



# CENTRAL NINE CAREER CENTER



# STAFF HANDBOOK

2026-2027



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## GENERAL INFORMATION

### DAILY SCHEDULE

7:30 a.m. – 7:45 a.m.	School Open
7:45 a.m. – 10:05 <del>45</del> a.m.	MORNING SESSION with rotating break schedule
10:05 <del>45</del> 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. – 2:10 <del>45</del> 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. Staff members may also use the [Electronic Staff Sign-Out/Sign-In Form](#).

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. Staff members may also use the [Electronic Staff Sign-Out/Sign-In Form](#).

For short departures/appointments, staff members may use up to two hours per semester without the need for a leave form. 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. Professional sleeveless looks are permitted, but employees should not wear tank tops or spaghetti strap shirts. No 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 were 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.~~

## **SCHOOL IMPROVEMENT EFFORTS**

Central Nine emphasizes a flexible, collaborative approach to school improvement in place of traditional Professional Learning Communities (PLCs). Educators are expected to engage in purposeful collaboration through interdisciplinary clusters, project-based teams, and emerging focus groups aligned to current school and program needs. These efforts are driven by the goals outlined in the Strategic Plan and may include both teachers and staff members. Through participation in committees, task forces, and targeted initiatives, staff contribute to continuous improvement by sharing expertise, fostering effective communication, and building partnerships that support student success.

## **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 [Staff Toolbelt e-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. Students' 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 [Staff Toolbelt: Drive, Forms folder](#). Claims should be submitted for reimbursement no more than a month after date of event.

## BOARD CLAIMS

Board Claims are due the Tuesday a week and two days prior to a Governing Board Meeting.

## PURCHASE ORDER REQUESTS

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

## FACULTY MEETINGS

Faculty meetings will be held during all professional days and one day 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.

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## **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.

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**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
9. Suicide Prevention Certificate

## 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 posted to Canvas 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.** Canvas shall be synced to Skyward at least once 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 contact the Assistant Director ~~between 5:30 a.m. and 6:30 a.m.~~ and a substitute will be secured, if needed. ~~Precarranged 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 is 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 may not allow their students to roam the hallways during breaks.** Teachers are responsible for the supervision of their students. If it becomes necessary to leave your students, please ask a colleague to cover the supervision.. In emergencies, please call the Student Services Office for assistance.

## Supervision Schedule

- 7:30 – 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 ~~classroom~~, lab, restroom, etc. as needed/dependent on location during break times.
- 10:05~~15~~ - 10:15~~20~~ a.m. Every teacher should supervise the hallway by his/her classroom/lab as students exit the area.
- 11:30 - 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 classroom~~, ~~the classroom~~, lab, restroom, etc. as needed/dependent on location during break times.
- 2:10~~15~~ - 2:20~~15~~ 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. DO NOT allow students to stand at the doors waiting for dismissal. 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 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](#) ~~Qmlativ~~ 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 partnering 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.

## **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          | 4. Educational Supplies             |
| 2. Office Furnishings | 5. Subscriptions                    |
| 3. Office Supplies    | 6. 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 [SkywardQmlativ](#).
  - a. If the vendor accepts Purchase Orders, you may not use the Debit/MasterCard
  - b. If the vendor is not listed in [SkywardQmlativ](#), 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 [the Staff Toolbelt](#) and [Education Advanced Standard for Success](#).

- Teacher [Professional Growth and 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.

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**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 3:30 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. 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.
4. Time recorded will be the work-time paid. Any adjustments to the recorded time must be approved by the employee's supervisor.
5. Employees must clock out for their designated lunch time. All employees are free to leave the campus during lunch break.
6. 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.
7. 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.

## ~~CANCELED 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. Instructors¶~~

~~a. Online virtual instruction is expected¶~~

#### ~~2. Assistant Director, Benefits Coordinator/Executive Assistant Business Manager, Career Pathways Counselor, CTE Innovation Coach, Data Specialist, Dean of Students, ECA Treasurer, Executive Director, Marketing Manager, Payroll & Purchasing Specialist, School Resource Officer, Student Services Coordinator, Technology Assistant, Technology Director¶~~

~~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. High School Secretary¶~~

~~a. You are not required to report. You will need to submit an [Employee Leave Form](#) (personal) for consideration. If you do report, it will be counted toward your required calendar days. It is not an option to use off-contract days.¶~~

#### ~~4. Facilities Director, Facilities Assistant¶~~

~~a. Report for duty as scheduled or submit an [Employee Leave Form](#) (personal/vacation) for consideration or request approval from the Director to work from home if special circumstances exist.¶~~

#### ~~5. Instructional Assistants¶~~

~~a. Do not report. This day will be unpaid.¶~~

### ~~B. In case of a delay or early release:¶~~

#### ~~1. Assistant Director, Business Manager, Career Pathways Counselor, CTE Innovation Coach, Data Specialist, Dean of Students, ECA Treasurer, Instructors, School Resource Officer, Student Services Coordinator¶~~

~~a. You should arrive 2 hours later than your normal start time.¶~~

#### ~~2. Benefits Coordinator/Executive Assistant, Facilities Director, High School Secretary, Marketing Manager, Payroll & Purchasing Specialist, Technology Coordinator, Technology Specialist or Assistant¶~~

~~a. You should arrive at your regularly scheduled time.¶~~

#### ~~3. Instructional Assistants¶~~

~~a. You may report at 9:30 a.m. with a lunch break or 11:30 a.m. without a lunch break. Any time off will be unpaid.~~

## **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 employee's household
1 day	aunt, uncle, niece, nephew, current student

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 medical 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 School Resource Officer, Staff Services Secretary/ECA Treasurer, qualify for this benefit.

The Board will pay the 11.2% 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.

**STAFF**  
**ACCEPTABLE USE OF TECHNOLOGY AGREEMENT**  
**2026-2027**

**Definitions and Overview**

Central Nine Career Center ("Career Center" or "Central Nine") is pleased to provide its faculty and staff with access to the World Wide Web through a Career Center-provided internet connection ("Internet"), as well as a range of Career Center-owned and controlled electronic devices and technologies, including a Central Nine e-mail account ("System"), and a school-wide local area network ("Network") for educational and operational purposes. It is important to recognize that access to the Internet, System, and Network requires shared responsibility among students and parents, as well as school faculty and staff. By viewing this effort as a cooperative endeavor to prepare students for the future, we can ensure its success.

Because the Internet is an unregulated, worldwide channel for communication, information available to our faculty, staff, and students is impossible to control. As employees of an educational facility, it is our shared responsibility to protect the Career Center and our students, as well as all intellectual property and personal information within our control, to the best of our abilities. To this end, Central Nine has established a comprehensive technology infrastructure that includes robust security features. It is crucial, therefore, for all our users to adhere to the guidelines outlined in this Staff Acceptable Use of Technology Agreement ("Use Agreement") and to refrain from attempting to circumvent these established security measures.

**CIPA and N-CIPA Compliance**

The Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA) were enacted by Congress to address concerns about children's access to obscene or harmful content over the Internet. Central Nine is committed to providing a safe educational environment for all of our faculty, staff, and students. To this end, and in compliance with these acts, Central Nine has technology protection in place to reasonably block and/or filter Internet access to materials that are considered obscene, constitute child pornography, and/or are otherwise harmful to minors, although it is impossible to monitor all content.

The Career Center also has technology in place to monitor the Internet activity of students while using the System and Network on campus. Students are educated at the beginning of every school year regarding appropriate online behavior. This includes information about access to inappropriate materials on the Internet, interaction with others through electronic mail, social networking websites, chat rooms, and all other forms of direct electronic communications, cyberbullying awareness and response, unauthorized access, including so-called "hacking," and other unlawful online activities, unauthorized disclosure, use, and dissemination of personal information of themselves or fellow students, and measures restricting access to materials harmful to them.

Authorized faculty and staff may request the blocking or filtering technology to be temporarily disabled for conducting approved research or other lawful purposes.

**Mandatory Review**

Central Nine believes that our faculty and staff have a shared responsibility to the Career Center as well as our students in setting and following the standards by which we all use and access the Internet, System, and Network while on campus. Therefore, every year, Central Nine requires all faculty and staff to review and sign off on their approval of the guidelines and disclosures outlined in this Use Agreement, as well as all Central Nine Governing Board policies relating to student and staff technology usage.

### **Mandatory Incident Reporting**

Staff must immediately report any suspected cybersecurity anomaly, phishing attempt, unauthorized system access, or potential malware infection to the Technology Department. Under Indiana law (SEA 472), the Career Center is required to report specific cyber incidents to the State of Indiana within two (2) business days of discovery. Deliberate failure to report a known threat, or bypassing security controls (such as multi-factor authentication), may result in disciplinary action.

### **Faculty and Staff Responsibilities**

The use of the Internet, System, and Network is a privilege that offers a wealth of information and resources for education and research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this Use Agreement.

#### **A. Acceptable Use**

- All use of the Internet, System, and Network must align with the educational objectives of the Career Center, while not interfering with the learning environment or otherwise disrupting the educational process.
- Central Nine email should be used for all Career Center-related electronic communications, including those to students, parents/guardians, and other constituents, fellow faculty or staff members, and vendors or individuals seeking to do business with the Career Center. It is not intended for personal use. Email related to students is considered an educational record and must be maintained and retained in accordance with Central Nine Board Policies 8310 and 8330.
- Proper codes of conduct in electronic communication must be used at all times. Giving out personal information is inappropriate. When using electronic mail, extreme caution must always be taken in revealing any information of a personal nature.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via the network should be assumed to be private property.
- Exhibit exemplary behavior on the Internet and Network as a representative of Central Nine and the community at large. Use appropriate, non-abusive language at all times, refraining from defamatory remarks or slurs of any kind, bullying or harassment, and the use of obscene or profane speech. Be polite!
- From time to time, the Career Center will make determinations on whether specific uses of the System and Network are consistent with this Use Agreement.

#### **Personal Communication Devices (PCDs)**

- Faculty and staff are permitted to use a PCD to access the System and Network, so long as they abide by all guidelines and disclosures outlined in this Use Agreement as well as any applicable Governing Board policies.
- Such use of a PCD may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to applicable Federal, State, and Local Laws.
- Pursuant to Indiana law (IC 20-26-5-40.7), faculty and staff are required to actively monitor and enforce the Career Center’s restrictions on student personal communication devices (including cell phones, smartwatches, and tablets) during instructional time. Staff shall ensure student devices are put away unless an authorized exception applies (such as medical management, an emergency, or explicit instructional permission approved by administration).

#### **Remote Access, Cloud Storage, and Online Collaboration Tools**

- Any remote access to Central Nine systems must be authorized by the Technology Department and secured using approved methods (e.g., multi-factor authentication, encrypted VPN). Unauthorized remote access is strictly prohibited.
- Only approved cloud services may be used to store, access, or share Central Nine files and data. Files containing student or staff personally identifiable information (PII) must only be stored only in systems that comply with applicable data protection standards and have been approved by the Technology Department.

#### **Artificial Intelligence (AI) Tools**

- The use of Artificial Intelligence tools (e.g., ChatGPT, Microsoft Copilot, Google Gemini, etc.) by staff must align with Central Nine’s educational mission, legal obligations, and ethical standards.
- AI tools may only be used for professional purposes and must not be used to generate, alter, or share content that is inappropriate, discriminatory, offensive, or in violation of copyright law.
- Staff must not enter student data, staff data, or any personally identifiable information (PII) into any public or non-secure AI tools. Entering protected records into unvetted AI platforms may constitute a data breach under the Indiana Data Breach Notification Law. Only AI platforms explicitly vetted and approved by the Technology Department and verified as FERPA and HIPAA compliant may be utilized with institutional data.
- Staff are responsible for fact-checking all AI-generated content before using it in any official capacity.
- AI tools must not be used to complete required job duties in place of genuine instructional, supervisory, or administrative effort without administrative approval.

#### **B. Prohibited Actions**

- Using the System or Network for any commercial purposes or personal gain is prohibited. Career Center resources may not be used to endorse or promote any commercial product, service, or enterprise, or for the private gain of friends, relatives, or persons with whom the employee is affiliated, including

nonprofit organizations of which the employee is an officer or member, and persons with whom the employee has or seeks employment or business relations.

- Excessive personal use of the System or Network is not permitted.
- No use of the System or Network shall serve to disrupt the use by others. Intentionally damaging, modifying, or abusing the System or Network in any way is strictly prohibited. This includes the creation of private and/or proxy servers for chat rooms, email, or gaming purposes.
- Malicious use of the System or Network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. Additionally, the introduction of malicious software to the System or Network through user negligence may result in reparations for damages incurred.
- Installing any applications or software, including shareware and freeware, on any part of the System or Network is prohibited unless specifically authorized by the technology team.
- Using the System or Network to access, upload/download, or otherwise distribute inappropriate materials, including any content considered pornographic, obscene, lewd, or sexually explicit, is prohibited.
- Downloading, copying or otherwise duplicating, and/or distributing of copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC). This includes the public display of copyrighted materials.
- Establishing unapproved Internet or Network connections to live communications is prohibited. While the use of officially sanctioned, Career Center-approved platforms (e.g., designated video conferencing and collaboration tools) is permitted for educational and administrative purposes, establishing unauthorized live voice, video, or chat relays without specific clearance from the technology team is strictly prohibited.
- Follow all Central Nine board policies as well as any Federal, State, and Local laws. This includes gaining unauthorized access to, tampering with, or damaging any part of the System or Network.

### **Privacy and Confidentiality**

- Users are responsible for their own account and any actions performed while logged into the System or Network with that account, whether or not they are present. Protect your password and log off or lock your computer when leaving it unattended.
- Posting personal communications to public forums without prior consent from the original author or creator is not permitted.
- Disclosure of confidential Career Center information is not permitted without approval from administration.
- Disclosure of personal faculty, staff, or student information is not permitted without proper approval or as permitted by Federal, State, and/or Local law.
- Accessing or otherwise using another individual's identity, materials, information, or files without permission is not permitted. Respect the intellectual property rights of others.

### **Disclaimer**

Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided on the System or Network for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Central Nine Career Center cannot be held accountable for the information that is retrieved via the Network.

Central Nine Career Center will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.

Central Nine Career Center makes no warranties (expressed or implied) with respect to the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.

Central Nine Career Center reserves the right to change its policies and rules at any time.

By signing below, I assert that I have read, understand, and will abide by the above Staff Acceptable Use of Technology Agreement when using computer and other electronic resources owned, leased, or operated by the Central Nine Career Center. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be initiated.

## **CENTRAL NINE CAREER CENTER STAFF SOCIAL MEDIA GUIDELINES**

### **\*Personal & Professional Responsibility**

- Central Nine Career Center employees are personally responsible for the professional content they publish online. Employees should be mindful that what they publish will be public for a long time and protect their privacy.
- When posting to a blog, employees should be sure to say that the information represents their views and opinions and not necessarily the views and opinions of Central Nine Career Center. Many professionals use the phrase, “opinions are my own.”
- Employees should remember that blogs, wikis and podcasts are an extension of their classrooms. What is inappropriate in the classroom should be considered inappropriate online.

### **Copyright and Fair Use**

- Employees should respect copyright and fair use guidelines, accessible at [U.S. Copyright Office - Fair Use](#).
- A hyperlink to outside sources is recommended. Employees should be sure to give credit where it is due and not plagiarize. When using a hyperlink, employees should be sure that the content is appropriate and adheres to the Central Nine Technology Usage Agreement.
- It is recommended that blogs be licensed under a [Creative Commons Attribution 3.0 United States License](#).

### **Profiles and Identity**

- Employees must remember their association and responsibility with the Central Nine Career Center in online social environments. If they identify themselves as Central Nine District employees, they must ensure that their profile and related content are consistent with how they wish to present themselves with colleagues, parents, and students. How they represent themselves online should be comparable to how they represent themselves in person.
- Employees should be cautious how they set up their profile, bio, avatar, etc.
- **Staff are expected to engage respectfully and professionally on social media, recognizing that public perceptions and associations with the organization may continue after employment ends.**
- When uploading digital pictures or avatars that represent them, employees should make sure they select a school-appropriate image. They should adhere to Employee Handbook guidelines as well as the Technology Usage Agreement. They should also remember not to utilize protected images: images should be the employees' own or available under Creative Commons.

## Personal Use of Social Media Sites Such as Facebook and Twitter

- Central Nine Career Center employees are personally responsible for all comments and information they publish online. They should be mindful that what they publish will be public for a long time and protect their privacy.
- \*Online behavior should reflect the same standards of honesty, respect, and consideration that are used face to face, and be in accordance with the highest professional standards.
- \*By posting comments or having online conversations on social media sites, employees are broadcasting to the world. Employees must be aware that even with the strictest privacy settings, what they say online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a private conversation may still end up being shared in a more public domain, even with privacy settings on maximum.
- Comments related to the school should always meet the highest standards of professional discretion. When posting, even in the strictest settings, employees should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- ~~Employees should not post pictures and/or names of students on their personal web and social media sites. If there is a need to post student pictures, it should be done through the official Central Nine and/or approved program/club web and social media sites. Employees may reach out to the Media Communications Specialist for help with posting to the official pages. Employees may “share” official Central Nine Communications on their personal web and social media sites.~~
- Before posting personal photographs, thought should be given as to whether the images reflect negatively on an employee's professionalism.
- Photographs relating to alcohol or tobacco use may be considered inappropriate. Employees should remember that a social networking site is an extension of one's personality, and by that token an extension of one's professional life and classroom. *If it is inappropriate to put a certain photograph on the wall of a classroom, it is inappropriate to put it online.*
- Comments made using microblogging, such as Twitter, are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and refrain from any comment that could be considered unprofessional.
- ~~\*Employees should not “friend,” “follow,” message, or more generally communicate with students on social media sites. A student is defined as a current or former student that has not graduated from high school.~~

## The Use of Student Information or Likeness

- \*Employees shall not post student names, photographs, videos, or other identifying information on personal websites or social media accounts. Student-related content should only be shared through official Central Nine Career Center or approved program, club, or organization accounts. Employees who wish to share student-related content should work with the Marketing Manager or use approved school communication channels.
- Employees should note that while Central Nine Career Center may have permission to use student names, photographs, videos, and other likenesses on official school communication channels, individual employees do not have authorization to post such content on personal websites or social media accounts. Employees may, however, share or repost content from official Central Nine or approved program accounts to their personal social media accounts.
- \*Employees shall not "friend," "follow," direct message, or otherwise communicate with students through

personal social media accounts. For the purposes of this policy, a student is defined as any current student or former student who has not yet graduated from high school.

- \*Employees should note that in the student handbook, under “Communication with Staff” students are prohibited from "friending," "following," direct messaging, or otherwise engaging with Central Nine staff via personal social media accounts. All communication must take place through official school platforms such as Canvas, school email, or approved official pages.

### Requests for Sites

Central Nine Career Center understands that learning involves constantly changing technology and that many sites that are currently blocked by the Career Center's Internet filter may have pedagogical significance for teacher and student use.

- To request that an online site be accessible to use for teaching and learning, employees can request authorization through the technology help desk.
- Requests will be reviewed, and the district social media guidelines will be updated periodically.
- A description of the intended use of the site and what tools on the site match the needed criteria should accompany the request to unblock a site.
- A link to the site's privacy policy should be included if possible.

### Creating and Maintaining Websites and Social Networking Sites

All official Central Nine web pages and social networking sites (those designed for student use and/or communication to stakeholders about Central Nine classes, programs, clubs or organizations) should be approved by the Marketing Manager and should adhere to the following standards:

- The Marketing Manager and teacher, club, organization or class sponsor must have administrative rights to the site.
- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the school.
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored **by the instructor** to ensure that information displayed fits within Central Nine guidelines and is appropriate to the subject matter of the page.
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the Central Nine network.
- **Students should be informed by the instructor that activity on program- or class-related social media pages and profiles is subject to school rules and may result in disciplinary action when appropriate.**
- Classroom blogs/sites do not require disclaimers, but teachers are encouraged to moderate content contributed by students.
- Unauthorized pages which have not been approved by the Marketing Manager will be treated as personal pages. They should not utilize the Central Nine Career Center name, imagery, or variations of the Central Nine logo, name, etc. and are therefore subject to those personal page standards.
- Please note the language used in the student handbook:
  - o “All official Central Nine pages must: Be administered by a Central Nine staff member. Follow branding standards and usage guidelines. Be monitored for appropriate content at all times. Unauthorized use of Central Nine’s name, logo, or imagery on unapproved websites or accounts is prohibited and subject to disciplinary action.”

**STAFF HANDBOOK, TECHNOLOGY ACCEPTABLE USE,  
SOCIAL MEDIA GUIDELINES, AND SAFETY AGREEMENT**

By navigating to the link below and electronically signing, 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 are 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 Executive Director 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.

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.

**The Executive Director 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.**

DRAFT

## APPENDIX



# 2026-2027 School Calendar

APPROVED 5/14/26

July 2026						
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	

August 2026						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2026						
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18	19	20	21	22	23	24
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November 2026						
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23	24	25	26	27	28	29
30						

December 2026						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## CENTRAL NINE CAREER CENTER

### AUGUST

Aug 3 & 4	Teacher In-Service
Aug 5	First Day for Student
Aug 13	Meet the Instructor Night

### SEPTEMBER

Sep 7	Labor Day
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### OCTOBER

Oct 9	End of First Quarter
Oct 12-16	Fall Break
Oct 19	Classes Resume

### NOVEMBER

Nov 13	E-Learning Day
Nov 25-27	Thanksgiving Break

### DECEMBER

Dec 18	End of 2nd Quarter/Semester
	Last Day for Teachers/Students
Dec 21	Winter Break Begins - No School

### JANUARY

Jan 4	Teacher In-Service
Jan 5	Classes Resume
Jan 18	Martin Luther King Day - No School

### FEBRUARY

Feb 11	Open House Prospective Student
Feb 15	Presidents' Day - No School

### MARCH

Mar 12	End of 3rd Quarter
Mar 22	Spring Break Begins - No School

### APRIL

Apr 5	Classes Resume
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### MAY

May 6	Awards Day
May 27	End of 4th Quarter/Last Day for Students
May 28	Teacher Records Day

- No School
- Important Dates
- Teacher In-Service Dates



### Student Day

JUL	0	JAN	18
AUG	19	FEB	19
SEP	21	MAR	15
OCT	17	APR	20
NOV	18	MAY	19
DEC	14	JUN	0
	89		91

January 2027						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
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30	31					

February 2027						
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March 2027						
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April 2027						
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May 2027						
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June 2027						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Teacher Days

JUL	0	JAN	19.5
AUG	21.5	FEB	19
SEP	21	MAR	15
OCT	17	APR	20
NOV	18	MAY	19.5
DEC	14.5	JUN	0.0
	92		93

# Central Nine Career Center

## 2026-2027 Meetings Calendar

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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August 2026						
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30	31					

September 2026						
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27	28	29	30			

October 2026						
Su	M	Tu	W	Th	F	Sa
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November 2026						
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29	30					

December 2026						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 2027						
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14	15	16	17	18	19	20
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28						

March 2027						
Su	M	Tu	W	Th	F	Sa
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21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	M	Tu	W	Th	F	Sa
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18	19	20	21	22	23	24
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May 2027						
Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
		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			

- Governing Board Meetings - 7:00 p.m.
- Superintendent Meetings - 9:00 a.m.
- Principal Meetings - 11:00 a.m.
- School Safety Meetings - 10:25 a.m.

- Guidance Counselor Meetings - 12:30 p.m.
- Faculty Meetings - 10:25 a.m.
- Guiding Coalition Meetings - 10:25 a.m.





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
- Committee, Task Force, or other Leadership Meetings
- Professional Development / Informational Meetings

We will use the following schedule for Early Release time for the 2026-2027 school year:

August 5 - Curricular Advancement  
August 12 - Professional Learning  
August 19 - Curricular Advancement  
August 26 - Professional Learning

September 2 - Curricular Advancement  
September 9 - Professional Learning  
September 16 - Curricular Advancement  
September 23 - Professional Learning  
September 30 - Curricular Advancement

October 7 - Curricular Advancement  
October 21 - Curricular Advancement  
October 28 - Professional Learning

November 4 - Curricular Advancement  
November 11 - Professional Learning  
November 18 - Curricular Advancement

December 3 - Curricular Advancement  
December 9 - Professional Learning  
December 16 - Curricular Advancement

January 6 - Curricular Advancement  
January 13 - Professional Learning  
January 20 - Curricular Advancement  
January 27 - Professional Learning

February 3 - Curricular Advancement  
February 10 - Professional Learning  
February 17 - Curricular Advancement  
February 24 - Professional Learning

March 3 - Curricular Advancement  
March 10 - Professional Learning  
March 17 - Curricular Advancement

April 7 - Curricular Advancement  
April 14 - Professional Learning  
April 21 - Curricular Advancement  
April 28 - Professional Learning

May 5 - Curricular Advancement  
May 12 - Professional Learning  
May 19 - Curricular Advancement  
May 26 - Staff Recognition Celebration

**Central Nine Career Center Governing Board  
2026-2027 Regular Session Meeting Dates**

*2nd Thursday of Each Month at 6:00 p.m.*



MEETING DATES	TIME	LOCATION
Thursday, February 12, 2026	6:00 p.m.	Jim Hixson Board Room
Thursday, March 12, 2026	6:00 p.m.	Jim Hixson Board Room
Thursday, April 9, 2026	6:00 p.m.	Jim Hixson Board Room
Thursday, May 14, 2026	6:00 p.m.	Jim Hixson Board Room
Thursday, June 11, 2026	6:00 p.m.	Jim Hixson Board Room
Thursday, July 9, 2026	6:00 p.m.	Jim Hixson Board Room
Thursday, August 13, 2026	6:00 p.m.	Jim Hixson Board Room
Thursday, September 10, 2026	6:00 p.m.	Jim Hixson Board Room
Thursday, October 8, 2026	6:00 p.m.	Jim Hixson Board Room
Thursday, November 12, 2026	6:00 p.m.	Jim Hixson Board Room
Thursday, December 10, 2026	6:00 p.m.	Jim Hixson Board Room
Thursday, January 14, 2027	6:00 p.m.	Jim Hixson Board Room

**BOARD CLAIM DEADLINES  
SCHOOL YEAR 2025-2026**

<b>CLAIM DEADLINE</b>	<b>BOARD AGENDA FINALIZED</b>	<b>GOVERNING BOARD</b>
<b>Tuesday-July 1, 2025 by 4:00 pm</b>	Tuesday- July 8, 2025	Thursday-July 10, 2025
<b>Tuesday-August 5, 2025 by 4:00 pm</b>	Tuesday- August 12, 2025	Thursday-August 14, 2025
<b>Tuesday-September 2, 2025 by 4:00 pm</b>	Tuesday-September 9, 2025	Thursday-September 11, 2025
<b>Tuesday-September 30, 2025 by 4:00 pm</b>	Tuesday-October 7, 2025	Thursday-October 9, 2025
<b>Tuesday- November 4, 2025 by 4:00 pm</b>	Tuesday - November 11, 2025	Thursday-November 13, 2025
<b>Tuesday-December 2, 2025 by 4:00 pm</b>	Tuesday - December 9, 2025	Thursday-December 11, 2025
<b>Tuesday-December 30, 2025 by 4:00 pm</b>	Tuesday - January 6, 2026	Thursday-January 8, 2026
<b>Tuesday-February 3, 2026 by 4:00 pm</b>	Tuesday - February 10, 2026	Thursday-February 12, 2026
<b>Tuesday -March 3, 2026 by 4:00 pm</b>	Tuesday - March 10, 2026	Thursday-March 12, 2026
<b>Tuesday-March 31, 2026 by 4:00 pm</b>	Tuesday - April 7, 2026	Thursday-April 9, 2026
<b>Tuesday-May 5, 2026 by 4:00 pm</b>	Tuesday - May 12, 2026	Thursday-May 14, 2026
<b>Tuesday-June 2, 2026 by 4:00 pm</b>	Tuesday - June 9, 2026	Thursday-June 11, 2026



## 2026-2027 PAYROLL SCHEDULE

#	Pay Period	Pay Date
1	July 26, 2026-August 08, 2026	Friday, August 14, 2026
2	August 9, 2026-August 22,2026	Friday, August 28, 2026
3	August 23, 2026-September 5, 2026	Friday, September 11, 2026
4	September 6, 2026 - September 19, 2026	Friday, September 25, 2026
5	September 20, 2026 - October 3, 2026	Friday, October 9, 2026
6	October 4, 2026 - October 17, 2026	Friday, October 23, 2026
7	October 18, 2026 - October 31, 2026	Friday, November 6, 2026
8	November 1, 2026 - November 14, 2026	Friday, November 20, 2026
9	November 15, 2026 - November 28, 2026	Friday, December 4, 2026
10	November 29, 2026 - December 12, 2026	Friday, December 18, 2026
11	December 13, 2026 - December 26, 2026	Friday, January 1, 2027
12	December 27, 2026 - January 9, 2027	Friday, January 15, 2027
13	January 10, 2027 - January 23, 2027	Friday, January 29, 2027
14	January 24, 2027 - February 6, 2027	Friday, February 12, 2027
15	February 7, 2027 - February 20, 2027	Friday, February 26, 2027
16	February 21, 2027 - March 6, 2027	Friday, March 12, 2027
17	March 7, 2027 - March 20, 2027	Friday, March 26, 2027
18	March 21, 2027 - April 3, 2027	Friday, April 9, 2027
19	April 4, 2027 - April 17, 2027	Saturday, April 24, 2027
20	April 18, 2027 - May 1, 2027	Friday, May 7, 2027
21	May 2, 2027 - May 15, 2027	Friday, May 21, 2027
22	May 16, 2027 -May 29, 2027	Friday, June 4, 2027
23	May 30, 2027 - June 12, 2027	Friday, June 18, 2027
24	June 13, 2027 - July 3, 2027	Friday, July 9, 2027
25	July 4, 2027 - July 17, 2027	Friday, July 23, 2027
26	July 18, 2027 - July 31, 2027	Friday, August 6, 2027

This is a 3 week pay period instead of the regular 2 week pay period to adjust the number of pays in the 2027 calendar year to the normal 26 pays.

**CENTRAL NINE CAREER CENTER  
DAILY BREAK SCHEDULE  
2026-2027**

TIME	PROGRAMS
8:45 a.m. - 8:55 a.m. 12:45 p.m. - 12:55 p.m.	<i>Culinary Arts</i> <i>Dental Careers</i> <i>Medical Assistant</i> <i>Precision Machining</i> <i>Pre-Nursing</i> <i>Welding</i>
9:00 a.m. - 9:10 a.m. 1:00 p.m. - 1:10 p.m.	<i>Criminal Justice</i>  <i>Cybersecurity</i>  <i>Digital Design</i>  <i>HVAC</i>
9:15 a.m. - 9:25 a.m. 1:15 p.m. - 1:25 p.m.	<i>Information Technology</i> <i>Operations Landscaping</i>  <i>Aviation Management</i>  <i>Biomedical Sciences</i>
9:30 a.m. - 9:40 a.m. 1:30 p.m. - 1:40 p.m.	<i>Early Childhood Education</i> <i>Exercise Science</i>  <i>Veterinary Science</i>  <i>Work-Based Learning</i>  <i>Automotive Collision Repair</i>



# Memo

**To:** All Staff  
**From:** Dr. Kovach, Director  
**RE:** 2-hour delays and school closings  
**Date:** January 03, 2025

At some point during the year, it is inevitable that we will experience some form of inclement weather. Some have been asking when/if to report for closing/delays, so listed below are the expectations for all staff members.

For those of you not aware, we base our closing/delays on our partner school decisions, and we like to make that decision by 5:30 a.m. We would then get our Skylert call and TV notifications out as soon as possible.

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## 2-hour Delay

**Assistant Director, Business Manager, Career Pathways Counselor, CTE Innovation Coach, Data Specialist, Dean of Students, ECA Treasurer, Instructors, School Resource Officer, Student Services Coordinators**

You should arrive 2 hours later than your normal start time.

**Benefits Coordinator/Executive Assistant, Facilities Director, High School Secretary, Marketing Manager, Payroll & Purchasing Specialist, Technology Assistant, Technology Coordinator**

You should arrive at your regularly scheduled time.

## Instructional Assistants

You may report at 9:30 a.m. with a lunch break or 11:30 a.m. without a lunch break. Any time off will be unpaid.

## School Closing (No Teachers or Students)

### Instructors

You do not need to physically report, but online virtual instruction is to be posted by 9:00 a.m.

### Assistant Director, Benefits Coordinator/Executive Assistant, Business Manager, Dean of Students, Career Pathways Counselor, CTE Innovation Coach, Data Specialist, ECA Treasurer, Executive Director, Marketing Manager, Payroll & Purchasing Specialist, School Resource Officer, Student Services Coordinators, Technology Assistant, Technology Director

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 (personal) for consideration.

### High School Secretary

You are not required to report. You will need to submit an Employee Leave Form (personal) or request an off-contract day for consideration. If you do report, it will be counted toward your required calendar days.

### Facilities Assistants, Facilities Director

Report for duty as scheduled or submit an Employee Leave Form (personal/vacation) for consideration or request approval from the Director to work from home if special circumstances exist.

### Instructional Assistants

Do not report. This day will be unpaid.

# FIRST REPORT OF INJURY FOR



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	STATE OF HIRE	EMPLOYEE STATUS
ADDRESS (INCL ZIP)			# OF DEPENDENTS	HRS/DAY	DAYS/WK	AVG W/W
PHONE				PAID DAY OF INJ <input type="checkbox"/>	SALARY CONT'D <input type="checkbox"/>	
				WAGE PER <input type="checkbox"/> HR <input type="checkbox"/> DAY <input type="checkbox"/> WK <input type="checkbox"/> MO <input type="checkbox"/> YR <input type="checkbox"/> OTHER		
EMPLOYER INFORMATION						
EMPLOYER (NAME, ADDRESS, CITY, STATE, ZIP)			EMPLOYER FEDERAL ID#	SIC CODE	INSURED REPORT NUMBER	
			LOC #	EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT)		
			PHONE #			
				CARRIER/ADMINISTRATOR CLAIM NUMBER	REPORT PURPOSE CODE	
Actual Location of Accident/Exposure (if not on employer's premises):						
CARRIER/CLAIMS ADMINISTRATOR INFORMATION						
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/LT	
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)

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