2026 Twin Rivers Career and Technical Education Cooperative

Twin Rivers Career and Technical Education Cooperative

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Welcome

Welcome

It is our privilege to welcome you to Twin Rivers Career and Technical Education Cooperative. We believe each employee contributes directly to Twin Rivers's growth and success. We hope that you take pride in being a member of our team. We wish you every success in your new job, and we hope that you quickly feel at home.

Twin Rivers complies with all federal, state and local employment laws. This Employee Handbook outlines Twin Rivers's employment policies and benefits. Additionally, this Employee Handbook was developed to describe some of the expectations we have for all our employees and what you can expect from us. Please read and review the Employee Handbook carefully. Additionally, we ask that you sign and date the Acknowledgment of Receipt of the Employee Handbook to demonstrate that you have received, read, reviewed and understood the handbook and policies contained therein. Please return the signed Acknowledgment of Receipt to the Human Resources Team and retain a copy for your reference. If you have any questions about the Employee Handbook or your employment with Twin Rivers, please contact Human Resources Team.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

Brandon Small, Director

Twin Rivers Career and Technical Education Cooperative

Acknowledgment of Receipt

I acknowledge that I have received a copy of the Twin Rivers Career and Technical Education Cooperative Employee Handbook ("Employee Handbook"). I understand that I am responsible for reading and abiding by all policies and procedures in this Employee Handbook, as well as all other policies and procedures of the Twin Rivers.

Be sure to carefully review the following key policies and guidelines outlined in this handbook:

- Reporting Child Abuse and Neglect Policy - Page 12
- Family Educational Rights and Privacy Act (FERPA) - Page 12
- Technology Acceptable Use - Page 13
- Sexual Harassment Policy - Page 31
- Drug Free Policy - Page 47
- Bullying Policy - Page 66

I also understand that the purpose of this Employee Handbook is to inform me of Twin Rivers's policies and procedures, and that it is not a contract of employment. Nothing in this Employee Handbook provides any entitlement to me or to any Twin Rivers employee, nor is it intended to create contractual obligations of any kind.

I understand that Twin Rivers has the right to change any provision of this Employee Handbook at any time and that I will be bound by any such changes. I expressly agree to the provisions in the Dispute Resolution section of the Employee Handbook, in which I have agreed to use alternative dispute resolution, in lieu of litigation, as the sole means of resolving any dispute that may arise between Twin Rivers and me, subject to Twin Rivers's right to seek injunctive relief. I agree to first seek to mediate any dispute with Twin Rivers with a mediator from the American Arbitration Association or similar organization trained and experienced in employment disputes. If mediation is not successful, I agree to submit the dispute to arbitration. I understand that by agreeing to arbitration, I waive any right I may have to sue or seek a jury trial. The decision of the arbitrator will be final and binding.

_____ _____

Signature Date

_____

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to Human Resources Team. Retain a second copy for your reference. *Policy History: Newly adopted October 2026.*

At-will Employment Policy

Certified Employees (Teachers and Certain Licensed Staff)

Certified employees are not employed at-will. Teachers and certain licensed staff are employed under written contracts in accordance with Indiana law. The nonrenewal or cancellation of a certified employee's contract is subject to applicable statutory requirements, including notice, grounds, and due process procedures as outlined in Indiana Code and Board policy.

Non-Certified Employees

Classified (non-certified) employees are generally considered at-will employees, meaning that either the employee or the School Corporation may terminate the employment relationship at any time, with or without cause or notice, unless otherwise provided by law, contract, or Board policy.

Nothing in this Handbook is intended to create a contract of employment or alter the at-will status of non-certified employees. *Policy History: Newly adopted October 2026.*

Introduction

Introduction

This Employee Handbook (“Handbook”) provides an overview of the personnel policies, practices, and procedures of Twin Rivers Career and Technical Education Area (“Twin Rivers”). Twin Rivers operates across multiple settings, including partner school locations, classrooms, work-based learning sites, and administrative offices.

The Handbook is intended to introduce employees to Twin Rivers, outline general expectations and work rules, and provide guidance on employment-related matters, including benefits and workplace practices. It is designed to answer common questions; however, it does not address every situation that may arise. Employees with questions about any policy or its application should contact Human Resources.

This Handbook is not a contract of employment and does not create any contractual rights, express or implied.

This Handbook supersedes all prior handbooks and policies. Twin Rivers reserves the right to modify, revoke, or interpret policies at any time. While Twin Rivers may communicate updates through email or other means, notice is not required for changes to become effective. *Policy History: Newly adopted October 2026.*

About Twin Rivers Career & Technical Education Area

Twin Rivers is a Career and Technical Education Cooperative composed of 12 school corporations serving area high schools in Daviess, Greene, Knox, Martin, Sullivan counties in southwest Indiana.

Mission Statement

The goal of Twin Rivers is to more effectively and efficiently provide career and technical education and training to high school students. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Code of Ethics

At Twin Rivers Career and Technical Education Cooperative, the Twin Rivers is committed to conducting business with transparency, integrity and respect. This Code of Ethics outlines the principles to guide employees’ professional behavior and decisions. All employees, regardless of role or seniority, are expected to uphold these principles.

Twin Rivers Career and Technical Education Cooperative expects all employees to act with honesty and integrity in all matters by communicating truthfully and respectfully, not engaging in fraud, deception or misrepresentation and honoring commitments and taking responsibility for their actions. Employees are expected to treat others with dignity, fairness and respect.

Twin Rivers Career and Technical Education Cooperative values diversity and will not tolerate discrimination or harassment. Additionally, the Twin Rivers promotes a workplace free of bullying,

intimidation or unfair treatment, and respects different opinions and constructive feedback. All employees are expected to follow all applicable federal, state and local laws and regulations as well as the Twin Rivers's internal policies, rules and procedures. Employees should report any suspected violations promptly and in good faith to Human Resources Team.

The Twin Rivers and its employees protect sensitive information. Employees are expected to keep personal, customer and company information secure and confidential. Employees should only access or share information as required for their job responsibilities.

Employees must avoid situations where personal interests could conflict with the Twin Rivers's interests. Employees are expected to disclose any potential or actual conflicts of interest, refrain from using their position for personal gain, and not accept gifts or favors that could influence their decisions.

At the Twin Rivers, all employees contribute to a safe, healthy and productive workplace. All employees must follow all health and safety protocols, report hazards, injuries or unsafe conditions immediately, and refrain from engaging in or tolerating violence, threats or substance abuse.

Employees are accountable for their behavior and actions. The Twin Rivers encourages a culture of openness and ethical responsibility. Employees should report misconduct or unethical behavior to Human Resources Team and cooperate with investigations and maintain confidentiality during the process.

Employees are expected to use company assets responsibly. Employees must use resources, time and equipment for legitimate business purposes. Employees should also protect company property from misuse, loss or theft.

By working at Twin Rivers Career and Technical Education Cooperative, employees agree to uphold this Code of Ethics and contribute to a positive, ethical and respectful workplace. Violations of this Code of Ethics may result in disciplinary action, up to and including termination. *Policy History: Newly adopted October 2026.*

Revisions to Handbook

Twin Rivers Career and Technical Education Cooperative is committed to maintaining an up-to-date Employee Handbook that reflects current laws, best practices and company policies. Because of evolving business needs and legal requirements, Twin Rivers reserves the right to modify, revise or eliminate any policy, procedure or provision in the Employee Handbook at any time and for any reason. Twin Rivers will attempt to notify employees of any significant revisions to the Employee Handbook promptly and make a revised version of the Employee Handbook available to employees. *Policy History: Newly adopted October 2026.*

General Employment Policies

Employment Classifications Policy

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

The definitions of the worker classification categories can be summarized as follows:

Exempt—Employees who meet any of the FLSA's exemption standards, including managerial, supervisory, professional, sales or administrative employees. The FLSA sets the most common set of overtime exemption standards. However, additional state and local laws may also apply. Exempt employees are individuals not subject to overtime pay laws. In general, overtime laws require that exempt employees:

- Receive a pre-determined weekly salary that is not subject to change based on the employee's work quality or quantity;
- Receive a salary that is at least equal to the salary level set by law; and
- Meet the requirements of an exempt job classification.

Non-exempt—Employees whose positions do not meet the FLSA exemption standards. Many hourly employees are generally not exempt from overtime pay requirements. However, overtime work is prohibited without specific supervisor authorization for non-exempt employees.

In addition, each individual's employment status is defined as one of the following:

Full-time—Employees who are regularly scheduled to work at least thirty (30) hours per week, 180 per year that are not hired on a temporary basis are considered full-time.

Half-time—A half-time employee works a minimum of thirty (30) hours per week for one semester.

Part-time—Employees who work fewer than thirty (30) hours per week are considered to be part-time. *Policy History: Newly adopted October 2026.*

Dress Code

Staff members are to dress appropriately for the leadership role they hold. The students should be able to recognize you as a leader figure by your demeanor and your dress. Clothing should be appropriate for your work activity and location. A neat appearance is desired at all times. It should be remembered visitors (other school personnel, parents) may visit your program at any time. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Office Equipment, Ordering Supplies, & Mileage Reimbursement

Certain equipment is assigned to employees depending on the needs of the employee's job, such as a calculator, personal computer, printer and access to our central computers and servers. This equipment is the property of the Twin Rivers and cannot be removed from the office without prior approval from the

employee's supervisor. The Twin Rivers expects that employees will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

Materials or supplies can only be ordered after prior approval from the Career & Technical Education Director. If an employee orders prior to approval, he/she will be expected to pay for the item(s). Twin Rivers will pay for only those supplies or services approved by the Director.

Mileage reimbursement will be paid for travel for Twin Rivers business at the rate allowable by the Internal Revenue Service. If travel is to be reimbursed from a special grant, the mileage rate for the grant will be utilized. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Budgets, Purchases, and Fundraising Procedures

Budgets: Each program has a separate budget. Please keep a record of funds spent so you will be aware of your balance prior to requesting any expenditure.

Purchases: All purchases must receive prior approval. Complete a Request to Purchase form and submit to the office. The form should be as complete as possible. Sometimes an estimated price must be used, please try to be as realistic as possible. In the event of an emergency, contact the Director for verbal approval. After the purchase of a verbally approved item, complete a Request to Purchase Form. This provides the paper trail of each purchase. Any purchase made without prior approval will be considered a donation by you to the program and we thank you.

Fund Raisers: Carefully review the need for a fund raiser and request approval from the Director prior to the involvement of the students. The funds should benefit the program/students. If the funds are for party use, collect money from the students. All money raised during a fund raiser is to be turned in to the office and all bills incurred for the fund raiser will be paid through the office. This is a State Board of Accounts requirement.

Receipts and/or Bills: All receipts and/or bills are to be turned into the office as they are received or by the 15th day of each month. The Director is at each site almost weekly and can pick them up or the bills may be mailed. The State Board of Accounts requires we have the receipt/bill from the business before we can pay them. Original itemized bills/receipts are needed. In addition, the vendors desire their payment in a timely manner. The office only pays bills once a month after the Board approves the expenditures. If the bills are not received in a timely manner some companies may have to wait more than a month for their money.

Travel Claims: Travel claims are to be turned in to the office at the end of each month. If you have traveled less than fifty (50) miles, you may hold your claim until the end of the next month. Regardless of miles traveled, a milage claim form must be submitted at the end of each quarter (October, December, March, end of school) to assist us in accounting for all expenses.

Mileage reimbursement will be made at the current IRS rate.

Employees have two options to determine the number of miles for reimbursement: (1) record actual odometer readings to and from each destination, or (2) use a mileage guide between destinations using acceptable websites such as MapQuest or Google Maps. Travelers are expected to take the most expeditious and direct route.

Claims an be made between the administrative office and the educational site(s) for official business. Mileage to and from home to begin or end the work day may not be claimed.*

When the work day begins at an educational site other than the administrative office, your mileage begins at that site. When your work day ends at an educational site other than the administrative office, your mileage ends at that site.

***Exception:** Mileage may be claimed from home to an all day(s) conference/meeting if the distance to the conference is less than that from the administrative office. If the office distance is less, then that distance to the conference will be used.

Other monies: Monies received for any reason are to be counted and turned in to the office in a timely manner. Please list the source of the money and amount to help us insure accurate accounting. It is dangerous to leave money in your classroom/desk. Money sometimes will disappear and we have no way of replacing missing funds. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Reporting Child Abuse and/or Neglect

Any school employee who has reason to believe that a child is a victim of child abuse or neglect shall immediately make an oral or written report to the Department of Child Services or local law enforcement. After the report has been made, the school employee shall notify the school building principal of suspected child abuse or neglect that has been made to the Department of Child Services or local law enforcement. School personnel will not contact parents to determine the cause of suspected child abuse or neglect, or otherwise investigate the suspected abuse or neglect.

School employees should be aware that they are required by state law to make reports immediately. Anyone making a report of a child who may be the victim of child abuse or neglect is granted immunity from any civil or criminal liability.

All records of suspected child abuse or neglect will be kept confidential. The identity of a person making a report will not be revealed to the parent, guardian, custodian, or other person responsible for the welfare of the child named in a report.

“Reason to believe” as used in this policy means evidence which, if presented to individuals of similar background and training, would cause those individuals to believe that a child was abused or neglected.

Legal Reference: I.C. 31-33-5 *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Family Educational Rights and Privacy Act (FERPA)

Twin Rivers complies with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and Indiana Code (IC 20-33-7) regarding the confidentiality of student education records.

Employee Responsibilities

Employees may access student information only when there is a legitimate educational interest related to their job duties. Student information must not be shared with unauthorized individuals, including other staff, parents of other students, or outside parties.

Confidentiality of Records

Student records (including academic, attendance, disciplinary, and special education records) must be kept secure and confidential in accordance with federal and state law, including IDEA (20 U.S.C. § 1400 et seq.) where applicable.

Directory Information

Directory information may only be released in accordance with district policy and only if a parent/guardian has not opted out. When in doubt, consult administration.

Prohibited Actions

Employees are prohibited from:

- Accessing records without a legitimate need
- Sharing student information through unsecured means
- Discussing confidential information in public settings
- Leaving records unsecured

Reporting & Discipline

Any suspected misuse or unauthorized disclosure must be reported immediately. Violations may result in disciplinary action, up to and including termination, and may implicate Indiana data privacy requirements (IC 4-1-11). *Policy History: Newly adopted October 2026.*

Staff Technology Acceptable Use Policy

ACCEPTABLE USE POLICY ON SCHOOL CORPORATION–PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Freedom of expression is an unalienable human right and the foundation of self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Twin Rivers Career & Technical Education Area considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Twin Rivers Career & Technical Education Area expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those sources that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been reviewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing school-provided Internet access must first have the permission of and must be supervised by Twin Rivers Career & Technical Education Area professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of school-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Twin Rivers Career & Technical Education Area. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
b. Transmitting obscene, abusive, or sexually explicit language;
c. Transmitting information that is sexist, racist, discriminatory, slanderous, or libelous;
d. Violating any local, state, or federal law;
e. Vandalizing, damaging, or disabling property of another individual or organization;
f. Accessing another individual's materials, information, or files without permission;
g. Violating copyright or otherwise using intellectual property without permission.

Any violation of school corporation policy may result in loss of Internet access. Additional disciplinary action may be taken in accordance with building-level procedures. Law enforcement may be involved when appropriate.

Twin Rivers Career & Technical Education Area makes no warranties of any kind, either expressed or implied, for the Internet access it provides. The school corporation is not responsible for any damages users may suffer, including loss of data due to service interruptions. The school corporation is not responsible for the accuracy, nature, or quality of information obtained through Internet access, nor for personal property used to access school networks. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Email Policy

The email system is the property of Twin Rivers. All emails are archived on the server in accordance with our records retention policy, and all emails are subject to review by Twin Rivers. Employees may make limited use of our email system for personal business matters, so long as such use is kept to a minimum and does not interfere with the employee's work.

Twin Rivers email system is Twin Rivers property, and as such, is subject to monitoring. System monitoring is done for employee protection and the protection of the rights or property of the provider of these services. Please consider this when conducting personal business using Twin Rivers hardware and

software.

Electronic mail is like any other form of Twin Rivers communication and may not be used for harassment or other unlawful purposes. An employee's email account is a Twin Rivers-provided privilege and is Twin Rivers property. Remember that when an employee sends an email from Twin Rivers domain, the employee represents Twin Rivers whether the employee's message is business-related or personal.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable laws and Twin Rivers rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. *Policy History: Newly adopted October 2026.*

Social Media Policy

The term "social media" includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, chat room, or messaging platform, whether or not associated or affiliated with Twin Rivers, as well as any other form of electronic communication. The same principles and guidelines found in Twin Rivers policies, rules, and procedures apply to an employee's social media activities online.

Employees are expected to maintain professionalism in all social media activity. Any conduct that adversely affects an employee's job performance or the performance of other employees, or otherwise adversely affects Twin Rivers's legitimate interests or the educational environment, may result in disciplinary action, up to and including termination. Inappropriate postings, including but not limited to discriminatory remarks, harassment, threats of violence, or the disclosure of confidential or student information, will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of rights granted to an employee by federal or state law.

Maintaining appropriate professional boundaries with students is essential. Employees are prohibited from communicating with current students through personal social media accounts, including but not limited to "friending," "following," or engaging in direct or private messaging. Employees shall not use personal social media platforms to establish or maintain relationships with current students.

Communication with students for educational purposes must occur only through Twin Rivers-approved platforms, systems, or communication tools, and should be professional, transparent, and, when appropriate, accessible to parents/guardians or administrators. Employees should avoid one-on-one electronic communications with students whenever possible and instead use group-based or monitored communication methods.

Employees should exercise caution when interacting with former students on social media, particularly if the individual is still a minor or recently enrolled, to avoid the appearance of impropriety or the violation of professional boundaries.

Employees may not represent themselves as speaking on behalf of Twin Rivers on social media unless authorized to do so. Employees must also comply with all applicable confidentiality requirements, including

those related to student records and privacy, and may not post or share student information, images, or work without proper authorization.

Employees who become aware of inappropriate social media interactions involving students or staff are expected to report such concerns to their supervisor or administration promptly. *Policy History: Newly adopted October 2026.*

Generative Artificial Intelligence Usage

Twin Rivers School Corporation recognizes that generative artificial intelligence (AI) tools may support efficiency, creativity, and innovation in the workplace. At the same time, the Twin Rivers is committed to protecting student information, maintaining data privacy, and ensuring the ethical and appropriate use of technology in an educational setting.

This policy establishes guidelines for the responsible use of generative AI by employees.

Scope

This policy applies to all employees and covers the use of any third-party or publicly available generative AI tools (e.g., tools that generate text, images, or other content).

This policy applies to all work performed on behalf of the Twin Rivers, whether on-site or off-site.

Protection of Student and Sensitive Information

Employees must not input, upload, or share any protected or confidential information into generative AI tools unless the tool has been formally approved by Twin Rivers and appropriate data privacy agreements are in place.

This includes, but is not limited to:

- Student education records protected under the Family Educational Rights and Privacy Act (FERPA)
- Personally identifiable student information (e.g., names, IDs, grades, IEP/504 information, discipline records)
- Employee personal information
- Confidential school or Corporation records

Employees are responsible for ensuring that all student and staff data is handled in accordance with applicable laws, Board policies, and data privacy requirements.

Guidelines for Use

When using generative AI tools, employees must:

- Limit use to non-sensitive, publicly shareable information unless otherwise approved
- Review and verify AI-generated content for accuracy, bias, and appropriateness
- Ensure all work aligns with professional standards and the educational mission of Twin Rivers
- Exercise professional judgment and not rely solely on AI-generated content

AI tools should be used to support, not replace, professional decision-making and educator expertise.

Acceptable Uses

When used appropriately, generative AI tools may assist employees with:

- Drafting or editing general communications or materials
- Brainstorming ideas, lesson enhancements, or activities (without including student-specific information)
- Summarizing publicly available information
- Supporting administrative or operational tasks

Prohibited Uses

Employees are prohibited from:

- Entering or sharing student, staff, or confidential information in unapproved AI tools
- Using AI tools in a way that violates FERPA, state law, or Board policy
- Generating or sharing content that is inappropriate, discriminatory, or inconsistent with professional standards
- Using AI as the sole basis for decisions related to:
    - Student evaluation, grading, or discipline
    - Employee evaluation, discipline, or employment decisions
- Misrepresenting AI-generated content as original work without appropriate review or attribution

Compliance With Other Policies

All use of AI must align with existing Twin Rivers policies, including but not limited to:

- Student data privacy and FERPA policies
- Acceptable use of technology
- Professional conduct and ethics
- Nondiscrimination and harassment policies

Monitoring and Accountability

Use of Twin Rivers technology resources may be monitored in accordance with Board policy.

Employees remain responsible for the accuracy, appropriateness, and legality of all work product created with or supported by AI tools.

Policy Violations

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Employees who become aware of a potential violation should report it to their supervisor or administration. Retaliation for good faith reporting is prohibited.

Ongoing Review

This policy will be reviewed and updated as technology and legal requirements evolve. *Policy History: Newly adopted October 2026.*

Teacher Professional Development

Twin Rivers expects teachers to seek and participate in professional development opportunities when available. All professional development opportunities and related leave must be pre-approved by the Twin Rivers Director.

Professional Development Lodging Daily Rate

Teachers attending approved professional development programs may be reimbursed for lodging expenses at a rate of up to $250 per night with submission of itemized receipts.

Professional Development Parking Daily Rate

Teachers attending approved professional development programs may be reimbursed for parking expenses at a rate of up to $30 per day with submission of itemized receipts. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Performance Reviews Policy

Twin Rivers is committed to providing employees with feedback, both formal and informal, about their performance on the job. The Twin Rivers Director is responsible for providing ongoing performance feedback to each employee. In addition, the Director may formally discuss and document employees' performance on a regular basis (generally annually). An initial performance review may be conducted annually or after an employee transfers to a new position. After the initial performance review, employee performance reviews may occur annually.

Teacher evaluations will be conducted using the Teacher Evaluation Core Competencies rubric.

Employee performance appraisal discussions will review an employee's strengths and identify areas needing improvement and goals and objectives that need to be achieved. Specific performance problems may be addressed outside the performance appraisal cycle through either information discussions or formal disciplinary action. Formal performance feedback becomes a permanent part of an employee's personnel file.

Compensation for employees is based on the applicable salary schedule adopted by Twin Rivers. Performance reviews do not automatically result in a salary increase. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Justifiable Decrease in Teaching Positions

This Policy replaces and supersedes all previous policies, guidelines, and past practices in relation to Reduction in Force.

Prior to commencing action to non-continue or cancel teachers' contracts under the Reduction in Force Policy, the Governing Board will attempt to make needed adjustments through:

1. Voluntary retirement
2. Voluntary resignations
3. Voluntary transfer of existing staff

4. Involuntary transfer of existing staff

The non-continuance or cancellation of a teacher's contract due to a justifiable decrease in the number of teaching positions shall be determined on the basis of performance. The Executive Director is authorized to limit or narrow the scope of any reduction in force to those employees who work in the school, facility, program, or department subject to the reduction in positions.

The following procedure will first be applied only to probationary and professional teachers in the school, facility, program, or department ("area") to be reduced when the area to be reduced has both established teachers and probationary and/or professional teachers assigned to it. If the area being reduced has only established teachers assigned to it, or if all probationary and professional teachers in the area are already subject to reduction and more reductions are needed, the procedure will then be applied to established teachers in the area to be reduced. An established teacher who is licensed in another content area cannot be subject to the reduction in force if the established teacher is able to replace a probationary or professional teacher in that license area.

Teacher performance will be considered over a time frame of the past three consecutive years. If three years of evaluative data is not available, two years or one year of data will be used.

In the spring, when notices on possible staff reductions must be made, only partial evaluation data for the current school year will be available to use to make these decisions. Summative ratings will likely not be available until the fall of the year. Since the teacher effectiveness rubric (TER) gives the most accurate assessment of a teacher's performance when reduction-in-force decisions have to be made, it will be utilized as a representation of current school year performance. Employees on leave or who for other reasons have not yet received an evaluation will be deemed effective (3.0) unless objective performance data exists indicating that an effective rating would be unlikely were a full evaluation completed.

Cooperative officials will use the teacher effectiveness rubric scores to place teachers in one of the four performance categories (ineffective, needs improvement, effective, or highly effective) and then, if necessary, will make further differentiation using the individual TER scores in order to determine who is a lower-performing teacher and/or whether the tie-breaker factors identified in this guideline will need to be considered.

All evaluation information and data used in determining whether or not a teacher is reduced will be the information and data collected while a teacher at the Cooperative.

In cases where the teachers' performance ratings/scores are the same, the administrator will weigh the following factors before making a determination as to which teacher and/or teachers shall be subject to the non-continuance or cancellation, in the following order:

1. degrees earned
2. credit hours earned
3. teaching experience

I.C. 20-28-7.5-1(d)
I.C. 20-28-7.5-2(a)(2)
I.C. 20-28-2(a)(3)
I.C. 20-28-9-1(b)

Policy History: Retained from the prior Employee Handbook; reviewed October 2026.

Trade Experience, College Degree, and Right to Review

Trade Experience

The occupational specialist must have a high school diploma or G.E.D. completed and one of the State's approved options of proving occupational experience.

After each year of work experience required to get an Occupational Specialist License, Twin Rivers Career and Technical Education Area will recognize every year of work experience, in the instructor's teaching area, as equivalent to one (1) year of teaching experience.

College Degree

If an instructor has an Associate Degree or higher in his/her teaching area, then the instructor will be paid according to the degree, with consideration given to the teaching and work experience level.

Right to Review

Twin Rivers Career and Technical Education Area reserves the right to review and determine acceptance of college training and acceptance of work experience in determining level of pay. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Workspace Policy

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays Twin Rivers's overall dedication to providing quality service to its students. Therefore, an employee's workspace should be clean, organized and free of items that are not required to perform their job. *Policy History: Newly adopted October 2026.*

Visitors

Employees of Twin Rivers work across multiple host school sites and are expected to follow the visitor procedures established at each location. All visitors must enter through designated areas, follow site sign-in/sign-out requirements, and conduct themselves in a professional manner. Visitors may not take photographs or videos without appropriate authorization.

Personal visitors should be limited and restricted to non-working times unless approved. Employees are responsible for their visitors and must ensure they are appropriately accompanied. Confidential or student information must not be shared or visible to visitors.

Visitors should not have unsupervised access to instructional or operational areas. Employees who observe an unauthorized or suspicious individual should promptly notify the host site office, administration, or their supervisor and follow applicable safety protocols. *Policy History: Newly adopted October 2026.*

Equal Employment Opportunity Policy (IN)

Twin Rivers is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), ancestry, national origin, disability, age (40 to 75 years old), genetic information, off-duty tobacco use, sealed or expunged arrest or conviction records, veteran status or any other status protected under applicable federal, state or local laws. Our policy reflects and affirms Twin Rivers's commitment to the principles of fair employment and the elimination of all discriminatory practices. Details of our equal employment opportunity policies are further explained in Anti-Discrimination & Harassment. *Policy History: Newly adopted October 2026.*

Background Checks & Criminal History Reporting

Twin Rivers conducts background checks to protect students, employees, and the community and to comply with applicable federal and Indiana law.

Twin Rivers will conduct an expanded criminal history check for each applicant who is likely to have direct, ongoing contact with children. The check will be completed before employment begins or within thirty (30) days after the employee's start date.

Twin Rivers will also conduct an Indiana expanded child protection index check for each such applicant before employment begins or within sixty (60) days after the employee's start date.

Employees who are likely to have direct, ongoing contact with children must undergo an updated expanded criminal history check at least once every five (5) years. Twin Rivers may conduct additional checks when permitted or required by law.

Employment and continued employment may be conditioned upon satisfactory completion of all required checks.

Applicants and employees may be required to provide written authorization, fingerprints, identifying information, and other documentation necessary to complete a background check.

Applicants and employees must provide complete and accurate information. Falsification, material omission, refusal to cooperate, or failure to answer legally permitted questions honestly may result in withdrawal of an employment offer or disciplinary action, up to and including termination.

When Twin Rivers uses a third-party consumer reporting agency, it will comply with the Fair Credit Reporting Act, including applicable disclosure, authorization, and adverse-action requirements.

Twin Rivers will not hire, continue to employ, contract with, or continue to contract with an individual when prohibited by Indiana law because of a disqualifying conviction.

Other background information will be evaluated based on applicable law, the nature and seriousness of the conduct, the time elapsed, its relationship to the individual's duties, licensing requirements, student and workplace safety, and other relevant circumstances.

An arrest or criminal charge is not proof that misconduct occurred and will not automatically result in the denial or termination of employment. Twin Rivers may evaluate the underlying conduct and take appropriate action when the available information relates to the individual's duties, safety, or fitness for the position.

Employees must notify the Twin Rivers Director in writing within five (5) calendar days after:

1. Being arrested, charged, or convicted of an offense involving a child, violence, a sexual offense, child abuse or neglect, controlled substances, theft or dishonesty, weapons or school safety, or other conduct reasonably related to the employee's duties or fitness for employment;
2. Entering a guilty or no-contest plea or participating in a diversion, deferred-adjudication, or similar program concerning such an offense;
3. Becoming the subject of a substantiated finding of child abuse or neglect; or
4. Experiencing a suspension, restriction, expiration, or revocation of a license, certification, permit, or driving privilege required for the employee's position.

Employees must provide additional information reasonably requested by Twin Rivers. A report will not automatically result in disciplinary action. Twin Rivers will evaluate the circumstances, applicable legal requirements, and any risk to students, employees, or the public.

Twin Rivers may place an employee on administrative leave, reassign duties, restrict access, or take other appropriate interim action while a matter is reviewed. Failure to make a required report or providing false or incomplete information may result in disciplinary action, up to and including termination.

These requirements are separate from the workplace criminal-drug conviction reporting requirements contained in Twin Rivers' Drug-Free Workplace and Fitness-for-Duty Policy.

Licensed employees must maintain all licenses and certifications required for their positions and promptly report any action affecting those credentials.

Twin Rivers will make any report to the Indiana Department of Education, licensing authority, or other governmental agency required by law, including required reports concerning certain convictions or employment actions involving licensed employees.

Background-check and criminal-history information will be used only for legitimate employment, licensing, safety, or legal-compliance purposes and will be maintained and disclosed in accordance with applicable law.

The Twin Rivers Director or designee is responsible for administering this policy and its related procedures.
Policy History: Retained from the prior Employee Handbook; revised and readopted October 2026.

Employment Authorization Verification

The Immigration Reform and Control Act of 1986 (IRCA) requires employers to hire and retain only individuals who are authorized to work in the United States. To enforce these guidelines, IRCA requires Twin Rivers to verify a potential employee's eligibility to work in the United States by completing the Employment Verification Form (Form I-9). By completing Form I-9, Twin Rivers certifies that it has inspected documents proving that the potential employee is authorized to live and work in the United States.

Newly hired employees must complete and sign Section 1 no later than their first day of employment. Twin Rivers may have an employee complete Section 1 on the first day of employment or before the first day of work if Twin Rivers has offered the individual a job and the prospective employee has accepted it.

Employees must supply original, unexpired documents verifying their identity and employability from the List of Acceptable Documents approved by the U.S. Citizenship and Immigration Services. Twin Rivers may only accept documents from Lists A, B and C. Documents from List A establish identity and employment eligibility, documents from List B establish identity only and documents from List C establish employment eligibility only. Twin Rivers will accept either one document from List A or a combination of one document from List B and one document from List C.

All employees are asked to provide original documents verifying their right to work in the United States and to sign a verification form (Form I-9). If an individual cannot verify their right to work within three days of hire, Twin Rivers must terminate their employment.

Please contact the Human Resources Team with any questions or concerns. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Personnel Records Policy

Twin Rivers strives to keep accurate and up-to-date personnel records. Employee personnel files may include the following:

- Employee demographic information;
- Job application;
- Resume;
- Training records;
- Salary history;
- Disciplinary action records;
- Performance reviews; and
- Coaching and mentoring records.

To ensure the accuracy of personnel records, employees should immediately notify the Human Resources Team of any of the following changes:

- Name;
- Address;
- Telephone number;
- Marital status;
- Dependent status;
- Tax status; and
- Immigration status.

Employees are responsible for notifying the Human Resources Team of any change. By promptly notifying Twin Rivers of such changes, employees will avoid compromising their benefit eligibility, the return of W-2 forms or similar inconvenience.

Personnel records are confidential and are not available to anyone outside of Twin Rivers unless the employee personally authorizes the release. A release may not be necessary when reporting certain information is required by law or when an authorized government agency inspects files. Employee information that is personal in nature (e.g., home address, phone number, etc.) is treated as confidential. Information needed out of business necessity may be released to other employees but will be considered on a case-by-case basis. *Policy History: Newly adopted October 2026.*

Conflict of Interest, Outside Employment, and Workplace Relationships

Twin Rivers is committed to maintaining the highest standards of integrity, professionalism, and public trust. Employees are expected to act in the best interests of the School Corporation and avoid situations in which personal, financial, or professional interests conflict or appear to conflict with their responsibilities.

Conflicts of Interest

A conflict of interest exists when an employee's personal, financial, or outside interests could interfere with their ability to perform their duties objectively and in the best interests of the Twin Rivers.

Examples of potential conflicts of interest include, but are not limited to:

- Using one's position for personal or financial gain
- Participating in decisions that directly benefit the employee or a member of their immediate family
- Having a financial interest in a vendor, contractor, or organization doing business with the Twin Rivers
- Accepting gifts, favors, or compensation that could influence decision-making
- Engaging in activities that impair independent judgment or professional responsibilities

Employees must promptly disclose any actual or potential conflict of interest to their supervisor or Human Resources. Twin Rivers will review the situation and determine appropriate steps to mitigate or eliminate the conflict.

Outside Employment and Business Interests

Twin Rivers recognizes that employees may engage in outside employment or business activities. However, such activities must not interfere with the employee's responsibilities or create a conflict of interest.

Employees must ensure that outside employment:

- Does not interfere with assigned work schedules, duties, or job performance
- Does not involve the use of Twin Rivers time, property, equipment, or resources
- Does not involve providing services to students, families, or vendors in a manner that could create a conflict of interest or the appearance of favoritism
- Does not conflict with the interests or operations of the Twin Rivers

Employees are expected to notify their supervisor or Human Resources of outside employment that may present a potential conflict of interest. Twin Rivers reserves the right to require modification or discontinuation of outside employment if a conflict exists or job performance is impacted.

Workplace Relationships

Employees are expected to maintain professional boundaries in the workplace to support a respectful and effective educational environment.

- Personal relationships must not interfere with job performance, workplace professionalism, or the educational environment

- Employees must avoid situations where personal relationships create actual or perceived favoritism, conflicts of interest, or disruption

Supervisory Relationships

Romantic or intimate relationships between employees where one individual has direct or indirect supervisory authority over the other are strongly discouraged and may be prohibited.

If such a relationship exists or develops, it must be promptly disclosed to Human Resources so that appropriate steps can be taken to eliminate any conflict, which may include reassignment or other administrative action.

Use of Position and Public Trust

As public employees, staff are expected to uphold the trust placed in them by the community. Employees may not use their position to:

- Secure special privileges or advantages for themselves or others
- Influence decisions for personal benefit
- Engage in conduct that undermines public confidence in the School Corporation

Compliance and Reporting

Employees are responsible for complying with this policy and for seeking guidance when questions arise.

Any employee who becomes aware of a potential conflict of interest or policy violation should report the concern to their supervisor or Human Resources. Retaliation for good faith reporting is prohibited.

Corrective Action

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, in accordance with applicable laws, contracts, and Board policies. *Policy History: Newly adopted October 2026.*

Off-duty Conduct

While Twin Rivers respects employees' privacy and their rights to engage in lawful off-duty conduct, certain activities may negatively impact Twin Rivers's reputation, operations and work environment. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect Twin Rivers's reputation, public image or integrity. However, Twin Rivers will not interfere with employees' lawful off-duty conduct.

An employee's illegal or inappropriate off-duty conduct that adversely impacts Twin Rivers's legitimate business interests or the employee's ability to perform their job will not be tolerated and may be grounds for disciplinary action, up to and including termination. Twin Rivers complies with all applicable federal, state and local laws regarding employee rights to lawful off-duty conduct. Nothing in this policy is intended to infringe on employees' legal rights.

Twin Rivers does not regulate lawful conduct that occurs outside of working hours and does not affect the workplace or Twin Rivers's business operations. Employees are expected to avoid off-duty behavior that:

- Harms or could harm Twin Rivers's reputation or business interests;
- Conflicts with the employee’s role or duties;
- Harasses, threatens or discriminates against coworkers, students or partners;
- Violates federal, state and local laws and regulations;
- Discredits Twin Rivers; or
- Involves misuse of Twin Rivers’s resources, property or image.

Employees must not use Twin Rivers’s name, logo or any identifying information in personal endeavors that could imply Twin Rivers endorsement without prior written approval.

Employees should be mindful of their association with Twin Rivers when posting on social media. Off-duty posts or content that suggests illegal behavior, includes discriminatory or defamatory language, references confidential information or misrepresent Twin Rivers’s values or operations may be subject to review and appropriate disciplinary action.

Employees must notify the Human Resources Team if they are charged with or convicted of a criminal offense that may impact their ability to perform their duties or reflect negatively on Twin Rivers. Twin Rivers will evaluate such situations on a case-by-case basis, taking into consideration the nature of the offense, the employee’s job responsibilities, applicable laws and any school-related implications.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.
Policy History: Newly adopted October 2026.

Staff Discipline

Employee standards of conduct are necessary to provide students with a positive example of adult behavior and an orderly instructional environment.

“Progressive discipline,” meaning imposition of the least severe sanction that the Board determines, in its sole discretion, to be likely to prevent a recurrence of the offense, will be utilized to address employee conduct issues. If the Cooperative finds facts that support the use of progressive discipline, the Cooperative may impose a penalty which may include, but not be limited to one or more of the following:

A. Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.
B. A written warning which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.
C. Probation for a period of time determined by the supervisor in connection with the written warning.
D. Administrative leave with pay.
E. Suspension without pay imposed in compliance with the applicable Indiana statutes.
F. Termination imposed in compliance with applicable Indiana statutes.

The Cooperative reserves the right to terminate employment or make other exceptions to the principle of progressive discipline contained in this policy where the interests of students and the school community make the application of the principle of progressive discipline inappropriate. Examples include, but are not limited to the following:

A. Reporting for duty under the influence of an alcoholic beverage, an illegal drug, or a prescription drug used other than in accordance with a prescription.

B. Possession or use of alcoholic beverages or drugs on school property or at a school-sponsored event.
C. Willful refusal to follow established rules or standards.
D. Theft, fraud, or another violation of criminal law.
E. Arrest and subsequent conviction of a crime.
F. Falsification or omission of a material fact in the application for employment by the Board.
G. Threats of and/or acts of violence to a person or substantial property damage.
H. Poor professional judgment resulting in a significant risk of harm.
I. Harassment or discrimination in violation of applicable Board policy.

Employees of the Board shall be paid on a "salary basis" and suspension of an employee without pay shall not negate the employee's exemption from the Fair Labor Standards Act overtime provisions pursuant to 29 C.F.R. 541.303.

I.C. 20-28-6 and 7.5
I.C. 20-28-9-21
29 C.F.R. 541.303

Policy History: Retained from the prior Employee Handbook; reviewed October 2026.

Grievance Procedure Policy

This policy outlines the Twin Rivers's grievance procedure.

Definitions:

a. "Corporation" means the Twin Rivers Career & Technical Education Area
b. "Days" means working days of the Grievance Official
c. "Grievance Official" means the Career & Technical Education Director or his/her designee
d. "Employee" means a person who is, on a permanent basis, as opposed to a temporary basis, on the payroll of the corporation.
e. "Student" means a person enrolled in one of the Corporation's programs and enrolled in one of the home high schools of the cooperative.
f. A "Grievance" is a complaint alleging action by the Corporation in violation of Title IX.
g. "Governing Board" means the Board of Directors of Twin Rivers Career & Technical Education Area.

Grievance Official:

Career & Technical Education Director
Twin Rivers Career & Technical Education Area
P.O. Box 1266
Vincennes, Indiana 47591
812-882-0801

Grievance Procedure:

Step #1 – The grievant must present in written form within ten (10) days the complaint to the Grievance Official. The grievant shall (1) name the employee or student involved; (2) state the facts giving use to the grievance; (3) identify the specific provision alleged to have been violated; and (4) indicate the specific relief requested.

Step #2 – The Grievance Official has five (5) days in which to investigate and respond.

Step #3 – If the grievance is not resolved, the grievant may appeal within ten (10) days to the Governing Board which will hear the complaint at the next regular meeting or within thirty-five (35) calendar days.

The Governing Board hearing shall be conducted so as to accord due process to all parties involved in the grievance such as written notice of hearing dates and specific charge, right to counsel, right to present witnesses, right to cross examine, and to present written statements. The decision of the Board shall be by a majority of the members at a meeting which shall be public.

Step #4 – The Governing Board will respond to the grievance within thirty (30) calendar days. Such answer shall be final and binding. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Employee Privacy Policy

In the internet age, where privacy has become an increasing concern, we take your privacy very seriously. The privacy and security of your personal data ("Personal Information"), which we collect from you, is important to us. It is equally important that you understand how we handle this data. Twin Rivers will not knowingly collect or use Personal Information in any manner not consistent with this policy, as it may be amended from time to time, and applicable laws.

Collection of Information

In the course of conducting our business and complying with federal, state, and local government regulations governing such matters as employment, tax, insurance, etc., we must collect Personal Information from you. The nature of the information collected varies somewhat for each employee, depending on your employment responsibilities, the location of the facility where you work, and other factors. We collect Personal Information from you solely for business purposes, including those related directly to your employment with Twin Rivers, and those required by governmental agencies.

Use of the Information Collected

The primary purposes for collection, storage and/or use of your Personal Information include, but are not limited to:

- **Human Resources Management.** We collect, store, analyze, and share (internally) Personal Information in order to attract, retain, and motivate a highly qualified workforce. This includes recruiting, compensation planning, succession planning, reorganization needs, performance assessment, training, employee benefit administration, compliance with applicable legal requirements, and communication with employees and/or their representatives.
- **Business Processes and Management.** Personal Information is used to run our business operations, including, for example, scheduling work assignments, managing Twin Rivers assets, reporting and/or releasing public data (e.g., annual reports, etc.), and populating employee directories. Information may also be used to comply with government regulation.
- **Safety and Security Management.** We use such Personal Information as appropriate to ensure the safety and protection of employees, assets, resources, and communities.
- **Communication and Identification.** We use your Personal Information to identify you and to communicate with you.

Limited Disclosure

Twin Rivers acts to protect your Personal Information and ensure that unauthorized individuals do not have access to such information by using security measures to protect Personal Information. We will not knowingly disclose, sell or otherwise distribute your Personal Information to any third party without your knowledge and, where appropriate, your express written permission, except where disclosure is reasonably necessary to comply with the law.

Security of Personal Information

We employ reasonable security measures and technologies, such as password protection, encryption, physical locks, etc., to protect the confidentiality of your Personal Information. Only authorized employees have access to Personal Information. If you are an employee with such authorization it is imperative that you take the appropriate safeguards to protect such information. Paper and other hard copy containing Personal Information (or any other confidential information) should be secured in a locked location when not in use. Computers and other access points should be secured when not in use by logging out or locking. Passwords and user IDs should be guarded and not shared. When no longer necessary for business purposes, paper and hard copies should be immediately destroyed using paper shredders or similar devices. Do not leave copies in unsecured locations waiting to be shredded or otherwise destroyed. Do not make or distribute unauthorized copies of documents or other tangible mediums containing Personal Information. Electronic files containing Personal Information should only be stored on secure computers and not copied or otherwise shared with unauthorized individuals within or outside of Twin Rivers.

Twin Rivers will make reasonable efforts to secure Personal Information stored or transmitted electronically from hackers or other persons who are not authorized to access such information.

Any violation or potential violation of this policy should be reported to your immediate supervisor, designated manager, or the Human Resources Team. The failure by any employee to follow these privacy policies may result in discipline up to and including discharge of the employee. Any questions or suggestions regarding this policy may also be directed to your immediate supervisor, designated manager, or the Human Resources Team. *Policy History: Newly adopted October 2026.*

Disclaimer on Restrictions on Employee Rights Under the National Labor Relations Act

The policies in the Twin Rivers's Employee Handbook are not intended to preclude or dissuade employees from engaging in legally protected activities under federal, state or local law, including the National Labor Relations Act (NLRA). To that end, nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in exercising their rights under Section 7 of the NLRA, which guarantees employees the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, as well as the right to refrain from any or all such activities.

To the extent that the employees of Twin Rivers are covered by the NRLA, nothing in this Employee Handbook prevents employees from:

- Discussing wages, benefits and other working terms and conditions with co-workers or a union;
- Organizing a union to negotiate with Twin Rivers concerning wages, hours, and other terms and conditions of employment;
- Forming, joining or assisting a union, such as by sharing employee contact information;
- Talking about or soliciting for a union during nonwork time, such as before or after work or during break times;
- Distributing union literature during nonwork time, in nonwork areas;
- Taking action with one or more co-workers to improve working conditions by, among other means, raising work-related complaints directly with Twin Rivers or a government agency, or seeking help from a union;
- Wearing union hats, buttons, t-shirts and pins in the workplace;
- Engaging in other legally required activities; and
- Choosing not to engage in any of these activities. *Policy History: Newly adopted October 2026.*

Anti-discrimination and Harassment

Discrimination Is Prohibited Policy

Twin Rivers is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information or any other status protected under applicable federal, state or local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. Twin Rivers seeks to comply with all applicable federal, state and local laws related to discrimination and will not tolerate interference with the ability of any of Twin Rivers's employees to perform their job duties.

Twin Rivers makes employment-related decisions based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

If any employee believes that an employment decision has been made that does not conform with Twin Rivers's commitment to equal opportunity, the employee should promptly bring the matter to the attention of their immediate supervisor, designated manager or the Human Resources Team. The employee's complaint will be promptly, thoroughly and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint. *Policy History: Newly adopted October 2026.*

Sexual Harassment Policy & Reporting Sexual and Other Forms of Harassment

Sexual Harassment Policy

The Twin Rivers Vocational Area Board of Directors recognizes that a certified staff member's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate to harmonious employment relationships necessary to the operation of the Vocational Area and intolerable in a workplace to which the students of this Vocational Area are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.

The sexual harassment of a certified staff member of this Vocational Area is strictly forbidden. Any certified staff member or agent of this Board who is found to have sexually harassed a certified staff member, student, or other employee of this Vocational Area will be subject to discipline. Any certified staff member who has been exposed to sexual harassment by any certified staff member or agent of this Board is encouraged to report the harassment to an appropriate supervisor.

The Vocational Director shall instruct all certified staff members and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

The Vocational Director will have the responsibility to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

Reporting Sexual and Other Forms of Harassment

Conduct constituting sexual harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT

A. VERBAL: The making of offensive written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward a fellow staff member, student, or other person associated with the Vocational Area.

B. NONVERBAL: Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow staff member, student, or other person associated with the Vocational Area.

C. PHYSICAL CONTACT: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow staff member, student, or other person associated with the Vocational Area.

GENDER / ETHNIC / RELIGIOUS / DISABILITY / HEIGHT / WEIGHT HARASSMENT

A. VERBAL: Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. that are offensive to a fellow staff member, student, or other person associated with the Vocational Area.

B. NONVERBAL: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures that are offensive to a fellow staff member, student, or other person associated with the Vocational Area.

Any staff member who believes that s/he is the victim of any of the above actions or has observed such actions taken by a supervisor, co-worker, student, or other person associated with the Vocational Area such as a vendor, contractor, volunteer, or school official should promptly take the following steps:

A. If the alleged harasser is the staff member's supervisor, the affected employee should, as soon as possible after the incident, contact the Vocational Director.
B. If the alleged harasser is not the staff member's supervisor, the affected staff member should, as soon as possible after the incident, contact his/her supervisor.
C. If the harasser is a student of the Vocational Area, the supervisor, if not the student's teacher, should immediately inform the student's teacher of the alleged harassment.

The staff member may make contact either by a written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the teacher receiving the report and forwarded to the Vocational Director.

Each report received by the supervisor or Vocational Director as provided above shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

A. protect the confidentiality of the staff member who files a complaint;
B. encourage the reporting of any incidents of harassment;
C. protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The Vocational Area recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of a social relationship without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of this type of intimidation, the Vocational Area recognizes that false accusations of harassment can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow staff members, students, or others associated with the Vocational Area. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Pay Practices and Working Hours

Attendance and Punctuality Policy

Absence Due to Illness: If a staff member becomes ill and cannot attend their assigned responsibility, they are to notify the Career & Technical Education Director and the staff person in the classroom. This should be done in a timely manner to secure a substitute or to be able to notify the students of a change. If illness occurs after school hours, contact the Director (812-881-5161). Upon returning to work, complete a Leave of Absence Form and submit to the office. The forms must be kept on file to validate payroll. The office must be aware of any staff member not being at their assigned location due to insurance coverage and liability.

Absence Personal Leave: If a staff member knows they need to be absent due to personal business, notify the office as early as possible so plans can be made for the class. Complete a Leave of Absence Form and submit to the office.

Absence – Non-paid: If a staff member has no sick days and all personal days have been utilized, the staff member may request leave without pay. A Leave of Absence Form is to be completed and submitted to the office.

Substitute Teachers: Substitute teachers for our area are not easy to secure. If you must be out, please have materials ready for the “sub” to use in the classroom including a class roster and attendance information procedure. You may want to consider developing a packet of materials for the students to work on during an emergency leave. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Payroll Practices Policy

Employees are paid Bi-weekly. When a payroll date falls on a holiday, employees will, when possible, be paid on the last business day before the holiday. Otherwise, employees will be paid on the first business day following the scheduled payroll date. Aides will not be allowed paid holidays.

Employees should review their paychecks for accuracy. If an employee discovers an issue, report it to Human Resources Team immediately. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Salary Deductions and Withholding Policy

Twin Rivers is required to make certain deductions from employees’ pay each pay period. Twin Rivers will withhold the following from an employee’s paycheck:

Taxes

Federal, state and local taxes, as required by law, as well as the required FICA (Social Security and Medicare) payments.

Insurance

Employee contribution to health insurance or other insurance premiums for themselves and any eligible family members or to other contributory benefit programs.

Other Deductions

Deductions required under law or by court order for wage garnishments.

Additionally, Twin Rivers may make deductions for exempt employees for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. Employees may also authorize certain voluntary deductions from their paychecks where permissible under applicable law. Annuities will be withheld from a teacher's pay if it is written in his/her contract.

Other Deductions

Other deductions which you authorize, including Health Insurance, Flexible Benefits.

All salary deductions are itemized and presented to employees with their paychecks. Twin Rivers will not make deductions or withholdings from employee wages that are prohibited by federal, state or local law. Employees should review their paychecks regularly for potential errors and immediately report any discrepancies to Human Resources Team. If employees have any questions about deductions or withholdings from their paycheck, they should contact Human Resources Team. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Non-Certified Employee Hourly Pay Rate Policy

Full-Time Employee

A Full-Time Employee is a person who is scheduled to work 1080 clock hours or more during the 181-day school year. This employee shall be eligible for all non-certified employee benefits that the corporation offers. This employee will move up one full year of experience on the hourly rate schedule until he/she reaches the top of the hourly rate schedule.

Half-Time Employee

A Half-Time Employee is a person who is scheduled to work from 600 to less than 1080 clock hours during the 181-day school year. This employee will be eligible for selected employee benefits as determined by the Board. This employee will move up on the hourly rate schedule at one-half the rate of a full-time non-certified employee. In other words, two (2) years of half-time employment moves this employee up one year of experience on the hourly rate schedule until he/she reaches the top of the hourly rate schedule.

Part-Time Employee

A Part-Time Employee is a person who is scheduled to work less than 600 clock hours during the 181-day school year. This employee will be eligible for selected non-certified employee benefits as determined by the Board. This employee will remain at the year of experience level on the hourly rate schedule that he/she was hired at. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Tracking Time - Time Sheets

Twin Rivers requires all non-exempt hourly, part-time and temporary employees to track their time by maintaining a time sheet of all their hours of work. Time sheets are to be received in the office by Friday noon before payday on Wednesday. Our treasurer works hard to ensure you receive your checks on time and keeps the office running smoothly at the same time. Please assist them. They cannot print the checks until the time sheets are received. By receiving the time sheets on schedule it greatly assists the treasurer in being able to manage the work load. Do not cause everyone to receive a late check or you not to be paid for a pay period.

Falsifying time sheets is grounds for immediate disciplinary action, up to and including termination.

Employees should notify the Human Resources Team of any pay discrepancies, or unrecorded or inaccurate recorded work hours. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.=*

Overtime Hours Policy - Additional Hours

This policy applies to employees entitled to overtime compensation under the federal Fair Labor Standards Act (FLSA) and applicable state and local laws for hours worked more than 40 hours in any workweek. Nonexempt employees (aides) may qualify for overtime compensation; however, exempt employees (teachers / supervisors) under the FLSA are not entitled to overtime compensation.

Hours above the normal work week will not be paid to the aides unless prior approval has been received from the Director. If additional hours are listed on the time sheet without prior approval of the Director, the hours will not be paid.

The Twin Rivers compensates overtime compensation at a rate of 1.5 times an employee’s regular rate of pay for all hours worked in excess of 40 hours in any one workweek. Vacation, sick time and other excused absences are not included in hours that qualify for overtime eligibility. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Inclement Weather Policy - School Closings/Delays

The Corporation in which your program is located will determine any weather related delays or closings. Inform your students the first day as to the corporation in which your program is located. We will follow their direction and make up as needed. When classes are delayed for any reason, the non-certified staff will be paid at the delayed start time. If non-certified staff reports to work at the regular time to "catch up" on work, the office is to be notified at that time to ensure payment. If classes are released early due to weather or circumstances out of staff control, non-certified staff must contact the Director to establish what other work will be done at the time to ensure payment. When classes are canceled for any reason, non-certified staff will not be paid for the canceled day.

Other Events

Remind students even though their school is closed, observing an early release, on holiday, or experiencing building problems and our programs are scheduled to be in session they are expected in class. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Employee Benefits

Health Insurance

Twin Rivers offers group health insurance benefits to all eligible employees after the benefit plan's required waiting period. Details regarding the health insurance benefits offered by Twin Rivers are contained in the Summary Plan Description (SPD). Employees may obtain a copy of the SPD from the Human Resources Team.

Employees meeting the eligibility criteria for benefits may participate in the various insurance programs offered by Twin Rivers. Employees can review the eligibility criteria for each benefit in Twin Rivers's SPD for the particular benefit. Employees who elect coverage offered by Twin Rivers must complete all necessary enrollment forms.

Twin Rivers's group health insurance benefits are contributory, meaning employees are responsible for a portion of the benefits premium. Twin Rivers will contribute a portion of the premium, up to a maximum per month. The remainder of the cost is paid by the employee. The employee's contributory cost is deducted from the employee's paycheck. Currently employees who qualify for health insurance will pay $30.00 at 26 pays for employee only health insurance. This amount is subject to change as our insurance rates change. Additionally, premium rates may change in order for Twin Rivers CTE Area to stay in compliance with HEA1260.

Dependent Health Care - Twin Rives CTE Area will pay 10% of dependent health care premium, not to exceed $1,000 annually, for individuals who qualify for dependent health care. This amount is subject to change as our insurance rates change. Additionally, premium rates may change in order for Twin Rivers CTE Area to stay in compliance with HEA1260.

Employees have the option of waiving these benefits. If an employee declines to participate in these benefit programs on their initial eligibility date, the employee may request entry into the plan during the Open Enrollment or Special Enrollment period. However, an employee may not have to wait until the Open Enrollment or Special Enrollment period if there is a Change in Election Event for an applicable benefit. Some common Changes in Election Events include changes in employment status, divorce and marriage. In these circumstances, the election change must be on account of and consistent with the Change in Election event, as described in the SPD.

Benefits may be canceled or changed at the discretion of Twin Rivers, unless otherwise prohibited by law.

As a result of termination, a reduction in work hours or if an employee goes on military leave or takes another extended leave of absence, the employee may be eligible to continue their health benefits under federal or state law. Twin Rivers will continue to cover three (3) months of health insurance premiums for participating employees on an approved, extended leave of absence. In such an event, Twin Rivers will provide the employee with information about their rights to continue their benefits coverage.

Employees are urged to consult the SPD for details of the plan benefits. The plan document controls the payment of any benefits.

Enrollment in group insurance is voluntary. There will be no increase in wages if an employee waives coverage. Employees should contact the Human Resources Team for more information. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Life Insurance

Twin Rivers provides basic life insurance benefits to all eligible employees after the plan's required waiting period. Eligible employees are automatically enrolled in a group term life insurance plan upon meeting the eligibility criteria. Twin Rivers pays 100% of the premium for a $50,000 life insurance/accidental death and dismemberment policy for Twin Rivers employees who qualify for this insurance on the group plan.

Employees must designate a beneficiary or beneficiaries when enrolling in the life insurance plan. Employees may designate or change the beneficiary for this policy at any time. Beneficiaries can be updated at any time by submitting a new beneficiary designation form to the Human Resources Team.

Upon separation from employment, employees may have the option to convert their group life insurance coverage to an individual policy or continue coverage through a portability option, subject to the terms of the insurance provider. Employees are responsible for initiating this process and paying any associated costs.

For details about these benefits, please refer to the plan's Summary Plan Description. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Long Term Disability

Twin Rivers provides long-term disability insurance benefits to eligible employees. Eligible employees are automatically enrolled in the group long-term disability insurance plan upon meeting the plan's eligibility criteria. Twin Rivers pays 100% of the premium for this coverage.

Long-term disability insurance is designed to provide income replacement if an eligible employee is unable to work for an extended period due to a qualifying illness or injury. The plan generally provides a benefit equal to 60% of covered earnings following a 90-day elimination period, subject to applicable monthly maximums and other plan provisions.

Benefits are subject to the terms of the insurance plan, including eligibility requirements, pre-existing condition provisions, exclusions, limitations, benefit maximums, and maximum benefit duration. Employees who believe they may qualify for long-term disability benefits should contact Human Resources for information regarding the claims process.

For details about these benefits, please refer to the applicable plan documents and Summary Plan Description. *Policy History: Added October 2026.*

Workers' Compensation Insurance

Twin Rivers provides workers' compensation insurance, a type of accident and injury insurance that compensates an employee for lost wages, medical expenses and permanent impairment that results from an injury arising out of or in the course of work. This insurance is governed by state law and regulations. The amount of benefits payable, as well as the duration of payments, depends upon the nature of the employee's injury or illness. All medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law.

Employees must report any work-related injury or disease immediately (or as soon as practicable) to their supervisor and the Human Resources Team. This ensures that Twin Rivers can help the employee obtain

appropriate medical treatment and that the necessary paperwork can be completed in a timely manner. Please note that under state laws, employees who fail to report work-related injuries in a timely manner may see a reduction or denial of their workers' compensation benefits.

If an employee can return to work after an injury or illness for which they were receiving workers' compensation benefits, the employee must provide documentation from their medical provider that either outlines any work-related restrictions or verifies that the employee is able to complete all job-related tasks. If an employee can return to work under restrictions, Twin Rivers will make every reasonable effort to accommodate the employee's work ability and job responsibilities. When the medical provider removes all work restrictions, the employee is expected to perform their regular duties and will no longer receive workers' compensation benefits.

If an employee's workplace injury or illness qualifies as a serious health condition under the federal Family and Medical Leave Act (FMLA), the employee may take workers' compensation and FMLA leave concurrently.

Employees should direct any questions regarding workers' compensation insurance to the Human Resources Team.

The worker's compensation insurance carrier or the administrator for Twin Rivers Career & Technical Education Area is:

The Hanover Insurance Company
440 Lincoln Street
Worcester, MA 01653-0002
Phone: 1-800-628-0250
Contact: Customer Care Center

For more information about rights or procedures under the Indiana Worker's Compensation system, call or write:

Worker's Compensation Board of Indiana
Ombudsman Division
402 W. Washington St., Rm W196
Indianapolis, IN 46024
(317) 232-3808
1-800-824-2667

Policy History: Retained from the prior Employee Handbook; reviewed October 2026.

Other Benefits

Twin Rivers offers the following additional benefits: Voluntary Benefits with American Fidelity. In addition to Section 125 options, American Fidelity offers voluntary benefits for Disability, Accident, Cancer, Critical Illness, Hospital, Term Life, Whole Life, and Permanent Life including Chronic Illness.

Please refer to the Benefit Booklet and/or Summary Plan Description for additional details.

Separation Pay Professional

All certified teachers with fifteen (15) or more years of service with Twin Rivers Career and Technical Education Area who are at least fifty-five (55) years of age will be eligible for separation pay upon retirement.

The certified teacher will be paid a separation pay of fifty dollars ($50.00) per year of service with Twin Rivers Career and Technical Education Area and fifty dollars ($50.00) per accumulated unused sick leave days as a Twin Rivers Career and Technical Education Area employee, to a maximum of one hundred (100) days. A combined total amount shall not exceed $5,500.00.

The separation pay shall be paid out as follows:

1. Two thousand dollars ($2,000.00) will be paid by June 30 of the certified teacher's last school year of employment.
2. The retiring certified teacher will receive the remaining separation pay on the first Twin Rivers Career and Technical Education Area payday in August.

The separation pay will be paid only to certified teachers who announce and submit their retirement resignations by May 1 preceding the effective date of retirement unless the retirement is forced by ill health, death, or other extenuating circumstance in which case the requirement for early announcement can be waived by the Twin Rivers Career and Technical Education Area Board.

In cases where a certified teacher dies while in active service or after a certified teacher is retired, any remaining separation pay shall be paid to (1) his/her beneficiary as filed with the Indiana State Teachers' Retirement Fund, or if the beneficiary is deceased, (2) the separation pay will be paid directly to the teacher's estate.

Under no circumstance will the retirement benefit be granted to a certified teacher more than one time.

Public Employees Retirement Fund

Aides working more than six hundred (600) hours per year for Twin Rivers Career and Technical Education Area are eligible for participation in the Public Employees' Retirement Fund.

Policy History: Retained from the prior Employee Handbook; reviewed October 2026.

Time Off and Leave

Sick Leave

Twin Rivers understands that, at times, employees will need to be absent from work due to illness or other medical reasons. Because of this, Twin Rivers offers sick time to employees.

Sick leave may be used for the following:

- Medical appointments for the employee or their family members; or
- The employee’s illness or injury, or that of a member of the employee’s family.

Full-time employees earn sick leave as follows:

Each teacher will be allowed ten (10) days per school year without loss of pay. Unused sick days may accumulate to a maximum of one hundred seventy-eight (178) days. Sick days may be used for illness of the teacher's spouse, child, grandchild, grandparent, parent, or parent-in-law.

Part-time employees earn sick leave as follows:

Each aide will be allowed six (6) days per school year without loss of pay. Unused sick days may accumulate to a maximum of thirty (30) days. Sick days may be used for illness of the aide's spouse, child, grandchild, grandparent, parent, or parent-in-law.

Accrual and Carryover

Employees begin to accrue sick leave when they begin work for Twin Rivers. Employees may use their sick leave at any time after the first immediately of employment. Employees may carry over accrued sick leave from one year to the next. However, there is a cap on the amount of sick leave that can be accrued. Sick leave accrual is capped at 178 days for teachers; 30 days for aides. Once the cap is reached, an employee will not be able to accumulate any more sick leave until some of it is used. After the accrued sick leave amount goes below the cap, employees can begin accruing sick leave again. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Personal Leave

Twin Rivers recognizes that there may be certain instances when an employee needs to take leave that is not covered under Twin Rivers’s other leave policies. In those instances, Twin Rivers will consider an employee’s request for a personal leave. Personal leave may be used for personal business that cannot be tended to during work hours. Employees are not required to give Twin Rivers any specific reason for using personal leave. However, when an employee takes personal leave, the employee must give their immediate supervisor as much advance notice as possible.

Full-time employees earn personal leave as follows:

Three (3) personal leave days shall be allowed each school year without loss of pay. Unused personal days will be transferred to sick days.

Part-time employees earn personal leave as follows:

One (1) personal leave day shall be allowed each school year without loss of pay if approved by the Career and Technical Education Director. If unused at the end of the year, the personal leave day shall be transferred to a sick day.

Accrual and Use

Employees begin to accrue personal leave when they begin work for the Twin Rivers. Employees may use their personal leave at any time after the start of employment. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Bereavement Leave Policy

Employees will receive up to 5 days of paid time off in the event of the death of a member of their immediate family. Immediate family includes husband, wife, mother, father, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, or any other person who lived in the staff member's house. Employees are allowed 2 of paid leave in the event of the death of an extended family member. The extended family includes grandparent, niece, nephew, aunt, or uncle.

Employees should notify their supervisor of the need to use bereavement leave. Bereavement Leave must be taken within seven (7) calendar days beginning with the date of death. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Leave to Attend School Conferences (IN)

Twin Rivers will not take an adverse employment action against an employee as a result of the employee’s absence from work to attend a school attendance conference to discuss the employee’s child’s absences from school and establish a plan to prevent future absences or attend a case conference committee meeting concerning the employee’s child. The employee is required to make a reasonable effort to schedule a conference or meeting to take place electronically rather than in person. The policy applies equally to absences due to meetings for an employee’s biological children, adopted children, foster children and stepchildren.

However, Twin Rivers may take an adverse employment action against an employee under this policy as a result of the employee’s absence from work to attend a school attendance conference or case conference meeting if:

- The employee has attended more than one conference or more than one meeting for the calendar year;
- The absence was longer than reasonably necessary to attend and travel to and from the conference or meeting; or
- The employee failed to give Twin Rivers notice of the conference or meeting at least five days in advance of the conference or meeting.

Leave under this policy is paid, including travel time to and from the meeting or conference.

Employees taking leave under this policy must provide Twin Rivers with documentation verifying that the employee attended a conference or meeting for their child. *Policy History: Newly adopted October 2026.*

Jury Duty Policy (IN)

Twin Rivers encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. In general, employees are not compensated by Twin Rivers during jury duty leave. Exempt employees, however, will receive their regular compensation for any week during which they perform any work for Twin Rivers while they are on federal jury duty leave. During federal jury leave, employees may continue to participate in insurance and other benefits in accordance with established Twin Rivers policy. Twin Rivers will not require employees to use available annual, sick or vacation leave for time spent responding to a summons for jury service, participating in the jury selection process or serving on a jury. Employees may contact Human Resources Team for more information about their compensation and benefits while on jury duty leave in federal court.

Employees must provide Twin Rivers with reasonable advance notice of their summons notice after receiving it, but no later than before appearing for jury service, so that the Twin Rivers may plan for absences. Jury duty can last from a portion of a single day to several months or more. The Twin Rivers requests that while serving on jury duty, employees keep their supervisors apprised of their status.

Indiana state law allows for the postponement of jury duty in certain circumstances. Twin Rivers may ask employees to request a jury duty postponement pursuant to Indiana state law. Twin Rivers will provide additional documentation in this regard, if necessary. *Policy History: Newly adopted October 2026.*

Military Service Leave Policy (IN)

Indiana Military Leave

Twin Rivers provides eligible employees with an unpaid leave of absence for the time they are called to serve on Indiana National Guard active duty. Employees are eligible for leave under this policy if they are non-temporary employees who are members of the Indiana National Guard.

Indiana Military Training Leave

Twin Rivers provides eligible employees up to 15 days of leave per calendar year for military training. Non-temporary employees who are reserve members of the U.S. Armed Forces and are called to receive temporary military training are eligible for leave under this policy.

Employees must provide Twin Rivers with evidence of the dates of their departure and return as soon as possible before they depart for leave. Upon returning to work, employees must provide Twin Rivers with evidence of their satisfactory completion of the military training.

Twin Rivers will restore eligible employees returning from military training leave to either the employee’s previous position or a similar position with the same status that the employee held before leaving for military training. Military training leave does not affect the rights of an employee’s vacation leave, sick leave or other normal employment benefits. *Policy History: Newly adopted October 2026.*

Witness Duty Leave Policy (IN)

Twin Rivers allows eligible employees to be absent from work to respond to a subpoena in a criminal proceeding. Employees are eligible for leave under this policy if they must be absent from work to comply with a subpoena in a criminal proceeding. Leave under this policy is unpaid.

Twin Rivers will not terminate, threaten or deprive an employee of employment benefits because the employee received or responded to a subpoena in a criminal proceeding. Additionally, Twin Rivers may require an employee taking leave under this policy to comply with the organization's general leave policy on absences. *Policy History: Newly adopted October 2026.*

Civil Air Patrol Leave Policy (IN)

Twin Rivers will not discipline any eligible employees for taking authorized leave to respond to an emergency service operation for the Indiana Wing of the Civil Air Patrol.

Eligibility

Employees who are, and who notify Twin Rivers in writing that they are, members of the Indiana Wing of the Civil Air Patrol are eligible for Civil Air Patrol leave. However, Twin Rivers may reject an employee's notification of Civil Air Patrol membership if the employee is an essential employee.

Notice of Leave

Employees who have already reported to work and are leaving to engage in an emergency service operation for the Indiana Wing of the Civil Air Patrol must receive authorization from their supervisor before taking Civil Air Patrol leave. In all cases, employees must provide notice of leave to Twin Rivers as far in advance as possible of the intended dates upon which their Civil Air Patrol leave will begin and end.

Documentation

Upon request, employees must provide Twin Rivers with a written statement from the employee's commander or other officer in charge of the Indiana Wing of the Civil Air Patrol at the time of the employee's absence indicating that the employee was engaged in an emergency service operation at the time of the employee's Civil Air Patrol Leave. *Policy History: Newly adopted October 2026.*

Break Time for Nursing Mothers Policy

Twin Rivers complies with the Pregnant Workers Fairness Act (PWFA) and all applicable federal, state, and local laws and provides reasonable accommodations for employees and applicants with known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would create an undue hardship.

Employees may request an accommodation by notifying their supervisor or Human Resources. Twin Rivers will engage in an interactive process to determine an appropriate accommodation and may provide an alternative effective accommodation where appropriate.

Examples of accommodations may include schedule modifications, additional or longer breaks, leave, light duty, temporary job restructuring, modified equipment or uniforms, or other workplace adjustments.

Twin Rivers also provides reasonable break time for employees to express breast milk for up to one year following the birth of a child. A private space, other than a bathroom, will be provided for this purpose. Employees may use existing break or meal periods or request additional time as needed.

Twin Rivers will not discriminate or retaliate against any individual for requesting or receiving an accommodation. Medical information related to accommodation requests will be kept confidential to the extent practicable.

Employees with questions or requests should contact Human Resources. *Policy History: Newly adopted October 2026.*

Religious Observance Policy

Twin Rivers is committed to providing a workplace that respects employees' sincerely held religious beliefs and practices and complies with all applicable federal, state, and local laws.

Employees may request a reasonable accommodation if a religious belief or practice conflicts with a work requirement. Requests may be made verbally or in writing to a supervisor or Human Resources and should describe the conflict and the accommodation requested.

Twin Rivers will engage in an interactive process with the employee to identify a reasonable accommodation. Accommodations will be provided unless doing so would create an undue hardship on operations. Twin Rivers may provide an alternative accommodation if appropriate.

Examples of accommodations may include schedule adjustments, voluntary shift substitutions, time off for religious observances, or exceptions to dress or grooming requirements.

Twin Rivers will not discriminate or retaliate against any employee for requesting or receiving a religious accommodation. Information related to requests will be kept confidential to the extent practicable. *Policy History: Newly adopted October 2026.*

Voting Policy

Twin Rivers encourages all employees to vote. To that end, Twin Rivers complies with all state election laws with respect to providing employees time off to vote.

Most polling facilities for elections for public office have hours that are scheduled to accommodate working voters. Twin Rivers, therefore, requests that employees schedule their voting before or after their work shifts. If an employee has four consecutive hours, either between the opening of the polls in their community and the beginning of the workday or between the end of the workday and the closing of the polls, the employee will be deemed to have sufficient time outside of their normal working hours to enable them to vote. If an employee has less than four consecutive hours in the time periods described above, the employee may take as much working time as needed, when added to their available voting time outside normal working hours, to enable them to vote. Employees must provide Twin Rivers with at least two to 10 working days before the election that they need leave to vote.

Time off to vote is paid and does not count against an employee's accrued paid time off or sick time. However, for nonexempt employees, no more than two hours of working time taken off to vote will be paid.

Such time must be taken only at the beginning or end of the employee's workday as designated by the employee's supervisor.

If state law requires a different arrangement, Twin Rivers will comply with state law. Employees should direct any questions regarding this policy to the Human Resources Team. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Workplace Safety

Drug-Free Workplace and Fitness-for-Duty Policy

Twin Rivers School Corporation is committed to maintaining a safe, healthy, and productive environment for students, employees, and the community. Twin Rivers will comply with the federal Drug-Free Workplace Act and any other drug- and alcohol-related requirements applicable to its federal contracts, grants, operations, and employees. This policy applies to all employees while working, on Twin Rivers property, in Twin Rivers vehicles, at Twin Rivers-sponsored activities, or otherwise representing Twin Rivers.

Employees must report to work and remain fit to perform their duties safely and effectively. Employees may not unlawfully manufacture, distribute, dispense, sell, purchase, possess, or use a controlled substance or illegal drug while working, on Twin Rivers property, in a Twin Rivers vehicle, or at a Twin Rivers-sponsored activity. Employees may not possess or consume alcohol during working time, including meal or rest periods, or report to or remain at work while impaired by alcohol, an illegal drug, cannabis, a misused prescription or over-the-counter medication, or another substance when the impairment materially affects safe or effective job performance.

The lawful use of a prescription or over-the-counter medication is not prohibited. Employees must follow prescribing and label instructions and take appropriate steps if medication may affect their ability to perform essential duties safely. Twin Rivers may address work restrictions or reasonable-accommodation issues through applicable personnel procedures. Employees need not disclose a diagnosis or medication unless disclosure is required to address a work restriction, request an accommodation, comply with law, or protect safety.

Except for testing required by applicable law or a separately adopted lawful testing program, Twin Rivers does not conduct routine or random drug or alcohol testing. Twin Rivers may require testing when specific and repeated observations or other reliable, documented facts create reasonable suspicion that an employee has violated this policy. Following a workplace accident or safety incident, testing may be required only when known facts provide a reasonable basis to believe drug or alcohol use may have contributed; an accident or injury alone will not automatically require testing.

When practicable, a supervisor trained to recognize and document possible impairment will confirm and record the basis for testing. Twin Rivers may remove an employee from duty or place the employee on administrative leave while a safety concern or test result is evaluated. Testing will follow written procedures consistent with applicable law, including appropriate collection, confirmation, review, confidentiality, and employee-notification safeguards. Refusal to comply with a lawful testing directive, tampering with a test, or interfering with the testing process may result in corrective or disciplinary action, up to and including termination.

Employees who perform safety-sensitive transportation functions covered by U.S. Department of Transportation regulations are subject to the requirements applicable to their regulated positions, including any required pre-employment, random, post-accident, reasonable-suspicion, return-to-duty, and follow-up testing. Only employees covered by the applicable DOT regulation will be included in a DOT random-testing pool. If Twin Rivers employs covered employees, its separate DOT policy and procedures control in the event of a conflict with this general policy.

As a condition of employment under a covered federal contract or grant, each employee engaged in performance of the covered award must comply with this policy and notify the Twin Rivers Director in writing of any conviction under a criminal drug statute for a violation occurring in the workplace no later than five (5) calendar days after the conviction.

When required by the Drug-Free Workplace Act, Twin Rivers will notify the applicable federal contracting or granting agency within ten (10) calendar days after receiving notice from the employee or otherwise receiving actual notice of the conviction.

Within thirty (30) calendar days after receiving notice of a covered conviction, Twin Rivers will take an appropriate personnel action, up to and including termination, or require satisfactory participation in an approved drug-abuse assistance or rehabilitation program, consistent with applicable law and Twin Rivers policy.

Employees must also comply with the additional criminal-history reporting requirements contained in the Background Checks and Criminal History Reporting Policy.

Twin Rivers will maintain a drug-free awareness program informing employees of the dangers of drug abuse in the workplace, this policy, available counseling, rehabilitation, and employee-assistance resources, and potential consequences. Availability and cost will be determined by the applicable program or benefit plan.

Twin Rivers encourages employees to seek assistance before a violation or safety issue occurs. A voluntary request for assistance, by itself, will not result in discipline. Seeking assistance does not excuse prior misconduct, prevent a response to an existing performance or safety concern, or eliminate legal obligations. Violations may result in corrective or disciplinary action, up to and including termination, based on the circumstances and applicable law, policy, contract, or collective-bargaining obligation.

Records and information concerning testing, medical review, accommodation, or treatment will be maintained separately and disclosed only as permitted or required by applicable law and Twin Rivers procedures.

Twin Rivers will provide employees access to this policy and any notices or training required by law. Employees may be required to acknowledge receipt. Twin Rivers will make a good-faith effort to maintain a drug-free workplace. The Twin Rivers Director is responsible for administering this policy and coordinating required federal notices. *Policy History: Retained from the prior Employee Handbook; revised and readopted October 2026.*

Smoking Policy (IN)

In order to provide a safe and comfortable working environment for all employees and students, smoking is strictly prohibited at all times by students, all school staff, parents, and visitors on school property, in school vehicles, and at school-sponsored functions away from school property 24 hours a day. *Policy History: Newly adopted October 2026.*

Safety Drills

Fire Drill: Review procedure each month with the students and practice fire drill procedure. Complete the proper form ("Fire Drill") for reporting and send to the office by the last day of each month. Post fire drill procedure in the classroom.

Tornado Drill: Review tornado drill procedures during the first week of September, October, March, and April with the students. Practice the tornado drill at least twice a semester. Complete the proper form ("Tornado Drill") for reporting and send to the office by April 25th. Post tornado drill procedure in the classroom.

Earthquake Preparedness Steps:

WHEN THE SHAKING BEGINS: Drop, Cover, and Hold on; move only a few steps to a safe place. Get under a sturdy object such as a desk, table or in a doorframe, as this is the sturdiest part of the building structure. Do not use the elevators. Stay inside until shaking stops—most injuries occur when people attempt to move to a different location. If you are in a high-rise building, expect the fire alarms and sprinklers to go off, stay away from the windows. Sit by an interior wall as it is less likely to collapse than an outside wall. If you are outdoors, find a clear spot away from buildings, trees, and power lines, and drop to the ground. If you are in a car, slow down, drive to a clear place, and stay in the car until the shaking stops.

WHEN THE SHAKING STOPS: Check yourself and others for injuries, give first aid; do not try to move the seriously injured. Evacuate the building after the shaking stops. Do not re-enter until permitted by authorities. Watch for downed power lines, broken gas lines, and other hazards. If possible, extinguish any small fires. Listen to the radio or TV. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Eye Protective Devices

IC 20-8.1-8-1 requires every pupil and teacher in any public school, while participating in certain courses or laboratories, to wear industrial quality eye protective device. Industrial quality eye protective device shall mean devices meeting the standards of the American Standard Safety Code for head, eye and respiratory protection z-2.1 1-1959, promulgated by the American Standards Association, Inc.

IC 20.8.1-8-1 specifies that such protective devices shall be used in the following courses:

A. Vocational or industrial arts shops or laboratories involving experience with (1) hot molten metals; (2) milling, sawing, turning, shaping, cutting or stamping of any solid metals; (3) heat treatment, tempering, or kiln firing of any metal or other materials; (4) gas or electric arc welding; (5) or repair or servicing of any vehicle; (6) caustic or explosive materials.
B. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

Eye protective device is provided for each student in the Twin Rivers Career & Technical Education Area Automotive Service Tech Program and Building Trades. The eye protective device is paid through student fees and is required to be worn at all required times. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Workplace Safety and Accident Rules & Tips

Twin Rivers wants to ensure that all employees remain safe and injury-free at all times. Twin Rivers complies with all applicable safety laws and regulations. To ensure that accidents are avoided whenever possible, Twin Rivers expects employees to refrain from horseplay, careless behavior and negligent actions in the workplace. It is Twin Rivers's policy to maintain a safe and secure working environment for all employees, students, and visitors.

While working, employees must observe safety precautions to ensure their own safety and the safety of others. All work areas must be kept clean and free of clutter and debris. Employees should only use equipment, machinery and tools if they are authorized and properly trained. Where applicable, employees must wear required personal protective equipment, such as gloves, helmets, safety glasses and masks. Any hazards, potentially dangerous conditions and equipment malfunctions must be corrected immediately or reported to a supervisor or the Human Resources Team. All employees are responsible for participating in safety training, following safety instructions, correcting or reporting unsafe behavior and encouraging others to work safely.

If an employee is involved in an accident, the employee must:

- Report the accident to their supervisor or the Human Resources Team immediately;
- Obtain any necessary medical treatment;
- Complete an Accident Report, regardless of the severity of the injury, within 24 hours of the accident or incident; and
- If the employee must seek additional medical treatment, obtain their supervisor's consent before leaving the premises.

If the accident or incident results in a serious injury, employees should also call 911. Additionally, if there are any internal or external investigations related to the accident, employees are required to assist in the investigation. Employees who fail to comply with this procedure may be subject to disciplinary action, up to and including termination.

To help ensure the safety of all employees, first aid kits are available at designated locations. Emergency exits, fire extinguishers and alarm pull stations must be kept clear and accessible at all times. Employees should familiarize themselves with the building's evacuation routes and emergency protocols.

To ensure the health and safety of employees and the security of Twin Rivers's equipment and facilities, Twin Rivers prohibits the possession, use of illegal drugs or dangerous weapons, or unsponsored use of alcohol on Twin Rivers property. A license to carry a dangerous weapon on Twin Rivers property does not supersede Twin Rivers policy. Any employee who violates this policy will be subject to prompt disciplinary action, up to and including termination.

Twin Rivers reserves the right at any time and at its discretion to search all Twin Rivers-owned, rented or leased vehicles and all vehicles, packages, containers, briefcases, laptop bags, purses, lockers, desks, enclosures and persons entering Twin Rivers property, to determine whether any weapon has been brought onto Twin Rivers's property in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Employees are strictly prohibited from willfully disregarding Twin Rivers's safety rules, tampering with safety devices or equipment, failing to report accidents or injuries, working under the influence of illegal drugs or alcohol and engaging in violent or threatening behavior. Engaging in these behaviors may result in disciplinary action, up to and including termination.

Any violation of this policy may lead to disciplinary action, up to and including termination of employment.

SAFETY TIPS

SUPERVISION: Students should be supervised at all times

KEEP RECORDS of student safety tests, safety lessons and date of lesson, safety pledges, and records of safety violations

ACCIDENT REPORTS filed immediately and completely with all needed information

PARENTAL CONSENT for any activity different from the norm (field trips, special community projects)

DEMONSTRATE KNOWLEDGE prior to the operation of any equipment. If instructions have not been given, can not use equipment in class

MACHINE GUARDING should be in place or defective machinery should be taken out of service

SHOP OR HOME MADE EQUIPMENT should be avoided. Manufactured equipment have been tested and approved for student usage

PROPER PERSONAL PROTECTIVE equipment should be worn whenever necessary. (Better a bad hair day than no hair)

DISCIPLINARY PROCEDURES should be followed and documented

Policy History: Retained from the prior Employee Handbook; reviewed October 2026.

Reporting Injuries and Illnesses

Twin Rivers is committed to maintaining a safe and healthy environment for employees, students, and the community. Employees work in a variety of settings, including classrooms, labs, work sites, and office environments, each of which may present different safety risks. Safety is everyone's responsibility.

Employees are expected to follow all safety procedures, use equipment properly, and remain aware of their surroundings in instructional, work-based learning, and office settings.

All work-related injuries and illnesses must be reported immediately to a supervisor or Human Resources, even if the injury appears minor or its cause is uncertain. Prompt reporting allows Twin Rivers to respond appropriately, investigate the situation, and take corrective action to help prevent future incidents.

Human Resources will document reported incidents and may follow up as needed.

Employees should also report any unsafe conditions or potential hazards to their supervisor or Human Resources as soon as possible. *Policy History: Newly adopted October 2026.*

Workplace Violence Prevention - Reporting Threatening Behaviors

Twin Rivers is committed to preventing workplace violence and ensuring a safe workplace for all employees. Twin Rivers will not tolerate violence or threats of violence of any form in the workplace, at

work-related functions or outside of work if it affects the workplace. This policy applies to Twin Rivers employees, students, visitors, and persons doing business with Twin Rivers.

Threatening behavior may take different forms, including but not limited to the following:

A. face-to-face encounters in which words are used that indicate to the staff member that his/her safety and well-being are in jeopardy;
B. written communications that include comments toward the staff member or his/her family which are disparaging or would imply or state explicitly that the staff member and/or his/her family may be subject to some form of physical or psychological abuse or violence;
C. written or spoken comments to a staff member which could subject him/her to blackmail or extortion;
D. written or spoken communication that would imply or explicitly state that some form of damage may be done to the staff member's property or that of his/her family.

Any staff member who believes that s/he is the victim of any of the above actions or has observed such actions taken by a student, parent, fellow staff member, supervisor, co-worker, or other person associated with the Vocational Area such as a vendor, contractor, volunteer, or school official should promptly take the following steps:

A. If the alleged threatener is the staff member's supervisor, the affected employee should, as soon as possible after the incident, contact a Twin Rivers Vocational Area Board member.
B. If the alleged threatener is not the staff member's supervisor, the affected staff member should, as soon as possible after the incident, contact his/her supervisor.
C. If the alleged threatener is a student of the Vocational Area, the teacher should immediately inform the Vocational Director of the alleged threat.

The staff member may make contact by a written report, by telephone, or by personal visit. During this contact, the reporting staff member should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassment incident(s). A written summary of each such report is to be prepared promptly by the staff member receiving the report and forwarded to the Vocational Director.

Each report received by the supervisor or Vocational Director as provided above shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

A. protect the confidentiality of the staff member who files a complaint;
B. encourage the reporting of any incidents of threat;
C. protect the reputation of any party wrongfully charged with threatening conduct.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate, remedial and/or disciplinary action will be taken to prevent the continuance of the threat or its recurrence.

The Vocational Area recognizes that determining whether a particular action or incident is a threat must be based on all of the facts in the matter. Given the nature of this type of intimidation, the Vocational Area recognizes that false accusations of threat can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present threat allegations or charges against fellow staff members, students, or others associated with the Vocational Area. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Students and School Personnel Infected with Dangerous Communicable Diseases Policy

SCHOOL CORPORATION POLICY REGARDING STUDENTS AND SCHOOL PERSONNEL INFECTED WITH DANGEROUS COMMUNICABLE DISEASES

The Governing Body of the school corporation recognizes the need to adopt and implement a policy to deal with students and school personnel found to be infected with a dangerous communicable disease, including but not limited to Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS). The HIV virus has been found in the blood, semen, saliva and tears of infected persons, but medical authorities to date know of no transmission of the virus through saliva or tears. Studies connected with AIDS patients, their families and the medical personnel working with them have produced evidence that the HIV virus is not transmitted through normal casual conduct, and that such contacts with infected persons do not pose a health threat to the general public. Medical authorities do, however, recommend certain hygienic measures be followed by anyone who may come into contact with the body fluids of one infected with the virus, especially in dealing with children who are prone to bite or mouth objects and in dealing with the clean-up of blood or body excretions.

When a person is infected with AIDS, he or she is in the final stages of a series of health problems caused by the HIV virus. The AIDS virus attacks a person's immune system and damages his or her ability to fight other diseases. Without a functioning immune system to ward off other germs, he or she then becomes vulnerable to becoming infected by bacteria and other viruses and malignancies, which may cause life-threatening illnesses, such as pneumonia, meningitis and cancer. There is presently no cure for AIDS and there is presently no vaccine to prevent AIDS.

Therefore, based upon the current medical information and pronouncements regarding the nature and transmission of dangerous communicable diseases, including the HIV virus, the life-threatening nature of AIDS, mindful of its duty to provide public education to the students of this school corporation, and its duty to provide for the safety and well-being of its students and school personnel, the Governing Body hereby adopts the following policy regarding dangerous communicable diseases, including but not limited to HIV and AIDS.

EXPOSURE CONTROL PLAN

EXPOSURE CONTROL PLAN for blood and other potentially infectious materials.

Statement: School corporations are required to have a written Exposure Control Plan which is designed to eliminate and/or minimize employees' exposure to blood and other potentially infectious materials. OSHA General Industry Safety Standards: 29 CFR Section 1910.1030 Blood Borne Pathogens.

Rules: The exposure control plan for Twin Rivers Career & Technical Education Area has the following three elements:

1. Exposure determination
2. A. Compliance, B. Hepatitis B Vaccination and
3. Evaluation procedures

Exposure Determination

1. First List: Those job classifications for which all employees have occupational exposures:
    1. Career & Technical Education Director
    2. Secretary
2. Second List: Those job classifications for which some of the employees have an occupational hazard:
    1. Career & Technical Education Teachers
    2. Teachers' Aides
3. Third List: This list requires tasks and procedures where occupational exposure may occur and such tasks are performed by employees holding jobs listed in the second list.
    1. Career & Technical Education Teachers: working with students in and around power equipment and hand tools. Required to use Universal Precautions. According to Universal Precautions, all human blood and certain human bodily fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

Teachers' Aides: working with students in and around power equipment and hand tools. Required to use Universal Precautions. According to Universal Precautions, all human blood and certain human bodily fluids are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.

Compliance

Universal precautions are currently being used and will continue to be standard procedure for all employees in the Twin Rivers Career & Technical Education Area.

The following work practices will be observed:

1. Hand washing facilities or an antiseptic hand cleaner with paper towels will be provided to the employees who are regularly exposed to blood and other potentially infectious materials. If an antiseptic is used, the employee is to wash with soap and water as soon as possible after using the antiseptic. If gloves are used, the employee is required to wash hands and skin with soap and water immediately after removing the gloves.
2. Employees who were not wearing gloves or any kind of protection and who have contacted blood or potentially infectious fluids are required to wash their skin immediately after contact with the fluid.
3. All procedures involving blood and other potentially infectious materials are to be performed in such a manner as to minimize splashing, spraying, or spattering of these fluids.
4. Personal protective equipment will be provided to employees who have an occupational exposure to potentially infectious materials. The equipment will be provided at no cost to the employees. Examples of personal protective equipment are gloves, lab coats, face masks, and eye protection.
5. Procedures for the cleaning, repairing and properly disposing of personal protective equipment used by the employees are available.
6. All worksites which are exposed to blood and other potentially infectious fluids will be cleaned on a scheduled basis and will provide immediate decontamination of all areas which are exposed to, or have been in contact with, blood and other potentially infectious materials. Broken glass which may be contaminated with infectious fluids should be cleaned up by using mechanical means and not by hand (i.e. by dust pan and brush, tongs, forceps).

7. Disposal methods and cleaning of any material which may have been contaminated by blood and/or other potentially infectious material will be provided.

Hepatitis B Vaccination

Twin Rivers Career & Technical Education Area will make available to all employees who are occupationally exposed, the Hepatitis B vaccine and its vaccination series. A post-exposure evaluation and a follow-up will be provided to all employees who have an “exposure incident.” (Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, pierced mucous membrane or skin by a cut, human bite, or abrasion, contact with blood or other potentially infectious materials resulting from performance of an employee’s duties.) The medical procedures, including the vaccine and its series and any treatment necessary will be made available to the employee at no cost to them, at a reasonable time and place, and to be performed under the supervision of a licensed doctor or healthcare professional at the recommended intervals of the U.S. Public Health Service. All lab tests will be conducted at an accredited lab and at no expense to the employee.

1. Hepatitis B Vaccine and Vaccination Series - This vaccine will be made available to all employees who hold a position listed in the exposure determination after they have received training and within 10 days of job assignment which would potentially expose them to blood and other potentially infectious materials. The only exceptions are (1) if the employee has received the series, (2) antibody tests show the employee is immune, or (3) medical reasons prevent the employee from receiving the vaccine. The employee may decline to take the vaccine. If an employee does decline to receive the vaccine, he or she must sign a statement they decline the vaccine. (See Appendix B) This statement will be kept in the medical records of the employee. An employee who initially declines may decide at a later date to receive it. If so, the same standards and regulations as described above apply. If booster shots are required, they must be made available to the vaccinated employees.
2. Post-Exposure Evaluation and Follow-Up - Every employee who has contact with potentially infectious materials is required to fill out a report on the event. After such an event, Twin Rivers Career & Technical Education Area will make available to the employee a medical evaluation. The evaluation will be confidential and include the following:
    a. documentation of the exposure incident and the circumstances surrounding the exposure; and
    b. identification of the individual who was the source of the infectious material unless such identification is prohibited by law.
    The source’s blood will be tested as soon as possible after the exposure and after consent is obtained. The test will be for the Hepatitis B virus and the HIV virus. If the individual is already known to have either of these viruses, no testing is required. Results of the test will be made known to the employee who was exposed. The employee will be told of the applicable laws and regulations concerning the individual infected.

    The employee’s blood will then be tested after consent. Twin Rivers Career & Technical Education Area will provide post exposure treatment if it is medically indicated by the U.S. Public Health Service, in addition to counseling and evaluation of reported illnesses relating to the exposure incident. The health-care professional who evaluates the employee after exposure is to be provided the following information by the school corporation:
        a. a copy of the federal regulations regarding the Exposure Control Plan,
        b. a description of the duties of the employee as they relate to the exposure incident,
        c. documentation of the exposure incident and the circumstances surrounding the exposure,

d. results of the individual's blood test who was involved with the exposure incident, and

c. medical records of the employee which include vaccination status and are relevant to appropriate treatment

The healthcare professional, within 5 days after completion of the evaluation, shall write an opinion as to whether the employee should receive a Hepatitis B vaccination and if so, whether the employee has received it. The opinion should also include information that the employee has been informed of the results of the evaluation and of any medical conditions resulting from exposure which require additional evaluation or treatment. Any other findings of diagnosis other than those listed above shall be kept confidential and should not be in the written opinion. Twin Rivers Vocational Area shall obtain a copy of this report and give it to the employee within 15 days after the evaluation has been completed.

Communications of Hazards to Employees

All employees who have occupational exposure to potentially infectious materials will be trained at no cost to them and during working hours. The training is to be provided at the time of the employee's initial assignment and at least annually thereafter. The annual training for all employees must be provided within one calendar year of their previous training. If an employee's tasks change or are modified which would affect the occupational exposure of that employee, additional training is required and may be limited to addressing the new exposure created by the changes or modifications.

The training program must be presented in such a manner that all employees are able to understand and comprehend it. The program must also contain the following:

a. a copy of the regulations and an explanation,
b. a general explanation of epidemiology and the symptoms of blood borne diseases,
c. an explanation of the transmission modes of blood borne diseases,
d. an explanation of the school corporation's exposure control plan and of how an employee may obtain a copy of it,
e. an explanation of the various ways to recognize tasks and activities which may expose a person to blood and other potentially infectious materials,
f. an explanation of the methods which will reduce or eliminate exposure including use of work practices and personal protective equipment,
g. information of the proper use, handling, selection, and disposal of personal protective equipment,
h. information on the Hepatitis B vaccine including its safety, method of administration, and benefits, and that it will be offered free of charge,
i. information on actions to take and the people to contact in an emergency situation involving blood and other potentially infectious materials,
j. an explanation of the procedure to be followed if an exposure incident occurs including reporting requirements and that a medical follow-up will be available, and
k. information about the post-exposure evaluation and follow-up, and
l. an opportunity for questions and answers between the employees and the trainer.

The person who conducts the training will be someone who is knowledgeable about blood borne pathogens, their transmissions and vaccinations, and how it relates to the school setting.

Recordkeeping

Twin Rivers Career & Technical Education Area will keep and maintain an accurate medical record of each employee with occupational exposure. The record will include:

a. name and social security number of employee,
b. Hepatitis B vaccine status, dates of the vaccinations, and medical records relating to the employee's ability to receive the vaccinations,
c. copy of all exams, medical tests, and follow-up procedures done after an exposure incident the employee reported,
d. copy of information given to the healthcare professional after an exposure incident.

The medical records of each employee will be kept confidential and cannot be released, disclosed, or reported to anyone within or outside of Twin Rivers Career & Technical Education Area without the express written consent of the employee. The only exception is if the disclosure of the medical record is required by law or the regulations. These records will be maintained for the duration of the employee's employment plus 30 years.

Twin Rivers Career & Technical Education Area will maintain training records and these records will include the following items:

a. dates of the training sessions,
b. a summary of the training sessions,
c. names and qualifications of the persons conducting the training sessions, and
d. names and job titles of all employees attending the sessions.

The training records will be maintained for 3 years from date the training occurred. All of the records required to be maintained will be made available to the Assistant Secretary of Labor for Occupational Safety and Health and/or the Director of the National Institute for Occupational Safety and Health or their designated representatives for examination and copying.

Procedure for Evaluation of Exposure Incident

Any employee who is, or believes that they have been, involved in an exposure incident must report this incident in writing to the immediate supervisor as soon as possible after the incident occurs. This written report is to contain a description of who, what, when, and where of the incident and a copy must be given to the vocational director.

The Career & Technical Education Director will conduct an investigation of the exposure incident. The investigation must include at least the following:

1. date and time of incident,
2. location of incident,
3. names of all adults and their job titles,
4. names of all students involved,
5. questioning of those involved to understand what happened and what actions were taken by those involved,
6. determination if proper procedures were followed, including the use of Universal Precautions, and
7. recommendation(s) on to either lessen the chance of reoccurrence or to eliminate it entirely.

The Career & Technical Education Director or designee will do a periodic follow up on reported exposure incidents to determine if preventive steps have been taken. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

APPENDIX A

Student-Related Procedures

Student Health, Safety, and Classroom Procedures

Illness: If a student should become ill at the classroom and you believe they should return to their home, contact their home school, home, and the Director. No student should be traveling at any other time than regular travel time without the home school, parents, and Director being notified.

Behavior: It is important that proper behavior be maintained at all times in the classroom. Document any activity that you believe is inappropriate and may lead to the student's dismissal. If you believe the student should return to their school, contact the Director immediately.

Classroom Equipment: The classroom computers, phone, fax, and printer are for school use. They are not for the student's personal usage.

Field Trip: Field trips should be an enhancement to the classroom learning. It is highly recommended each program arrange one (1) major field trip per semester. The field trip is to be approved by the office prior to announcing to the students. Submit the "Field Trip Request Form" in required time line. It is your responsibility to arrange transportation. If you are planning on going out of state, the Twin Rivers Board and then each individual corporation board must approve the trip. If the trip is worth planning, it is expected everyone attend unless the home school denies their participation.

- Request – 14 days prior to trip
- Transportation request – 14 or more days prior to trip
- Parental Permission – 10 days prior to trip
- Teacher Acknowledgement – 7 days prior to trip
- Notification to schools of attendees – 5 days prior to trip
- Out of state – 2 months lead time

Grades: Review your grade requirements with your students. Be sure the students are aware of what is expected so they will not be "surprised" at grade report time. Keep documentation as to the activity or lack of, for a student's grade. The semester grade is an average of the grading periods and semester exam (if you give one). It should not be based on bonus points. A student cannot have earned a 'B' for both grading periods and have an 'A' for the semester. Information on when, how, and to whom grades are to be sent will be sent to you after school starts.

Medicine: We may not dispense medicine (prescription or non-prescription) to any student without prior written approval from the parent/guardian. This is opening yourself and the program to a liability lawsuit. Aspirin is a drug. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Excessive Absence Procedure

As Twin Rivers Career & Technical Education Area tries to provide quality career experiences and education for the area students, it is felt that attendance is a major component of such instruction. To

reinforce the importance of daily attendance the following procedure will be implemented as of August 1, 2008.

Each student's situation will be reviewed on its own individual merits.

1. Once a student misses five (5) days of classes (each class is considered 3 hours), a letter/e-mail will be sent to the sending school counselor, principal, and attendance officer notifying them of the days missed regardless of excused or unexcused status. The parents will be notified by a letter, e-mail or phone call of the absences. The days missed do not include school related functions, such as ISTEP, GQE, or school related field trips.
2. Upon eight (8) days of absences, correspondence will be sent to the school representatives and parents that the student is on probation for the remainder of the program year. A parent conference may be scheduled if requested by any of the parties to discuss the situation.
3. Upon twelve (12) days of absences within one semester or fifteen (15) days within one year, the student may be withdrawn from the program and reassigned to the home school. The student may request a review of the decision. The Career & Tech Director, Instructor, home school principal and counselor will review the following items before the final decision is made:
    a. Are the absences excused or unexcused
    b. Has information been provided to support reason for absences
    c. Has the student made up missed work
    d. Does the student participate in class
    e. Does the student do the work assigned and in a timely manner
    f. Does the student have an interest to continue in the program

Policy History: Retained from the prior Employee Handbook; reviewed October 2026.

Perfect Attendance

Twin Rivers Career & Technical Education Area desires to encourage the development of positive career related goals in the students. In the work industry a top characteristic of a good employee is attendance and punctuality at the work site. To recognize and reward the students, Twin Rivers Career & Technical Education Area will acknowledge perfect attendance of its students.

Perfect attendance shall be defined as the following:

- The student is in class every day the class meets
- The student arrives on time
- The student shall be deemed in class:
    - if on a school sponsored trip with written notification given in advance to the instructor
    - representing their school at a school function with written notification given in advance to the instructor
    - their school is closed due to weather

Recognition shall be observed in various methods, but not limited to:

- Certificate indicating the dates of "Perfect Attendance"
    - Listed by nine weeks
- Receipt of coupon from area business
- Selected other award by staff
- Letters sent to their home school recognizing their achievement

- Notification sent to area papers

Policy History: Retained from the prior Employee Handbook; reviewed October 2026.

Student Discipline

Participation in a Career & Technical Education program offered by Twin Rivers Career & Technical Education Area is ***a privilege*** students earn and must maintain. A student remains in good standing by following all the rules, regulations, and guidelines established by the Board of Directors, the Twin Rivers' staff and the student's home school. **Failure of a student to remain in good standing may result in being denied participation in the Career & Technical Education program, being suspended, and/or being reassigned to their home school.**

Students are expected to behave in a civil manner at all times. Each student is expected to honor the requests of the instructor/staff.

If behavior warrants, the home school principal will be contacted to assist in the discipline procedure.

If the Career & Technical Education program is located in a high school, students will be expected to follow the rules and regulations of the host school. If the host school administers discipline, the person administering the discipline will contact the student's home school principal and inform them of the matter and action taken.

The jurisdiction of the Twin Rivers Career & Technical Education Area extends to any activity for which Twin Rivers Career & Technical Education Area is responsible, whenever and wherever it occurs.

These guidelines are based upon I.C. 20-33-8 of the State of Indiana and the standards set forth by the Board of Directors of the Twin Rivers Career & Technical Education Area.

DISCIPLINARY ACTION will be taken in the event that any of the following types of behavior occur:

1. LACK OF RESPECT for the dignity, welfare, and property of students and staff
2. DISRUPTIONS IN THE CLASSROOM or during any function of the program
3. FAILURE TO FOLLOW DIRECTIONS or requests of administrators, teachers, or staff at the program site or related function
4. ABSENCE FROM CLASS WITHOUT PERMISSION
5. LEAVING WITHOUT PERMISSION from the Twin Rivers Program or school site. It is not permissible for students to leave the Twin Rivers Program area without prior permission of the teacher. Violation of such offense will be sent in written form to the Career & Technical Education Director, home school principal, and parent/guardian and be dealt with in the following manner:
    a. 1st Offense – written warning
    b. 2nd Offense – one (1) day suspension from Twin Rivers
    c. 3rd Offense – three (3) days suspension from Twin Rivers
    d. 4th Offense – reassigned to the home school with recommendation for expulsion for the remainder of the semester and/or school year from Twin Rivers Career & Technical Education Area
6. SMOKING OR POSSESSION OF CIGARETTES OR SMOKELESS TOBACCO – Possession will be interpreted as intent to use. Smoking offenses will require written notification being sent to the Career & Technical Education Director, home school principal, and parent/guardian and dealt with in the following manner:

a. 1st Offense – confiscation of the tobacco substance
b. 2nd Offense – three (3) days suspension from Twin Rivers
c. 3rd Offense – reassigned to the home school with recommendation for expulsion for the remainder of the semester and/or school year from Twin Rivers Career & Technical Education Area

7. POSSESSION OR USE OF DRUGS, ALCOHOL, OR PARAPHERNALIA ASSOCIATED WITH THEIR USE – The terms “drugs” and “alcohol” shall include any substance which is, or contains, or is a look alike of the following: alcohol, a stimulant, narcotic, hallucinogen, marijuana, an intoxicant, or a depressant, whether prescription or sold over the counter, or any substance represented by the provider to be any of the listed substances.

   State law makes it illegal to receive or purchase a substance represented to be a controlled substance. Disciplinary action will be taken in instances occurring at a Twin Rivers Program, at any program function, related function, or related educational or work-based learning activity or extended laboratories.

   Drug, alcohol, or other controlled substance violations will require written notification of the violation being sent to the Career & Technical Education Director, home school principal, parent/guardian, and legal authorities. In addition to the procedure listed below the student will be returned to the home school for implementation of its discipline procedure.
   a. 1st Offense – confiscation of the substance, three (3) days suspension from Twin Rivers
   b. 2nd Offense – five (5) days suspension from Twin Rivers
   c. 3rd Offense – reassigned to the home school with recommendation for expulsion for the remainder of the semester and/or school year from Twin Rivers Career & Technical Education Area
8. OBSCENITY, WRITTEN OR VERBAL – this shall include possession of obscene material. The use of profane and/unacceptable language will not be permitted while at a Twin Rivers program or its function. Students who choose to use unacceptable language either in class, laboratories, before or after school will be disciplined. Any profane, threatening, or abusive language directed toward staff members will result in suspension from the Twin Rivers Program. Violation of this shall warrant written notification being sent to the Career & Technical Education Director, home school principal, and parent/guardian and the following procedure followed:
   a. 1st Offense – verbal and written warning
   b. 2nd Offense – one (1) day suspension from Twin Rivers
   c. 3rd Offense – three (3) days suspension from Twin Rivers
   d. 4th Offense – reassigned to the home school with recommendation for expulsion for the remainder of the semester and/or year from Twin Rivers Career & Technical Education Area
9. ENGAGING IN INAPPROPRIATE BODY CONTACT – kissing and other displays of affection are unacceptable.
10. STEALING OR VANDALISM – Students who have damaged or destroyed Twin Rivers property shall be required to make restitution. Authority is delegated to the Twin Rivers teacher to assess reasonable damages, subject to review by the Board of Directors upon request.
11. PARTICIPATION IN UNSAFE ACTIVITIES such as fighting, throwing snowballs or other unsafe objects, driving recklessly, or improperly, or causing false alarms will not be tolerated.
12. POSSESSION OF WEAPONS, look-alike weapons, fireworks, ammunition or a destructive device may result in recommendation for expulsion and being reassigned to the home school.
13. POSSESSION OF STOLEN MERCHANDISE may result in disciplinary action and/or removal for the program.
14. UTILIZING WITHOUT PERMISSION beepers, cellular phones or other electronic devices will result in the item being confiscated by the instructor for the remainder of the class time. If the offense is

repeated, the instructor may withhold the item until the home school is notified and they direct the item be returned.

15. UTILIZING WITHOUT PERMISSION Twin Rivers equipment, instructor computer or other office equipment is not allowed. The classroom phone is for instructor use. Personal calls may be made with permission only.
16. PHYSICAL RETALIATION to a staff member for any reason shall warrant a student being reassigned to the home school with recommendation for expulsion from Twin Rivers for the semester and/or year.
17. BULLYING
    1. This rule applies when a student is:
        a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
        b. Off school grounds at a school activity, function, or event;
        c. Traveling to or from school or a school activity, function, or event;
        d. Using property or equipment provided by the school; or
        e. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.
    2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
    3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
    4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
    5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
    6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
18. UNLAWFUL ACTIVITY – A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

EXPULSION:

Expulsion of a student from the home high school will automatically expel the student from Twin Rivers Career & Technical Education Area.

Any student who does not cooperate with the Twin Rivers instructor, administration, or staff member, or does not maintain acceptable conduct or regular school attendance may be subject to expulsion by the home school administration.

If a student is suspended from the home school, the student shall be suspended from the Twin Rivers class.

Each school shall determine if suspension or expulsion from Twin Rivers Career & Technical Education Area shall cause students to be expelled or suspended from the home high school.

EXPULSION PROCEDURE

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    a. legal counsel
    b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear all student appeals of expulsion. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Bullying Policy

Bullying is prohibited in the Twin Rivers Career & Technical Education Area Programs. Bullying is defined as any act of threatening or intimidating behavior with the intent to harass, ridicule, humiliate, intimidate or harm another student. This includes engaging in the act of bullying while using school provided equipment or property. The act of “bullying” means overt, repeated acts or gestures that may be verbal and/or written communications or physical acts or any other behavior that fits the definition above.

Staff members are encouraged to engage students in meaningful discussions about the negative aspects of bullying.

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the Career & Technical Education Director. The report or complaint shall name the alleged violator as well as the complainant. Upon receiving the report, the Career & Technical Education Director will report the information to the school principal of those involved. Consequences will be assessed, as appropriate, based upon the home school guidelines. Every effort will be made to insure consequences are uniform for the incident(s).

A report of the investigation and consequences shall be made available to the individual student's principal and counselor.

False Report: A person who knowingly makes a false complaint of a violation of this policy is subject to disciplinary action.

The Career & Technical Education Director will ensure that this policy is disseminated throughout the Twin Rivers Programs and participating schools officials.

The Career & Technical Education Director is authorized to develop all procedures and forms necessary to administer this policy in coordination with the participating schools. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*

Technology Acceptable Use Policy

ACCEPTABLE USE POLICY ON SCHOOL CORPORATION PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Freedom of expression is an unalienable human right and the foundation of self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Twin Rivers Career & Technical Education Area considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Twin Rivers Career & Technical Education Area expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been reviewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing school-provided Internet access must first have the permission of and must be supervised by Twin Rivers Career & Technical Education Area professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of school-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Twin Rivers Career & Technical Education Area. **Access is a privilege, not a right. Access entails responsibility.**

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

a. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
b. To transmit obscene, abusive, or sexually explicit language;
c. To transmit any information of a sexist, racist, discriminatory, slanderous or libelous nature;
d. To violate any local, state, or federal statute;
e. To vandalize, damage or disable the property of another individual or organization;
f. To access another individual's materials, information, or files without permission; and
g. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of School Corporation policy may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language of behavior. When and where applicable, law enforcement agencies may be involved.

Twin Rivers Career & Technical Education Area makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The school corporation will not be responsible for any damage users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The school corporation will not be responsible for the accuracy, nature, or quality of information gathered through school-provided Internet access. The school corporation will not be responsible for personal property used to access school corporation computers or networks or for school corporation-provided Internet access to the Internet. *Policy History: Retained from the prior Employee Handbook; reviewed October 2026.*