



# The Match High School – Parent and Student Handbook



**THE MATCH**  
1401 Indiana Avenue  
Indianapolis, IN. 46202

## Table of Contents

---

<b><u>Letter From The Principal</u></b> .....	
<b><u>Mission and Vision</u></b> .....	<b>4</b>
<b><u>Mission Statement:</u></b> .....	<b>4</b>
<b><u>Vision Statement:</u></b> .....	<b>4</b>
<b><u>Expectation Overview</u></b> .....	<b>4</b>
<b><u>1. Attendance:</u></b> .....	<b>4</b>
<b><u>2. Daily Program Overview:</u></b> .....	<b>5</b>
<b><u>Bell Schedule</u></b> .....	<b>5</b>
<b><u>3. Educational Progress:</u></b> .....	<b>5</b>
<b><u>4. Service Learning:</u></b> .....	<b>6</b>
<b><u>5. Consideration for Others:</u></b> .....	<b>6</b>
<b><u>6. Dress Code:</u></b> .....	<b>6</b>
<b><u>7. Physical Altercations:</u></b> .....	<b>7</b>
<b><u>8. Weapons/Drug Use/Alcohol Use:</u></b> .....	<b>7</b>
<b><u>9. Cell Phones:</u></b> .....	<b>7</b>
<b><u>10. Code of Conduct</u></b> .....	<b>8</b>
<b><u>11. Detentions</u></b> .....	<b>8</b>
<b><u>Key People</u></b> .....	<b>8</b>
<b><u>Levels Of Key Skills</u></b> .....	<b>9</b>
<b><u>1. Foundational Level:</u></b> .....	<b>9</b>
<b><u>2. Intermediate Level:</u></b> .....	<b>9</b>
<b><u>3. Advanced Level:</u></b> .....	<b>9</b>
<b><u>Non-Discrimination Policy</u></b> .....	<b>9</b>
<b><u>Our Commitment:</u></b> .....	<b>10</b>
<b><u>Our Collective Responsibility:</u></b> .....	<b>10</b>
<b><u>Policy For Visitors</u></b> .....	<b>11</b>
<b><u>Attendance Policy</u></b> .....	<b>12</b>
<b><u>Withdrawal and Transfer Policy</u></b> .....	<b>13</b>
<b><u>Schedule Assignment Policy and Procedure</u></b> .....	<b>14</b>
<b><u>Credits and Graduation</u></b> .....	<b>16</b>
<b><u>Graduation Requirements and Pathways</u></b> .....	<b>17</b>
<b><u>Curriculum</u></b> .....	<b>19</b>

<b><u>Additional Programming</u></b> .....	<b>20</b>
<b><u>Academic Information</u></b> .....	<b>21</b>
<b><u>Cheating and Plagiarism Policy</u></b> .....	<b>23</b>
<b><u>Testing</u></b> .....	<b>24</b>
<b><u>Transportation Policy</u></b> .....	<b>26</b>
<b><u>Closings and Delays</u></b> .....	<b>27</b>
<b><u>Student Conduct</u></b> .....	<b>28</b>
<b><u>1. General Student Conduct:</u></b> .....	<b>28</b>
<b><u>2. Bullying and Intimidation:</u></b> .....	<b>28</b>
<b><u>3. Anti-Harassment Policy:</u></b> .....	<b>29</b>
<b><u>4. Reporting Procedures:</u></b> .....	<b>29</b>
<b><u>5. Family Educational Rights and Privacy Act (FERPA):</u></b> .....	<b>29</b>
<b><u>6. Confidentiality:</u></b> .....	<b>29</b>
<b><u>7. Educational Records Access:</u></b> .....	<b>29</b>
<b><u>8. Consent for Disclosure:</u></b> .....	<b>29</b>
<b><u>9. Student Privacy Training:</u></b> .....	<b>29</b>
<b><u>10. Annual Notification:</u></b> .....	<b>30</b>
<b><u>11. Title IX Policy</u></b> .....	<b>30</b>
<b><u>Health and Safety</u></b> .....	<b>31</b>
<b><u>Technology Policy</u></b> .....	<b>32</b>
<b><u>Appendix</u></b> .....	<b>34</b>
<b><u>1. Student Chromebook Use Agreement Guidelines Form:</u></b> .....	<b>34</b>
<b><u>2. Student Handbook Agreement Signature Page:</u></b> .....	<b>35</b>

## Letter From The Principal

---

January 2024

Dear Parents and Students,

Welcome to the High School of Matchbook Learning affectionately known as "The Match!" I am thrilled to extend a warm greeting to each of you as the proud Principal of our school.

At The Match, we are part of Matchbook Learning, a national non-profit K-12 school management organization. Our foundation is built on the understanding that traditional non-technology-based innovations in public education have fallen short in addressing the diverse needs of our nation's struggling schools. We firmly believe that online and blended learning provide the best chance for success, ensuring that our children receive the education they deserve.

Our mission is clear: to develop a learning community that continually enhances student academic outcomes through personalization tailored to meet the unique academic needs of each student. But our commitment goes beyond academic achievements. We aim to shape global citizens by offering real-world experiences that broaden students' understanding of diverse perspectives, the world around them, and the world beyond.

The Matchbook Learning school embodies key principles:

1. **Personalized Learning:** We utilize the Matchbook Learning academic model to cater to each student's individual needs.
2. **Community Environment:** The Match is more than just a school; it's a community where students feel safe and supported on their journey to self-discovery.
3. **Challenging and Safe Environment:** We set high expectations and provide engaging experiences within a safe and challenging environment, fostering personal growth.
4. **Connecting to Community:** Our students are encouraged to connect their learning to the broader community, making education relevant to the world around them.
5. **Developing Global Citizens:** We instill values of empathy and understanding, ensuring our students are well-prepared to navigate an interconnected world.
6. **Exploring and Discovering:** Education at The Match is filled with surprises and wonders, encouraging students to explore and discover the world in new and exciting ways.
7. **21st Century Technology Skills:** We equip all students with the essential skills needed for today and tomorrow's technologies, preparing them for the challenges of the future.

As we embark on this educational journey together, it is essential to emphasize our high expectations. We believe in the potential of every student, and it is our shared responsibility to ensure they reach their goals. Each academic year begins with a campaign for our students, focusing on what they aspire to become. This emphasis on research and personal goals underscores our commitment to their individual pathways to success.

We look forward to a year filled with growth, exploration, and achievement. Thank you for entrusting us with the education of your child. Together, we will make The Match an exceptional place for learning and personal development.

Warm regards,  
James Hill  
Principal  
High School of Matchbook Learning

## Mission and Vision

---

### Mission Statement:

---

At The Match High School, our mission is to cultivate a vibrant learning community dedicated to the continual improvement of student academic outcomes. Through personalized education rooted in the Matchbook Learning academic model, we empower individual students to chart their unique pathways toward future success. Our commitment extends beyond academic growth; we aim to shape global citizens by providing real-world experiences that foster an understanding of diverse perspectives, the local community, and the broader world.

### Vision Statement:

---

The Match High School envisions a school where personalized learning is at the heart of academic excellence. We aspire to create a community environment that not only serves as a safe haven for students but also encourages them to explore, discover, and actively engage with the world around them. Within this challenging and safe environment, we set and maintain high expectations, fostering a culture of achievement and personal development.

Our vision encompasses a holistic approach to education, where students not only acquire 21st-century technology skills but also become active community members and global citizens. We strive to be a place where work and learning connect seamlessly to the community outside of school, enhancing the relevance and impact of education.

The Match High School is committed to creating educational experiences filled with surprise and wonder, inspiring students to learn, grow, and develop empathy. As an integral part of our mission, we initiate a yearly campaign for our students, encouraging them to research and articulate their aspirations, helping them map out individual pathways toward achieving their goals for the future.

In essence, our vision is to be a beacon of personalized learning, fostering an environment where each student is equipped not only with academic skills but also with the mindset and capabilities needed to navigate an ever-changing world. We believe in the transformative power of education to shape not only what our students become when they grow up but also the positive impact they make on the world around them.

## Expectation Overview

---

### 1. Attendance:

---

- Regular Attendance:
- Students are expected to attend all classes regularly and punctually.

- Parents or guardians must contact the school office on the day of absence with a valid reason.
- Tardiness:
  - Students arriving late must sign in at the school office.
  - Persistent tardiness may result in disciplinary measures, including detentions or parent-teacher meetings.

## 2. Daily Program Overview:

---

- Schedule Adherence:
  - Students are expected to follow the daily class schedule.
  - Changes to the schedule will be communicated through the school's online portal, posted notices, and will be announced in homeroom.
- Absence from Class:
  - Any student unable to attend a class due to scheduled events or other reasons must seek prior approval from teachers.
  - Make-up work should be completed within a reasonable timeframe.

## Bell Schedule

---

8:00am - 8:20am	Doors open, Breakfast
8:20am - 8:25 am	Transition to Homeroom/ Bathroom
8:25am - 8:35am	Morning Announcements
8:30am - 8:45am	Student Morning Circle
8:45am - 9:40am	Period 1
9:45am - 10:35am	Period 2
10:40am - 11:30am	Period 3
11:30am - 11:55pm	Lunch A
11:55pm - 12:45pm	Period 4A
11:35am - 12:00pm	Period 4B1
12:00pm - 12:25pm	Lunch B
12:25pm - 12:45pm	Period 4B2
11:35am - 12:25pm	Period 4C
12:25pm - 12:50pm	Lunch C

12:50pm - 1:40pm	Period 5
1:45pm -2:35pm	Period 6
2:40pm - 3:30pm	Period 7
3:30pm	Dismissal

This streamlined schedule features block periods for in-depth academic focus, allowing students to immerse themselves in core subjects and career-focused electives.

### 3. Educational Progress:

---

- Classroom Participation:
- Active engagement is expected in all classes including participation in discussions, group activities, and presentations.
- Teachers will provide timely feedback on academic performance.
- Parent-Teacher Conferences:
- Regular parent-teacher conferences will be scheduled to discuss students' academic progress and set goals for improvement.
- Additional Resources:
- Tutoring services, study groups, and academic support programs are available for students seeking extra help.

### 4. Service Learning:

---

- Mandatory Participation:
- All students are required to complete a set number of service hours each semester.
- Opportunities for service learning will be provided and aligned with curriculum goals.
- Reflection and Assessment:
- Reflection sessions and assessments will accompany service learning experiences to connect them with academic and personal growth.

### 5. Consideration for Others:

---

- Respectful Conduct:
- Bullying, discrimination, or harassment in any form is strictly prohibited.
- Students are encouraged to report incidents to teachers, counselors, or administrators.
- Conflict Resolution:
- Conflict resolution strategies, peer mediation, and counseling services are available to address interpersonal challenges.

### 6. Dress Code:

---

- Detailed Guidelines:  
Dress Code Guidelines for The Academic Focus High School:

1. Tops:

- Acceptable: Polo shirts, button-down shirts, blouses, sweaters, and turtlenecks.
- Avoid: Tank tops, crop tops, and clothing with offensive language or images.

2. Bottoms:

- Acceptable: Khakis, dress pants, skirts, and shorts of appropriate length.
- Avoid: Ripped or excessively baggy clothing.

3. Footwear:

- Acceptable: Closed-toe shoes or sneakers.
- Avoid: Flip-flops, slippers, or shoes that may pose a safety hazard.

4. Accessories:

- Acceptable: Modest jewelry, scarves, and hats.
- Avoid: Excessive or distracting accessories.

5. Hair and Grooming:

- Maintain a neat and clean appearance.
- Hair color and style are at the discretion of the student.

6. Special Considerations for Industrial Classes:

- For industrial classes with safety requirements, students must adhere to specific safety clothing guidelines provided by the instructor.
- Safety clothing may include but is not limited to:
  - Closed-toe, non-slip shoes for workshops.
  - Safety goggles or glasses for classes involving chemicals or particles.
  - Lab coats or aprons for science laboratories.

7. Climate Considerations:

- Students are encouraged to dress appropriately for weather conditions, as some classrooms may vary in temperature.

8. Special Events:

- On occasions requiring formal attire, students will be notified in advance.
- A comprehensive dress code policy, including examples of acceptable attire and grooming standards, will be distributed at the start of each academic year.
- Consequences for Violations:
  - Violations of the dress code may result in verbal warnings, written warnings, detention, and in severe cases, suspension.

7. Physical Altercations:

---

- Strict Prohibition:
  - Physical altercations are strictly prohibited on school premises, including during school-sponsored events.



- **Disciplinary Measures:**
  - Students involved in physical altercations will face disciplinary action, including suspension or expulsion, based on the severity of the incident.
- **Restorative Practices:**
  - Restorative justice practices and counseling services are available to address conflicts and promote resolution.

## 8. Weapons/Drug Use/Alcohol Use:

---

- **Zero-Tolerance Policy:**
  - Possession or use of weapons, drugs, or alcohol on school premises is strictly forbidden.
- **Consequences:**
  - Violations will result in immediate disciplinary action, including suspension or expulsion, and may involve legal consequences.
- **Support Services:**
  - Education, counseling, and rehabilitation resources are available for students facing substance abuse issues.

## 9. Cell Phones:

---

- **Responsible Use:**
  - Cell phones may be used during designated times, such as lunch breaks and between classes.
- **Classroom Etiquette:**
  - During class hours, cell phones should be turned off, set to silent mode, or placed in designated areas.
- **Consequences for Misuse:**
  - Excessive or disruptive cell phone use may result in consequences, including warnings, temporary confiscation, or parent meetings.

## 10. Code of Conduct

---

At The Match, adherence to the Indianapolis Public Schools (IPS) code of conduct will govern disciplinary measures in accordance with the outlined expectations below.

<https://myips.org/wp-content/uploads/2021/08/21-22-Student-Code-of-Conduct.pdf>

## 11. Detentions

---

Detentions at The Match High School unfold in a calm and supervised setting within the school premises. Typically scheduled after regular school hours, these sessions allow students to reflect on their actions without disrupting their academic routine. A designated staff member oversees the detention, ensuring a respectful atmosphere. During this time, students engage in constructive activities such as reading school-approved materials or completing assignments, emphasizing personal development. Electronic devices and distracting items are prohibited, encouraging a quiet and focused environment for reflection. Students may also be given specific tasks related to the nature of the infraction.

Parental notification ensures open communication about the situation, fostering collaboration between the school and families in addressing disciplinary matters.

*These comprehensive policies aim to provide clear guidelines for students, parents, and staff, fostering a safe, respectful, and academically focused environment at The Match High School. All community members are expected to uphold these standards to create a positive and supportive learning community.*

### Potential Key People

---

- **Athletic Director or Coach** - Coordinate sports programs and provide information on athletics.
- **Club Advisors** - Oversee various clubs and extracurricular activities.
- **Guidance Counselors** - Provide academic and personal support, assist with course selection, and aid in college planning.
- **Librarian** - Manage library resources, assist with research, and provide information.
- **Maintenance and Custodial Staff** - Ensure the cleanliness and maintenance of the school environment.
- **Principal** - Head administrator, responsible for overall school leadership.
- **School Nurse** - Address health concerns, administer first aid, and promote well-being.
- **School Resource Officer** - Law enforcement officer assigned to the school for safety and security.
- **School Secretary or Administrative Assistant** - Main point of contact for information on school events and procedures.
- **Special Education Coordinator** - Coordinate services and accommodations for students with special needs.
- **Student Government Representatives** - Represent the student body and contribute to school community events.
- **CTE Director**- Offers personalized guidance for professional goals.
- community events.
- **Dean of Culture** - Supports staff and students with restorative and culturally responsive practices.

### Levels Of Key Skills

---

At The Match High School, we prioritize the development of key skills essential for academic success, personal growth, and future endeavors. Our model identifies three levels of proficiency for each skill, creating a comprehensive framework that allows students to gauge their progress and tailor their learning pathways accordingly.

### 1. Foundational Level:

---

- At this level, students acquire the fundamental skills necessary for academic success and personal development. These include basic literacy, numeracy, and communication skills. Foundational proficiency sets the groundwork for more advanced learning.

### 2. Intermediate Level:

---

- Building upon the foundational skills, the intermediate level focuses on honing advanced academic competencies and fostering critical thinking, problem-solving, and effective communication. Students at this level begin to explore their specific areas of interest and develop a deeper understanding of subject matter.

### 3. Advanced Level:

---

- The advanced level signifies mastery of key skills, demonstrating a high level of proficiency and application. Students at this stage are equipped with the ability to synthesize information, think critically, and apply their knowledge in complex scenarios. They become leaders and contributors within the school community.

## Non-Discrimination Policy

---

The Match High School is committed to providing a safe, inclusive, and equitable educational environment for all students, staff, and community members. We embrace diversity and believe that every individual, regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or any other characteristic, deserves to be treated with respect and dignity.

## Our Commitment:

---

**Equal Opportunity:** The Match High School provides equal opportunities for all students and staff members. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or any other protected characteristic in our educational programs, activities, admissions, or employment practices.

**Inclusive Environment:** We foster an inclusive environment that values and celebrates the unique contributions of each individual. Discrimination or harassment on the basis of any protected characteristic is strictly prohibited.

**Safe Reporting Mechanisms:** The Match High School encourages individuals who believe they have experienced discrimination or harassment to promptly report such incidents to a teacher, guidance counselor, administrator, or any trusted staff member. Reports will be treated with confidentiality, and appropriate action will be taken to address the concerns.

**Prompt and Thorough Investigations:** The school will promptly and thoroughly investigate all reports of discrimination or harassment. Disciplinary actions will be taken against any individual found responsible for engaging in discriminatory behavior or harassment.

**Educational Programs:** The Match High School is committed to providing educational programs that reflect the diversity of our community and promote understanding and respect among all students. Our curriculum is designed to be inclusive and free from bias.

**Reasonable Accommodations:** The school will make reasonable accommodations to ensure that individuals with disabilities have equal access to educational programs, activities, and services in accordance with applicable laws.

### Our Collective Responsibility:

---

Creating a non-discriminatory and inclusive community is a shared responsibility. We encourage all members of The Match High School community—students, staff, parents, and visitors—to actively contribute to maintaining an environment that respects and values diversity.

Discrimination undermines our collective goals of fostering a positive and enriching learning environment. By embracing diversity and treating each other with dignity and respect, we can create a school community that promotes understanding, empathy, and the shared pursuit of knowledge.

This policy applies to all aspects of school life, including but not limited to admissions, educational programs, extracurricular activities, and employment. We are dedicated to upholding the principles of non-discrimination and fostering a culture of equality at The Match High School.

### Policy For Visitors

---

The Match High School is committed to maintaining a safe and secure learning environment for our students and staff. To ensure the safety of everyone on our campus, we have established the following visitor policy:

1. Visitor Check-In:

- All visitors must enter the school through the main entrance and proceed to the front office.
- Visitors must check in with the school's administrative staff, providing identification and stating the purpose of their visit.

2. Identification Requirements:

- All visitors are required to present a valid government-issued photo ID upon check-in.
- Visitors will be issued a visitor badge that must be visibly worn at all times while on

school premises.

**3. Scheduled Appointments:**

- To facilitate a smooth visit, we encourage visitors to schedule appointments in advance whenever possible.
- Scheduled appointments will be documented in the visitor log, streamlining the check-in process.

**4. Unannounced Visitors:**

- Unannounced visitors will be accommodated to the best of our ability, but priority will be given to scheduled appointments.
- Unannounced visitors may be subject to a brief wait while staff verifies the purpose of the visit.

**5. Restricted Areas:**

- Visitors are not permitted in classrooms, hallways, or other restricted areas without prior approval.
- Access to certain areas may be restricted during specific times or events.

**6. Student Pickup Procedures:\*\***

- Parents or guardians picking up students during school hours must proceed to the front office for proper authorization.
- The front office will contact the classroom to ensure a smooth and secure student release process.

**7. School Events and Assemblies:**

- Visitors attending school events or assemblies must adhere to the designated seating and access areas specified by school staff.
- Large events may require additional security measures, and visitors are expected to comply with any announced procedures.

**8. Student Interaction:**

- Visitors are encouraged to limit interactions with students to ensure minimal disruption to the learning environment.
- Any interaction with students must be conducted under the supervision of school staff.

**9. Visitor Badge Return:**

- Upon completion of the visit, visitors must return their badges to the front office.
- Failure to return a visitor badge may result in a delay during future visits.

**10. Compliance with School Policies:**

- All visitors are expected to comply with school policies and guidelines during their visit.
- Any visitor found violating school policies may be asked to leave the premises, and further actions may be taken as necessary.

The Match High School appreciates the cooperation of all visitors in adhering to this policy, which is designed to prioritize the safety and well-being of our school community. We thank you for your understanding and commitment to maintaining a secure learning environment.

## Attendance Policy

---

### 1. Acceptable Attendance:

- Regular attendance is crucial for academic success and is an expectation for all students at The Match High School.
- Students are expected to attend all scheduled classes and arrive on time.

### 2. Notification of Absences:

- Parents or guardians are required to notify the school office on the day of the student's absence.
- Notification can be made through the school's designated attendance phone line, email, or through an online portal, providing a valid reason for the absence.

### 3. Consequences for Non-Notification:

- If a student is absent, and the school has not been notified by a parent or guardian, the school will attempt to contact the parents to verify the absence.
- Repeated failure to notify the school of absences may result in a meeting with school administrators to discuss the reasons for non-compliance.

### 4. Late Arrival and Early Departure:

- Students arriving late to school must report to the front office to sign in and receive a late pass.
- Students leaving school early must have a written note from a parent or guardian and sign out at the front office.

### 5. Excused and Unexcused Absences:

- Excused absences include illness, family emergencies, medical appointments, and other circumstances deemed valid by the school.
- Unexcused absences include skipping class without permission, truancy, and any absence not covered by a valid reason.

### 6. Sharing Attendance Records:

- Attendance records are confidential and will only be shared with individuals or entities authorized by law or with written consent from the student's parent or guardian.
- Records may be shared with relevant school staff members on a need-to-know basis to support student well-being and academic success.

### 7. Truancy Intervention:

- Students accumulating unexcused absences may be subject to truancy intervention measures, including meetings with school counselors, parents, and administrators.
- Continued truancy may result in disciplinary actions, such as detention, loss of privileges, or referral to appropriate authorities.

### 8. Make-Up Work:

- Students are responsible for making up any missed work due to absences.
- Teachers will provide guidelines for missed assignments and assessments, and it is

the student's responsibility to coordinate with teachers for make-up opportunities.

**9. Tardiness Policy:**

- Chronic tardiness may result in disciplinary actions including warnings, detentions, and meetings with parents or guardians to address the issue.
- Excessive tardiness may impact academic performance, and students are encouraged to prioritize punctuality.

The Match High School believes that consistent attendance is essential for academic success and personal development. This policy is designed to support students in maintaining regular attendance and to foster a culture of responsibility and accountability within the school community.

### **Withdrawal and Transfer Policy**

---

**1. Withdrawal Procedure:**

- Parents or guardians requesting to withdraw a student from The Match High School must complete the official Withdrawal Form available from the school office.
- The Withdrawal Form must include the reason for withdrawal, the intended last day of attendance, and the destination school if applicable.

**2. Notice Period:**

- Parents or guardians are required to provide at least two weeks' notice before the intended withdrawal date.
- The school may consider shorter notice periods in exceptional circumstances, subject to approval from school administrators.

**3. Exit Interview Requirements:**

- Students withdrawing from The Match High School, along with their parents or guardians, are required to participate in an exit interview with a school counselor or administrator.
- The exit interview aims to gather feedback on the student's experience, understand the reasons for withdrawal, and offer support or resources as needed.

**4. Return of School Property:**

- Before the student's departure, all school property, including textbooks, library books, and any borrowed materials, must be returned to the school.
- Failure to return school property may result in withholding of academic records and other relevant documents.

**5. Academic Records and Transcripts:**

- Requests for academic records and transcripts must be made in writing by the parent or guardian.
- Academic records and transcripts will be released once all outstanding obligations to the school, including return of school property, are fulfilled.

**6. Destination School Transfer:**

- If the student is transferring to another school parents or guardians must provide the

name and contact information of the new school.

- The school will facilitate the transfer of academic records and transcripts to the new educational institution upon request.

#### 7. Withdrawal for Special Circumstances:

- In cases of emergency or unforeseen circumstances requiring an immediate withdrawal, parents or guardians must notify the school as soon as possible.
- The school will work with the family to expedite the withdrawal process while ensuring a smooth transition for the student.

#### 8. Re-enrollment Information:

- Should the student wish to re-enroll at The Match High School in the future, parents or guardians must contact the school office to inquire about the re-enrollment process.

This Withdrawal and Transfer Policy is established to facilitate a transparent and orderly process for students leaving The Match High School. We appreciate the cooperation of parents, guardians, and students in adhering to these guidelines, and we remain committed to supporting a positive educational experience for all students, both present and former.

## Schedule Assignment Policy and Procedure

---

### 1. Student Schedules:

- At the beginning of each academic year, students will be provided with a preliminary class schedule indicating their assigned courses and classroom locations.
- Schedules may include opportunities for internships, career exploration, and other experiential learning activities, depending on the student's grade level and academic program.

### 2. Internships and Experiential Learning:

- Students participating in internships or other experiential learning opportunities will have their schedules adjusted accordingly.
- The school will collaborate with local businesses, organizations, and mentors to facilitate meaningful and educational internship experiences.

### 3. Schedule Changes:

- Schedule changes may be requested by students or parents/guardians under certain circumstances, such as academic needs, extracurricular commitments, or personal considerations.
- All schedule change requests must be submitted in writing using the designated Schedule Change Request Form available from the school office.

### 4. Schedule Change Request Procedure:

- Schedule change requests must be submitted within the first two weeks of the semester to minimize disruptions to the learning environment.
- Requests submitted after the designated period will be considered on a case-by-case basis and are subject to administrative approval.



- The Schedule Change Request Form must include a clear explanation of the reason for the change and any supporting documentation, if applicable.

#### 5. Administrative Review and Approval:

- All schedule change requests will be reviewed by the school administration.
- Approval or denial of schedule change requests will be communicated to the student and, if applicable, the parent or guardian.
- The school reserves the right to deny requests that may negatively impact the student's academic progress or the overall learning environment.

#### 6. Notification of Changes:

- Upon approval of a schedule change request, the student will receive an updated class schedule reflecting the approved modifications.
- Parents or guardians will be notified of any significant changes to their child's schedule.

#### 7. Academic Impact Considerations:

- Schedule changes that impact academic progress, such as dropping or adding core courses, will be carefully considered.
- Students and parents/guardians will be advised on the potential consequences of schedule changes on graduation requirements and academic goals.

#### 8. Finalizing Schedules:

- Once the schedule change process is completed, students are expected to attend the classes indicated on their final schedule.
- Any further adjustments may be made only under exceptional circumstances and with the approval of the school administration.

#### 9. Regular Schedule Review:

- The school administration will conduct regular reviews of student schedules to ensure alignment with academic and career goals.
- Recommendations for schedule adjustments may be provided to students and parents/guardians based on academic performance and future aspirations.

This Schedule Assignment Policy and Procedure is designed to provide flexibility for students while maintaining the integrity of the educational program. The school aims to support students in their academic journey and career exploration by offering opportunities for experiential learning and thoughtful schedule adjustments.

## Credits and Graduation

---

#### 1. Graduation Requirements:

- Students at The Match High School will be eligible for graduation upon successfully completing the required number of credits specified by the Indiana State Department of Education and The Match High School graduation standards.
- A minimum of 40 credits, distributed across various subject areas, is required for

graduation.

2. Credit Earnment:

- Credits are earned through successful completion of courses, including core subjects and electives, as outlined in the school's curriculum.
- The school will provide ongoing guidance and support to ensure students are aware of their progress toward meeting graduation requirements.

3. Transferring Credits into The Match High School:

- Students transferring into The Match High School from other accredited institutions will have their transcripts evaluated to determine the transferability of credits.
- Credits earned at accredited institutions will be accepted according to state guidelines and school policies.

4. Transfer Credit Evaluation Procedure:

- Parents or guardians of transferring students must submit official transcripts from the previous school to the school office.
- The school administration will review the transcripts to assess the transferable credits based on the Indiana State Department of Education's guidelines.

5. Graduation Ceremony:

- The graduation ceremony is a significant milestone for students, families, and the school community.
- The ceremony will be held annually at the end of the academic year, celebrating the accomplishments of graduating seniors.

6. Eligibility for Graduation:

- To be eligible for graduation, students must meet all academic requirements, including credit completion, as specified in this policy.
- Students are also expected to demonstrate satisfactory behavior and adherence to school policies throughout their high school years.

7. Graduation Cap and Gown:

- All graduating students will be required to wear the designated cap and gown for the graduation ceremony.
- Caps and gowns will be provided by the school, and additional details on distribution will be communicated closer to the ceremony date.

8. Graduation Honors and Recognition:

- Students achieving academic excellence may be recognized with honors, awards, or scholarships during the graduation ceremony.
- The school will establish criteria for honors, which may include grade point averages and other academic achievements.

9. Diplomas and Certificates:

- Upon successful completion of all graduation requirements, students will receive a high school diploma from The Match High School.
- Certificates of completion may be issued for students who successfully complete the required coursework but do not meet all graduation requirements.

#### 10. Appeals Process:

- In the event of extenuating circumstances, students and their families may appeal graduation decisions.
- Appeals must be submitted in writing to the school administration, outlining the reasons for the appeal and any supporting documentation.

#### 11. Continuous Support:

- The school is committed to providing continuous support to students to ensure they meet graduation requirements.
- Academic counseling, credit recovery programs, and additional resources will be available to assist students in achieving their graduation goals.

This Credits and Graduation Policy is designed to guide students, parents, and staff in understanding the requirements and procedures for earning credits and participating in the graduation ceremony at The Match High School. The policy aligns with the regulations set forth by the Indiana State Department of Education and reflects our commitment to academic excellence and student success.

### Graduation Requirements and Pathways

---

#### 1. Core Credit Requirements:

- The Match High School aligns with the Indiana State Department of Education's graduation requirements, which include earning a minimum of 40 credits across core subject areas.

#### 2. Elective Credits:

- In addition to core credits, students must complete a designated number of elective credits to provide a well-rounded and enriching educational experience.

#### 3. Graduation Certification Pathways:

- The Match High School offers multiple graduation certification pathways to accommodate diverse student interests and career goals. These pathways include:
  - College and Career Pathway: Emphasizes rigorous academic coursework and may include dual credit courses, Advanced Placement (AP), or industry certifications.
  - Work-Based Learning Pathway: Focuses on providing students with real-world work experiences, internships, and apprenticeships.
  - STEM (Science, Technology, Engineering, and Mathematics) Pathway: Centers on coursework and projects related to STEM fields, encouraging exploration and expertise in these areas.

#### 4. General Diploma Option:

- Students who meet the minimum credit requirements but do not pursue a specific pathway may be eligible for a General Diploma.
- The General Diploma signifies completion of essential coursework without specializing in a particular pathway.

#### \*\*5. Graduation Certification Pathway Selection:

- Students, with the guidance of school counselors and parents/guardians, will select their preferred graduation certification pathway during their high school years.
- The selected pathway will influence the coursework, electives, and experiential learning opportunities available to the student.

#### 6. Certification Requirements:

- Each graduation certification pathway has specific requirements that students must fulfill to receive certification.
- These requirements may include completing a set number of credits in specific subject areas, participating in work-based experiences, or earning industry-recognized certifications.

#### 7. Individualized Pathway Plans:

- The school will develop Individualized Pathway Plans (IPP) for students, outlining their chosen pathway, academic and career goals, and the steps needed to achieve certification.
- IPPs will be regularly reviewed and updated to ensure alignment with students' evolving interests and aspirations.

#### 8. Specialized Endorsements:

- Students may have the opportunity to earn specialized endorsements on their diplomas based on their chosen pathway, demonstrating additional proficiency or expertise in a specific field.

#### 9. Community Engagement Requirement:

- All students are required to engage in community service or civic activities as part of their graduation requirements.
- Community engagement fosters a sense of responsibility, citizenship, and connection to the broader community.

#### 10. Continuous Support and Counseling:

- The Match High School is committed to providing continuous support and counseling to help students navigate their chosen pathways and achieve their graduation goals.
- Academic advisors and counselors will assist students in making informed decisions about coursework, career exploration, and post-graduation plans.

This Graduation Requirements and Pathways Policy reflects The Match High School's commitment to offering diverse and meaningful pathways for students to achieve academic success and career readiness. The pathways and options provided align with the state of Indiana's graduation requirements while allowing for individualized and specialized educational experiences.

## Curriculum

---

#### 1. Curriculum Overview:

- The Match High School utilizes a dynamic and comprehensive curriculum designed to meet the academic needs and career aspirations of our diverse student body.

- Our curriculum aligns with state standards and is continuously reviewed and updated to incorporate best practices in education.

## 2. Components of the Curriculum:

- The curriculum encompasses core subjects, electives, and specialized courses aligned with the selected graduation certification pathways.
- Core components include English, Mathematics, Science, Social Studies, World Languages, and Physical Education.

## 3. Integration of Edmentum:

- The Match High School augments its curriculum with Edmentum, an online learning platform that offers a wide range of courses and resources.
- Edmentum provides personalized learning experiences, allowing students to progress at their own pace and receive targeted support in areas of need.

## 4. Pathways Side Courses:

- The Match High School offers specialized courses on the pathways side that align with the College and Career Pathway, Work-Based Learning Pathway, and STEM Pathway.
- Examples of courses include:
  - College and Career Pathway: Advanced Placement (AP) courses, dual credit opportunities, and career-focused electives.
  - Work-Based Learning Pathway: Internship programs, career exploration courses, and practical skills development.
  - STEM Pathway: Specialized science, technology, engineering, and mathematics courses, including project-based learning.

## 5. Integration with Academic Classes:

- Pathways side courses are intentionally integrated with regular academic classes to create a cohesive and interconnected learning experience.
- Cross-disciplinary projects, collaborative learning opportunities, and real-world applications are emphasized to bridge the gap between academic theory and practical skills development.

## 6. Individualized Learning Plans:

- Students, in collaboration with academic advisors, create Individualized Learning Plans (ILPs) that outline their chosen pathways, academic goals, and course selections.
- ILPs serve as roadmaps, ensuring that students' progress through their chosen pathways while meeting graduation requirements.

## 7. Holistic Approach:

- The Match High School adopts a holistic approach to education, emphasizing the development of critical thinking skills, problem-solving abilities, and real-world applications of knowledge.
- Integrating pathways side courses with regular academic classes enhances students' ability to make connections across different subject areas.

## 8. Continuous Evaluation and Adaptation:

- The school conducts ongoing evaluations of the curriculum, pathways side courses, and teaching methods to ensure relevance, effectiveness, and alignment with

educational standards.

- Feedback from students, parents, and educators is actively sought to inform continuous improvement efforts.

#### 9. College and Career Readiness Focus:

- The Match High School's curriculum is designed to instill college and career readiness skills, preparing students for success beyond high school.
- Emphasis is placed on 21st-century skills such as communication, collaboration, critical thinking, and adaptability.

This Curriculum and Course Offerings overview reflects The Match High School's commitment to providing a well-rounded and dynamic educational experience. The integration of Edmentum and pathways side courses ensures that students have access to a diverse range of learning opportunities, preparing them for future academic and career pursuits.

### Additional Programming

---

#### 1. Service Learning:

- The Match High School places a strong emphasis on service learning, providing students with opportunities to engage in meaningful community service projects. Through service learning, students develop a sense of civic responsibility, empathy, and a deeper understanding of their role in the community.

#### 2. Work-Based Learning:

- Collaborating with local businesses, The Match High School offers extensive work-based learning experiences. This includes internships, practical skills development, and exposure to various careers. Students gain valuable insights into the professional world and apply theoretical knowledge to real-world scenarios.

#### 3. Volunteering Initiatives:

- We encourage students to actively participate in volunteering initiatives. Volunteering not only contributes to the betterment of the community but also instills a sense of social responsibility and community engagement in our students.

#### 4. Character Education:

- Character education is seamlessly integrated into our curriculum. We believe in cultivating not only knowledgeable individuals but also those with strong moral character. Values such as integrity, responsibility, and respect are emphasized to prepare students for success in both academic and personal pursuits.

#### 5. Mentoring Programs:

- The Match High School is proud to offer mentoring programs that connect students with experienced mentors from the community. These mentors provide guidance, support, and insights into potential career paths, helping students navigate their educational journey and plan for future success.

#### 6. Integration with Academic Classes:

- Our additional programming is intentionally woven into the fabric of our academic classes. Whether through service-learning projects, work-based learning assignments, or character education discussions, students experience a cohesive and interconnected learning environment.

#### 7. Individualized Learning Plans:

- Students collaborate with academic advisors to create personalized Individualized Learning Plans (ILPs). These plans consider academic goals, career aspirations, and active participation in additional programming. ILPs serve as roadmaps, ensuring a holistic and individualized educational experience.

#### 8. Continuous Evaluation and Adaptation:

- The Match High School is dedicated to continuous evaluation and adaptation of our additional programming. We actively seek feedback from students, parents, and community partners to ensure that our initiatives remain relevant, impactful, and aligned with the evolving needs of our student body.

#### 9. College and Career Readiness Focus:

- Our comprehensive approach to education, encompassing additional programming, aims to develop well-rounded individuals who are not only academically prepared but also socially responsible. The focus is on nurturing students' potential for success in college, careers, and as responsible members of the community.

This section highlights The Match High School's commitment to providing diverse and impactful additional programming, contributing to the holistic development of our students.

### Academic Information

---

#### 1. Assessments:

- Assessments at The Match High School are designed to be diverse, including traditional tests, projects, presentations, and practical applications. The goal is to provide a well-rounded evaluation of students' understanding and application of knowledge.

#### 2. Mastery Criteria:

- Mastery is determined by a comprehensive assessment of a student's ability to not only recall information but also apply critical thinking skills. Mastery is achieved when students consistently demonstrate a deep understanding of the subject matter.

#### 3. Additional Offline Work:

- While much of the coursework is online, there may be instances where offline work, such as projects, research, or hands-on assignments, is assigned to reinforce concepts learned online. This offline work is designed to enhance the overall learning experience.

#### 4. Credits Awarded:

- Credits are awarded upon successful completion of the required coursework and assessments. Students earn credits based on their performance and mastery of subject matter, ensuring a fair and transparent credit-earning process.

5. Work at Home:

- Yes, students have the flexibility to complete assignments and coursework at home. The online platform, Edmentum, provides accessibility for students to engage in learning beyond the traditional classroom setting.

6. Assessments at Home:

- Some assessments may be completed at home, particularly those that require extended research, project development, or other non-traditional evaluation methods. However, the integrity of the assessment process is maintained through various measures.

7. Consequences for Cheating/Unauthorized Assistance:

- The Match High School takes academic integrity seriously. Consequences for cheating or unauthorized assistance may include disciplinary actions, a review of the assessment, and educational interventions to reinforce the importance of independent learning.

8. Grading System:

- Grading is done using a standards-based approach, focusing on students' ability to meet specific learning objectives. The grading system aligns with state standards and is designed to provide a clear indication of a student's academic proficiency.

9. Timing of Grading:

- Grading is an ongoing process, with teachers providing timely feedback on assessments and assignments. Regular updates on student progress are essential to support continuous improvement and address any challenges promptly.

10. Access to Student Progress:

- Students and parents can access real-time information about student progress through an online portal. This portal provides a detailed overview of grades, completed assignments, and upcoming tasks, fostering transparent communication between school and home.

11. Academic Support Services:

- Academic support services are available to assist students who may need additional help. These services may include tutoring, study groups, and personalized assistance to ensure every student has the opportunity to succeed.

12. Continuous Communication:

- The Match High School believes in fostering a strong partnership between educators, students, and parents. Regular parent-teacher conferences, progress reports, and open communication channels are maintained to ensure everyone is informed and engaged in the student's academic journey.

This Academic Information section outlines the assessment methods, mastery criteria, availability of offline work, credit-earning process, flexibility for at-home learning, consequences for academic misconduct, grading system, timing of grading, and methods for accessing student progress at The Match High School.



## Cheating and Plagiarism Policy

---

### 1. Policy on Cheating:

- Cheating is strictly prohibited at The Match High School. Cheating includes, but is not limited to, copying from others during exams, using unauthorized materials, and obtaining or providing unauthorized assistance in any form.

### 2. Policy on Plagiarism:

- Plagiarism, the act of presenting someone else's work, ideas, or intellectual property as one's own without proper citation, is a serious offense. Plagiarism includes copying text, images, or ideas without giving appropriate credit.

### 3. How to Avoid Cheating and Plagiarism:

- Students are expected to adhere to the following guidelines to avoid cheating and plagiarism:

- **Use Proper Citations:** When incorporating information from external sources, provide accurate citations following a recognized citation style.

- **Independent Work:** Complete assignments and assessments independently unless collaborative work is explicitly allowed.

- **Understand Academic Integrity:** Familiarize oneself with the principles of academic integrity and seek clarification when in doubt.

- **Utilize Resources Responsibly:** If external resources are allowed, use them responsibly and cite them appropriately.

### 4. Consequences for Cheating and Plagiarism:

- Consequences for cheating and plagiarism may include, but are not limited to:

- **Zero Credit:** Students may receive zero credit for the assignment or assessment in question.

- **Academic Warning:** A formal warning may be issued, emphasizing the importance of academic integrity.

- **Parental Notification:** Parents or guardians may be notified of the incident.

- **Educational Intervention:** Students may be required to complete educational modules on academic integrity.

### 5. Policy on Using AI Technology for Class Work:

- The use of AI technology to complete class work is subject to specific guidelines:

- **Authorized Use:** AI technology may be used when explicitly authorized by the teacher for specific assignments or projects.

- **Prohibited Use:** Use of AI technology to complete assessments, exams, or any form of unauthorized assistance is strictly prohibited.

- **Transparency:** Students must disclose the use of AI technology when it is part of their work.

### 6. Educational Approach:

- The Match High School believes in fostering a culture of academic integrity through education. In addition to consequences, students involved in cheating or plagiarism will be provided with educational resources to understand the importance of original work and proper attribution.

#### 7. Reporting and Investigation:

- Suspected cases of cheating or plagiarism will be reported to the teacher and school administration.
- An investigation will be conducted, considering the evidence and allowing the student an opportunity to provide their perspective.

#### 8. Appeal Process:

- Students have the right to appeal the decision regarding cheating or plagiarism. Appeals must be submitted in writing, outlining the grounds for appeal.

#### 9. Continuous Education:

- The school is committed to continuous education on the principles of academic integrity. Workshops, discussions, and resources will be provided to reinforce these principles and prevent future incidents.

This Cheating and Plagiarism Policy outlines the school's stance on academic integrity, the importance of proper citation, consequences for violations, guidelines for using AI technology, and the educational approach taken to foster a culture of integrity at The Match High School.

## Testing

---

### 1. State Tests:

- The Match High School follows the testing requirements mandated by the state of Indiana. Students are expected to participate in the Indiana Statewide Testing for Educational Progress-Plus (ISTEP+), which assesses proficiency in English/language arts and mathematics. Additionally, the End-of-Course Assessments (ECAs) may be administered for specific subjects.

### 2. Overview of Schedule:

- The testing schedule at The Match High School is designed to minimize disruption to regular academic activities while ensuring compliance with state testing requirements. The schedule includes designated periods for both ISTEP+ and ECA testing, typically held in the spring.

### 3. Availability of SAT Tests:

- Yes, The Match High School provides opportunities for students to take the Scholastic Assessment Test (SAT). SAT tests are available to junior and senior students, offering a valuable measure of college readiness and providing an additional option for college admissions.

### 4. Preparation for State Tests:

- To support students in preparing for state tests, The Match High School integrates test-specific strategies and content review into the regular curriculum. Teachers may incorporate practice assessments, review sessions, and targeted instruction to enhance students' confidence and readiness for state testing.

**5. Alternative Testing Arrangements:**

- The school recognizes that some students may require alternative testing arrangements due to specific needs or accommodations. The Match High School works closely with students, parents, and relevant support services to ensure that testing arrangements meet individual requirements.

**6. Communication about Testing:**

- Prior to the testing period, The Match High School communicates relevant information to students and parents, including the testing schedule, locations, and any specific instructions or requirements. Clear communication helps ensure a smooth and organized testing experience for all participants.

**7. Test Security and Integrity:**

- Maintaining the security and integrity of state tests is of utmost importance. The Match High School adheres to state guidelines to prevent any form of cheating or misconduct during testing sessions. Students are reminded of the consequences associated with violating testing protocols.

**8. Review of Test Results:**

- Upon receiving state test results, The Match High School conducts a thorough review of individual and collective performance. This analysis informs ongoing curriculum improvements, instructional adjustments, and support services to address areas of strength and areas requiring further attention.

**9. College Admissions and SAT Scores:**

- The Match High School recognizes the significance of SAT scores in college admissions. Counselors work with students to understand their SAT scores, explore college options, and provide guidance on additional steps for college preparedness.

**10. Continuous Improvement:**

- The school is committed to continuous improvement in its testing practices. Feedback from students, parents, and teachers is actively sought to enhance the testing experience and better support student success.

This Testing section provides a hypothetical overview of the state testing requirements, schedule, availability of SAT tests, preparation strategies, alternative testing arrangements, communication practices, test security measures, review of test results, and the school's commitment to continuous improvement at The Match High School in Indiana.

## Transportation Policy

---

**1. Transportation Responsibility:**

- The Match High School acknowledges that, at the outset, students are not of driving age. Therefore, parents or guardians are responsible for ensuring that students arrive at school on time and are picked up promptly at the end of the school day.

**2. Parental Drop-Off and Pick-Up:**

- Parents or guardians are encouraged to drop off and pick up students directly at the school. The school premises will have designated areas for safe and efficient drop-off and pick-up.

### 3. Public Transportation:

- For families relying on public transportation, Indy-Go, The Match High School will provide information on available public transportation options, routes, and nearby stops. Families are responsible for coordinating and overseeing their child's use of public transportation.

### 4. Walking and Biking:

- The school promotes healthy and sustainable commuting options. Students residing within a reasonable walking or biking distance are encouraged to consider these modes of transportation, ensuring safety precautions are observed. The school is not responsible if bikes are stolen.

### 5. School Bus Services:

- As the school grows and the need arises, The Match High School will explore the possibility of introducing school bus services. This consideration will be based on the geographical distribution of students and the feasibility of implementing safe and reliable transportation options.

### 6. Parental Communication:

- Clear communication channels will be maintained between the school and parents regarding any updates or changes related to transportation policies. Parents will be informed promptly of any developments that may impact transportation arrangements.

### 7. Safety Measures:

- The safety of students is a top priority. Parents are expected to adhere to traffic and safety regulations when dropping off or picking up students. In the future, if school bus services are introduced, safety guidelines will be established and communicated to all stakeholders.

### 8. After-School Activities:

- Parents or guardians should coordinate transportation for students participating in after-school activities or events. The school will strive to provide sufficient notice regarding such activities to facilitate transportation planning.

### 9. Emergency Situations:

- In the event of an emergency or unexpected situation impacting transportation arrangements, the school will communicate promptly with parents and provide guidance on alternative arrangements if necessary.

### 10. Continuous Feedback:

- The school values feedback from parents regarding transportation policies and services. Regular feedback mechanisms will be established to gather insights, address concerns, and make improvements as needed.

This hypothetical Transportation Policy outlines the initial reliance on parents for transportation, provides information on public transportation, promotes walking and biking,

considers future school bus services, emphasizes safety measures, communicates effectively with parents, addresses after-school activities, prepares for emergency situations, and highlights the importance of continuous feedback at The Match High School.

## Closings and Delays

---

### 1. School Closings:

- The decision to close the school due to inclement weather, emergencies, or other unforeseen circumstances will be made with the safety of students, staff, and the school community as the top priority. The Match High School will follow guidelines from local authorities and weather advisories in determining whether to close the school.

### 2. Delays:

- In the event of a delay, The Match High School may implement a delayed start to allow for improved weather conditions or resolution of other issues affecting normal school operations.

### 3. Notification Process:

- The school will utilize multiple communication channels to promptly inform parents, students, and staff of school closings or delays. These channels may include:
  - Automated Phone Calls: A mass notification system will be used to send automated calls to parents and staff.
  - Text Messages: Important information will be sent via text messages to ensure timely communication.
  - School Website: The school's official website will be updated with the latest information on closings or delays.
  - Social Media: Official social media accounts will be utilized to share announcements and updates.

### 4. Timing of Notifications:

- The school will strive to make closing or delay decisions as early as possible to provide families with sufficient time to make necessary arrangements. Notifications will typically be sent out by [insert specific time] in the morning to address delays or closures for that day.

### 5. Local Media Outlets:

- The Match High School will coordinate with local media outlets to ensure that school closings or delays are announced through radio, television, and online platforms. Information provided to local media will align with the notifications sent directly to parents and staff.

### 6. Makeup Days:

- In the event of school closings, the school will consider makeup days to ensure that students receive the required instructional time. Makeup days may be scheduled on designated days or added to the end of the school year, as necessary.

### 7. Continuous Monitoring:

- The Match High School will continuously monitor weather conditions and other factors that may impact school operations. Decisions regarding closings or delays will be based on the most up-to-date information available.

#### 8. Parental Discretion:

- Parents are encouraged to use their discretion and consider local conditions when deciding whether it is safe for their child to travel to school during inclement weather or other situations.

#### 9. Communication with Staff:

- Staff members will be informed through the same communication channels used for parents. The school will maintain open lines of communication with staff to address any concerns or questions related to school closings or delays.

This Closings and Delays Policy outlines the school's commitment to prioritizing safety, the notification process through various channels, the timing of notifications, coordination with local media outlets, makeup days, continuous monitoring of conditions, parental discretion, and communication with staff at The Match High School.

## Student Conduct

---

### 1. General Student Conduct:

---

- The Match High School is committed to fostering a safe, respectful, and inclusive learning environment. Students are expected to conduct themselves in a manner that promotes positive behavior, academic engagement, and respect for others.

### 2. Bullying and Intimidation:

---

- Bullying and intimidation in any form, whether physical, verbal, or online, will not be tolerated. The Match High School defines bullying as any repeated, deliberate act intended to harm, control, or cause distress to another person. Students found engaging in such behavior will face disciplinary action, including counseling, parental involvement, and, if necessary, suspension or expulsion.

### 3. Anti-Harassment Policy:

---

- The Match High School is dedicated to maintaining an environment free from harassment, discrimination, and intimidation. Harassment based on race, color, religion, gender, sexual orientation, national origin, disability, or any other protected status is strictly prohibited. The school will promptly investigate any reports of harassment and take appropriate action, which may include counseling, discipline, and involvement of law enforcement if necessary.

### 4. Reporting Procedures:

---

- Students, parents, and staff are encouraged to promptly report incidents of bullying, intimidation, or harassment to designated school personnel. Reports can be made verbally or in writing, ensuring confidentiality to the extent permitted by law.

#### 5. Family Educational Rights and Privacy Act (FERPA):

---

- The Match High School adheres to the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student educational records. FERPA grants parents certain rights regarding their child's educational records, including the right to access, amend, and control the disclosure of personally identifiable information.

#### 6. Confidentiality:

---

- The Match High School ensures the confidentiality of student records and information. Only authorized individuals, including parents or legal guardians, have access to a student's educational records. Any disclosure of student information follows FERPA guidelines.

#### 7. Educational Records Access:

---

- Parents have the right to review and request changes to their child's educational records. The school will provide access within a reasonable timeframe and discuss any concerns or discrepancies.

#### 8. Consent for Disclosure:

---

- The Match High School will obtain written consent from parents or eligible students before disclosing personally identifiable information from educational records, except as permitted by FERPA.

#### 9. Student Privacy Training:

---

- School staff involved in the handling of educational records receive training on FERPA regulations to ensure compliance and safeguard student privacy.

#### 10. Annual Notification:

---

- The school provides an annual notification to parents and eligible students regarding their rights under FERPA. This notification includes information about how educational records are maintained, disclosed, and the procedures for accessing and amending records.

#### 11. Title IX Policy

---

##### Non-Discrimination Statement

The Match Career and Technical High School is committed to providing an educational environment free from discrimination on the basis of sex in its career and technical

education programs and activities. The school does not discriminate on the basis of sex in its educational programs or activities, including admissions and employment.

#### **Title IX Coordinator**

The school hereby designates Ms. Jae'Sha Baul as the Title IX Coordinator responsible for overseeing the school's compliance with Title IX and handling complaints of sex-based discrimination. The Title IX Coordinator can be reached at 317-226-4263.

#### **Grievance Procedures**

Any student, parent, or employee who believes they have been subjected to sex-based discrimination, including sexual harassment, should report the incident to the Title IX Coordinator or any other school administrator. The school will promptly investigate all complaints of sex-based discrimination in accordance with its established grievance procedures. The investigation will be conducted in a thorough, reliable, and impartial manner.

#### **Education and Training**

The Match will provide ongoing education and training to students, faculty, and staff regarding their rights and responsibilities under Title IX. This includes information about sex-based discrimination, harassment prevention, and the school's procedures for reporting and addressing such incidents.

#### **Supportive Measures**

The school will take appropriate steps to ensure the safety and well-being of students and employees involved in a Title IX complaint. Supportive measures, such as counseling, academic accommodations, or other services, will be made available as needed.

#### **Retaliation Prohibition**

Retaliation against any individual who files a complaint or participates in a Title IX investigation is strictly prohibited. The school will take immediate and appropriate action in response to any acts of retaliation.

#### **Compliance with Applicable Laws**

The Match will ensure compliance with all federal and state laws related to sex-based discrimination and harassment, including Title IX and any applicable regulations.

#### **Conclusion**

The Match Career and Technical High School is dedicated to fostering a positive and inclusive learning environment for all students and employees. This Title IX policy reflects our commitment to upholding the principles of non-discrimination, equal opportunity, and respect for all members of our school community.

This Student Conduct Policy addresses expectations for general student conduct, a strong stance against bullying and intimidation, an anti-harassment policy, reporting procedures, adherence to FERPA guidelines, confidentiality of educational records, access to educational records, consent for disclosure, staff training, and annual notification at The Match High School.



## Health and Safety

---

### 1. Immunization Requirements and Policy:

- The Match High School adheres to the immunization requirements set forth by the state of Indiana. All students must provide proof of up-to-date vaccinations or an approved exemption. The school will communicate regularly with parents to ensure compliance with immunization policies and provide resources for obtaining required vaccinations.

### 2. Administering Medication Policy:

- The administration of medication at The Match High School is governed by the following guidelines:
  - Authorization Form: Parents must complete a medication authorization form, providing details of the medication, dosage, and administration schedule.
  - Prescription Medication: Prescription medication will only be administered with written authorization from a licensed healthcare provider.
  - Over-the-Counter Medication: Over-the-counter medication may be administered with written parental consent, specifying dosage and administration instructions.
  - Storage: Medications will be stored securely, and access will be limited to authorized personnel.
  - Self-Administration: Students capable of self-administering medication may do so under the supervision of school personnel.

### 3. Emergency Drills and Situations:

- The Match High School conducts regular emergency drills to ensure preparedness for various situations. This includes but is not limited to fire drills, tornado drills, and lockdown drills. Emergency procedures are prominently displayed, and staff and students receive training on appropriate responses.
  - Evacuation Plans: Clear evacuation plans are in place, and students and staff are familiarized with designated evacuation routes.
  - Communication: The school maintains effective communication protocols to disseminate information during emergencies.
  - Emergency Contacts: Updated emergency contact information for students is crucial, and parents are encouraged to promptly inform the school of any changes.

### 4. Health and Wellness Programs:

- The Match High School is committed to promoting the overall health and wellness of students. This includes providing access to nutritious meals, promoting physical activity, and offering resources for mental health support.

### 5. Reporting Health Concerns:

- Parents are encouraged to promptly report any health concerns or conditions affecting their child to the school. This information is vital for ensuring appropriate care and accommodations.

### 6. Allergen Awareness:

- The school recognizes the importance of allergen awareness. Parents are requested to inform the school of any allergies or dietary restrictions, and the school will work to create a safe environment, including allergen-free zones if necessary.

### 7. Health Services Team:

- The Match High School maintains a health services team, including a qualified nurse or health professional, to address immediate health needs, administer first aid, and coordinate with parents for ongoing health management.

### 8. Continuous Training:

- Staff undergoes continuous training on health and safety protocols. This includes CPR and first aid training to ensure a rapid and effective response in case of emergencies.

### 9. Health Screenings:

- The school conducts regular health screenings as required by state regulations. These screenings may include vision tests, hearing tests, and other assessments to identify potential health concerns.

This Health and Safety Policy outlines The Match High School's commitment to meeting immunization requirements, administering medication safely, preparing for emergencies through drills, promoting health and wellness, addressing health concerns, allergen awareness, maintaining a health services team, continuous staff training, and conducting health screenings as required by state regulations.

## Technology Policy

---

### 1. Technology Use:

- The Match High School integrates technology into the learning environment to enhance educational experiences. All students and staff are expected to use technology responsibly, ethically, and in a manner consistent with the school's educational mission.

### 2. Internet and Email Accessible User Agreement:

- Access to the internet and email accounts is a privilege granted to students and staff at The Match High School. To ensure responsible use, users must agree to the following terms:

- **Acceptable Use:** Users will use technology resources for educational purposes only and in alignment with the school's curriculum.
- **Respect for Others:** Users will respect the rights and privacy of others and refrain from engaging in any form of cyberbullying, harassment, or inappropriate communication.
- **Security:** Users will take precautions to protect their accounts, passwords, and personal information. Any suspicious activities should be reported immediately.
- **Compliance:** Users will comply with all applicable laws and school policies regarding technology use.

### 3. Guidelines for Use of the Internet:

- The Match High School provides access to the internet for educational purposes, and users are expected to adhere to the following guidelines:
  - **Educational Purpose:** Internet use should align with academic goals and support the curriculum.
  - **Responsible Research:** Students are encouraged to use internet resources responsibly, citing sources appropriately and avoiding plagiarism.

- Digital Citizenship: Users will practice good digital citizenship, promoting positive and respectful behavior online.
- Restrictions: Access to certain websites may be restricted to maintain a secure and focused learning environment.

#### 4. Student Google Account:

- The Match High School provides students with Google accounts to facilitate collaboration, communication, and access to educational tools. Guidelines for student Google account use include:
  - Educational Use: Google accounts are for educational purposes, including collaboration on projects, communication with teachers, and access to educational apps.
  - Privacy: Students are reminded to be mindful of privacy settings and to exercise caution when sharing information online.
  - Responsibility: Students are responsible for the appropriate use of their Google accounts, and any misuse may result in disciplinary action.

#### 5. Monitoring and Compliance:

- The school reserves the right to monitor technology use to ensure compliance with this policy. Monitoring may include reviewing internet usage, email communications, and Google account activities. Users should be aware that their activities on school technology resources may be subject to review.

#### 6. Reporting Concerns:

- Users are encouraged to report any concerns related to technology use to designated school personnel. This includes issues of inappropriate content, cyberbullying, or other violations of this policy.

#### 7. Technology Etiquette:

- Users are expected to practice good technology etiquette, including using devices and online platforms respectfully in the classroom and other shared spaces.

#### 8. Educational Technology Training:

- The Match High School provides training and resources to help students and staff use educational technology effectively and responsibly. This includes guidance on digital literacy, internet safety, and responsible technology use.

This Technology Policy outlines The Match High School's commitment to responsible and ethical technology use, the importance of adhering to internet and email accessible user agreements, guidelines for internet use, and appropriate use of student Google accounts.

## Appendix

---

### 1. Student Chromebook Use Agreement Guidelines Form:

---

#### Student Chromebook Use Agreement

I, **[Student Name]**, acknowledge that I have read and understand the guidelines outlined in The Match High School's Student Chromebook Use Agreement. I agree to abide by the terms and conditions set forth in the agreement, including but not limited to:

1. **Responsible Use:** I will use the Chromebook responsibly for educational purposes and in accordance with the school's curriculum.

2. **Care and Maintenance:** I will take proper care of the Chromebook, ensuring it is not damaged, lost, or stolen. Any issues or damages will be reported promptly to school personnel.

3. **Security:** I will maintain the security of my Chromebook, including safeguarding passwords and personal information. I will report any security concerns to the appropriate school personnel.

4. **Educational Use:** I understand that the Chromebook is a tool for educational use, and I will refrain from using it for non-academic purposes during school hours.

5. **Compliance:** I will comply with all applicable laws and school policies regarding the use of technology resources, including the Student Handbook and Technology Policy.

Student Signature: \_\_\_\_\_

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

2. Student Handbook Agreement Signature Page:

---

**Student Handbook Agreement**

I, [Student Name], and my parent/guardian, [Parent/Guardian Name], acknowledge that we have received, read, and understood The Match High School Student Handbook. We agree to abide by the policies, rules, and guidelines outlined in the handbook, including but not limited to:

1. **Student Conduct:** We understand the expectations for student conduct, including policies on bullying, anti-harassment, and the Family Educational Rights and Privacy Act (FERPA).

2. **Health and Safety:** We acknowledge the importance of adhering to health and safety policies, including immunization requirements, medication administration, and emergency drills.

3. **Technology Use:** We understand and agree to the guidelines for technology use, including the Internet and Email Accessible User Agreement and the responsible use of student Google accounts.

4. **Closings and Delays:** We are aware of the school's policy on closings and delays, including notification procedures and makeup days.

5. **Attendance and Withdrawal:** We understand the school's policies on attendance, withdrawal, and transfer, as outlined in the handbook.

Student Signature: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This page serves as confirmation that both the student and parent/guardian have received, read, and agreed to the policies outlined in The Match High School Student Handbook.



# *m*ATCHBOOK LEARNING

Schools of Indiana

## **Employee Handbook**

2

Welcome!

As an employee of Matchbook Learning Schools of Indiana (MBLI), you are an integral part of our continued success and achievement. We ask that you read and review this Employee Handbook. This Employee Handbook has been developed to help answer any and all questions surrounding your employment with MBLI. The following outlined policies, practices, and procedures are guiding tools to help create a smooth and transparent working environment for all MBLI employees.

As a member of the MBLI family, we appreciate your hard work and dedication to our organization's mission.

Welcome to the team and family!

Dr. Amy Swann  
Chief Executive Officer

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

3

## A WORD ABOUT THIS HANDBOOK

This Employee Handbook contains information about the employment policies and practices of Matchbook Learning Schools of Indiana (MBLI). We expect employees to read this handbook carefully, as it is a valuable reference for understanding your job and MBLI. The policies outlined should be regarded as management guidelines only, which in a developing business will require changes from time to time. This iteration of the Employee Handbook supersedes and replaces any and all previous versions and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by a written agreement signed by the employee and the School Leader, MBLI reserves the right to alter, eliminate, or



otherwise modify any of the provisions of this handbook at any time without notice. Although MBLI will strive to provide employees with notification regarding policy changes, MBLI may make revisions or deletions without notice. Please note, however, that no oral statements or representations can change the provisions of this Employee Handbook.

MBLI is an at-will employer. This means that regardless of any provision in this handbook, either you or MBLI may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this handbook or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee, or representative of MBLI is authorized to enter into an agreement—express or implied—with any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the School Leader of MBLI.

The provisions of this employee handbook are not intended to create contractual obligations with respect to any matters it covers, nor is this Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

4

## **Contents**

Who we are 6 Categories of Employment 6 Immigration Reform and Control Act 7

Benefits and Leave 7 Employee Benefits 7 Time off and other leave policies 8

Holidays 8 Vacation & Paid Days Off 8 Sick Leave 9 Sick and Personal Leave Request Procedure 9 Bereavement Leave 9 Jury Duty/Witness Leave 10 Military Leave 10 Paid Parental Leave 11 School Visitation Leave 11 Unpaid Leave 12 Workers Compensation 12

Family and Medical Leave (FMLA) 12 Family and Medical Leave 12 Family and Medical Leave Request Procedure 13 Leave Request Procedure 13 Certification 13 Compensation during Leave 14 Group Health Insurance Benefits 14 Returning to Work 15 Faculty Provisions 15

Wage & Hourly Policies and Procedures 16 Recording your time 16 Overtime (For non-exempt employees) 16 Paycheck Deductions 17 Garnishment/Child Support 18 Direct Deposit 18

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

5

Performance Reviews/Awards 18 Reimbursements 18 Legal Compliance 18 Equal Employment Opportunity (EEO) Policy and Human Rights Act 18 Accommodation for Disabilities 19 Pregnancy Act of 1973 19 Religious Accommodations 19 Policy Prohibiting Harassment and Discrimination 19 General Harassment and Discrimination 19 Sexual Harassment and Unwelcome Sexual Conduct 20 Workplace Concerns 20 Standards of Conduct 24 Attendance and Punctuality 25 Background Checks 26 Certification and Highly Qualified Status 26 Confidentiality 26 Contact with the Media 27 Conflicts of Interest Policy 27 Corporate Credit Card 28 Employee Safety 28 Information Technology/Computers/Internet 28 Overview 28 Computers: Replacement of Lost or Damaged Equipment 29 Technology Equipment and Internet Safety: Acceptable Usage 29 Anti-Harassment 30 Other Compliance Issues 30 Media Release 31 Non-Solicitation 31 Personal Property 31 Personal Telephone Calls 31 Professional Appearance 32 Sexual Abuse Policy 32 Statement of Purpose 32 Reporting Procedure 32

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

6

Anti-Retaliation 33 Investigation and Follow-Up 33 Employee Interactions with Students 33 Social Media Guidelines 33 Travel and Reimbursements 35 Voluntary or Involuntary Termination 35  
 Voluntary Termination 35 Involuntary Termination 36 General Termination Information 36 Safety at Matchbook Learning Schools of Indiana (MBLI) 36 Alcohol, Drug, and Tobacco Free Workplace 36 Fire & Emergency Drills 37 In an Emergency 38 No Weapons in the Workplace 38 School Closings & Delays 39 Student Safety 39 Workplace Searches 39 Workplace Violence 39  
 Receipt of Matchbook Learning Schools of Indiana (MBLI) Employee Handbook and Employment-at-Will Statement (Employee Copy) 41  
 Receipt of MBLI Employee Handbook and Employment-at-Will Statement (Employer Copy) 42

## Who we are

Matchbook Learning Schools of Indiana prides itself on being an organization that considers its employees family. We strive to cultivate an environment focused on mutual respect, hard work, dedication, and a desire to help our colleagues and students throughout all obstacles and challenges. Our teachers, staff members, and administrators work closely together to accomplish our mission of creating and sustaining the highest quality schools in Indianapolis. In uniting to

accomplish this mission, MBLI employees create a team and family culture that permeates throughout our entire organization.

## Categories of Employment

- **Full Time Regular Employees:** Regularly work at least a minimum of 30 hours per week. Most full-time employees qualify for MBLI benefits.
  - Full-time employees fit into two categories: 10 month or 12 month employees. 10 month employees are full-time, regular employees (e.g. teachers, interventionists,

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

7

instructional assistants, etc.) who do not have work obligations during the summer months as specified according to the Matchbook Learning Schools of Indiana yearly calendar. 12 month employees are full-time, regular employees (e.g. principals, deans, instructional coaches, administration, social workers, etc.) who have year round work obligations. A full-time, regular employee's status is discussed with her/his supervisor upon start of employment and when job roles change.

- **Part Time Regular Employees:** Regularly work less than 30 hours each week and only qualify for certain MBLI benefits, or benefits as required by law.
- **Temporary Employees:** Employees assigned to positions on a temporary basis. Temporary employees are not eligible for MBLI benefits except as required by law.

Note: In addition to the preceding categories, employees are also categorized as “exempt” or “non-exempt,” in accordance with the Fair Labor Standards Act (FLSA).

- **Non-exempt Employees:** All employees who are not classified as “exempt” are classified as “non-exempt.” Non-exempt employees are eligible for overtime pay. For additional information on overtime payments, please refer to the ‘Overtime’ section of this Handbook.
- **Exempt Employees:** Pursuant to applicable federal and state laws, exempt employees are not entitled to overtime pay, and are not subject to certain deductions to their salary under federal and state laws. This applies to certain employees who hold administrative, professional, or executive positions (or other positions) that meet specific criteria established by applicable wage and hour laws. Exempt employees do not receive overtime pay because their compensation accounts for a longer workday.

Upon hire, you will be notified of your employment classification.

## Immigration Reform and Control Act

In compliance with the Federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirement, MBLI is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three days of hire. If an employee is authorized to work in the country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain

employed with MBLI.

## Benefits and Leave

### Employee Benefits

MBLI has developed a comprehensive set of employee benefits to supplement our employees' regular wages. These benefits represent a hidden value of additional income to our employees.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

8

For detailed benefits information and guidance, read and refer to our benefits and payroll provider handbook.

MBLI reserves the right to modify its benefits at any time. MBLI may attempt to provide reasonable notice of benefit changes, but reserves the right to make such changes without notice. Employees may contact Human Resources with specific questions.

Health – MBLI offers group health plans that are competitive with neighboring schools through United Health Care.

Retirement – employees will have the option of enrolling in our 401(K) plan and will have matched contributions up to a the % defined by MBLI.

### Time off and other leave policies

#### Holidays

MBLI normally observes the following holidays for all employees throughout the year. Additional holidays are determined and indicated on the school calendar:

- New Year's Eve
- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Wednesday before Thanksgiving
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Full-time and part-time regular employees are eligible for paid holidays immediately upon hire. Regular part-time employees will be paid based on the number of hours they are normally scheduled to work.

Hourly employees are paid only for hours worked. If an hourly employee works over a holiday, please view the Wage & Hourly Policies and Procedures portion of the Employee Handbook for

more detailed information.

### **Vacation & Paid Days Off**

Please refer to the school calendar for information on available vacation days as indicated by days during breaks that are non-professional development days. 12 month employees should consult your Supervisor for approval of summer vacation times, days, and work hours. All

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

9

requests must be approved prior to taking leave to ensure consistent operations throughout breaks or whenever there is business need.

MBLI does not pay any compensation for unused vacation leave upon voluntary or involuntary termination of employment. MBLI employees are also not permitted to carry over unused vacation leave from one fiscal year to the next.

### **Personal Leave**

MBLI provides two (2) paid personal days each school calendar year to all full-time employees. Personal days should be scheduled with the Principal or Immediate Supervisor and approved in advance. Personal days cannot be approved during mandatory professional development days, or at the beginning or end of a scheduled school break. Whenever possible, personal days should not be requested during state testing windows or other highly critical times during the academic year. Supervisors will use discretion

### **Sick Leave**

MBLI provides eight (8) paid sick days each school calendar year, to all full-time employees, and complies with all standards set by law in regards to sick leave. An employee who is ill or has an ill spouse or child should contact the Principal, or immediate Supervisor, as soon as he/she is aware that he/she is unable to report to work. Sick days can be taken in ½ and full day increments and are accrued over 24 pay periods at 0.42 days per pay period.

MBLI does not pay any compensation for unused sick leave upon voluntary or involuntary termination of employment, and employees are not permitted to carry over unused sick leave from one fiscal year to the next. If an employee's absence is covered by the FMLA, that employee should follow the procedures set forth in that policy.

Employees may be required to provide a doctor's note(s) to explain their absences. If requested, employees should turn the note(s) into their administrator within three days of their return to work.

Once an employee reaches 10 PTO days in the system. Any missed day after will be unpaid.

### **Sick and Personal Leave Request Procedure**

All requests for sick and personal leave must be logged into the time off request form at the time of your request (or in the event of an emergency as soon as reasonably possible). Your Supervisor or School Leader must approve requests for sick and personal time through the system in accordance with the leave policies in this handbook.

## Bereavement Leave

Full-time and part-time Regular employees are eligible, immediately upon hire, for 2 paid bereavement days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, grandparents, brothers, sisters, and children.

Requests for bereavement leave should be made to your manager as soon as possible. MBLI reserves the right to request written verification of an employee's familial relationship to the

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

10

deceased and his or her attendance at the funeral service, or related event, as a condition of the bereavement pay.

## Jury Duty/Witness Leave

Full-time Regular employees summoned for jury duty, or subpoenaed to testify as a witness, will be granted the necessary time off upon furnishing proof of such notice to serve. Absences for jury or witness duty are not deducted from any leave allowance. Full-time employees will be paid their regular salary up to ten (10) business days of jury duty. Should you have to serve longer than ten (10) business days, your situation will be assessed on a case-by-case basis. Your leave may include unpaid time off if applicable.

Temporary and part-time employees will not be paid for jury or witness duty.

Should jury/witness leave not require the full workday or workweek, MBLI employees are required to return to her/his duties at MBLI.

## Military Leave

Full-time employees who are absent from work due to service in the uniformed services, including but not limited to, service in the armed forces of the United States or the armed forces reserves, the national guard, or another commissioned corps of public service, will be granted an unpaid leave of absence in accordance with federal and state laws governing such leaves, such as the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Unless otherwise provided by state law, employees on such leaves of absence are generally entitled to certain reemployment rights and benefits if they meet the following requirements:

- Advance Notice – The employee must personally, or through an officer of the service, give written or verbal notice before the need for military leave begins, unless precluded by military necessity or circumstances which make notice unreasonable or impossible;
- Duration of Leave – The employee's cumulative period of service in the uniformed services while in MBLI's employment may not exceed five years, unless additional service is required to complete an initial period of obligated service, the employee is unable to obtain orders of release through no fault of his/her own, the employee is able to certify in writing by the Secretary of Defense that additional training is required, or additional service is required during a national emergency or war; and

- **Timely Reemployment Application** – The employee must return to work or submit an application for reemployment within the required time frame depending on the length of the employee’s service.

An employee should contact his/her School Leader or Supervisor for more details regarding military leave (e.g., what type of service qualifies for this leave entitlement, what constitutes timely reemployment, under what circumstances an employee’s application for reemployment may be denied, an employee’s rights and obligations related to employment benefits while on leave and upon returning from leave, etc.).

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

### **Paid Parental Leave**

#### **Primary Caregivers:**

All school based employees who have been employed by MBLI for a total of 12 months or more, and who have worked at least 1,000 hours during the 12-month period immediately preceding the beginning of their leave, and who are primary caregivers, are eligible for six (6) weeks of Paid Parental Leave following the natural birth or adoption of a child and eight (8) weeks following cesarean section births. This paid parental leave is available to the primary caregiver once in a twelve-month period and must be taken in a consecutive six-week period. Paid Parental Leave runs concurrent with leave taken pursuant to the Family and Medical Leave Act.

The term “primary caregiver” refers to an individual who received medical treatment as a result of the birth (whether natural or cesarian section), or is solely responsible for the care of the child in the event of an adoption.

#### **Secondary Caregivers:**

All school based employees who have been employed by MBLI for a total of 12 months or more, and who have worked at least 1,000 hours during the 12-month period immediately preceding the beginning of their leave, and who are secondary caregivers, are eligible for ten (10) days of Paid Parental Leave following the birth or adoption of a child. This paid parental leave available to the secondary caregiver can be taken in one (1) day increments at any time within six (6) months of the birth. Paid Parental Leave runs concurrent with leave taken pursuant to the Family and Medical Leave Act.

The term “secondary caregiver” refers to an individual who is jointly responsible for the care of the child in the event of an adoption or natural birth (whether natural or cesarian section).

#### **Maternity Considerations (During Work Hours):**

MBLI will provide a reasonable amount of break time to accommodate a female employee’s need to express breast milk for the employee’s infant child, up to one year after the birth of the employee’s child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. MBLI will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the team member's work area.

Employees should notify your manager to request time to express breast milk under this policy.

MBLI reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

### **School Visitation Leave**

Employees who are parents, guardians, or acting in place of the parents of a school-aged child are allowed up to 24 hours of leave, without pay, during any 12 month period to attend their child's school conference, classroom activity, or other school related event.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

12

You must provide a written request for the School Visitation Leave at least ten (10) calendar days prior to the event, unless the need to attend the school related event cannot be reasonably foreseen. Please provide this request to your supervisor.

### **Unpaid Leave**

Consistent with all applicable federal and state laws, employees may be granted unpaid leave in appropriate circumstances. Please contact your School Leader, Supervisor, or the Director of Finance for more information.

### **Workers Compensation**

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to an employee. If an employee becomes injured on the job, the employee should report the incident immediately to his/her immediate Supervisor or School Leader.

### **Family and Medical Leave (FMLA)**

#### **Family and Medical Leave**

An employee who has been employed by MBLI continuously for one year and has worked at least 1,000 hours during the 12-month period is entitled to 16 work weeks of unpaid family leave and 16 work weeks of unpaid medical leave within a 24 month period (immediately preceding the request for family or medical leave).

Eligible employees may take medical leave under this policy due to their own serious health condition.

Additionally, eligible employees may take family leave under this policy under the following circumstances:

- a. For the birth and care of a newborn child, or the placement and initial care of an adopted or foster care child; and
- b. To care for an employee's spouse, child, family member or domestic partner with a serious health condition.
- c. Because of a qualifying exigency arising out of the fact that an employee's spouse, child or parent is a covered service member on active duty (or has been notified of an impending call or order to active duty in support of a contingency operation).



The leave taken under subsection (a) must be taken within the twelve-month period beginning with the birth or placement of the child.

Additionally, an eligible employee who is the child, spouse, parent, or next of kin of a covered service member may take Military Caregiver Leave, which must be used to care for a covered service member with an injury or illness incurred in line of duty, while on active duty in the Armed Forces, that renders he or she medically unfit to perform the duties of the service member's office, grade, rank, or rating. A covered service member is a current member of the

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

13

Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary disability retired list, for a serious injury or illness.

### **Family and Medical Leave Request Procedure**

MBLI may request that family and medical leave be taken in one consecutive period of time. In the case where a health care provider documents that it is medically necessary, an employee may take leave intermittently or on a reduced work schedule. If an employee takes an intermittent or reduced work schedule leave, MBLI may temporarily transfer that employee to another position with equivalent pay and benefits in order to better accommodate the leave. If an employee requests intermittent or reduced schedule leave due to medical necessity, the employee is required to submit certification from a health care provider stating the basis for the medical necessity and, if applicable, the anticipated schedule for treatment.

When planning medical treatment, an employee should make a reasonable effort to schedule leave so as not to unduly disrupt MBLI's operations. Employees are expected to consult their Supervisor or School Leader prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both the employee and MBLI. An employee's treatment schedule is also subjected to the approval of the employee's health care provider.

### **Leave Request Procedure**

Your Supervisor or School Leader must approve requests for family or medical leave in advance. If the need for the leave is foreseeable, an employee must provide MBLI with at least 15 days' advance notice before the leave is to begin. If the need is not foreseeable, and 15 days' notice is not possible, notice must be given, at least orally, as soon as practical, and within one or two days of learning of the need for leave.

When an employee requests leave under this policy, it is essential to specify whether the leave requested is for family or medical leave. Leave requests should be made in writing and should set forth the reasons for the requested leave, the anticipated duration of the leave and the anticipated start date of the leave. All employees requesting a leave extension should also do so in writing, if possible, two weeks prior to the end of their scheduled leave. Please contact Human Resources to obtain the proper forms to complete. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

### **Certification**

Employees who request a medical leave or a family leave to care for a family member or domestic partner with a serious health condition must submit a written medical certification from a health care provider to support the leave request. This medical certification must be submitted within 15 days of requesting the leave. Failure to comply with these medical certification requirements may result in leave under this policy being deferred until after a medical certification is received that demonstrates eligibility for medical leave. If the medical

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

14

certification is not submitted in a timely manner, leave taken prior to the receipt of the medical certification will not be protected under this policy and may result in disciplinary action.

If there is a dispute about the initial medical opinion as to an employee's own serious health condition, MBLI may require a second opinion by a health care provider of its choice at its expense. If a third opinion is necessary, a third health care provider may be selected, also at MBLI's expense.

All employees returning from a medical leave must provide medical certification of their fitness to return to work before they actually begin working. MBLI also requires periodic updates to support leave in excess of 30 days and requests to extend leave. If the initial leave request was longer than 30 days, then medical certification is required every 30 days after the expiration of the initial leave request. Consistent with other applicable leave policies, failure to provide medical certification may result in discipline or termination due to unexcused absences.

If an employee requests leave to care for a covered service member, the employee must provide a fully completed Certification of Serious Injury or Illness of covered service member form. This form is available from the Human Resources Department. While MBLI may under certain circumstances seek authorization and/or clarification of this certification, MBLI will not request a second or third opinion or seek any recertification. In lieu of the Certification of Serious Injury or Illness of a covered service member form, an employee may provide Medical certification forms and covered service member forms are available from the Human Resources department.

### **Compensation during Leave**

Leave under this policy is generally unpaid, but an employee may first use any available sick leave, vacation leave, or parental leave, if appropriate, before taking unpaid leave. Consistent with federal law, available sick leave time may not be used during any family or medical leave that also qualifies for workers' compensation benefits. It is the employee's responsibility to apply for workers' compensation benefits, if appropriate, using a form provided by the school. When all forms of paid leave have been exhausted or are unavailable, employees may continue the balance of their leave under this policy on an unpaid basis.

The length of an employee's family or medical leave shall not be extended by his or her use of available sick leave or receipt of workers' compensation benefits during leave. Family or medical leave shall not constitute a break in serviced for purposes of longevity, seniority or any employee benefit plan. Sick leave continues to accrue only during the paid portion (if any) of a family or medical leave. Use of paid sick leave runs concurrent with FMLA leave.

### **Group Health Insurance Benefits**

MBLI will maintain group health insurance coverage, for eligible employees, during a family and medical leave under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. Employees will continue to be responsible for premium co-payments (if any) for their dependents under MBLI's group health insurance plans. Failure to make timely payment could result in loss of coverage for the dependent. MBLI will provide employees with written notice of the terms and conditions

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

15

concerning premium co-payment during leaves. Should MBLI decide to make general changes in its benefits while an employee is on leave, that employee will be notified as soon as possible.

Employees who do not return to work at the end of their family and/or medical leave will be required to reimburse MBLI for all premiums paid on their behalf.

### **Returning to Work**

Before returning to work from a medical leave, an employee must provide medical certification of his/her fitness to return to work.

Upon returning from leave, protected by this policy, eligible employees will generally be returned to the same position held prior to the leave, or one that is equivalent in pay, benefits and the terms and conditions of employment. Being on family or medical leave does not provide employees to any further right to employment than if they had not been on leave. Even though an employee is on leave, an employee may be terminated if the employee would have been terminated even if he or she had not been on leave (such as when there has been a reduction in force or job abolishment, the employee was employed for a specific period or project which has ended or based on the employee's work performance or conduct).

An employee who is among the highest paid 10% of all employees within a 75-mile radius of his or her worksite may be denied reinstatement or terminated at the end of his or her leave if: (1) MBLI informs the employee when leave is requested (or as soon thereafter as MBLI makes the determination) that he or she is a "key" employee, (2) MBLI determines that denial of reinstatement is necessary to prevent substantial and grievous economic injury to MBLI that is not directly related to the employee's leave, and (3) MBLI notified the employee immediately upon making the determination that reinstatement would be denied and informed him or her of the basis for the decision.

Employees, who do not return to work as soon as they are able to, shall be considered to have resigned. Acceptance of other employment during a family or medical leave also will be considered a resignation from MBLI.

Employees who do not return to work upon the expiration of their approved family or medical leave shall be terminated subject to applicable workers' compensation law, the Americans with Disabilities Act, and other applicable laws.

### **Faculty Provisions**

If a faculty member requests family or medical leave that is foreseeable and would be greater than 20% of the total number of working days, in the period during which the leave would extend, the faculty member must elect to: (1) take the family or medical leave for periods of particular duration not to exceed the planned medical treatment or supervision; or (2) transfer

temporarily to an available alternative position offered by the school (if such a position exists) for which the employee is qualified, which has equivalent pay and benefits, and better accommodates the recurring periods of leave than the employee's regular employment position.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

16

If a faculty member begins family or medical leave more than five (5) weeks before the end of the academic term, MBLI will require that the faculty member continue to take leave until the end of the term if the leave is at least 3 weeks in duration and the return to employment would occur during the 3- week period before the end of the academic term.

If a faculty member begins family or medical leave during the period that commences from more than three (3) weeks and up to and including five (5) weeks before the end of the academic term, MBLI will require the faculty member to continue to take leave until the end of the term if the leave is greater than 2 weeks in duration and the return to employment would occur during the 2- week period before the end of the academic term.

If a faculty member begins family or medical leave during the period that commences three (3) weeks or less before the end of the academic term and the duration of the leave is greater than five (5) working days, MBLI will require the faculty member to continue to take leave until the end of the term. Determinations with respect to reinstatement at the end of family or medical leave shall be made on the basis of established school board policies and practices.

## **Wage & Hourly Policies and Procedures**

Regular work hours at MBLI are 8:30am-4:30pm. School staff will be notified if these hours change.

### **Recording your time**

Non-exempt employees must record their hours, on a daily basis, on time sheets provided by their School Leader/Supervisor. All hours must be submitted to an employee's Manager for approval. If anyone within MBLI instructs an employee to not record all time worked or otherwise fill out timesheets inaccurately, the employee is required to notify their manager immediately.

Non-exempt employees must also record vacation, sick, bereavement, jury, and / or holiday leave on their timesheets and submit the timesheet to the employee's manager for approval and signature. No one has the authority to direct an employee to fill out a timesheet that does not accurately report time worked and leave taken. If anyone instructs you not to record all time worked or otherwise fill out timesheets inaccurately, you are required to notify your Manager or Human Resources. If you realize you made a mistake in reporting your time, you should immediately report the correct hours and how the mistake happened to your manager.

### **Overtime (For non-exempt employees)**

There may be times when an employee will need to work overtime so that we may meet the needs of our students. Although employees will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by their direct Supervisor.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

17

Overtime pay is based on actual hours worked; time off on holidays, sick leave or any leave of absence will not be considered hours worked for purposes of overtime calculations. Overtime is normally paid at the rate of 1.5 times an employee's regular rate of pay for hours worked over 40 in any workweek. In calculating hours worked, for purposes of overtime pay, break periods are considered part of the workday, but lunch periods are not.

MBLI's work week runs from Sunday at 12:01 am through midnight Saturday. Exempt employees do not receive overtime pay.

Your direct Supervisor must approve all overtime before the overtime is worked. Overtime charges must be reported on employee timesheets and a signature must be obtained from your supervisor. Failure to comply with this policy will lead to disciplinary action.

### Paycheck Deductions

MBLI is required by law to make certain deductions from an employee's paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which an employee lives, and the benefits that are chosen, there may be additional deductions. All deductions, and the amount of the deductions, are listed on a pay stub, which can be viewed through an employee's account. These deductions are totaled each year for an employee's Form W-2, Wage and Tax Statement.

It is the policy of MBLI that exempt salaried employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, MBLI may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability;
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of a team member's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative vacation leave balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the appropriate School Leader, Immediate Supervisor, or Human Resources.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

18

### **Garnishment/Child Support**

When an employee's wages are garnished by a court order, MBLI is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. MBLI will, however, honor federal and applicable state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

### **Direct Deposit**

All full and part time MBLI employees will receive their pay through deposit into their bank account through our direct deposit program. If an employee chooses to have their paycheck directly deposited into their specified accounts, the employee is able to view pay stubs online by logging into Amplify Passport from [www.amplify.com](http://www.amplify.com). In order to directly deposit funds in an employee's account, you must make that selection and provide the required information in the Amplify system.

### **Payday**

Most MBLI employees are paid semi-monthly on the 15th and the 30th of each month, over a 12-month period. When the payday is on a Saturday or a Sunday, employees normally will be paid on the Monday after the weekend. When the payday is on a holiday, employees normally will be paid on the first business day after the holiday.

All employees should review their paycheck for errors. If a mistake has occurred, please report it to the Director of Finance immediately.

### **Performance Reviews/Awards**

MBLI may award and/or recognize an employee for their positive work performance, through monetary awards.

### **Reimbursements**

An employee's School Leader or Supervisor must approve all reimbursements. Once approved, the reimbursement form and receipts should be submitted to the school's Director of Finance to be processed. Reimbursements will be directly deposited into a designated account, or mailed to the employee's home address on file. For more information on reimbursements, please contact the Director of Finance.

## **Legal Compliance**

**Equal Employment Opportunity (EEO) Policy and Human Rights Act** MBLI is committed

to equal employment opportunity consistent with federal law, the Equal Employment Opportunity (EEO) policy and the DC Human Rights Act of 1977. We will not

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

19

discriminate against employees or applicants for employment on any legally-recognized basis or protected class including, but not limited to veteran status, uniform service member status, race, color, religion, sex, national origin, age, sexual orientation, genetic information, physical or mental disability or any other protected class under federal, state, or local law. This policy governs all aspects of employment at MBLI, including hiring, assignments, training, promotions, compensation, employer benefits, employee discipline and discharge, and all other terms and conditions of employment.

You may discuss equal employment opportunity related questions with your Supervisor, Human Resources, or the School Leader.

### **Accommodation for Disabilities**

MBLI is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, as governed by the Americans with Disability Act, which may include providing a reasonable accommodation where appropriate. In general, it is the employee's responsibility to notify their School Leader or Supervisor of the need for an accommodation. Upon doing so, the School Leader or Supervisor may ask the employee for their input, or the type of accommodation, he/she believes may be necessary, or the School Leader may discuss the functional limitations cause by the employee's disability. Also when appropriate, we may need an employee's permission to obtain additional information from their physician, or other medical or rehabilitation professionals. Reasonable accommodations may be provided that do not interrupt the normal flow of the workday.

MBLI makes every reasonable accommodation to comply with the American Disability Act (ADA).

### **Pregnancy Act of 1973**

MBLI complies with all rules and regulations as outlines in the Pregnancy Act of 1973.

### **Religious Accommodations**

MBLI is committed to providing reasonable accommodations, where appropriate, for employees' religious beliefs. In general, it is the employee's responsibility to notify their School Leader or Supervisor of the need for an accommodation. Upon doing so, your School Leader or Supervisor may ask the employee for their input, or the type of accommodation, he/she believes may be necessary. Accommodations should not interfere, or disrupt, the normal routine of our organization.

### **Policy Prohibiting Harassment and Discrimination**

#### **General Harassment and Discrimination**

MBLI strives to provide a work environment where all employees can work together comfortably and productively, free from harassment and discrimination. MBLI prohibits the

harassment of or discrimination against any of its employees based on an individual's race,

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

20

religion, color, national origin, physical or mental disability, marital status, military/veteran status, age, sex, sexual orientation, personal appearance, political affiliation or other characteristics protected by applicable laws.

While it is not easy to define what harassment is, prohibited harassment may include, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on MBLI's premises or circulated in the workplace that denigrates, and/or shows hostility or aversion towards an individual or group because of the characteristics identified above. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

### **Sexual Harassment and Unwelcome Sexual Conduct**

MBLI also is committed to providing a workplace free of sexual harassment and other unwelcome sexual conduct. Sexual harassment is defined as unwelcome sexual conduct that creates an offensive or hostile working environment or unwelcome sexual conduct that is made a condition of working at MBLI. Sexual harassment may occur between people of the same or opposite sex. Examples of prohibited unwelcome sexual conduct include but are not limited to:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs);
- Physical harassment (e.g., physical contact); and
- Visual harassment (e.g., posters, cartoons, e-mails or drawings of a sexual nature).

Our workplace is not limited to MBLI's facilities, but includes anywhere a business/school related function is taking place. These policies apply to all MBLI sponsored events. While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable.

Accordingly, such behavior is inappropriate and may result in disciplinary action, up to and including termination of employment, regardless of whether it is unlawful.

### **Workplace Concerns**

If an employee believes that he or she has been subjected to conduct that violates the EEO Policy or the Policy Prohibiting Harassment and Discrimination by any MBLI employee, vendor, parent or other business contact, the employee should immediately report the incident to the Director of Finance or their School Leader. Reporting may be done in person, in writing, or by telephone.

MBLI will not retaliate, nor will it tolerate retaliation, against employees who complain in good faith about harassment or discrimination in the workplace. MBLI will investigate any such report as appropriate, and will provide a prompt, thorough, and objective investigation of any unlawful or prohibited discrimination. MBLI will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated these prohibitions against harassment, discrimination and retaliation.



MBLI has an Open Door policy. This policy states that all MBLI employees are encouraged, and welcome, to share ideas, suggestions, and complaints to their Direct Supervisor, School Leadership, and the Professional Relations Group. We hope this Open Door policy promotes a sense of open communication, camaraderie, and continues to foster a team environment.

## Reporting and Anti-retaliation Policy

Matchbook Learning Schools of Indiana Inc. (“Matchbook”) is committed to fostering a culture of integrity by adopting policies that encourage employees to report good-faith concerns regarding business-related conduct that may be unlawful. Matchbook Learning Schools of Indiana Inc. does not tolerate any retaliatory, fraudulent, illegal or unethical business-related conduct.

**Non-Protected Disclosures** - This policy applies to employees who raise good-faith concerns relating primarily to unethical, fraudulent, illegal or wrongful business conduct. This policy is not intended to address every concern that may arise in the workplace. For example, complaints of a personal nature or mere disagreements with Matchbook’s business decisions do not constitute whistleblowing. Employees who make complaints of this nature are not subject to the protections granted by this policy; however, such complaints may be addressed under other corporate policies, such as anti-harassment policies, using other available channels of communication.

### Definitions:

- Whistleblower - A whistleblower is an individual who informs a supervisor, employer(s), government agency or other authority figure about criminal activity, unethical behavior or other improper activity occurring within an organization.
- Misconduct – Misconduct is broadly defined as behavior outside of compliance with all provisions of law.
- Protected Disclosure - A protected disclosure is a complaint made in good faith to the right person in the right manner.

Generally, protected disclosures involve issues of the following:

- o Fraud or other financial business-related misconduct;
- o Bribery; o Creation of false contracts;
- o Expense claim fraud;
- o Theft or embezzlement of Matchbook resources;
- o Misuse of Matchbook resources for personal gain;
- o Association with third parties in a manner that creates a conflict of interest;
- o Disclosure or theft of confidential business information or trade secrets; o Presentation of false claims for government payment;
- o Conditions that threaten the health and safety of Matchbook Lea employees;
- o Other violations of the Code of Conduct;
- o Criminal activity; or
- o Other unethical behavior.

- Trade secrets - Trade secrets are all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically or in writing that Matchbook has taken reasonable measures to keep secret and that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable through proper means by, the public.

**Disclosure procedure:**

- Any officer, supervisor or employee of Matchbook may disclose information related to suspected wrongdoing of any other Matchbook employee.

The procedure for making a protected disclosure is as follows:

- o Complaints may be submitted to an employee's immediate supervisor.

- o If the employee is not comfortable doing so, then the employee is encouraged to report their concern by email to Don Stewart, Director of Finance, at [emcguire@matchbooklearning.com](mailto:emcguire@matchbooklearning.com) or Dr. Amy Swann, Chief Executive Officer, at [amy@matchbooklearning.com](mailto:amy@matchbooklearning.com).

- o Whistleblower complaints alleging misconduct may also be filed directly to the Matchbook Learning Board of Directors, Board Chair Sajan George, at [sajan@matchbooklearning.com](mailto:sajan@matchbooklearning.com).

- o The complaint should include the name and title of the alleged violator and any supporting evidence that the whistleblower has to support the allegation. Matchbook will make all efforts to maintain confidentiality of all disclosures. However, confidentiality is not guaranteed, and the identity of the whistleblower may need to be revealed in order to facilitate the investigation and resolve the issue.

**Initial Review:**

- The Director of Finance shall evaluate the complaint to determine if it concerns a whistleblowing issue, consulting with legal counsel where appropriate. If no whistleblowing issue is implicated, the Director of Finance shall end the investigation and inform the complaining employee that no further action will be taken and explain the reason for the decision.

- For complaints submitted directly to the board chair, the complaint shall be reviewed by the board chair, along with other board personnel and outside counsel where appropriate.

- If the initial review determines that the complaint contains a whistleblowing issue, the complaint shall be sent to the Director of Finance

**Investigation:**

- Matchbook is committed to fully investigating all allegations of misconduct, including allowing accused parties to answer the allegations made against them.

- o A file should be opened for the investigation that should contain any documents, notes of interviews or any other information obtained during the investigation.
- o The investigator may contact the accused party and inform them that an investigation has commenced. Depending on the nature of the allegations, the employer should determine whether a suspension pending the outcome of the investigation is appropriate.
- o The investigator should contact any other parties necessary to facilitate the investigation, such as financial auditors or law enforcement if the allegations concern criminal conduct.
- o Any relevant witnesses should be contacted and interviewed. All correspondence with witnesses should be documented and signed by the investigator and the witness.
- o Once the investigation has concluded, the investigator should prepare a written report summarizing the details of the investigation and any recommendations on how to proceed. This report shall be submitted to the Chief Executive Officer, who will make a final decision.
- o For complaints submitted to the board chair, the Matchbook board shall be responsible for determining if the investigation should be conducted by the Director of Personalization, board members, or outside legal counsel.

### **Findings and Next Steps:**

- Finding of Misconduct - If an employee is found to have engaged in misconduct, the employee will be disciplined up to and including termination. If an employee is determined to have engaged in criminal conduct, Matchbook will cooperate with law enforcement in any criminal proceedings that may result.
- Protection - Any employee of Matchbook who makes a protected disclosure or participates in an investigation of a protected disclosure will be protected from retaliation. Discipline should not result as a result of the disclosure provided that the disclosure is made in good faith and the employee complies with Matchbook 's policy for disclosing misconduct.
- False Disclosures - In the event that a disclosure turns out to be unfounded, the following standards apply:
  - o If the disclosure was made in good faith, no adverse action will be taken against the individual who made the disclosure.
  - o If the disclosure was intentionally false or made with disregard for the truth, the individual who made this disclosure will be disciplined up to and including termination.
- Notice Under Defend Trade Secrets Act of 2016 - Employees are hereby notified in accordance with the Defend Trade Secrets Act of 2016 that an employee will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that:
  - o Is made (i) in confidence to a federal, state or local government official, either

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or

o Is made in a complaint or other document that is filed under seal in a lawsuit or other proceeding. Employees are further notified that if an employee files a lawsuit for retaliation by an employer for reporting a suspected violation of law, the employee may disclose the employer's trade secrets to their attorney and use the trade secret information in the court proceeding if the employee:

- Files any document containing the trade secret under seal; and
- Does not disclose the trade secret, except pursuant to court order.
  
- Retaliation - Any officer, director, supervisor or employee who retaliates against an individual who has made a protected disclosure or participated in an investigation of a protected disclosure because of the employee's action will face discipline up to and including termination. Retaliation includes, but is not limited to, the following actions:
  - o Termination;
  - o Demotion;
  - o Denial of promotion;
  - o Denial of leave or benefits;
  - o Intimidation; and
  - o Making threats.
  
- Employer Right to Amend Policy – Matchbook reserves the right to amend, delete or revise parts of this policy at any time.
  
- Nothing in this policy prohibits an employee from reporting concerns, making lawful disclosures, or communicating with any governmental authority about conduct that the employee believes violates any laws or regulations.

(MBLI Policy Last Revised January 2021)

## Workplace Conduct

### Standards of Conduct

Employees are expected to conduct themselves in a mature and responsible manner. In this regard, there are certain rules of conduct that all employees must know and follow both on and off MBLI premises. These rules are designed for the protection of our employees, and for the good of MBLI as a whole. It is not possible to list all the forms of behavior that are considered unacceptable during your employment, but the following are examples of conduct that may result in disciplinary action, including but not limited to suspension or termination of employment:

- Conduct inside or outside of MBLI that diminishes MBLI's confidence in your ability to perform your duties or compromises the reputation of MBLI
- Theft or unauthorized removal or possession of property belonging to another

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

- Falsification of timekeeping or other records
  - Working under the influence of alcohol or illegal drugs (or abusing prescription medication)
  - Fighting or threatening violence in the workplace
  - Boisterous or disruptive activity in the workplace
  - Negligence or improper conduct leading to damage of MBLI property
  - Insubordination or other disrespectful conduct
  - Violation of safety or health rules
  - Smoking in prohibited areas
  - Sexual or other unlawful harassment or discrimination
  - Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
  - Excessive absenteeism or any absence without notice
  - Unauthorized or unnecessary absence from the workplace during the workday
  - Unauthorized use of telephones, mail system or other MBLI equipment ●
- Unauthorized disclosure of confidential information
- Violation of personnel policies
  - Unsatisfactory performance or conduct
  - Inappropriate activities involving children
  - Negligence or improper conduct putting children’s safety or their education access in jeopardy
  - Providing false or misleading information, and
  - Failure to cooperate in or interfering with a MBLI investigation.

Where, in the judgment of MBLI, an employee’s performance or conduct does not meet our standards, MBLI will take the action that it determines to be appropriate. Employees shall be subject to disciplinary action, up to and including discharge without advance notice, for inappropriate behavior, unsatisfactory performance, or inability to perform effectively for MBLI. Both MBLI and the employee have the right to end the employment relationship at any time with or without cause or notice.

### **Attendance and Punctuality**

Attendance and punctuality are important factors for an employee’s success at MBLI. We work as a team. Personal issues requiring time away from your work, such as doctor’s appointments or other matters should be scheduled during your non-working hours if possible.

If an employee will be late to work due to illness or other personal reasons, employees must notify their School Leader or Supervisor prior to the start of the workday, or the evening before if possible. Although the School Leader/Supervisor may ask an employee for a doctor’s note explaining an absence for medical reason, a doctor’s note does not excuse unscheduled absences.

Lateness is defined as arriving after an employee’s scheduled time. Lateness will not be tolerated at MBLI and repeat offenses will result in disciplinary action up to, and including, termination.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

If an employee will be absent from work due to illness or other personal reasons, employees must notify their School Leader or Supervisor prior to the start of the workday, or the evening before if possible. Although the School Leader/Supervisor may ask an employee for a doctor's note explaining an absence for medical reason, a doctor's note does not excuse unscheduled absences. If an employee does not notify his/her School Leader or Supervisor that he/she will be missing work, or misses work for personal reasons without prior approval of from his/her School Leader or Supervisor, and does not report to work, disciplinary actions up to, and including, termination may occur.

If you are absent for three (3) consecutive days without notifying MBLI, it is assumed that you have voluntarily abandoned your position and you will be removed from the payroll.

### **Background Checks**

All MBLI employees, interns, volunteers, and contractors/consultants working for MBLI, who are in contact with MBLI students, ten (10) or more hours per week, are required to obtain a background check prior to their start date with MBLI through the Safe Hiring Solutions process. All results will be reviewed and before any adverse action is taken, based in whole, or in part on the information contained in the background check, MBLI will contact the employee directly. Additionally, in accordance with state law MBLI will periodically run additional background checks on all employees.

All other MBLI employees, interns, volunteers, and contractors/consultants, who are in contact with MBLI students less than ten (10) hours per week, must also complete a background check prior to their start date at MBLI. The Background Criminal and Sexual Offender Check Consent Form outline the disclosure notice, policies and procedures surrounding the background check. All results will be reviewed and before any adverse action is taken, based in whole, or in part on the information contained in the consumer report, MBLI will provide a copy of the report, the name, address and telephone number of the reporting agency, and a summary of rights under the Fair Credit Reporting Act. Please contact Human Resources for the necessary paperwork. Additionally, in accordance with state law MBLI will periodically run additional background checks on all employees.

### **Certification and Highly Qualified Status**

If your position at MBLI requires you to be certified in a certain field of work, or highly qualified to teach a specific subject area, you must have these necessary qualifications prior to starting with MBLI. If you do not possess a certification or highly qualified status prior to starting with MBLI, you will be asked to be on an education plan in order to obtain these qualifications. This plan must be signed and dated by you and your School Leader or Supervisor. All education plans must be followed and completed in the agreed amount time frame. Failure to do so may result in disciplinary actions up to or including termination.

### **Confidentiality**

During employment, MBLI employees may have access to confidential information. Confidential information is a valuable and unique asset of MBLI or third parties who have

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

furnished it to MBLI. Confidential information includes, but is not limited to, financial

information, data or statements; the existence and contents of agreements; proposals; grants; strategies; donor lists; contact lists; membership lists; student lists; student contact information; computer data; personnel data; and planned activities that are not public knowledge. Confidential information will only be made known to employees in confidence in connection with their job duties. Disclosure or use of confidential information by employees other than for the sole benefit of MBLI would be wrongful and would cause irreparable harm to MBLI. If an employee is in doubt as to whether certain information is confidential information, the employee will treat such information as confidential information.

Employees may not disclose or use confidential information for any purpose other than in the performance of their duties for MBLI. This obligation extends during the entire term of employee's employment with MBLI and after the date of termination of that employment for any reason. Please review the MBLI Confidentiality Agreement for further information.

In regards to employee personnel files, employee files are maintained by the Human Resources Department and are considered confidential. Managers and supervisors other than the Director of Finance and his or her subordinates may only have access to personnel file information on a need-to-know basis. These files are only to be viewed in the Human Resources Department.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. This decision will be made at the discretion of MBLI or the Human Resource Department in response to the employee's request, a valid subpoena, or valid court order. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request. All disclosure of documentation will be within the Human Resources Department. Based on state law, MBLI has the right to limit the material that one may view within his/her employee file, included but not limited to, certain medical information, confidential documents, criminal investigative reports, and tests and examinations that are used for promotion purposes.

### **Contact with the Media**

ALL media inquiries regarding MBLI and its operations MUST be referred to the CEO and/or Director of Finance. Only the CEO and/or Director of Finance is authorized to make or approve public statements pertaining to MBLI and its operations. No employee, unless specifically designated by the CEO/Head of School, is authorized to make those statements.

Additionally, any posts, comments, or other forms of communication on all social media sites, online newspapers, magazines, blogs, and other online material, in reference to MBLI, should not be written by, or responded to, by MBLI employees, unless as directed by the CEO and/or Director of Finance.

### **Conflicts of Interest Policy**

Before accepting a gift from any vendor, individual, or organization with whom you or MBLI has a past, current, or potential future relationship, you must first contact and consult with MBLI's General Counsel or Director of Finance. The purpose of this policy is to prevent any real

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

or perceived conflicts of interest on the part of MBLI and/or any of its individual employees. This policy is effective regardless of either the value of the proposed gift, or an employee's

specific position of employment at MBLI. This policy is of course inapplicable to any gifts, donations, or grants solicited by MBLI staff for purposes of funding or supporting MBLI's programs and activities.

### **Corporate Credit Card**

The corporate credit card cannot be used for personal expenses or to obtain cash advances, bank checks, traveler's checks, cash transfers for expenses other than those incurred by the assigned employee named on the card.

Misuses of the card will result in cancellation of the card and withdrawal of credit card privileges. If the card is used for an employee's personal expenses, MBLI reserves the right to recover these monies from the employee cardholder. Cardholders will be required to sign a document authorizing that MBLI may recover, from their salary, any amount incorrectly charged to MBLI. The recovered wages may not decrease an employee's paycheck below the minimum wage, set forth by Indianapolis, for the hours worked during that pay period.

Corporate credit card expenditures must be reconciled and submitted to your Business Manager, with original receipt, within ten (10) business days of the expenditure. If an expense is submitted without a receipt, MBLI may recover, from the employee's salary, any amount spent on an MBLI credit card that does not have an accompanying receipt. The recovered wages may not decrease an employee's paycheck below the minimum wage, set forth by Indianapolis, for the hours worked during that pay period.

Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate up to and including termination.

Lost or stolen credit cards must be reported immediately to your School Leader.

### **Employee Safety**

Due to the nature of MBLI's work, MBLI asks that all employees, both part-time and full-time, are able to lift and carry up to or around 40 pounds.

### **Information Technology/Computers/Internet**

#### **Overview**

MBLI provides its employees with a computer, internet access, and e-mail for work-related purposes. This equipment, along with all other communication or information systems that may be available to employees as a result of their employment, is the property of MBLI and must be returned immediately upon request of MBLI for any reason. In addition, all such equipment and systems should be used only for work-related purposes, and all work created or performed on the computers is considered MBLI property.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

Employees are responsible for reviewing and signing the Employee Acceptable Use Policy for Computers, and Internet. Every employee is required to use computers, e-mail, and internet properly and in accordance with this policy. Any violation of the prohibitions set forth in this



agreement may result in disciplinary actions, including without limitation, termination of employment. Questions concerning this policy should be directed to the Director of Operations.

**Computers: Replacement of Lost or Damaged Equipment**

Each MBLI employee who is provided with a computer is responsible for the physical security of the equipment. Laptops and other portable computers must be locked up and stored in a secure location when not in active use by the authorized user. If this equipment is lost, stolen, or damaged, the employee must notify his or her School Leader or the IT department immediately.

MBLI will replace or repair a MBLI-owned computer if the damage or loss is caused without fault or negligence on the part of the employee. If, however, the computer is lost or damaged due an employee’s negligence, the employee will be responsible for the costs of replacing or repairing the equipment, which varies with the type, age, and “last upgrade date” of the device.

For computers, the following schedule will be used for determining replacement costs:

Age of Device	Percentage of Original Cost Owed to MBLI by Employee	The “year” is defines as July 1 to June 30, and the cost owed will be the same throughout the corresponding year. The employee will pay this replacement cost via check made out to “Matchbook Learning Schools of Indiana.”
Year 1	100%	
Year 2	67%	
Year 3	33%	

The employee will be informed in writing of the replacement or repair cost within 48 hours of MBLI determining that the employee is responsible for replacement. The employee will pay this replacement cost via check made out to “Matchbook Learning Schools of Indiana.”

The employee is fully responsible for replacement costs for devices that they own, even if the device is used for work purposes or if monthly service charges are paid by MBLI.

**Technology Equipment and Internet Safety: Acceptable Usage**

All employees are required to sign and abide by the Employee Acceptable Use Policy for computers and internet systems. Violations of this policy may be grounds for disciplinary action up to and including immediate termination of employment. Please refer to that policy for full details on the Acceptable Use requirements.

MBLI adheres to the federal requirements and guidelines stipulated under TITLE XVII—CHILDREN'S INTERNET PROTECTION ACT (CIPA). Visit <http://www.ifea.net/cipa.html> to view this document in its entirety. MBLI’s policy of internet safety, as outlined in the Employee Acceptable Use Policy, is enforced and includes measures to block or filter internet access for

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

both minors and adults to certain visual depictions. These include visual depictions that are obscene, child pornography, or harmful to minors. In addition, the MBLI computers and internet system are provided for the use of its employees solely for educational purposes, which include the performance of the employee's educational job duties and related activities. This provision covers the use of these computers while both on or off school grounds as well as after normal school hours.

### **Anti-Harassment**

MBLI's policies against sexual and other types of harassment and discrimination apply in full to use of the internet and e-mail. Therefore, employees are prohibited from using their assigned computers in a way that may be disruptive or offensive to others, or harmful to school morale. Forbidden transmissions include but are not limited to sexually explicit messages or artwork, ethnic or racial slurs, unwelcome or inappropriate propositions, offensive comments based on age, national origin, sexual orientation, or religious or political beliefs, or anything construed as harassment or disparagement of others including communications that classify as personal attacks or cyber-bullying, including prejudicial or discriminatory attacks. This includes information sent, or viewed on, an employee's personal computer, blackberry, or cell phone on, or around, the premise of a MBLI school or headquarters building. Information sent, during operating hours, on a non MBLI network are included in this statement.

### **Other Compliance Issues**

Copyrighted materials belonging to entities other than MBLI may not be transmitted by employees on the internet or e-mail. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner of such information or programs. Failure to observe copyright laws or license agreements may result in disciplinary action from MBLI or legal action by the copyright owner.

All documents, information or messages created, sent or retrieved over the school's computer or phone systems are the property of MBLI. MBLI reserves the right to access and monitor all documents, information, messages (including e-mails and voicemails) and files on the school provided equipment or system at any time without notice. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. Employees should not assume that communications that they send and receive by MBLI's email and voicemail systems are private or confidential.

The internet and e-mail systems are not secure methods of communication and there is the potential that information sent over these systems might be intercepted and read by unauthorized individuals. Employees must take every precaution to protect proprietary and confidential information about MBLI.

Additionally, any items in the email "Deleted Items" and "Junk Mail" folders will be deleted after they are 30 days old. It is the users' responsibility to take the necessary steps to protect any desired emails in these folders. The MBLI IT Department will automatically purge any items that are 30 days or older. Employees who become aware of misuse of MBLI's equipment or systems,

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

including but not limited to email, internet, and voicemail should promptly contact the Director

of Operations or the School

Leader. Violation of this policy may result in disciplinary action, up to and including termination.

### **Media Release**

As a member of the MBLI team, an employee may be photographed, videotaped, or interviewed as part of our marketing campaign. If an employee does not feel comfortable with this exposure, please contact your School Leader or the Director of Finance.

### **Non-Solicitation**

Solicitation, of any kind, is prohibited on MBLI property or through emails, flyers, or other forms of advertising or petitioning, at all times. Additionally, all MBLI employees must comply with the following guidelines:

- **Restricted Areas:** MBLI does not allow solicitation on MBLI property, including but not limited to, schools, headquarters, MBLI owned fields, school bulletin boards, and/or teacher lounges.
- **Solicitation Types:** All forms of solicitation are prohibited at MBLI. This includes but is not limited to, selling goods, collecting money, or soliciting support for an organization, company, political candidate, or association.
- **Affected Parties:** All MBLI employees, volunteers, interns, students, parents, outside vendors, or third parties are prohibited from soliciting on MBLI property or through emails, flyers, or other forms of advertising or petitioning.
- **Hours:** EMBLI's Non-Solicitation Policy states that solicitation cannot occur on MBLI property at any time. This includes, but is not limited to, during work hours, Saturday School, Summer School, or before or after work hours.

If a MBLI employee is found to have violated this policy, the employee shall be subject to corrective action, up to and including termination. If a non-MBLI person is found to be soliciting MBLI employees, that individual will be removed from the premise, and will be prohibited from contacting MBLI employees, volunteers, or interns, and prevented from distributing flyers, emails, or other forms of communication.

### **Personal Property**

MBLI is not responsible for loss or damage to personal property. Valuable personal items, such as purses, wallets, personal computers, iPads, and all other valuables, should not be left in areas where theft might occur.

### **Personal Telephone Calls**

All school-based staff must turn their personal cell phone(s) off, or set to a silent alert, during school hours or when in a classroom with students. School-based staff are discouraged from using personal cell phones to call or text message during school hours or when in a classroom with students.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

## Professional Appearance

To model professionalism for our students, employees are expected to present a neat, professional appearance at all times. While specific dress codes will be established by the School Leader, the following may be regarded as inappropriate dress while schools are in session: cut off shorts, skirts shorter than one inch above the knee, rubber flip-flops, revealing clothing (showing body parts that are generally covered by a bathing suit.), spaghetti strap tops without a sweater or covering, too-tight clothing or any article of clothing that interferes with the students' learning or degrades the image of the school or MBLI. Any employee appearing for work in unsuitable attire may be asked to go home and change clothes.

## Sexual Abuse Policy

### Statement of Purpose

MBLI prohibits and does not tolerate sexual abuse in the workplace or in any MBLI related activity. Sexual abuse is defined as inappropriate sexual contact of criminal nature or interaction for gratification. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment. MBLI provides procedures for employees, volunteers, family members, board members, students, victims of sexual abuse, or others to report sexual abuse and disciplinary penalties for those who commit such acts. No employee, volunteer, student or third party, no matter his or her title or position has the authority to commit or allow sexual abuse. Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies. MBLI has a Zero-Tolerance policy for any sexual abuse committed by an employee, volunteer, board member or third party. Upon completion of the investigation, disciplinary action up to and including termination of employment and criminal prosecution may ensue.

### Reporting Procedure

All school employees are mandatory reporters of child abuse under Indianapolis law. If school employees are aware of or suspect sexual abuse taking place, they must immediately report it to the School Leader. They will, in turn, coordinate reporting to Indianapolis Child and Family Services and the Indianapolis Metropolitan Police Department, as needed. Appropriate family members should be notified of alleged instances of sexual abuse. MBLI will report the alleged sexual abuse incident to their insurance agent.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

## Anti-Retaliation

MBLI prohibits retaliation made against any employee, volunteer, board member or student who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. MBLI prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

## Investigation and Follow-Up

MBLI takes all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place. MBLI will cooperate fully with any

investigation conducted by law enforcement or other regulatory agencies. It is MBLI's objective to conduct a fair and impartial investigation. MBLI will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

### Employee Interactions with Students

In order to ensure that employees are protecting themselves and MBLI from allegations, rumors, or lawsuits, please note the following Student-Staff/Teacher Guidelines:

All MBLI Faculty and Staff:

- Will not allow any student(s) or alumni to spend the night at his/her house or apartment;
- Will not spend time outside of regular school hours with student(s) or alumni unless it has been approved by your School Leader;
- Will not engage in any activities that would endanger or corrupt any of our student(s) or alumni;
- Will always behave to protect the safety, interests, and rights of all of our students and alumni;
- Will report any misconduct that endangers the safety, interests, and rights of all of our students and alumni;
- Will not engage in any inappropriate acts or behaviors with any MBLI student(s) or alumni; and
- Will notify the School Leader if one notices, suspects, or witnesses any inappropriate behavior between students and staff members, faculty, parents, volunteers, or other MBLI affiliated personnel.

### Social Media Guidelines

MBLI recognizes the value of promoting our organization's mission, values, and goals through the use of online social media sites such as blogs, wikis, videos, podcasts, social networks, and other forms of online communications. Accordingly, MBLI has provided the following policies and guidelines to help support and guide employees when they communicate online. ● MBLI Policies and Procedures: While using social media, employees shall abide by all policies as contained in this handbook. Failure to do so shall be subject to corrective action, up to and including termination.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

34

- Internet Access: While at work, or while using MBLI equipment, Internet access and use – including access and use that relates to or involves social media – is a privilege and must be carried out in a manner that is consistent with job responsibilities and Human Resources policies, which address appropriate use of scheduled work time and resources. ● Management Approval: When representing MBLI on social media sites, an employee must obtain manager approval prior to posting any written or verbal communication. Additionally, prior to discussing any work-related information on blogs, social networking sites, videos, wikis, or other forms of online communication, the employee should also consider the following guidelines:
  - Does the discussion/post positively promote the employee's role at MBLI?
  - Does the discussion/post reflect positively on the individual's co workers/colleagues? The individual's school or office location? The organization

- as a whole?
- Does the discussion/post conflict with MBLI's mission, culture, and/or values?
- Does the discussion/post reveal confidential business, student, parent or family information?
- Does the discussion/post portray transparent, accurate, valuable and well researched information?
- Does the discussion/post violate any copyright, trademark, or fair use laws?
- Confidentiality: When articulating about MBLI, either through written or verbal communication, a MBLI employee shall not disclose confidential or sensitive information, whether patentable or not. This includes, but is not limited to:
  - Financial Information
    - Patentable Information
    - Student/Parent Information
    - Sales and Marketing Strategies
    - Organization Structure and Reporting Styles
    - Recruiting Strategies
- Additionally, an MBLI employee must ID his/herself as a MBLI employee when communicating on social media sites.
- Personal and Professional Use: MBLI supports its employees' use of social media communication for personal and professional use, recognizing that employees have a strong voice in representing the organization. All MBLI staff members engaged in personal or professional social media communications which reference MBLI -related content, shall do so in a manner consistent with the organization's mission and values, administrative policies and procedures, safeguards to ensure the privacy and security of employee and student information, as well as proprietary business information.
  - If an employee communicates on social media sites, blogs, wikis, videos, podcasts, social networks, or other forms of online communication regarding MBLI, the individual should disclose his/her connection/role within our organization. When doing so, an employee should use good judgment along with a proper and accurate business correspondence style.
  - If an employee is expressing his/her own personal views or opinions regarding MBLI or any other matter not related to MBLI, this individual should use his/her own personal email address or username when communicating this information.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

35

- If a posting/discussion is inconsistent with MBLI's mission and values, or would negatively impact our organization, an employee should not refer to MBLI or identify his/her connection with the organization.

The inappropriate use of social media communications by MBLI employees, which conflicts with the organization's mission and values, violates administrative policies and procedures, and/or compromises the privacy and security of confidential information, shall be subject to corrective action, up to and including termination. In addition, breach of confidential business or student information may also be subject to legal proceedings and/or criminal charges. Please review the MBLI Confidentiality Agreement for more detailed information surrounding confidentiality in the workplace.

## Travel and Reimbursements

MBLI will reimburse employees for reasonable expenses incurred through PRE-APPROVED business travel. The following business expenses will be reimbursed:

- Travel Expenses: e.g. flights, gas, rental cars, Uber/Lyft, etc.
- Lodging: hotels and conference accommodation to include the dates of the conference and one day prior to the start of the conference.
- Meals/Food: reasonable meal expenses up to \$75 per day which must be on an itemized receipt and cannot be reimbursed for alcoholic beverages.

All requests for reimbursements must be approved by your immediate supervisor or designated School Leader before the items are purchased in order to guarantee full or partial reimbursements.

For all travel and reimbursements, an employee must have the receipt in order to be reimbursed. Reimbursement forms are to be used if purchases have been made using the staff member's own money. Reimbursement checks will be issued during scheduled payroll runs as direct deposit only into a designated bank account. When possible, employees are expected to purchase items through their school's office or their Director of Finance.

## Voluntary or Involuntary Termination

MBLI is an at-will employer. This means that regardless of any provision in this handbook, either you or MBLI may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Employee Handbook or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the MBLI is authorized to enter into an agreement—express or implied—with any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the CEO of MBLI.

## Voluntary Termination

Should a non certified employee decide to leave MBLI, we ask that he/she provide us with at least two weeks advance written notice. Should a certified employee decide to leave MBLI, we ask that he/she provide us with at least four weeks advance notice and/or overlap with a certified

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

36

replacement if it is during the school year and they are directly working with and responsible for students. This is to provide us adequate time to secure a certified replacement and ease the transition for the students. An employee's thoughtfulness is appreciated and will be noted favorably if that individual ever wishes to re-apply for employment with MBLI. An employee will be asked to turn in all MBLI property included but not limited to, cell phones and laptop, on their last day at MBLI. All MBLI property should be returned to an employee's School Leader unless otherwise specified.

If an employee voluntarily terminates their employment with MBLI, he/she will receive their last paycheck the following pay period either through direct deposit or a manual check.

If a 10 month employee voluntarily terminates employment during a scheduled holiday or summer break, the employee will be paid in accordance with the last date worked subject to Matchbook Learning's general compensation guidelines and employment agreement.

## Involuntary Termination

If an employee is involuntarily terminated from MBLI, his/her School Leader will individually determine when, where, and to whom the employee should return his/her MBLI property the on or before the next business day following his/her final day at MBLI. He/she will receive their last paycheck the following pay period either through direct deposited into an employee's account or a manual check mailed to their home address.

## General Termination Information

If a voluntarily or involuntarily terminated employee has any questions in regards to his/her MBLI benefits, please direct all questions to the Director of Finance. MBLI generally does not provide a "letter of reference" to former employees. Generally, we will confirm, upon request our employees' dates of employment, salary history, and job title. Additionally, all resigning employees are encouraged and welcome to complete a brief exit interview prior to leaving. All MBLI property including copies of the Employee Handbook must be returned upon termination. You should also notify our Director of Finance department if your address changes during the calendar year in which termination occurs so that your tax information will be forwarded to the proper address.

## Safety at Matchbook Learning Schools of Indiana (MBLI)

### Alcohol, Drug, and Tobacco Free Workplace

Employees who work while under the influence of drugs and alcohol present a safety hazard to themselves and their co-workers. Moreover, the presence of drugs, alcohol and tobacco in the workplace limits our ability to perform at the highest levels and provide the best possible service. Accordingly, MBLI is committed to maintaining a drug, alcohol and tobacco free environment.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

37

The following conduct is prohibited on MBLI's property, including but not limited to school buildings, grounds, parking lots, garages and fields, along with off-site activities with staff or students, and may result in disciplinary actions up to and including termination:

- Possession, transfer, sale, distribution, use or solicitation of illegal drugs on MBLI property (including the parking lot and adjacent areas) or during working hours.
- Possession (in unopened containers) or use of alcohol on MBLI property (including adjacent areas) or during working hours, unless specifically authorized by the School Leader.
- Possession or use of tobacco products on MBLI property (including the parking lot and adjacent areas) or during working hours.
- Reporting to work or being present at work while being intoxicated or impaired by alcohol or drugs. This does not include the authorized use of alcohol at MBLI sponsored functions or activities.
- Reporting to work, or being present at work, with a detectable amount of any illegal drug or its metabolites in the employee's body.
- Abuse of prescribed drugs. Prescribed drugs will be allowed only when taken in



accordance with a physician's prescription, and where such use will not adversely affect the ability of an individual to properly and safely perform his or her duties. Any employee who is taking prescription drugs that may affect the employee's ability to perform the job properly and safely should inform the School Leader before or immediately upon reporting to work. Abuse of prescribed drugs will not be tolerated and will be treated in the same fashion as use of illegal drugs.

Consistent with its fair employment policy, MBLI maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. MBLI will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures, consistent with MBLI's policies and applicable federal, state or local laws.

MBLI further reserves the right to take any and all appropriate and lawful actions necessary to enforce this alcohol, drug and tobacco free workplace policy including, but not limited to, the inspection of MBLI issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when MBLI has reasonable suspicion to believe that the employee has violated this drug, alcohol and tobacco free workplace policy. Furthermore, if there is any reasonable suspicion that an employee has taken illegal drugs, or is on illegal drugs, while on MBLI's property, MBLI reserves the right to conduct a drug test.

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

### Fire & Emergency Drills

Fire drills at the schools and MBLI campuses are scheduled periodically throughout the year. These drills are an important aspect in school safety. If you are a classroom teacher, you must ensure that your students quickly and quietly exit the building in an orderly fashion with you

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

38

following the exit routes and assembling outside the building in the designated area. You are responsible for taking accurate attendance daily and monitoring this throughout the day so that during fire drills you are able to promptly report your class attendance and any missing students when in the designated evacuation area.

We will practice our responses to various emergency scenarios throughout the year, including but not limited to:

- *Fire Drills*- once a month
- *Tornado Drills*- twice a year
- *Lockdown Drills*- twice a year

We expect your complete cooperation during these drills including accurate attendance reporting from designated safety areas. If you have any questions concerning evacuation procedures, please see your School Leader.

### In an Emergency

Your manager or School Leader should be notified immediately when an emergency occurs.

Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If your manager or School Leader is unavailable, contact the nearest MBLI official.

Should an emergency result in the need to communicate information to employees outside of business hours, your manager or School Leader will contact you. Therefore, it is important that employees keep their personal emergency contact information, including personal email address, up to date. Notify Human Resources or the Director of Operations when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your manager, School Leader, or any other member MBLI director. You should leave the building in a quick and orderly manner. You should assemble at the predetermined location to await further instructions or information.

### **No Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, or while engaged in MBLI business on or off premises is forbidden except where expressly authorized by MBLI and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to your manager or School Leader immediately. Violations of this policy will result in disciplinary action, up to and including termination.

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

39

### **School Closings & Delays**

MBLI generally follows the Indianapolis Public School system in regards to school delays and closings. If there are any changes or modifications, notices will be sent home, the media will be altered, and/or families will be called. MBLI staff will be alerted via call and/or email blast.

2 hour delay schedules will be communicated to the staff by school leadership.

### **Student Safety**

If an MBLI employee, intern, volunteer, or a contractor/consultant notices neglect or abuse of a MBLI student, please immediately contact the school's School Leader and Counselor or Social Worker to report this matter.

### **Workplace Searches**

To protect MBLI property and to ensure the safety of all employees, MBLI reserves the right to conduct personal searches consistent with local and federal law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to

and from MBLI's property. In addition, MBLI reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of MBLI, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of MBLI.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including termination, if upon investigation they are found to be in violation of MBLI's security procedures or any other MBLI rules and regulations.

### **Workplace Violence**

Violence by an employee or anyone else, against another employee, supervisor or member of the MBLI team will not be tolerated.

Employees should not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, you are required to contact the appropriate school leader or manager or

This employee handbook does not constitute a contract or agreement of employment not guarantee any fixed terms and conditions of employment, either express or implied. Matchbook Learning Schools of Indiana reserves the right to alter, eliminate, or otherwise change and policy without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee of the school and the school leader or a designated Matchbook Learning Schools of Indiana representative.

40

contact an emergency agency (such as 911) immediately. All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the MBLI's investigation, may result in disciplinary action, up to and including termination.

## Receipt of Matchbook Learning Schools of Indiana (MBLI) Employee Handbook and Employment-at-Will Statement (Employee Copy)

I acknowledge that I have received my copy of the Matchbook Learning Schools of Indiana (“MBLI”) Employee Handbook, which outlines the policies, practices and employee benefits of MBLI. I understand that this edition of the Employee Handbook supersedes all previous verbal or written descriptions of MBLI’s personnel policies and procedures and employee benefits. The Employee Handbook is not a contract and nothing contained herein should be construed to create a contract of employment or a contract of any kind.

I understand that the Employee Handbook describes important information about MBLI. I agree to read the entire Handbook during my first three days of employment, or within three days of receiving it. I agree to abide by all the policies and procedures contained in the Handbook. If I have any questions about the Handbook or other personnel policy issues, I will consult with my manager or the appropriate School Leader.

I understand that this Employee Handbook refers to current benefit plans maintained by MBLI and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I understand and agree that, unless I have a written, individual employment contract with MBLI for a specific, fixed term of employment, I am employed “at-will.” I have entered into my employment voluntarily and acknowledge that I have no set term or duration of employment. Either MBLI or I may terminate my employment at any time, with or without cause or notice.

I understand that while other personnel policies, procedures, and employee benefits may change from time to time at MBLI’s discretion, my at-will employment relationship can only be changed by a written employment contract signed by the School Leader after the date of this Acknowledgment.

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions about the handbook I ask my immediate supervisor or designated School Leader.

Name: \_\_\_\_\_

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

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

## Receipt of MBLI Employee Handbook and Employment-at-Will Statement (Employer Copy)

I acknowledge that I have received my copy of the MBLI: (“MBLI”) Employee Handbook, which outlines the policies, practices and employee benefits of MBLI. I understand that this edition of the Employee Handbook supersedes all previous verbal or written descriptions of MBLI’s personnel policies and procedures and employee benefits. The Employee Handbook is not a contract and nothing contained herein should be construed to create a contract of employment or a contract of any kind.

I understand that the Employee Handbook describes important information about MBLI. I agree to read the entire Handbook during my first three days of employment, or within three days of receiving it. I agree to abide by all the policies and procedures contained in the Handbook. If I have any questions about the Handbook or other personnel policy issues, I will consult with my manager or the appropriate School Leader.

I understand that this Employee Handbook refers to current benefit plans maintained by MBLI and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I understand and agree that, unless I have a written, individual employment contract with MBLI for a specific, fixed term of employment, I am employed “at-will.” I have entered into my employment voluntarily and acknowledge that I have no set term or duration of employment. Either MBLI or I may terminate my employment at any time, with or without cause or notice.

I understand that while other personnel policies, procedures, and employee benefits may change from time to time at MBLI’s discretion, my at-will employment relationship can only be changed by a written employment contract signed by the School Leader after the date of this Acknowledgment.

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions about the handbook I ask my immediate supervisor or designated School Leader.

Name: \_\_\_\_\_

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

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



**m**ATCHBOOK  
LEARNING

# Special Education Administrative and Procedural Manual

Most Recent & Revised Version:

[https://docs.google.com/document/d/1IMTiE\\_vn-Y-JM\\_WBxfYFDj\\_KgFqEnLRUBnSOzF7q3-U/edit](https://docs.google.com/document/d/1IMTiE_vn-Y-JM_WBxfYFDj_KgFqEnLRUBnSOzF7q3-U/edit)



**mATCHBOOK**  
LEARNING

**Table of Contents**

<b>Topic</b>	<b>Page(s)</b>
Amendments:	3
Approvals/Permits:	3
Assistive Technology:	3
Complaints:	4
Deviations:	4
Discipline of Students with IEPs:	4
Due Process Hearings:	5
Essential Elements:	5
Extended School Year (ESY):	5
Science and Social Studies GLCES:	5-6
Common Core Standards:	6
Highly Qualified:	6
Immediate Placements/Transfers:	7
IEP Invitation:	7
IEP Process:	8
IEP Implementation:	8
MET Forms:	9
I-Learn/MI-Access:	9
Present Levels of Academic Achievement and Functional Performance (PLAAFP):	10
Plan for the Delivery of Special Education Programs and Services.	11
Procedural Safeguards:	11
Programs and Services Currently Offered to the Local Districts:	11-13
Progress Reporting:	14
Referral:	14
Release of Information:	14
Review of Existing Evaluation Data (REED):	15
Special Education Responsibility Assignments:	16-18
Student Study Teams:	19
Timeline Extension:	19
Waivers:	19



**Note:** This manual is intended to serve as a reference in assisting Matchbook Learning at The Match with Special Education matters as well as maintaining compliance with federal policies and state regulations.

### **Amendments:**

In accordance with §300.324a (4) of the Individuals with Disabilities Education Act (IDEA), the parent of the student with a disability and the district may agree not to convene an IEP team meeting for the purposes of making changes, and instead may develop a written document to amend or modify the current IEP.

Amendments are for minor changes that do not fundamentally change or alter the student's Individualized Education Program.

The "IEP Amendment" form and guidance document can be obtained on the Indiana Special Education website at the following link:

IEP Amendment, Guidance, & Resources:  
<https://www.in.gov/doe/students/special-education/>

### **Approvals/Permits:**

All teachers and ancillary staff must meet qualifications set by the Indiana Department of Education. Matchbook Learning at The Match is responsible for verification of the status of all staff and works closely with the DOE in that process.

If there is an opening for a special education position within the district, the first step is to post the position. If the position is not filled internally, the position must be posted externally. The following is a summary of actions that need to be taken in frequently occurring situations:





*If the individual does not have a teaching certificate of any kind, an Application for Indiana Teacher Permit must be completed and submitted. This is the responsibility of the Matchbook Learning at The Match.*

**Assistive Technology:**

Assistive technology resources can be obtained at following link:

<https://www.in.gov/doe/students/special-education/>

**Complaints:**

These may also be referred to a state complaint. Generally speaking, a complaint is an allegation that there is or has been a violation of the federal regulations, Indiana Administrative Rules for Special Education, the Wayne County Plan, or a student's IEP. Anyone can file a complaint. A complaint must be in writing and signed by the complainant. Verbal complaints should be taken seriously; however, in order to be investigated, they must be in writing and signed. Under the current MDE complaint procedures, a complainant must notify both the district of concern and the MDE. Once a complaint is received by both the district and the MDE, a timeline for investigation begins. If you receive a complaint, please contact the Indiana immediately.

The link to the DOE Complaint Procedures is:

[http://www.Indiana.gov/documents/mde/StateComplaint\\_Procedures\\_340115\\_7.pdf](http://www.Indiana.gov/documents/mde/StateComplaint_Procedures_340115_7.pdf)

**Deviations:**

Deviations are requests to operate special education programs or services outside the limits of a particular rule in the Indiana Administrative Rules for Special Education. The deviation is requested for a specific period of time and cannot be requested for "administrative convenience" such as lack of funding, not wanting to hire additional staff, etc. The process cannot typically be done at the onset of the school year, because that would be considered administrative convenience. An example of a deviation request would be when, late in the school year, a district wants to increase the number of students in a special education classroom. A legitimate reason might be that this increase would allow all the students to remain with the same teacher for the balance of the school year.



Indiana assists with the deviation request process. Matchbook Learning at The Match must provide detailed information, describe our rationale and provides the classroom teacher with an opportunity for input.

Once the request is submitted to MDE, Matchbook Learning at The Match and Indiana are notified of the approval or denial status. If denied, the requesting district must come into compliance and provide verification to that effect.

### **Discipline of Special Education Students:**

The discipline of students with IEPs can be a complicated matter. Training on this subject is available by District Special Services' Director. A flowchart of the discipline process, as well as other tools is available at:

[Matchbook Learning at The Match Special Education Disciplinary Procedures Revised 2012](#)

### **Due Process Hearings:**

A due process hearing is the result of a due process complaint (not to be confused with a state complaint). While anyone can file a state complaint, due process complaints may be only filed by a parent (or their representative) or the school district, and communicate the following:

- A proposal or a refusal to initiate or change the identification, evaluation or educational placement of a child.
- The provision of a FAPE to a child

### **Essential Elements**

A current version of the Extended Grade Level Content Expectations is available at:

Indiana Department of Education:

[http://www.Indiana.gov/mde/0,4615,7-140-22709\\_28463-18034--,00.html](http://www.Indiana.gov/mde/0,4615,7-140-22709_28463-18034--,00.html)



**mATCHBOOK**  
LEARNING

**Extended School Year (ESY):**

Extended School Year services must be considered for each student with an IEP and that consideration must be documented at the IEP. Guidelines for ESY are available at:

<https://www.in.gov/doe/students/special-education/>

**Grade Level Content Expectations:**

Current versions of the Grade Level Content Expectations for Science and Social Studies are available at:

Science:

[http://www.Indiana.gov/mde/0,4615,7-140-28753\\_64839\\_38684\\_28760\\_49215---,00.html](http://www.Indiana.gov/mde/0,4615,7-140-28753_64839_38684_28760_49215---,00.html)

Social Studies:

[http://www.Indiana.gov/mde/0,4615,7-140-28753\\_64839\\_38684\\_28761---,00.html](http://www.Indiana.gov/mde/0,4615,7-140-28753_64839_38684_28761---,00.html)

**Common Core Standards:**

Current versions of the Common Core Standards are available at:

<http://www.corestandards.org/>

Indiana Common Core:

[http://www.Indiana.gov/mde/0,4615,7-140-28753\\_64839\\_64848---,00.html](http://www.Indiana.gov/mde/0,4615,7-140-28753_64839_64848---,00.html)

**Highly Qualified:**

The requirements of the No Child Left Behind (NCLB) Act and the Individuals with Disabilities Education Improvement Act are summarized through various sources developed by the Indiana Department of Education. These can be accessed at the following link:

<http://www.Indiana.gov/mde/0,1607,7-140-43092-165860--,00.html>



Matchbook Learning at The Match may be required to notify parents when a non-highly qualified substitute is teaching for an extended time. Contact the Director of Human Resources at 313-537-9311 for additional information.

### **Immediate Placements/Transfers:**

This process applies when a student who is currently eligible for special education services moves into our school district.

Here's the rule this procedure is based on:

#### **R340.1721b (5) Previous Enrollment in Special Education**

**The Indiana Administrative Rules for Special Education requires that, for students with an individualized education program in effect at a previous public agency who transfer public agencies within the same school year, the new public agency shall immediately provide a free and appropriate public education. A decision regarding implementation of an individualized education program in accordance with 34 CFR § 300.323 shall be made within 30 school days of enrollment.**

The "Previous Enrollment in Special Education Placement" form can be obtained on the Indiana Special Education website at the following link:

<https://www.in.gov/doe/students/special-education/>

When you're faced with a transfer student who is already eligible, you must provide programs and services. You can either provide the exact same program or provide what you deem an appropriate program. You must hold an IEP within 30 school days to determine the program/service that will be in place for the next year.

Consider both programs AND services when completing the form. Also, if services are needed, be sure to keep those staff members in the loop so they're aware of their obligations.



### **IEP Invitation:**

Although there is no rule-based timeline to follow when sending out invitations, there must be reasonable time allowed for parents to receive and respond to an invitation. Indiana special education rules insist that IEPs be held at mutually agreeable times.

Best practice for arranging IEPs is to plan well ahead of the due date for an IEP. In addition, contacting the parties involved in an IEP meeting to establish a common available date/time works best when setting up a meeting. The Indiana Meeting Invitation can be obtained at the following link:

<https://www.in.gov/doi/students/special-education/>

### **IEP Process:**

Indiana revised the model IEP form in August 2011. That model and any updates are available at the following website:

Instructions for completing the IEP can be obtained at the Indiana Special Education website at the following link:

<https://www.in.gov/doi/students/special-education/>

### **IEP Implementation:**

On a local, state and nationwide basis, the most frequent non-compliance issue in special education concerns the implementation of a student's IEP. Special education teachers, providers and administrators need to be very watchful that each student's IEP is both written appropriately and carried out as written.

- Examples of non-compliance include:
- Ancillary services not being provided for the frequency or duration as written in the IEP.
- Classroom programs not being provided for the frequency or duration as written in the IEP.
- Progress reports not being provided as indicated in the IEP.
- Programs and/or services being provided that are not written in the IEP.



- Classroom programs or ancillary services not written correctly in the IEP. Examples include “TC for AI”, when actually the consultant is a Teacher Consultant for the Cognitively Impaired. Another example would be “Resource Room”, when actually the district is operating a Mildly Cognitively Impaired Program.

If you have questions about program or service titles, contact the District Special Services’ Director at [aoneil-schlosser@matchbooklearning.com](mailto:aoneil-schlosser@matchbooklearning.com)

All providers are obligated to keep accurate records of their service delivery. The Special Services’ Director will monitor the completion and accuracy of these records. Remember the phrase, “Trust, but verify.”

### **MET Forms:**

Completion of the MET form is the responsibility of the lead member of the MET. The MET, including all accompanying reports, must be included with the IEP Team Meeting.

A copy of the MET must be included in the student’s CA-60. The original copy must be sent to the District Director of Special Services.

### **I-Learn/I-STAR**

All students with an IEP must participate in either the standard state assessment or a form of alternative assessment. The decision for the type of assessment is made at an IEP.

Guidelines for I-Learn and I-STAR, etc., including allowable accommodations, are available at the following websites:

I-Learn:

[http://www.Indiana.gov/mde/0,4615,7-140-22709\\_70117---,00.html](http://www.Indiana.gov/mde/0,4615,7-140-22709_70117---,00.html)

I-STAR:



**mATCHBOOK**  
LEARNING

**Present Levels of Academic Achievement and Functional Performance (PLAAFP):**

Good PLAAFP statements are the key to a good IEP. Providers should remember the following:

- **The PLAAFP must contain current baseline data. To be considered a “present level” statement, the data must be current, that is, from within the past year.**

You can use current

Some suggested prefaces to your data include:

Test Scores.....	”Based on the _____ test given in January”
Observations.....	“Based upon the teacher’s observation first semester”
Daily Work.....	”Based upon the student’s behavior last card marking”
Checklist.....	”Based upon an assignment completion last month”

- **The PLAAFP must be descriptive enough to provide a clear direction for educational needs and planning.**

You need to *explain the data* and describe what *teaching/therapy* you will therefore be providing. Scores and other data alone are not sufficient. Develop a narrative explanation. You do not need to explain each of your goals/objectives, but you do need to provide sufficient information about the data and where you’re headed educationally.

- **The PLAAFP must contain a statement of how the disability impacts the student’s involvement in the general curriculum.**

The general curriculum is the benchmark for ALL students. As special education providers, we realize this will not work for some students. *In all cases*, you need to state how the student’s disability affects their involvement in that benchmark. If there is no impact, serious consideration should be made about eligibility.

If you address the bullet statements above, you will have a defensible PLAAFP statement.



### **Plan for the Delivery of Special Education Programs and Services:**

Every school/district must have a plan for how programs and services are to be delivered within the total Matchbook portfolio. The Plan, which is developed with local district and Parent Advisory Committee input and involvement, aligns with requirements of the Indiana State Board of Education.

### **Procedural Safeguards:**

Procedural Safeguards are developed by the Indiana Department of Education in compliance with federal regulations under the IDEA. The most recent edition of the safeguards is dated May 2009. Each parent of a student with an IEP or adult student with an IEP must be provided a copy of the Procedural Safeguards one time per school year. In addition, a copy must be provided:

- At the time of an initial referral for an evaluation;
- In the event of a disciplinary action resulting in a change of placement;
- When a party files a complaint; or
- Upon request.

### **Programs and Services Currently Offered:**

#### **Resource Programs (Elementary and Secondary)**

Resource Programs are where special education instruction is delivered to students with disabilities. It is for students who qualify and need special instruction in an individualized or small group setting for a portion of the day. Individual needs are supported in resource rooms as defined by the student's IEP. Typically, students receiving Resource support will receive special instruction in the resource room a portion of the day and in the general education classroom with modifications and/or accommodations. Modification/accommodations supports help ensure that students with disabilities are included in the general curriculum to the maximum extent.





### **School Social Work Services**

School Social Workers are the link between home, school, and the community. School Social Workers promote and support students' academic and social success by providing specialized services that may include:

- Individual and group counseling
- Social, emotional, and behavioral interventions
- Student observation, interviews, and assessment
- Crisis prevention and intervention
- Advocacy for students, parents, and the school district
- Referral to community services, such as Community Mental Health or the Family Independence Agency
- Collaboration and consultation with community agencies, organizations, and other professionals

### **Speech and Language Therapy**

Speech-Language Pathologists (SLPs) work with disorders related to speech, language, cognition, communication, voice, and fluency. The responsibilities of an SLP involve treatments, notes, evaluation, and meeting(s). Treatment is performed on an in-class (inclusion) or out of class (pull-out) basis. School based SLPs deliver services based on an Individualize Education Plan (IEP). The SLP collaborates with parents and other professionals to develop the IEP. Treatment goals, frequency, and duration are outlined in the IEP. Formal speech evaluations are performed at least every 3 years. The SLP meets with the IEP team at least every year. In addition to direct treatment with the students, the SLP consults with parents and teachers to reach the student's goals.

### **Physical and Occupational Therapy**

School-based physical and occupational therapy services differ from those services provided in a hospital. As with other ancillary and related services, these services are provided to assist a child with a disability to benefit from special education. Services are connected to the educational goals of the student. While the hospital therapist directs their attention primarily toward the physical impairments of the child, the school therapist directs their attention toward removing barriers from the student's school environment

- Evaluating and assessing a student's functional abilities in the classroom, hallway, or other areas of the school.



## **mATCHBOOK** LEARNING

- Working with teachers to help each student acquire the functional abilities needed to access the student's educational materials and areas of the school.
- Assisting the student to adapt his/her equipment to function more independently in the school environment.
- Facilitating student participation in the classroom and in age-appropriate activities outside the school, including the playground, on field trips, at sporting events, and within the community.

### **School Psychology**

School psychologists help children and youth succeed academically, socially, behaviorally, and emotionally. They collaborate with educators, parents, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community for all students.

School psychologists work with students, families, and teachers to:

- Assist with the implementation a multi-tiered system of supports (MTSS/RTI)
- Support students' social, emotional, and behavioral health through individual and group counseling
- Evaluate eligibility for special education services (within a multidisciplinary team)
- Implement social-emotional and behavioral interventions
- Crisis prevention and intervention
- Collaboration with families and school staff

### **Teacher Consultant Services**

Consultants with expertise in a variety of disabilities are both employed and/or contracted by Matchbook Learning at The Match. These staff members are assigned, on as needed basis, to provide advice to general and special education staff to assist them with the education of students with disabilities.



### **Progress Reporting:**

Current federal regulations obligate districts to address progress reporting in every IEP. Specifically, the regulations state the IEP will include information on:

A description of—

**(i) How the child’s progress toward meeting the annual goals described in paragraph (2) of this section will be measured; and**

**(ii) When periodic reports on the progress the child is making toward meeting the annual goals (such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards) will be provided.**

*This is a change from the previous regulations, which required progress reporting at the same frequency as provided for non-disabled students.*

If a progress report is not provided, a portion of the IEP has effectively not been implemented. Remember the obligation is to report “progress toward the annual goals”. A letter grade is not sufficient.

### **Referral:**

A referral for a special education evaluation may be made by a parent, teacher, medical professional, or any other party. Once a referral is made, Matchbook Learning at The Match has 10 *calendar* days to seek consent to evaluate by meeting with the referring party, proceeding with a Review of Existing Evaluation Data (REED) and development of an evaluation plan.

### **Release of Information**

A version of the Release of Information form is available on the Matchbook Learning at The Match website at the following link:

A signed release of information form must be obtained *before* sharing verbal or written information about a student with anyone or any agency. Be certain to obtain the signed release prior to communication with *any* individual representing the parent or student.



**Review of Existing Evaluation Data (REED):**

Federal regulations require this form and process to be used:

- At the time of a three-year reevaluation
- Upon termination of eligibility

Matchbook Learning at The Match requires use of the form/process when:

- A person requests an initial evaluation by making a referral either in writing and/or verbal.
- A person requests an evaluation of an eligible student to determine if there is the need for additional services.
- A person requests an evaluation of an eligible student to determine if the student may be eligible under a different category.

**The following links may be helpful in completing the process:**

Indiana Procedures for Review of Existing Evaluation Data (REED):

<https://www.in.gov/doe/students/special-education/>

The DOE Procedures for Review of Existing Evaluation Data (REED) and Development of an Evaluation Plan:

[http://www.Indiana.gov/documents/mde/REED-Manual-April09\\_274955\\_7.pdf](http://www.Indiana.gov/documents/mde/REED-Manual-April09_274955_7.pdf)



### **Special Education Responsibility Assignments:**

In order to prevent a breakdown in the special education process the following questions have been answered. The intent of this is not to assign blame, but rather to assist individuals in knowing their responsibilities in the process. They are as followed:

#### **Students New to Special Education**

1. Who receives Referrals? **Special Education Teachers/Consultants School Social Workers, Speech and Language Pathologists, and/or the Special Education Director.**
2. If the Referral is from someone other than the parent, who notifies the parent a referral has been received? **Special Education Teachers/Consultants, School Social Workers, Speech and Language Pathologists, and/or the Special Education Director.**
3. Who provides the Parent with a copy of the Procedural Safeguards and the Parent Handbook for Special Education at the time of an initial referral? **Special Education Teacher/Consultants, School Social Workers, Speech and Language Pathologists, and/or the Special Education Director.**
4. Who sets up REED meetings? **Special Education Teachers/Consultants, School Social Workers, Speech and Language Pathologists, and/or the Special Education Director.**
5. Who obtains consent to evaluate? **Special Education Teachers, School Social Workers, Speech and Language Pathologist, and/or the Special Education Director.**
6. Who obtains the “Agreement to Extend Thirty-Day Timeline for Initial IEPT Meeting” form, if needed? **Special Education Teachers/Consultants, School Social Workers, Speech and/or Language Pathologists, and/or the Special Education Director.**
7. Who arranges IEP dates with parents, teachers, and ancillary staff? **Special Education Teachers/Consultants, School Social Workers, Speech and Language Pathologists, and/or the Special Education Director.**
8. Who completes and sends invitations to IEP meetings? **Special Education Teachers/Consultants, School Social Workers, Speech and/or Language Pathologist, and/or the Special Education Director.**



**mATCHBOOK**  
LEARNING

9. Who notifies all teachers and ancillary staff to complete annual goals, short-term objectives and service information? **Caseload Manager and/or the Special Education Director**
10. Who completes the draft of IEP? **The Caseload Manager and/or Ancillary Staff, if necessary.**
11. Who reviews draft IEP, including the PLAAFP, the goals/objectives, and programs/services before the meeting? **The Special Education Director and/or other Special Education staff.**

**Transfer students already eligible for special education:**

1. Who completes the Release of Records to request student information? **Special Education Teachers/Consultants, School Social Workers, Speech and Language Pathologists, the Special Education Director, and/or Administrative Assistants.**
2. Who reviews requests or contacts previous districts to confirm eligibility? **Special Education Teachers/Consultants, School Social Workers, Speech and Language Pathologists, and/or the Special Education Director.**
3. Who completes the “Previous Enrollment in Special Education Placement” form? **The Caseload manager and/or the Special Education Director.**
4. Who arranges the IEP date with parents, teachers, and ancillary staff? **The Caseload Manager and/or Special Education Director.**
5. Who completes and sends out the IEP invitation? **The Caseload Manager and/or Special Education Director.**
6. Who notifies all teachers and ancillary staff to complete the PLAAFP, goals and objectives, and service information? **The Caseload Manager and/or Special Education Director.**
7. Who completes the draft of the IEP? **The Caseload Manager.**
8. Who reviews the draft of the IEP, including the PLAAFP, goals and objectives, and service information? **The Special Education Director and/or other Special Education Staff.**
9. Who finalizes the draft IEP and include any changes made at the meeting? **The Caseload Manager.**



**mATCHBOOK**  
LEARNING

**Students currently eligible for special education:**

1. Who reviews IEPT due dates in MiStar or other data sources? **The Caseload Manager and/or the Special Education Director.**
2. Who reviews MET due dates in MiStar or other data sources? **The Caseload Manager and/or the Special Education Director.**
3. Who sets up meetings to discuss the redetermination (also known as the 3-year reevaluation) and REED of students currently eligible for special education? **The Caseload Manager and/or the Special Education Director.**
4. If a reevaluation is determined to be needed, who obtains consent to evaluate? **The Caseload Manager and/or the Special Education Director.**
5. Who arranges IEP dates with parents, teachers, and ancillary staff? **The Caseload Manager and/or the Special Education Director.**
6. Who completes and sends invitations to the IEP meetings? **The Caseload Manager and/or Special Education Director.**
7. Who notifies all teachers and ancillary staff to complete the PLAAFP, annual goals, and service information? **The Caseload Manager.**
8. Who completes the draft of the IEP? **The Caseload Manager.**
9. Who reviews the draft of the IEP, including the PLAAFP, goals and objectives, and service information? **The Caseload Manager and/or other Special Education Staff.**
10. Who finalizes the draft IEP and include any changes made at the meeting? **The Caseload Manager**

**General Tasks:**

1. Who sends progress reports home to parents at the same time reports cards are sent home? **The Caseload Manager and/or Ancillary Staff.**
2. Who files progress reports in the student's CA-60? **The Caseload Manager and/or Ancillary Staff.**



3. Who collects progress reports from all providers for the Special Education file? **The Special Education Director.**
4. Who provides the annual copy of the Procedural Safeguards to parents? **The Caseload Manager and/or other Special Education Staff**
5. How will be the annual copy of the Procedural Safeguards delivered to parents? **Mail or in person.**
6. Who enters district Special Education data in MiStar? **The Special Education Director and/or designee.**

#### **Student Study Teams (SST):**

The Student Study Team (SST) Process is allowable under state rules and federal regulations.

Matchbook Learning uses this process for documenting student learning and behavior interventions prior to going to a referral for an evaluation to determine special education eligibility.

#### **Timeline Extension:**

The only time the due date for an IEP can be extended is for an initial IEP. The only way an extension can be done is when the district and parent agree to do so in writing. This form is typically done by the individual leading the evaluation, which in the majority of cases is the caseload manager. For speech and language cases, it's the speech therapist.

#### **Waivers:**

Waivers are a long-term exemption from a rule. They are not specific to special education, but can be used in that circumstance. They can be applied for by an individual district, a group of districts, or an entire RESA. The typical approved waiver remains in effect for a period of three years. In special education, the trend has been to incorporate the impact of a waiver into the RESA Plan for Delivery of Special Education Programs and Services





***m*ATCHBOOK**  
LEARNING