology device used on school premises. This includes the public exhibition of any copyrighted material.
- 8) **Posting personal communications to a public forum without the original author’s prior consent is prohibited.** To do this is a violation of the author’s privacy. However, all messages posted in a public forum such as news groups or aliases email may be copied in subsequent communications, so long as proper attribution is given.
- 9) **Never reveal names, addresses, phone numbers, or passwords of students while communicating on the Internet,** unless there is prior written parent approval or it is otherwise permitted by Federal and/or State law.
- 10) **Technology Resources shall not be used for private gain or commercial purposes.** This includes purchasing or offering for sale personal products or services by staff members, advertising, political lobbying, or campaigning.
- 11) **Use of the network for any illegal activities is prohibited.** Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
- 12) **Avoid the spread of computer viruses.** “Computer viruses” are programs that have been deployed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the Network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law. **Additionally, users who introduce viruses to the system through negligence may be required to pay restitution for damages incurred.**

- 13) **Chat rooms, non-school email servers and public proxy servers are prohibited.** The student use of chat rooms and home emails servers causes personal risks to students that we as a school corporation cannot manage. Student email should be channeled through our student email server when appropriate.
- 14) **Use appropriate language.** Profanity or obscenity will not be tolerated. All participants should use language appropriate for school situations as indicated by school codes of conduct.
- 15) **Avoid Offensive or inflammatory speech.** Internet users must respect the rights of others both in the local community and in the Internet as large. Personal attacks are an unacceptable use of the network. If you are a victim of such messages, bring the incident to the attention of a teacher or system administrator.
- 16) **Harassment of any form will not be tolerated.** Communication on our network system should be of a professional nature. Messages intending to harass, annoy, bother or disrupt the educational mission of Central Nine Career Center are strictly prohibited. Additionally, any person violating this policy will be subject to disciplinary action and, depending upon the nature of the harassment, may be submitted for judiciary action as well.
- 17) **Impersonation, anonymity, or pseudonyms are not permitted.** As an educational network, we believe that individuals must take responsibility for their actions and words.
- 18) **Accessing, uploading, downloading or distributing inappropriate materials are not permitted.** Internet users must realize that accessing, uploading, downloading or distribution of pornographic, obscene, or sexually explicit material is strictly prohibited, and will not be tolerated in any manner.
- 19) **Accessing another individual's materials, information, or files without permission is prohibited.** Network users must respect the rights of others' electronic property and not access or otherwise use or tamper with such property without permission from the owner.
- 20) **Peer to Peer file sharing applications are strictly prohibited.** Due to frequent copyright infringements, virus issues, and network performance issues, the use of such applications is prohibited by all students and staff members.
- 21) That the use of technology is a privilege which may be revoked at any time for conduct that embarrasses, harms, or in any way distracts from the good reputation of Central Nine Career Center or any organizations, groups, and institutions with which the corporation is affiliated. The administration will be the sole arbiter of what constitutes this unacceptable behavior.
- 22) That Central Nine Career Center reserves the right to review any material stored in files or other media format and will edit or remove any material that the administration believes may be unlawful, obscene, abusive, or otherwise objectionable.
- 23) That all information services and features contained on the Network/Internet system or other media format are intended for the educational use of its patrons, and any commercial or unauthorized use of those materials or services in any form, is expressly forbidden.
- 24) To abide by all the rules and regulations of the system usage as described by the system administrator of Central Nine Career Center's network system.

- 25) In consideration for the privilege of using the Central Nine Career Center's Network/Internet system and in consideration for having access to the information contained on it, I hereby release Central Nine Career Center and all organizations, groups and institutions with which the Central Nine Career Center Network/Internet system is affiliated for any and all claims of any nature arising from my use, or inability to use, the Network/Internet system.
- 26) My access to any use of any technology device is subject to limitations as may be established by the administrators of the system, and may be changed at any time without notice.
- 27) I understand that Central Nine Career Center employs a third-party web filter to attempt to "filter out" known sites of unwanted and/or objectionable material, there still exists the possibility that undesired material and communications may be received on school owned equipment. Additionally, I will make no attempt to bypass these protections.
- 28) That the use of the Central Nine Career Center's technology devices and network system is a privilege that may be revoked at any time for abusive conduct. Such conduct is described within the document "Responsibilities of Central Nine Career Center Technology Users".

## **STAFF HANDBOOK, TECHNOLOGY ACCEPTABLE USE, AND SAFETY AGREEMENT**

By signing below, I agree that I have read and understand the Central Nine Career Center Staff Handbook, Technology Acceptable Use, and Safety Agreement.

To access and use Central Nine Career Center Technology and Information Resources (as defined in Bylaw 0100), including a school-assigned e-mail account and/or the Internet at school, staff members must sign and return this form.

Technology Resources is a privilege, not a right. Central Nine Career Center's Technology Resources, including its computer network, Internet connection and online educational services/apps are provided for business and educational purposes only. Unauthorized or inappropriate use may result in loss of this privilege and/or other disciplinary action.

Central Nine Career Center has implemented technology protection measures, that protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. Central Nine Career Center also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or Technology Coordinator may disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members using Central Nine Career Center Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

Central Nine Career Center reserves the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using Central Nine Career Center Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that proprietary rights in the design of a web page, site, service or app hosted on Board-owned or Corporation-affiliated servers would vest in a staff member upon creation, the staff member agrees to license the use of the web page, site, service or app by the Board without further compensation.

Please complete the following information:

Staff Member's Full Name (please print): \_\_\_\_\_

I have read and agree to abide by the Staff Handbook, Staff Technology Acceptable Use, and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and/or Guidelines is inappropriate and may constitute a criminal offense. As a user of Corporation Technology Resources, I agree to communicate over the Internet and the computer network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I understand that individual users have no expectation of privacy related to their use of Corporation Technology Resources.

Staff Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Superintendent is responsible for determining what is unauthorized or inappropriate use. The Superintendent may deny, revoke or suspend access to Technology Resources to individuals who violate the Staff Technology Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement, State law and/or Board Policy.**

Technology Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX

# SCHOOL MAP



## 2021-2022 School Calendar

APPROVED 11/12/20

<b>July 2021</b> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
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**Student Day**

JUL	0	JAN	19
AUG	20	FEB	19
SEP	21	MAR	14
OCT	16	APR	20
NOV	19	MAY	19
DEC	13	JUN	0
89		91	

**Teacher Days**

JUL	0	JAN	20.5
AUG	22.5	FEB	19
SEP	21	MAR	14
OCT	16	APR	20
NOV	19	MAY	19.5
DEC	13.5	JUN	0
92		93	

**Legend:**

- No School
- Important Dates
- E-Learning for Students Not In Session (Required)
- Teacher In-Service Dates

# Central Nine Career Center

## 2021-2022 Meetings Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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August 2021						
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September 2021						
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October 2021						
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November 2021						
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28	29	30				

December 2021						
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January 2022						
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February 2022						
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27	28					

March 2022						
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April 2022						
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May 2022						
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29	30	31				

June 2022						
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26	27	28	29	30		

■ Governing Board Meetings - 7:00 p.m.

■ Guidance Counselor Meetings - 12:30 p.m.

■ Superintendent Meetings - 1:15 p.m.

■ Faculty Meetings - 10:25 a.m.

■ Principal Meetings - 11:00 a.m.

■ Partners In Excellence Meeting - 11:00 a.m.

■ Guiding Coalition Meetings - 10:25 a.m.





## CENTRAL NINE CAREER CENTER

During the 2017-2018 school year, after review of feedback from staff, the School Improvement Team developed a plan for effective use of Early Release time. The team identified the following priorities based on feedback from staff:

- Provide teachers at least two days per month to take care of course/curricular matters
- Provide professional development opportunities for all staff
- Provide time for informational meetings (insurance, IMPACT, Governor's Work Ethic Certification, etc.)
- Provide time for school improvement initiatives

With these priorities in mind, the team decided to devote Early Release time to the following:

- Curricular Advancement
  - Develop or enhance curriculum
  - Assess IMPACT grades
  - Visit interns
  - Visit industry partners
- Professional Learning Community/Teams
- Professional Development / Informational Meetings

We will use the following schedule for Early Release time for the 2021-2022 school year:

August 4 - Curricular Advancement  
August 11 - Professional Development  
August 18 - Curricular Advancement  
August 25 - Professional Learning Community

September 1 - Curricular Advancement  
September 8 - Professional Development  
September 15 - Curricular Advancement  
September 22 - Curricular Advancement  
September 29 - Professional Learning Community

October 6 - Curricular Advancement  
October 20 - Curricular Advancement  
October 27 - Professional Learning Community

November 3 - Curricular Advancement  
November 10 - Professional Development  
November 17 - Curricular Advancement

December 1 - Curricular Advancement  
December 8 - Professional Development  
December 15 - Curricular Development

January 5 - Curricular Advancement  
January 12 - Professional Development  
January 19 - Curricular Advancement  
January 26 - Professional Learning Community

February 2 - Curricular Advancement  
February 9 - Professional Development  
February 16 - Curricular Advancement  
February 23 - Professional Learning Community

March 2 - Curricular Advancement  
March 9 - Professional Development  
March 16 - Curricular Advancement

April 6 - Curricular Advancement  
April 13 - Professional Development  
April 20 - Curricular Advancement  
April 27 - Focus Teams

May 4 - Curricular Advancement  
May 11 - Professional Development  
May 18 - Curricular Advancement

**Central Nine Career Center Governing Board**  
**2021-2022 Program Showcase Schedule**



<u>Meeting Dates</u>	<u>Program</u>
September 9, 2021	Diesel Technology
October 7, 2021	Exercise Science
November 11, 2021	Work Based Learning
December 9, 2021	Visual Communications
January 13, 2022	HVAC
February 10, 2022	Bio Medical Science
March 10, 2022	Taste of Central Nine
April 14, 2022	Early Childhood
May 12, 2022	Criminal Justice

### **BOARD CLAIMS DEADLINES**

<b>CLAIM DEADLINE</b>	<b>BOARD AGENDA FINALIZED</b>	<b>GOVERNING BOARD</b>
Tuesday-June 29, 2021 <b>by 4:00 pm</b>	Tuesday- July 6, 2021	Thursday-July 8, 2021
Tuesday- August 3, 2021 <b>by 4:00 pm</b>	Tuesday- August 10, 2021	Thursday-August 12, 2021
Tuesday-August 31,2021 <b>by 4:00 pm</b>	Tuesday-September 7, 2021	Thursday-September 9, 2021
Tuesday-October 5, 2021 <b>by 4:00 pm</b>	Tuesday - October 12, 2021	Thursday-October 14, 2021
Tuesday-November 2, 2021 <b>by 4:00 pm</b>	Tuesday - November 9, 2021	Thursday-November 11, 2021
Tuesday-November 30, 2021 <b>by 4:00 pm</b>	Tuesday - December 7, 2021	Thursday-December 9, 2021
Tuesday-January 4, 2022 <b>by 4:00 pm</b>	Tuesday - January 11, 2022	Thursday-January 13, 2022
Tuesday-February 1, 2022 <b>by 4:00 pm</b>	Tuesday - February 8, 2022	Thursday-February 10,2022
Tuesday -March 1, 2022 <b>by 4:00 pm</b>	Tuesday - March 8, 2022	Thursday-March 10, 2022
Tuesday-April 5, 2022 <b>by 4:00 pm</b>	Tuesday - April 12, 2022	Thursday-April 14, 2022
Tuesday-May 3, 2022 <b>by 4:00 pm</b>	Tuesday - May 10, 2022	Thursday-May 12, 2022
Tuesday-May 31, 2022 <b>by 4:00 pm</b>	Tuesday - June 7, 2022	Thursday-June 9, 2022

## 2021-2022 PAYROLL SCHEDULE

#	Pay Period	Pay Date
1	August 1, 2021-August 14, 2021	Friday, August 20, 2021
2	August 15, 2021-August 28,2021	Friday, September 3, 2021
3	August 29, 2021-September 11, 2021	Friday, September 17, 2021
4	September 12, 2021 - September 25, 2021	Friday, October 1, 2021
5	September 26, 2021 - October 9, 2021	Friday, October 15, 2021
6	October 10, 2021 - October 23, 2021	Friday, October 29, 2021
7	October 24, 2021 - November 6, 2021	Friday, November 12, 2021
8	November 7, 2021 - November 20, 2021	Friday, November 26, 2021
9	November 21, 2021 - December 4, 2021	Friday, December 10, 2021
10	December 5, 2021 - December 18, 2021	Friday, December 24, 2021
11	December 19, 2021 - January 1, 2022	Thursday, January 7, 2021
12	January 2, 2022 - January 15, 2022	Friday, January 21, 2022
13	January 16, 2022 - January 29, 2022	Friday, February 4, 2022
14	January 30, 2022 - February 12, 2022	Friday, February 18, 2022
15	February 13, 2022 - February 26, 2022	Friday, March 4, 2022
16	February 27, 2022 - March 12, 2022	Friday, March 18, 2022
17	March 13, 2022 - March 26, 2022	Friday, April 1, 2022
18	March 27, 2022 - April 9, 2022	Friday, April 15, 2022
19	April 10, 2022 - April 23, 2022	Friday, April 29, 2022
20	April 24, 2022 - May 7, 2022	Friday, May 13, 2022
21	May 8, 2022 - May 21, 2022	Friday, May 27, 2022
22	May 22, 2022 -June 4, 2022	Friday, June 10, 2022
23	June 5, 2022 - June 18, 2022	Friday, June 24, 2022
24	June 19, 2022 - July 2, 2022	Friday, July 8, 2022
25	July 3, 2022 - July 16, 2022	Friday, July 22, 2022
26	July 17, 2022 - July 30, 2022	Friday, August 5, 2022

**CENTRAL NINE CAREER CENTER  
BREAK SCHEDULE  
2021-2022**

<b>MONDAY/THURSDAY</b>	
8:45 a.m. - 8:55 a.m. 12:45 p.m. - 12:55 p.m.	Auto Collision Dental Careers
9:00 a.m. - 9:10 a.m. 1:00 p.m. - 1:10 p.m.	Aviation Operations Health Science Education I - Bell
9:15 a.m. - 9:25 a.m. 1:15 p.m. - 1:25 p.m.	Information Technology Work Based Learning
9:30 a.m. - 9:40 a.m. 1:30 p.m. - 1:40 p.m.	Early Childhood Education Emergency Medical Service/Fire and Rescue
9:45 a.m. - 9:55 a.m. 1:45 p.m. - 1:55 p.m.	Culinary Arts
10:00 a.m. - 10:10 a.m. 2:00 p.m. - 2:10 p.m.	Construction Trades HVAC

<b>TUESDAY/FRIDAY</b>	
8:45 a.m. - 8:55 a.m. 12:45 p.m. - 12:55 p.m.	Auto Service Medical Assisting
9:00 a.m. - 9:10 a.m. 1:00 p.m. - 1:10 p.m.	Diesel Service Health Science Education I - Ribelin
9:15 a.m. - 9:25 a.m. 1:15 p.m. - 1:25 p.m.	Criminal Justice Athletic Training
9:30 a.m. - 9:40 a.m. 1:30 p.m. - 1:40 p.m.	Biomedical Science Veterinary Careers
9:45 a.m. - 9:55 a.m. 1:45 p.m. - 1:55 p.m.	Precision Machining Welding
10:00 a.m. - 10:10 a.m. 2:00 p.m. - 2:10 p.m.	Landscape Management

# FIRST REPORT OF INJURY FORM



Please return to:

Downey Insurance, Inc.  
P. O. Box 690  
Kokomo, IN 46903-0690  
1-800-382-8837  
1-765-868-3310 FAX

**PLEASE TYPE or PRINT IN INK**

NOTE: Your Social Security Number is being requested by this state agency in order to pursue its statutory responsibilities. Disclosure is voluntary and you will not be penalized for refusal.

EMPLOYEE INFORMATION																																					
SOCIAL SECURITY NUMBER		DATE OF BIRTH		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> UNKNOWN		OCCUPATIONAL TITLE		NCCI CLASS CODE																													
LAST NAME		FIRST		MIDDLE		MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED		DATE HIRED																													
ADDRESS (INCL ZIP)						HRS/DAY		STATE OF HIRE																													
PHONE						PAID DAY OF INJ <input type="checkbox"/>		EMPLOYEE STATUS																													
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						<input type="checkbox"/> YR <input type="checkbox"/> OTHER																															
<table border="1"> <thead> <tr> <th colspan="4">EMPLOYER INFORMATION</th> </tr> </thead> <tbody> <tr> <td colspan="4">EMPLOYER (NAME, ADDRESS, CITY, STATE, ZIP)</td> </tr> <tr> <td colspan="2">EMPLOYER FEDERAL ID#</td> <td colspan="2">SIC CODE</td> </tr> <tr> <td colspan="2">LOC #</td> <td colspan="2">INSURED REPORT NUMBER</td> </tr> <tr> <td colspan="2">PHONE #</td> <td colspan="2">EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT)</td> </tr> <tr> <td colspan="2">CARRIER/ADMINISTRATOR CLAIM NUMBER</td> <td colspan="2">REPORT PURPOSE CODE</td> </tr> <tr> <td colspan="4">Actual Location of Accident/Exposure (if not on employer's premises):</td> </tr> </tbody> </table>										EMPLOYER INFORMATION				EMPLOYER (NAME, ADDRESS, CITY, STATE, ZIP)				EMPLOYER FEDERAL ID#		SIC CODE		LOC #		INSURED REPORT NUMBER		PHONE #		EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT)		CARRIER/ADMINISTRATOR CLAIM NUMBER		REPORT PURPOSE CODE		Actual Location of Accident/Exposure (if not on employer's premises):			
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CLAIMS ADMINISTRATOR (NAME, ADDRESS, PHONE NO)				CARRIER FEDERAL ID#		CHECK IF APPROPRIATE <input type="checkbox"/> SELF INSURANCE																															
Downey Insurance Inc. (IPEP) P. O. Box 690 Kokomo, IN 46903-0690 PHONE: 800-382-8837				<input type="checkbox"/> INSURANCE CARRIER		POLICY/SELF-INSURED NUMBER																															
				<input checked="" type="checkbox"/> THIRD PARTY ADMIN		POLICY PERIOD FROM TO																															
AGENT NAME				CODE NUMBER																																	
OCCURRENCE/TREATMENT INFORMATION																																					
DATE OF INJ/EXP		TIME OF OCCURRENCE		DATE EMPLOYER NOTIFIED		TYPE OF INJURY/EXPOSURE		TYPE CODE																													
LAST WORK DATE		TIME WORKDAY BEGAN		DATE DISABILITY BEGAN		PART OF BODY		PART CODE																													
RTW DATE		DATE OF DEATH		INJURY/EXPOSURE OCCURRED ON EMPLOYER'S PREMISES?		<input type="checkbox"/> YES <input type="checkbox"/> NO		CONTACT NAME PHONE NUMBER																													
DEPARTMENT OR LOCATION WHERE ACCIDENT/EXPOSURE OCCURRED				ALL EQUIPMENT, MATERIALS, OR CHEMICALS INVOLVED IN ACCIDENT																																	
SPECIFIC ACTIVITY ENGAGED IN DURING ACCIDENT/EXPOSURE				WORK PROCESS EMPLOYEE ENGAGED IN DURING ACCIDENT/EXPOSURE																																	
HOW INJURY/EXPOSURE OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY RELEVANT OBJECTS OR SUBSTANCES								CAUSE OF INJURY CODE																													
NAME OF PHYSICIAN/HEALTH CARE PROVIDER								INITIAL TREATMENT <input type="checkbox"/> NO MEDICAL TREATMENT <input type="checkbox"/> MINOR, BY EMPLOYER <input type="checkbox"/> MINOR, CLINIC/HOSP <input type="checkbox"/> EMERGENCY CARE <input type="checkbox"/> HOSPITALIZED > THAN 24HRS <input type="checkbox"/> FUTURE MAJOR MEDICAL/L/T																													
WITNESSES (NAME, PHONE#)				DATE ADMINISTRATOR NOTIFIED																																	
DATE PREPARED		PREPARER'S NAME		TITLE		PHONE NUMBER																															

## CONTINUOUS NONDISCRIMINATION NOTICE

Central Nine Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Tiffany Bickerstaff, 1999 US 31 South, Greenwood IN, 46143, (317) 888-4401 EXT 262, [tbickerstaff@central9.k12.in.us](mailto:tbickerstaff@central9.k12.in.us)