

Regular Session

Tuesday, March 6, 2018 7:00 PM

South Harrison Community School Corporation Administrative Center, 315 South Harrison Drive, Corydon, IN 47112

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Amended Agenda

V. Special Recognitions

V.1. Indiana Department of Education Performance Qualified School District Designation

V.2. Corydon Central High School Four-Star School Designation for 2016-2017 by Indiana Department of Education

V.3. SkillsUSA Regional Winners

V.3.a. CCHS Student Abigail Leuthart, First Place Architectural Drafting

V.3.b. CCHS Student Lindsey Schmelz, Second Place Carpentry

V.3.c. CCHS Student Zachary McAdams, First Place Auto Tech

V.3.d. CCHS Student Mackenzie Rigney, Third Place Masonry

V.3.e. CCHS Student Braden Babcock, Third Place Collision Repair

V.3.f. SCHS Student Alex Jo Proctor, First Place Diesel

V.3.g. CCHS Student Zackery Paden, Third Place Motor Control

V.3.h. CCHS Student Tristian Lowe, Welding Sculpt

VI. Student Council Presentations

VII. Special Presentations

VII.1. **Heth-Washington Elementary School Goals** **Presenter:** Nissa Ellett, Principal & Staff Members

VII.2. **College & Career Readiness Report** **Presenter:** Jennie Capelle

VII.3. **Student and Family Liaison** **Presenter:** John Cordray

VII.4. **School Resource Officers** **Presenter:** Officers Mark Bye & Mike Kurz

VII.5. **Harrison County Sheriff Department** **Presenter:** Sheriff Rod Seelye

VIII. Public Address to the Board

IX. Consent Agenda

IX.1. Board of School Trustee Minutes - Executive and Regular Sessions - Tuesday, February 6, 2018

IX.2. Approval of Claim Docket

IX.3. Personnel

IX.3.a. Corporation

IX.3.a.1) Brad DeVore- Transportation Coordinator

IX.3.a.2) Certified Staff - South Harrison Summer Institute of Curriculum, Instruction & Technology - July 18, 19 & 20, 2018

IX.3.a.3) Support Staff - Professional Development Day - May 8, 2018

IX.3.a.4) Dual Credit Stipends for 2017-2018 Professional Staff

IX.3.a.5) SHCSC Employee Handbook Revisions

IX.3.b. Harrison County Exceptional Learners Cooperative

IX.3.b.1) Taylor Welch - Homebound Instructor

IX.3.c. Corydon Central High School

IX.3.c.1) Dawn Banks - Teacher

IX.3.c.2) Kevin Potter - Teacher

IX.3.c.3) Kevin Potter - Varsity Cross Country Coach Men's

IX.3.c.4) Kevin Potter - Varsity Cross Country Coach Women's

IX.3.c.5) Kevin Potter - Varsity Track Coach Men's

IX.3.c.6) Jessica Cortie - Kitchen Helper

IX.3.c.7) Derek Korte - Varsity Soccer Coach Women's

IX.3.c.8) Manda Bussabarger - Varsity Cheerleading Coach

IX.3.c.9) Andrew Mitch Massard - Volunteer Assistant Baseball Coach

IX.3.c.10) Assistant Football Coaches (3)

IX.3.c.11) Varsity Golf Coach Men's

IX.3.c.12) Varsity Golf Coach Women's

IX.3.c.13) Varsity Softball Coach

IX.3.c.14) Assistant Softball Coach

IX.3.c.15) **Assistant Track Coach Women's**

IX.3.c.16) **Varsity Swimming Coach Men's**

IX.3.c.17) **Varsity Swimming Coach Women's**

IX.3.c.18) **Activities Supervisor**

IX.3.c.19) **1/2 Activities Supervisor**

IX.3.c.20) **Assistant Marching Band**

IX.3.c.21) **Band Flags**

IX.3.c.22) **High School Assistant Drama Coach**

IX.3.c.23) **Freshman Volleyball Coach**

IX.3.c.24) **Summer Sports Football Camp 2018**

IX.3.c.25) **Varsity Football Coach**

IX.3.c.26) **Junior Varsity Assistant Volleyball Coach**

IX.3.c.27) **Junior Varsity Cheerleading Coach**

IX.3.c.28) **Junior Varsity Cheerleading Coach (Dance)**

IX.3.c.29) **High School Chorus**

IX.3.c.30) **High School Drama Coach**

IX.3.c.31) **Varsity Soccer Coach Men's**

IX.3.c.32) **Junior Varsity Basketball Coach Men's**

IX.3.c.33) **Freshman Basketball Coach Women's**

IX.3.c.34) **Assistant Wrestling Coach**

IX.3.c.35) **Assistant Track Coach Men's**

IX.3.d. Corydon Central Junior High School

IX.3.d.1) **Keith Knight - Custodian**

IX.3.d.2) **Marcee LaHue - Junior High Track Coach
Girls'**

IX.3.d.3) **Jason Timberlake - Junior High Golf Coach**

IX.3.d.4) **Michael Spencer - Volunteer Junior High
Golf Coach**

IX.3.d.5) **Scott Schmitt - Volunteer Junior High
Golf Coach**

IX.3.d.6) **Ryan Conrad - Volunteer Assistant Junior
High Track Coach**

IX.3.d.7) **Junior High Track Coach Girls'**

IX.3.d.8) **Activities Supervisor**

IX.3.d.9) **Junior High Football Coach**

IX.3.d.10) **Assistant Football Coaches (2)**

IX.3.d.11) **Junior High Cheerleading Coach**

IX.3.d.12) **Junior High Track Coach Boys'**

IX.3.d.13) **Junior High 8th Grade Basketball Coach
Girls'**

IX.3.d.14) **Junior High 7th Grade Basketball Coach
Boys'**

IX.3.d.15) **Junior High Elementary Wrestling Coach**

IX.3.d.16) **Junior High 7th Grade Basketball Coach
Girls'**

IX.3.d.17) **Junior High Tennis Coach Boys'**

IX.3.d.18) **Junior High Cross Country Boys'/Girls'**

IX.3.d.19) **Junior High Volleyball Coach**

IX.3.e. Corydon Intermediate School

IX.3.e.1) **Nicole Ross - Elementary 5th & 6th Grade
Cheerleading Coach**

IX.3.e.2) **Elementary 6th Grade Basketball Coach
Boys'**

IX.3.e.3) **Elementary 5th Grade Basketball Coach
Boys'**

IX.3.e.4) **Academic Coach**

IX.3.e.5) **Elementary 5th Grade Basketball Coach
Girls'**

IX.3.f. Corydon Elementary School

IX.3.f.1) **Tamela Brewer - Principal**

IX.3.f.2) **Candice Reynolds - Secretary**

IX.3.f.3) **Carrie Moore - Title 1 Instructional
Assistant**

IX.3.f.4) **Mary Frazier - Title 1 Instructional
Assistant**

IX.3.f.5) **Angela Ferrari - Long Term Substitute
Teacher**

IX.3.f.6) **Laura Martin Marzo - Bilingual
Interpreter**

IX.3.g. Heth-Washington Elementary School

IX.3.g.1) **Nicole Ross - Elementary 5th & 6th Grade
Cheerleading Coach**

IX.3.g.2) **Frank Patterson - Custodian**

IX.3.h. New Middletown Elementary School

IX.3.h.1) **Elementary 5th & 6th Grade Cheerleading Coach**

IX.3.i. South Central Elementary School

IX.3.i.1) **Elementary 5th Grade Basketball Coach Boys'**

IX.3.i.2) **Elementary 6th Grade Basketball Coach Girls'**

IX.3.i.3) **Elementary 5th & 6th Grade Cheerleading Coach**

IX.3.j. South Central Junior/Senior High School

IX.3.j.1) **Special Education Teacher**

IX.3.j.2) **James Shelton - Custodian**

IX.3.j.3) **Ashley King - Assistant Track Coach Women's**

IX.3.j.4) **Thomas Rochner - Varsity Golf Coach Men's**

IX.3.j.5) **Mary Faith - Junior High Tennis Coach Girls'**

IX.3.j.6) **Josie Jones - Junior Volunteer Assistant Junior High Tennis Coach Girls'**

IX.3.j.7) **Zechariah Jones - Volunteer Assistant Tennis Coach Girls'**

IX.3.j.8) **Sarah Eyssen - Varsity Cheerleading Coach**

IX.3.j.9) **Assistant Tennis Coach Women's**

IX.3.j.10) **Assistant Track Coach Men's**

IX.3.j.11) **Freshman Basketball Coach Men's**

IX.3.j.12) **Fall Conditioning Basketball Coach 1/2**

IX.3.j.13) **Junior Varsity Basketball Coach Men's**

IX.3.j.14) **Freshman Volleyball Coach**

IX.3.j.15) **Assistant Baseball Coach**

IX.3.j.16) **Varsity Baseball Coach**

IX.3.j.17) **Freshman Basketball Coach Women's**

IX.3.j.18) **Saturday Basketball Coach Women's**

IX.3.j.19) **Summer Sports Basketball Camp Girls' 2018**

IX.3.j.20) **Varsity Basketball Coach Women's**

IX.3.j.21) **Assistant Baseball Coach**

IX.3.j.22) **Varsity Baseball Coach**

IX.3.j.23) **Junior High Tennis Coach Girls'**

IX.3.j.24) **Junior High Student Council**

IX.3.j.25) **Junior High Volleyball Coach**

IX.3.j.26) **Junior High Track Coach Boys'**

IX.3.j.27) **Junior High Assistant Volleyball Coach**

IX.3.j.28) **Junior High Cross Country Coach
Boys'/Girls'**

IX.3.j.29) **Junior High Track Coach Girls'**

IX.3.j.30) **Junior High 8th Grade Basketball Coach
Girls'**

IX.3.j.31) **Junior High 7th Grade Basketball Coach
Boys'**

IX.3.j.32) **Junior High 7th Grade Basketball Coach
Girls'**

IX.3.j.33) **Junior High Cheerleading Coach**

IX.3.j.34) **Junior High 8th Grade Basketball Coach
Boys'**

IX.4. Operational Matters

IX.4.a. Corporation

IX.4.a.1) **Certified Extra Curricular Activities
Rehire List for 2018-2019**

IX.4.a.2) **Student & Family Liaison Programs**

IX.4.a.2) (1) **SHCSC Counseling Program**

IX.4.a.2) (2) **Service License Agreement - VSee
Clinic Platform for Telemental Services - Twelve
Month Agreement \$1,788**

IX.4.a.2) (3) **Business Associate Agreement - VSee
Clinic Platform for Telemental Services**

IX.4.a.2) (4) **Business Associate Agreement for
Covered Entity - CounSol - Platform for Receipt,
Creation, Transmission or Maintenance of
Protected Health Information - Monthly Service**

IX.4.a.3) **Transfer of Funds to Rainy Day Fund**

IX.4.a.4) **Course Catalog for 2018-2019**

IX.4.a.5) **Unified Master Service Agreement - ENA
Services, LLC - Internet Services - July 1, 2018
through June 30, 2021 with renewal options**

IX.4.a.6) **Boyce Systems Maintenance Terms &
Conditions Acceptance - K-Time Management System
- \$3,860**

IX.4.a.7) **Summer School 2018 Offerings**

IX.4.a.7) (1) **Partnership Agreement - Indiana Online Academy - Summer 2018**

IX.4.a.7) (2) **Permission to create and post teaching positions and/or transportation personnel as needed to provide summer school classes if minimum requirements are met**

IX.4.b. Harrison County Exceptional Learners Cooperative

IX.4.b.1) **Resolution for Purpose of Evaluation & Dismissal**

IX.4.c. Corydon Central High School

IX.4.c.1) **Contract Agreement - Hey! Mr. DJ Entertainment Services - 2018 After Prom**

IX.4.c.2) **Memorandum of Understanding for Dual Credit Professor on Loan - Ivy Tech Community College - Spring Semester 2018**

IX.4.c.3) **Memorandum of Understanding - Healthy Families Crawford, Harrison and Washington Counties of Blue River Services**

IX.4.c.4) **School Agreement - Pepsi Beverages Company - June 6, 2018 through June 5, 2023**

IX.4.d. Corydon Central Junior High School

IX.4.e. Corydon Elementary School

IX.4.e.1) **Roofing of Section S-2 (Far North Wing) Project Scope, Budget and Process/Timeline**

IX.4.f. Corydon Intermediate School

IX.4.g. Heth-Washington Elementary School

IX.4.h. New Middletown Elementary School

IX.4.i. South Central Elementary School

IX.4.j. South Central Junior/Senior High School

IX.4.j.1) **Memorandum Of Understanding - Indiana University Southeast - Growing Tomorrow's Stem Teachers (GTST) - Grant for Brooke Stewart**

IX.4.j.2) **Donation for Career Pathway Fair - Tyson \$500.00**

IX.4.j.3) **Memorandum of Understanding for Dual Credit Professor on Loan - Ivy Tech Community College - Spring Semester 2018**

IX.4.j.4) **Award of Contract - South Central Wastewater Treatment Plant Renovations - C&H/M Excavating - not to exceed \$285,339 (sum of base and alternate)**

IX.5. Field Trips

IX.5.a. Corydon Central High School

IX.5.b. Corydon Central Junior High School

IX.5.b.1) **Fieldtrip - 8th Grade - Holiday World - Santa Claus, IN - Wednesday, May 30, 2018 (rain date - Thursday, May 31, 2018)**

IX.5.c. Corydon Elementary School

IX.5.d. Corydon Intermediate School

IX.5.d.1) **Fieldtrip - 4th Grade - Indianapolis Capitol & Museum - Indianapolis, IN - Friday, May 11, 2018**

IX.5.e. Heth-Washington Elementary School

IX.5.e.1) **Fieldtrip - 2nd Grade - Indianapolis Children's Museum - Indianapolis, IN - Tuesday, May 1, 2018**

IX.5.f. New Middletown Elementary School

IX.5.g. South Central Elementary School

IX.5.g.1) **Fieldtrip - 3rd Grade - YMCA Swim Lessons - Corydon, IN - Friday, May 18, 2018 - Monday, May 21 - Wednesday, May 23, 2018**

IX.5.g.2) **Fieldtrip - 4th Grade - Indianapolis State Museum & State House - Indianapolis, IN - Thursday, May 10, 2018**

IX.5.g.3) **Fieldtrip - 3rd Grade - Children's Museum of Indianapolis - Indianapolis, IN - Thursday, May 3, 2018**

IX.5.h. South Central Junior/Senior High School

IX.6. Other

X. Unfinished Business

X.1. Motions as the Result of Executive Session

X.2. **Second Reading of Policy 1220: Administration - Employment of the Superintendent**

X.3. **Second Reading of Policy 1521: Administration - Personal Background Checks, References, and Mandatory Reporting of Convictions and Substantiated Child Abuse and Arrests**

X.4. **Second Reading of Policy 2221: Program - Mandatory Curriculum**

X.5. **Second Reading of Policy 2262: Program - Latch-Key Programs**

X.6. **Second Reading of Policy 2623.01: Program - Test Security Provisions for Statewide Assessments**

X.7. **Second Reading of Policy 3121: Professional Staff - Personal Background Checks, References, and Mandatory Reporting of Convictions and Substantiated Child Abuse and Arrests**

X.8. **Second Reading of Policy 3131: Professional Staff - Reduction-in-Force ("RIF") in**

Certificated Staff

- X.9. **Second Reading of Policy 3220.01: Professional Staff - Teacher Appreciation Grants**
- X.10. **Second Reading of Policy 4121: Support Staff - Personal Background Checks, References, and Mandatory Reporting of Convictions and Substantiated Child Abuse and Arrests**
- X.11. **Second Reading of Policy 5200: Students - Attendance**
- X.12. **Second Reading of Policy 5330: Students - Use of Medications**
- X.13. **Second Reading of Policy 5350: Students - Student Suicide Awareness and Prevention**
- X.14. **Second Reading of Policy 5460: Students - Graduation Requirements**
- X.15. **Second Reading of Policy 5630.01: Students - Use of Seclusion and Restraint with Students**
- X.16. **Second Reading of Policy 5730: Students - Equal Access for Non-corporation-Sponsored Student Clubs and Activities**
- X.17. **Second Reading of Policy 6152: Finances - Student Fees and Charges**
- X.18. **Second Reading of Policy 8120: Operations - Volunteers**
- X.19. **Second Reading of Policy 8121: Operations - Personal Background Check - Contracted Services**
- X.20. **Second Reading of Policy 8330: Operations - Student Records**
- X.21. **Second Reading of Policy 8462: Operations - Child Abuse and Neglect**
- X.22. **Second Reading of Policy 8600: Operations - Transportation**
- X.23. **Second Reading of Policy 8800: Operations - Religious/Patriotic Ceremonies and Observances**
- XI. **New Business**
 - XI.1. **Expansion of School Resource Officer Services**
 - XI.2. **First Reading of Policy 1421: Administration - Benefits for Administrators**
 - XI.3. **First Reading of Policy 3421: Professional Staff - Benefits**
 - XI.4. **First Reading of Policy 4421: Support Staff - Benefits**
 - XI.5. **Special Meeting - Awarding of Bids for South Central Junior/Senior High School Cafeteria Project & Corydon Elementary School Roofing Project - Tuesday, April 17, 2018, 6:00 pm**
- XII. **Superintendent's Communications and Reports**
- XIII. **Board Members' Communication, Reports and Questions**
- XIV. **Upcoming Events**
 - XIV.1. **National School Board Association National Convention - San Antonio, TX - April 7**

through 9, 2018

XIV.2. 2018-2019 Preschool & Kindergarten Round-Up Dates

XIV.2.a. Corydon Elementary School

XIV.2.a.1) Kindergarten Round-Up - April 10, 2018,
9:00 am - 1:00 pm & April 12, 2018, 3:30 pm -
6:30 pm

XIV.2.a.2) Preschool Registration - April 18, 2018,
9:00 am - 1:00 pm

XIV.2.b. South Central Elementary School

XIV.2.b.1) Preschool Registration - April 5, 2018,
9:00 am - 2:00 pm

XIV.2.b.2) Kindergarten Round-Up - April 12, 2018,
4:00 pm - 6:00 pm

XIV.2.c. New Middletown Elementary School

XIV.2.c.1) Kindergarten Round-Up - April 10, 2018,
3:00 pm - 5:30 pm

XIV.2.c.2) Preschool Registration - April 25, 2018,
9:00 am - 2:00 pm

XIV.2.d. Heth-Washington Elementary School

XIV.2.d.1) Kindergarten Round-Up - April 17, 2018,
2:30 pm - 5:30 pm

XIV.2.d.2) Preschool Registration - April 26, 2018,
9:00 am - 2:00 pm

XIV.3. Camp Invention - June 11 through 15, 2018

**XIV.4. Harrison County Fair - June 17 through
23, 2018**

**XV. Adjournment - Reconvene Executive Session, if
necessary**

Board Secretary

REVISED POLICY – VOL. 30, NO. 1

EMPLOYMENT OF THE SUPERINTENDENT

The School Board vests the primary responsibility for administration of ~~this~~ the School Corporation in the Superintendent of Schools. The appointment of the Superintendent is, therefore, one of the most important functions the Board can perform.

~~Whenever the position of Superintendent of Schools becomes vacant, the Board will appoint a Superintendent and fix his/her salary and term of employment which will be no less than three (3) years. However, a subsequent contract may be for a term of any duration.~~

Whenever the position of Superintendent of Schools becomes vacant, the Board will appoint a Superintendent and fix his/her salary and term of employment, which will be for a term of at least one (1) year and not more than three (3) years. However, a contract may be extended for not more than an additional five (5) years beyond the term of the original contract.

If the contract contains a provision that establishes an amount the Board must pay to the Superintendent to buy out the contract, the amount may not be more than an amount equal to the lesser of:

- A. the Superintendent's salary for any one (1) year under the contract;
or
- B. \$250,000.

A Superintendent's salary under clause (A) does not include benefits or any other forms of compensation that the Superintendent receives as payment under the contract other than the Superintendent's salary.

Commented [KGS1]: We may want to indicate here that a subsequent contract may be for a term of at least one and not more than three years.

The Board will actively seek the best qualified and most capable candidate for the position of Superintendent.

It may be aided in this task by:

- a committee of Board members;
- the services of professional consultants;
- the counsel of the out-going Superintendent;
- the participation of members of the community.

Recruitment procedures will be prepared in advance of the search and will include:

- preparation of a written job specification for the position of Superintendent;
- preparation of written specifications of qualification in addition to proper State certification;
- preparation of informative material describing this Corporation and its educational goals;
- where feasible, the opportunity for applicants to visit the schools of this Corporation;
- the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- solicitation of applications from a wide geographical area;
- consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent of this Corporation unless s/he has signed an employment contract with the Board.

At least seven (7) days before a contract for employment is entered into between the Board and the Superintendent, the Board shall hold a public meeting on the proposed contract to hear objections to and support for and discuss, the proposed contract.

The Board Secretary shall submit notice of the hearing on the proposed contract for publication in a newspaper serving the Corporation in compliance with I.C. 5-3-1 and for posting on the newspaper's Internet website in compliance with I.C. 5-3-1-1.5 at least once no less than ten (10) days before the date of the hearing. The Board Secretary also shall direct that the published notice be posted on the Corporation's Internet website.

The notice shall:

- A. state that on a given day, time, and place, the Board will meet to discuss and hear objections to and support for the proposed contract; and
- B. set forth the details of the proposed contract, including the actual monetary value of the contract, benefits, and any additional forms of compensation for each year of the contract.

The name of the candidate for the position of Superintendent shall not be included in the notices or discussion of the proposed contract.

Such contract will be in the basic form of the regular teacher's contract if the Superintendent holds a license under I.C. 20-28-5 and will include:

- the term for which employment is contracted, including beginning and ending dates;
- the salary which the Superintendent will be paid and the intervals at which s/he will be paid;

the benefits to which s/he is entitled;

such other matters as may be necessary to a full and complete understanding of the employment contract.

See also Policy 8311 - Public Access to Employee Contracts for further posting requirements following the approval of an employment contract with the Superintendent.

~~The Superintendent so appointed will devote himself/herself to the duties of his/her office.~~

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary will be considered by this Board to constitute grounds for his/her dismissal.

~~The person selected for the position of Superintendent will be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which will be borne~~

~~by the Corporation.~~

~~by the candidate.~~

The contract may be altered or rescinded for a new one at any time by mutual consent of the governing body and the superintendent. The consent of both parties must be in writing and must be expressed in a manner consistent with I.C. 20-28-8-6, -7, and -8. If the Superintendent holds a license under I.C. 20-28-5, the rights of a Superintendent as a teacher under any other law are not affected by the contract unless those rights conflict with the terms of I.C. 20-28-8-6(b), in which case the provisions of I.C. 20-28-8-6(b) govern.

I.C. 5-14-1.5-6.1(b)(5) and (9)

I.C. 20-28-8-6 ~~7-8~~

I.C. 20-28-8-7

I.C. 20-28-8-8

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REVISED POLICY – VOL. 30, NO. 1

PERSONAL BACKGROUND CHECKS, REFERENCES,
AND MANDATORY REPORTING OF CONVICTIONS AND
SUBSTANTIATED CHILD ABUSE (X-) AND ARRESTS

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the School Corporation's administrative staff.

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as an administrator which shall include the following:

- A. an expanded ~~national~~—criminal history check as defined by I.C. 20-26-2-1.5
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. telephone inquiry with former employer(s)
- F. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- G. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1
- (-) ~~fingerprint check~~
- (X) a detailed background history including all prior employment and volunteer positions

- (X-) an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The Board requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by the Corporation.

The Board requires that an expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Corporation. An expanded child protection index check shall include inquiries to each state in which information necessary to complete the expanded child protection index check is available.

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before the Corporation may hire the applicant.

The Board shall deny employment to a person who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c), unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may deny employment to an applicant who is:— the subject of a substantiated report of abuse or neglect.

- A. ~~convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law; or~~
- B. ~~the subject of a substantiated report of child abuse or neglect.~~

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may provide for a substitute.

~~or employ the applicant as a substitute.~~

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.

~~[SELECT ONE OF THE FOLLOWING OPTIONS]~~

~~[OPTION 1]~~

Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

~~[END OPTION 1]~~

~~[OPTION 2]~~

~~The Corporation shall pay the costs associated with conducting the expanded criminal history check and obtaining the expanded child protection index check for applicants.~~

~~[END OF OPTION 2]~~

The Board requires that an expanded criminal history check be conducted for each Corporation employee every five (5) years.

[OPTIONAL]

~~In implementing this requirement, the Corporation shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed [maximum is 5] years by annually conducting updated expanded criminal history checks for at least [minimum is 1/5] of employees who are employed by the Corporation on July 1, 2017.~~

[SELECT ONE (1) OF THE FOLLOWING OPTIONS]

[OPTION 1]

~~Any costs associated with obtaining the expanded criminal history check are to be borne by the employee unless otherwise agreed upon through an agreement reached following negotiations with the exclusive representative of the employees.~~

[END OPTION 1]

[OPTION 2]

The Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees, provided the exclusive representatives of the Corporation's employees do not object.

[END OPTION 2]

[OPTIONAL]

~~[] The Board requires that an expanded child protection index check be obtained for each Corporation employee every five (5) years. The Corporation shall pay the costs associated with obtaining the expanded child protection index check for employees.~~

~~[] In implementing this requirement, the Corporation shall obtain the updated expanded child protection index checks for Corporation employees over a period not to exceed **[maximum is 5]** years by annually obtaining updated child protection index checks for at least **[minimum is 1/5]** of employees who are employed by the Corporation on July 1, 2017.~~

[END OF OPTIONS]

The Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if the Corporation has reason to believe that the applicant or employee:

- A. is the subject of a substantiated report of child abuse or neglect or
- B. has been charged with or convicted of one (1) of the following crimes:
 - 1. Murder (I.C. 35-42-1-1).
 - 2. Causing suicide (I.C. 35-42-1-2).
 - 3. Assisting suicide (I.C. 35-42-1-2.5).
 - 4. Voluntary manslaughter (I.C. 35-42-1-3).
 - 5. Reckless homicide (I.C. 35-42-1-5).
 - 6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

7. Aggravated battery (I.C. 35-42-2-1.5).
8. Kidnapping (I.C. 35-42-3-2).
9. Criminal confinement (I.C. 35-42-3-3).
10. A sex offense under I.C. 35-42-4.
11. Carjacking (I.C. 35-42-5-2) (before its repeal).
12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
13. Incest (I.C. 35-46-1-3).
14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (I.C. 35-46-1-4(d)).
16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.
22. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

During the course of his/her employment with the Corporation, each administrator shall be required to report the

- (X) arrest or the filing of criminal charges against the employee;
- A. conviction of the employee for a crime; and
- B. substantiated report of child abuse or neglect of which the employee is the subject

to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the administrator who was convicted or the subject of a substantiated report of child abuse or neglect.

I.C. 5-2-22

I.C. 10-13-3

I.C. 20-26-2-1.3

I.C. 20-26-2-1.5

~~I.C. 20-26-5-10, -11 and -11.5~~

I.C. 20-26-5-10, -10.5, -11 and -11.5

I.C. 20-28-5-8

MANDATORY CURRICULUM

In compliance with the Indiana Code and Federal law, the School Board directs the Superintendent to prepare, implement, and supervise courses of instruction in the following areas as stipulated in the Indiana Code and the regulations of the State Department of Education:

- A. The Constitution of the United States and Indiana in grades 6 through 12
- B. the system of government in Indiana and the United States, methods of voting, party structures, election laws, and the responsibilities of citizen participation in government and in elections in grades 6 through 12
- C. American History in high school
- D. safety education in grade 8
- E. the principles of hygiene and sanitary science in grade 5, at a minimum
- F. the spread of disease by rats, flies, and mosquitoes, and its effects, and of disease prevention by the proper selection and consumption of food
- G. the nature of alcoholic beverages, tobacco, prescription drugs, narcotics, and their effects on the human system and society at large in grades K through 12
- H. Acquired Immune Deficiency Syndrome (AIDS), and to the extent possible, instruction on other dangerous communicable diseases

- I. instruction on human sexuality or sexually transmitted diseases including instruction that abstinence from sexual activity outside of marriage as the expected standard for all school age children, abstinence is the only certain way to avoid sexually transmitted diseases, pregnancy, and other associated health problems, and the best way to avoid sexually-transmitted diseases and other associated health problems is to establish a mutually faithful monogamous relationship in the context of marriage
- J. instruction regarding breast and testicular cancer, including the significance of early detection through self-examination, and in the case of breast cancer, regularly-scheduled mammograms in high school
- K. career-awareness, employment matters, and work values in grades 1 - 12
- L. human organ donor program and blood donor program as part of the high school health education curriculum
- M. good citizenship instruction
- N. personal financial responsibility and financial literacy in grades 6 through 12
- O. bullying prevention instruction not later than October 15 of each school year in grades 1 through 12 (see also Policy 5517.01)
- P. daily physical activity, which may include recess for students in full day kindergarten programs and other students in elementary school
- Q. dating violence instruction including warning signs, basic principles of prevention, and methods of parent education and outreach for grades 6 through 12 (see also Policy 5517.01)

- R. child abuse and child sexual abuse education for grades 2 through 5 during the 2017 – 2018 school year, and for grades K through 12 by December 15 of each school year beginning with the 2018 – 2019 school year (see also Policy 8462)
- S. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications (see Policy 7540.03)
- T. the dangers inherent with the online disclosure of personally identifiable information (see Policy 7540.03)
- U. the consequences of unauthorized access (e.g. "hacking"), cyberbullying and other unlawful or inappropriate activities by students online (see Policy 7540.03)
- V. morals instruction
- W. instruction in cardiopulmonary resuscitation and use of an automated external defibrillator as part of the high school health education curriculum
- X. instruction in Language Arts, Mathematics, Social Studies, Sciences, Fine Arts, and Health Education and Physical Fitness

The Superintendent shall prepare appropriate guidelines relative to the planning, teaching, and evaluation of these courses and ensure that each teacher present his/her instruction with special emphasis on honesty, morality, courtesy, obedience to the law, respect for the national flag, the constitutions of the United States and Indiana, respect for parents and the home, the dignity and necessity of honest labor, and other lessons of a steadying influence, which tend to promote and develop upright and desirable citizenry.

The Superintendent is prohibited from offering, supporting, or promoting any student program, class, or activity that provides student instruction that is contrary to a curriculum required to be provided to students under I.C. 20-30-5, set forth above.

When required by law, the Board shall approve the course of instruction.

(+) ~~prior to its use in the classroom.~~

I.C. 20-19-3-10 and 11

I.C. 20-30-5

511 IAC Article 6

47 U.S.C. 254(h), Children's Internet Protection Act

15 U.S.C. §§ 6551, Title II of the Broadband Data Improvement Act (aka Protecting Children in the 21st Century Act)

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

20 U.S.C. 6777

20 U.S.C. 9134 (2003)

47 C.F.R. Part 54

REPLACEMENT POLICY – VOL. 30, NO. 1

LATCH-KEY PROGRAMS

~~[PLEASE CHOOSE ONE (1) OF THE FOLLOWING OPTIONS~~

~~[] OPTION 1~~

~~The School Board shall provide a school aged child care program (Latch Key Program) so that care, nurture, or supervision can be provided for students who are enrolled in () preschool through Grade 6 () Kindergarten through Grade 6~~

~~[NOTE: choose one (1) of the following two (2) options]~~

~~[] after the school day Monday through Friday until ____ pm.~~

~~[] before the school day Monday through Friday beginning at ____ am, and after the school day Monday through Friday until ____ pm.~~

~~[END OF OPTIONS]~~

~~[ADDITIONAL OPTION REGARDING THE PROGRAM]~~

~~[] The Board's Latch Key Program also shall be provided when school is not otherwise in session so that care, nurture, or supervision can be provided during school vacation periods.~~

~~[END OF ADDITIONAL OPTION]~~

~~The Latch Key Program provided by the School Corporation shall meet the standards established by the Indiana Department of Education (IDOE) and the Division of Family and Children.~~

~~The fees to be charged shall be sufficient to cover the Corporation's costs for security, maintenance, utilities, school personnel, and other costs directly attributable to the use of the facility for the Latch Key Program. The Board shall annually approve the fees to be charged on a per participant basis for the Corporation's Latch Key Program.~~

~~The Board shall establish a minimum number of participants required if a Latch Key Program is to be provided by the Corporation. If that minimum number is not attained, the Superintendent shall apply for a waiver from the IDOE.~~

~~[END OF OPTION 1]~~

~~[OPTION 2]~~

The School Board shall solicit proposals from nonprofit or for-profit organizations to provide a school-aged child care program (Latch-Key Program) so that care, nurture, or supervision can be provided for students who are enrolled in grades served by each building through Grade 6~~(-) preschool through Grade 6 (-) Kindergarten through Grade 6~~

~~[NOTE: choose one of the following two options]~~

after the school day Monday through Friday until 5:30 ____ pm.

~~before the school day Monday through Friday beginning at ____ am, and after the school day Monday through Friday until ____ pm.~~

~~[END OF OPTIONS]~~

~~[ADDITIONAL OPTION REGARDING THE PROGRAM]~~

~~The Latch Key Program also shall be provided when school is not otherwise in session so that care, nurture, or supervision can be provided during school vacation periods.~~

~~[END OF ADDITIONAL OPTION]~~

The contract proposal shall require the responsible offeror whose proposal to operate the Latch-Key Program is determined in writing to be the most advantageous to the Corporation to meet the standards established by the Indiana Department of Education (IDOE) and the Division of Family and Children. The Corporation shall comply with I.C. 5-22-9 in awarding a contract to operate a child care program (Latch-Key program).

The Board's facilities shall be available without a fee for facility use to the responsible offeror whose proposal to operate the Latch-Key Program is determined in writing to be the most advantageous to the Corporation.

The contract proposal shall specify the costs for security, maintenance, utilities, school personnel, and other costs directly attributable to the use of the facility for the Latch-Key Program that will be reimbursed to the Corporation when billed bi-monthly for the duration of the contract.

The contract proposal will specify the fees that will be charged to parents for this service and will prohibit increases in those fees during the term of the contract.

The contract proposal shall specify the minimum number of participants required if a Latch-Key Program is to be provided for the Corporation by the offeror selected by the Board.

If that minimum number is not attained, the Superintendent shall apply for a waiver from the IDOE and the contract shall be considered null and void.

The organization operating the Corporation's Latch-Key Program shall maintain adequate liability insurance of not less than ~~\$300,000~~ [minimum of \$300,000 is recommended] per person and ~~\$5,000,000~~ [minimum of \$5,000,000 is recommended] per occurrence and shall list the Corporation on the policy as an insured.

[END OF OPTION 2]

The maximum staff-child ratios in the child care program, whether operated by the Corporation or another organization, shall be as follows:

- A. If the program is limited to students in Kindergarten through Grade 6, the maximum number of children to be supervised by one (1) staff person is:
 1. fifteen (15) if there are children who are five (5) years of age in the group;
 2. twenty (20) for groups containing only children who are six (6) years of age or older.

- B. If the program includes preschool age children, the maximum number of children to be supervised by one (1) staff person is:
1. fifteen (15) if there are children who are five (5) years of age in the group;
 2. twenty (20) for groups containing only children who are six (6) years of age or older.
 3. The program shall follow the regulations of the Division of Family and Children with respect to the maximum number of children to be supervised by one (1) staff member for children younger than five (5) years of age.

~~[NOTE: the current regulations do not account for children under age 5 in the program. The regulations governing licensed child care centers in Indiana provide a ratio of 10:1 for three-year-old children and a ratio of 12:1 for four-year-old children.]~~

I.C. 20-26-5-1 thru -3
470 I.A.C. 3-4.6

REVISED POLICY – VOL. 30, NO. 1

TEST SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS

It is the intent of the School Board that all School Corporation and school staff comply with the requirements of the Indiana Department of Education (IDOE) regarding test security of the statewide assessments (ISTEP+tests).

The Director for Curriculum, Instruction & Assessment [position/title] is designated as the Corporation Test Coordinator (CTC) and the individual to whom the test materials are to be delivered. Test materials include examiner's manuals, assessment books, answer documents, practice tests, test tickets and online test access codes.The CTC shall:

The CTC shall:

(x) establish a testing schedule within the testing window;
A.

OR

()A. require the Building Test Coordinator (BTC) to establish a testing schedule within the testing window;

[END OF OPTIONS]

A.B. inventory and track all assessment materials; inventory and track all test materials that are received from IDOE;

B.C. control the secure storage, distribution, administration and collection of tests; securely store the test materials upon receipt at a central location and ensure that the test materials are not available to any unauthorized parties at any time while under the Corporation's control

D. arrange for the distribution of the test materials to the appropriate schools and require the storage administration, collection, and return of the test materials as set forth below;

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- C.E. ~~ensure no tests are copied;~~ notify, in writing, all staff involved in the administration of the tests that copying a test, or any part thereof, is a violation of the Indiana Code of Ethical Practices and Procedures;
- D.F. ~~following all procedures located in the testing manuals and those outlined by the IDOE;~~ require that principals and all staff involved in the administration of the tests strictly follow all procedures described in the testing manuals and those outlined by the IDOE;
- E.G. ~~ensure that all appropriate staff has knowledge of the Indiana Ethical Testing Practices and Procedures and understand the procedures to secure, administer, and handle assessment materials while in their possession;~~ require that principals review with all staff involved in the administration of the tests the Indiana Code of Ethical Practices and Procedures, and require the principals and all staff involved with the administration of the tests acknowledge that they understand their responsibility to adhere to the procedures to secure, administer, and handle the test materials while in their possession.
- H. ~~provide staff development [x-] annually [] periodically [END OF OPTION]~~ so that all staff in the Corporation that are involved in the administration of the tests have the knowledge and skills necessary to make ethical decisions related to preparing students for the tests, administering the tests, and interpreting the results from the tests

[x] and planning academic interventions as a result of the tests.
- I. require the review of the practices and materials used in the Corporation to prepare students for the tests by all staff in the Corporation that are involved in the administration of the tests and communicate this requirement annually to all principals and appropriate staff.

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- J. arrange for the preparation of a written notice that Corporation and school staff shall communicate to students, parents, and guardians regarding appropriate practices for the maintenance of ethical testing practices, test security, and test integrity.
- K. ensure that any allegations of test security violations or test integrity violations are reported to IDOE pursuant to the Protocol for Reporting and Investigating Alleged Assessment Breaches or Irregularities ("Protocol") for reporting and investigating alleged breaches or irregularities, as required by 511 IAC 5-5-4. The Protocol is provided below.

~~Upon receipt of assessment materials, the CTC shall provide for storage under lock and key at a central location. Assessment materials shall not be available to unauthorized parties. Teachers and other school staff members shall not have access to secure materials (except for the Examiner's Manual) more than twenty-four (24) hours in advance of test administration.~~

~~The CTC is responsible for the secure distribution of assessment materials to each school building. Secure test materials shall not be delivered to school buildings more than one (1) week in advance of the designated test window. Each () building principal () **[end of choice]** is designated as the Building Test Coordinator (BTC). The BTC is responsible for security of assessment materials during the time the materials are in his/her school.~~

As set forth above, the CTC is responsible for the secure distribution of the test materials to each school building. The test materials will be delivered to school buildings no more than

() () days ~~[NOTE: this number may not exceed seven (7)]~~

(x) one (1) week ~~[NOTE: this is the maximum time allowed by IDOE, and IDOE encourages schools to choose fewer than seven (7) days]~~

in advance of the designated test window.

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~~Each (x) building principal ()~~ **[END OF CHOICE]** is designated as the Building Test Coordinator (BTC).

~~The BTC responsibilities include, but are not limited to, the following:
The BTC is responsible annually for the following:~~

- A. ~~(x)~~ establishing a testing schedule within the testing window;
)

OR

- () ~~adhering to the testing schedule established by the CTC;~~
- B. prohibiting the review of any secure test questions before, during, or after an administration session;
- C. establishing a process to ensure that all ~~student assessment test~~ materials are secure when not being administered;
- D. ~~establishing procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually; involve all appropriate staff in the annual review of the school materials and practices related to preparing students for the tests, administering the tests, securing the tests before and after administration, and interpreting the results from the tests. This review will ensure that the test preparation materials are appropriate and do not violate test security protocols;~~
- E. ~~informing appropriate staff of Indiana Ethical Testing Practices and Procedures; informing all staff who will administer the tests of the Indiana Code of Ethical Practices and Procedures;~~
- F. ~~ensuring that all staff who will administer the tests have received training regarding test administration and test security prior to administering the test;~~

- G. requiring all staff who will administer the tests to students with testing accommodations to review each student's Individual Education Program (IEP), Individual Learning Plan (ILP), and/or Section 504 Plan prior to testing;
- H. ensuring that focused training on providing the necessary accommodations during testing is provided prior to testing to all staff who will administer the tests to students with testing accommodations;
- I. permitting only staff who will administer the tests to have access to examiner's manuals prior to the administration of the tests and prohibiting the review of any secure test questions before, during, and after the tests are administered;
- J. monitoring testing in his/her school to ensure that all staff administer the tests with fidelity in terms of testing protocols/procedures and staff appropriately provide students with accommodations included in their IEPs, ILPs, or Section 504 Plans; and
- K. arranging for the secure transport of the test materials to the CTC at the end of the testing window following procedures outlined in the Examiner's Manual.

Whether in the possession of the CTC, BTC or other Corporation or school staff member, all test materials must be secured in a central location in a locked drawer or cabinet before during and after testing, except those test materials needed for the administration of the test. Each person designated as an examiner is responsible for ~~assuring~~ensuring that all assessment security provisions are met while each administration session is in progress. Additionally, each examiner is responsible for accounting for all assessment booklets (by serial number), ~~all~~ answer documents, and other ~~assessment-test~~ materials until they are returned to the BTC at the conclusion of the administration session.

Each examiner, monitor, and other school personnel or adult volunteer authorized to be present in the room during an administration session shall be informed of prescribed assessment administration and assessment security procedures as well as ethical testing practices.

- A. No person shall reveal, cause to be revealed, release, cause to be released, reproduce or cause to be reproduced any secure test materials through any means or medium including, but not limited to, electronic, photographic, photocopied, written, paraphrased, or oral.
- B. Except for accommodations made in accordance with the rules adopted by the IDOE, only materials specifically designated by the IDOE shall be provided to students or permitted in the assessment room during an administration session.
- C. Testing, including make-up testing, must occur during the testing window. With the exception of permitted practice tests, student access to test materials shall be restricted to the state-scheduled dates of test administration.
- D. The Corporation prohibits all Corporation and school staff from engaging in any violations of test security. Violations of test security include but are not limited to the following:
 - 1. giving examinees access to test questions prior to testing
 - 2. copying, reproducing or using in any manner any portion of any secure assessment book for any reason
 - 3. altering answer documents during or after a testing session
 - 4. sharing actual or paraphrased test items or student responses in a public forum
 - 5. commenting on test content in a public forum

6. posting actual test content or paraphrasing test content on social media
7. taking pictures of test materials
8. emailing, texting, or instant messaging actual or paraphrased test content
9. deviating from the prescribed administration procedures specified in the Examiner's Manual
10. making answer keys available to examinees
11. reviewing test questions prior to, during or after test administration
12. scoring student responses on the test locally before submitting the assessment for scoring to the test contractor, as designated by the IDOE
13. participating in, directing, aiding, counseling, assisting, encouraging, or failing to report any of the above acts prohibited in this section or any other acts violating this policy or the Indiana Code of Ethical Practices and Procedures

~~{}~~ No person shall reveal, cause to be revealed, release, cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

~~{}~~ Except for accommodations made in accordance with the rules adopted by the Indiana Department of Education, only materials specifically designed by the IDOE shall be provided to students or permitted in the assessment room during an administration session.

- [+] ~~Violations to test security include, but are not limited to the following:~~
- ~~(+) giving examinees access to test questions prior to testing~~
 - ~~(+) copying, reproducing or use in any manner any portion of any secure assessment book for any reason~~
 - ~~(+) altering answer documents during or after a testing session~~
 - ~~(+) sharing an actual test instrument in a public forum~~
 - ~~(+) deviating from the prescribed administration procedures specified in the Examiner's Manual~~
 - ~~(+) participating in, directing, aiding, counseling, assisting, encouraging, or failing to report any acts violating this policy or Indiana Ethical Testing Practices and Procedures~~
 - ~~(+) scoring student responses on the assessment before returning the answer document for official scoring~~

All Corporation and school staff are responsible for test security. Maintaining test security includes:

- A. adhering to the Code of Ethical Practices and Procedures;
- B. adhering to the Indiana Assessment Program Manual;
- C. participating in required training; and
- D. following the Protocol for Reporting and Investigating Alleged Assessment Breaches or Irregularities for reporting and investigating alleged breaches or irregularities, as required by 511 IAC 5-5-4. The Protocol is provided below.

Any individual who administers, handles, or has access to secure test materials at the Corporation or school shall complete assessment training and shall annually sign no later than the last day of September a Testing Security and Integrity Agreement, which shall remain on file in the appropriate Corporation-level office for a period of no fewer than three years. Training shall be provided at the building level by the CTC (or designee), who has completed the required IDOE-provided training.

Under no circumstances may Corporation or school staff view student test materials prior to administering the assessment. Teachers and other school staff members shall not be provided access to secure test materials (except for the Examiner's Manual) more than twenty-four (24) hours in advance of test administration.

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Corporation and school staff and/or students may not alert examinees to the correct answer choice by pointing to the correct answer, eliminating answer choices, mouthing the correct answer, or using any other mechanism designed to indicate a correct or incorrect answer.

If an interruption of testing occurs, the test examiner shall immediately notify the test coordinator, who will determine appropriate action. Following the interruption, a written report (using the *Testing Irregularity Report* form) detailing the interruption must be submitted to the IDOE according to the Protocol. The *Testing Irregularity Report* form must be submitted for all incidents and events that might invalidate any scores, including disruptions and illness.

All Corporation and school staff and students are prohibited from compromising test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.

Student test scores or test performance are confidential and shall not be disclosed to unauthorized persons.

Corporation and school staff are responsible for advising students, parents, and guardians regarding appropriate practices for the maintenance of ethical testing practices, test security, and test integrity.

~~The CTC shall establish procedures for teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate. The CTC shall investigate any complaints on inappropriate testing practices or testing irregularities. The investigation will include, but not be limited to, the following:~~

Teachers, administrators, students, parents, and other community members may voice their concerns about practices they consider inappropriate by filing a complaint with the CTC. The CTC shall establish procedures for the filing and investigation of such complaints. The CTC shall investigate any complaints on inappropriate testing practices or testing irregularities. The investigation will include but not be limited to the following:

- A. a formal process by which all complaints are documented and can be tracked to resolution
- B. an initial inquiry to determine whether there is credible evidence that such an event occurred ~~that is to be~~ conducted within one (1) school day of the receipt of the complaint
- C. ~~if any evidence of an inappropriate testing practice or testing irregularity exists, a report to the IDOE Office of Student assessment must be sent within the next seven (7) calendar days~~
report sent within the next seven (7) calendar days to the IDOE Office of Student Assessment if any evidence of an inappropriate testing practice or testing irregularity exists
- D. protection of the integrity of any ongoing assessments
- E. a final report to the IDOE Office of Student Assessment within four (4) weeks, unless a written request for a timeline extension has been granted
- F. ~~the final report must clearly indicate any recommendations or findings that would impact the reliability or validity of student scores and detail actions that the School Corporation recommends the State take~~
any recommendations or findings that would impact the reliability or validity of student scores and that detail actions the School Corporation recommends the State take must be clearly stated in the final report

~~Before the opening of the test window for any standardized test, the IDOE requires that training of any person associated with testing has occurred. This includes, but is not limited to, the CTC, the BTC, test examiners, proctors, and any other person associated with the testing process.~~

The IDOE requires that training of all persons associated with testing occurs before the opening of the test window for any standardized test. This includes but is not limited to the CTC, the BTC, test examiners, proctors, and any other person associated with the testing process.

Protocol for Reporting and Investigating Alleged Assessment Breaches

Any complaint alleging cheating or a security breach, testing administration breach, an intellectual property right infringement, a loss of materials, or any breach that undermines the integrity and/or inhibits the effectiveness of Indiana's assessments, including but not limited to ISTEP+, IREAD-3, ISTAR, and End of Course Assessments, shall be reported immediately to the IDOE.

Definitions:

"Integrity breach" means any action that undermines the integrity and/or inhibits the effectiveness of the ISTEP from achieving the purposes set forth in IC 20-32-5-1. An integrity breach includes but is not limited to any security breach, testing irregularity, testing administration breach, and violation of the code of ethical practices and procedures.

"Intellectual property right" means any applicable copyright or trademark that may be contained in test and test preparation materials.

"Security breach" means the failure to observe/follow the documented procedures established to protect, maintain, and implement the testing process, such as the Code of Ethical Practices and Procedures, testing security and integrity agreement, and procedures prescribed in the testing manuals by any person administering or assisting with the administration of a systematic assessment.

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"Testing administration breach" means the failure to follow the documented test administration procedures that could alter the results or testing environment of the assessment for one (1) or more students, including but not limited to timing an untimed test and not implementing required accommodations.

Complaint Procedure:

- A. The complaint shall be submitted after completing the "Testing Concerns and Security Violations Report" form located in Appendix D of the Indiana Assessment Program Manual. This form is located on the Office of Student Assessment's website (<http://www.doe.in.gov/assessment>).

- B. All complaints must be submitted to the IDOE's Office of Student Assessment by fax, email or mail:
 - 1. Fax Number (317) 233-2196;
 - 2. Email Address: INassessments@doe.in.gov; or
 - 3. Mailing Address:
Indiana Department of Education
Office of Student Assessment
115 W. Washington Street
South Tower, Suite 600
Indianapolis, IN 46204

- B. If the IDOE directs the Corporation to conduct an internal investigation, the investigation must:
 - 1. be completed within ten (10) business days of the IDOE's request that an internal investigation be conducted (unless the IDOE has provided an alternate deadline);
 - 2. be kept confidential in order to maintain the authenticity and integrity of the investigative process; and

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3. include the completion and/or collection of any and all documents requested by the IDOE.

C. The IDOE may request that the investigation include interview(s) with the following:

1. The individual who filed the complaint ("complainant");
2. The individual(s) against whom the allegation(s) is/are filed;
3. Any other individual(s) who may have been involved or that the Corporation believes may have knowledge that will assist with the investigation.

All interviews shall be documented, and the Corporation shall provide the IDOE with copies of said documentation, including any and all notes, recordings, and/or transcripts.

E. The Corporation must submit an Investigation Report to the IDOE within ten (10) business days of the IDOE's request for an investigation. The investigation report should include all of the documents requested by the IDOE as well as the Corporation's determination of whether misconduct occurred, did not occur, or whether the allegations could not be substantiated.

F. The Corporation shall comply with any request by IDOE for additional documents or interviews.

Any "Testing Irregularity" that is not a testing security concern should be reported by using the Testing Irregularity Report form found in Appendix D of the Indiana Assessment Program Manual. "Testing irregularity" is defined under the administrative regulation to mean "any unexpected event that significantly disrupts the testing environment of two (2) or more students, including, but not limited to, the sounding of the fire alarm or a power outage."

I.C. 20-28-5-7

511 I.A.C. 5-5-3

511 I.A.C. 5-5-4

2017-2018 Indiana Assessment Program Manual (Indiana Department of Education, Office of Student Assessment)

Code of Ethical Practices and Procedures (Indiana Department of Education)

Protocol for Reporting and Investigating Alleged Assessment Breaches (Indiana Department of Education)

Indiana Statewide Testing for Educational Progress-Plus Program Manual

REVISED POLICY – VOL. 30, NO. 1

PERSONAL BACKGROUND CHECKS, REFERENCES,
AND MANDATORY REPORTING OF CONVICTIONS AND
SUBSTANTIATED CHILD ABUSE (X) AND ARRESTS

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the School Corporation's professional staff. Such an inquiry shall also be made for all substitutes.

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as a professional staff member which shall include the following:

- A. an expanded ~~national~~–criminal history check as defined by I.C. 20-26-2-1.5
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. telephone inquiry with former employer(s)
- F. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- G. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1
- (+) ~~fingerprint check~~

- (X) a detailed background history including all prior employment and volunteer positions
- (X) an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The Board requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by the Corporation.

The Board requires that an expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Corporation. An expanded child protection index check shall include inquiries to each state in which information necessary to complete the expanded child protection index check is available.

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before the Corporation may hire the applicant.

The Board shall deny employment to a person who has been convicted of an offense requiring license revocation per I.C. 20-28-5-8(c), unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may deny employment to an applicant who is the subject of a substantiated report of abuse or neglect.

- ~~A. convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law; or~~
- ~~B. the subject of a substantiated report of child abuse or neglect.~~

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may provide for a substitute.

~~(+) or employ the applicant as a substitute.~~

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.

[SELECT ONE OF THE FOLLOWING OPTIONS]

[OPTION 1]

Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

[END OPTION 1]

[OPTION 2]

~~The Corporation shall pay the costs associated with conducting the expanded criminal history check and obtaining the expanded child protection index check for applicants.~~

[END OF OPTION 2]

The Board requires that an expanded criminal history check be conducted for each Corporation employee every five (5) years.

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[OPTIONAL]

In implementing this requirement, the Corporation shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed maximum is 5 years by annually conducting updated expanded criminal history checks for at least minimum is 1/5 of employees who are employed by the Corporation on July 1, 2017.

[SELECT ONE (1) OF THE FOLLOWING OPTIONS]

[OPTION 1]

Any costs associated with obtaining the expanded criminal history check are to be borne by the employee unless otherwise agreed upon through an agreement reached following negotiations with the exclusive representative of the employees.

[END OPTION 1]

[OPTION 2]

The Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees, provided the exclusive representatives of the Corporation's employees do not object.

[END OPTION 2]

[OPTIONAL]

~~[] The Board requires that an expanded child protection index check be obtained for each Corporation employee every five (5) years. The Corporation shall pay the costs associated with obtaining the expanded child protection index check for employees.~~

~~[] In implementing this requirement, the Corporation shall obtain the updated expanded child protection index checks for Corporation employees over a period not to exceed **[maximum is 5]** years by annually obtaining updated child protection index checks for at least **[minimum is 1/5]** of employees who are employed by the Corporation on July 1, 2017.~~

[END OF OPTIONS]

The Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if the Corporation has reason to believe that the applicant or employee:

- A. is the subject of a substantiated report of child abuse or neglect or
- B. has been charged with or convicted of one (1) of the following crimes:
 - 1. Murder (I.C. 35-42-1-1).
 - 2. Causing suicide (I.C. 35-42-1-2).
 - 3. Assisting suicide (I.C. 35-42-1-2.5).
 - 4. Voluntary manslaughter (I.C. 35-42-1-3).
 - 5. Reckless homicide (I.C. 35-42-1-5).
 - 6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

7. Aggravated battery (I.C. 35-42-2-1.5).
8. Kidnapping (I.C. 35-42-3-2).
9. Criminal confinement (I.C. 35-42-3-3).
10. A sex offense under I.C. 35-42-4.
11. Carjacking (I.C. 35-42-5-2) (before its repeal).
12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
13. Incest (I.C. 35-46-1-3).
14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (I.C. 35-46-1-4(d)).
16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.
22. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

During the course of his/her employment with the Corporation, each professional employee and substitute teacher shall be required to report the

- (X) arrest or the filing of criminal charges against the employee; and
- A. conviction of the employee for a crime; and
- B. substantiated report of child abuse or neglect of which the employee is the subject

to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect.

I.C. 5-2-22
I.C. 10-13-3
I.C. 20-26-2-1.3
I.C. 20-26-2-1.5
~~I.C. 20-26-5-10, -11 and -11.5~~
I.C. 20-26-5-10, -10.5, -11 and -11.5
I.C. 20-28-5-8

REVISED POLICY – VOL. 30, NO. 1

REDUCTION IN FORCE (“RIF”) IN CERTIFICATED STAFF

It is the responsibility of the School Board to employ and retain the certificated staff necessary for the effective and efficient implementation of its educational program and the safe operation of its schools.

The Board shall eliminate certificated positions and reduce the number of certificated staff when the Board finds that curricular changes, changes in enrollment, return to duty from leave of a certificated staff member, closing of schools, territorial changes, fiscal reasons, or other good cause warrants.

As required by I.C. 20-28-7.5-1(d), once the positions to be eliminated are identified by the Board, the certificated staff members to be dismissed shall be identified on the basis of licensure and merit not years of service or seniority.

As used in this policy, “licensure” means the scope of the license issued by the Office of Educator Licensing and Development in the Indiana Department of Education, and “merit” means a performance category assigned to an educator pursuant to I.C. 20-28-11.5, i.e. “highly effective”, “effective”, “improvement necessary” or “ineffective”. Where two (2) certificated staff members are in the same performance category, the following factors may be considered to identify the staff member to be terminated:

- A. The academic needs of students in the Corporation.
- B. The results of an evaluation conducted under I.C. 20-28-11.5.
- C. The attainment-possession of either additional content area degrees beyond the requirements for employment; or additional content area degrees and credit hours beyond the requirements for employment, if required under an agreement bargained under I.C. 20-29.
- D. The assignment of instructional leadership roles, including the responsibility for conducting evaluations under I.C. 20-28-11.5.
- E. The number of years of a teacher's experience.

Certificated staff selected to be terminated pursuant to this policy shall receive the initial notification of possible contract cancellation required by I.C. 20-28-7.5-2(a)(2) between May 1st and July 1st preceding the proposed cancellation of their contract with the Board.

I.C. 20-28-7.5-1(d)
I.C. 20-28-7.5-2(a)(2)
I.C. 20-28-9-1.5(b)
I.C. 20-28-11.5

REVISED POLICY – VOL. 30, NO. 1

TEACHER APPRECIATION GRANTS

~~[DRAFTING NOTE: The statute places the revenue received from the Teacher Appreciation Grant outside of negotiations but requires the policy for distribution of the funds be discussed with the exclusive representative prior to adoption by the Board.]~~

The School Board shall adopt an annual policy concerning the distribution of teacher appreciation grants. This policy shall be submitted to the Indiana Department of Education (IDOE) along with the School Corporation's staff performance evaluation plan online as one (1) document by September 15th of each year.

Definitions:

For purposes of this policy, the following definitions apply:

The term "teacher" means a professional person whose position with the Corporation requires a license (as defined in I.C. 20-28-1-7) and whose primary responsibility is the instruction of students.

The term "license" refers to a document issued by the IDOE that grants permission to serve as a particular kind of teacher. The term includes any certificate or permit issued by the IDOE.

Distribution of Annual Teacher Appreciation Grants:

Teacher appreciation grant funds received by the Corporation shall be distributed to licensed teachers who meet the following criteria:

- A. employed in the classroom (including providing instruction in a virtual classroom setting);
- B. rated as Effective or Highly Effective on their most recent performance evaluation; and

- C. employed by the Corporation as of December 1st of the year in which the teacher appreciation grant funds are received by the Corporation.

The Corporation shall distribute the teacher appreciation grant funds it receives as follows ~~[select one (1) of the two (2) options below]:~~

~~[]~~ **OPTION A:**

- A. A cash stipend as determined by the Superintendent shall be distributed to all teachers in the Corporation who are rated as Effective; and
- B. A cash stipend in an amount that is 25 % ~~[insert an amount that is at least twenty five percent (25%)]~~ more than the stipend given the teachers rated as Effective shall be distributed to all teachers in the Corporation who are rated as Highly Effective.

~~[]~~ **OPTION B:**

- ~~A. A cash stipend as determined by the Superintendent shall be distributed to all teachers in the Corporation who are rated as Effective;~~
- ~~B. A cash stipend in an amount that is _____ % **[insert an amount that is at least twenty five percent (25%)]** more than the stipend given the teachers rated as Effective shall be distributed to all teachers in _____ School who are rated as Highly Effective;~~
- ~~C. A cash stipend in an amount that is _____ % **[insert an amount that is at least twenty five percent (25%)]** more than the stipend given the teachers rated as Effective shall be distributed to all teachers in _____ School who are rated as Highly Effective;~~
- ~~D. A cash stipend in an amount that is _____ % **[insert an amount that is at least twenty five percent (25%)]** more than the stipend given the teachers rated as Effective shall be distributed to all teachers in _____ School who are rated as Highly Effective;~~

E. ~~[ADD SAME PROVISION AS ABOVE FOR AS MANY INDIVIDUAL BUILDINGS AS THE BOARD WISHES TO SELECT FOR DIFFERENTIATION];~~ and

F. ~~A cash stipend in an amount that is _____% [insert an amount that is at least twenty five percent (25%)] more than the stipend given the teachers rated as Effective shall be distributed to all teachers in all other buildings who are rated as Highly Effective.~~

[END OF OPTIONS]

If the Corporation is the local educational agency (LEA) or lead school corporation that administers a special education cooperative or joint services program or a career and technical education program, including programs managed under I.C. 20-26-10, 20-35-5, 20-37, or I.C. 36-1-7, then it shall award teacher appreciation grant stipends to and carry out the other responsibilities of an employing school corporation under this section for the teachers in the special education program or career and technical education program with respect to the teacher appreciation grant funds it receives on behalf of those teachers.

A stipend to an individual teacher in a particular year is not subject to collective bargaining but is discussable and is in addition to the minimum salary or increases in the salary set under I.C. ~~20-28-9-5~~ 20-28-9-1.5.

The Corporation shall distribute all stipends from a teacher appreciation grant to individual teachers within twenty (20) business days of the date the IDOE distributes the teacher appreciation grant funds to the Corporation.

OPTIONAL:

~~[] — Percentage of Teacher Appreciation Grant Becomes Part of the Base Salary:~~

~~An amount not exceeding _____% **[insert an amount that is not more than fifty percent (50%)]** of the amount of a stipend to an individual teacher in a particular year shall become a permanent part of and increase the base salary of the teacher receiving the stipend for school years beginning after the year in which the stipend is received.~~

~~The addition to base salary is not subject to collective bargaining but is discussable.~~

~~**[END OF OPTION]**~~

This policy shall be reviewed annually by the Board and shall be submitted to the IDOE annually by the Superintendent as indicated above.

I.C. 20-18-2-22
I.C. 20-28-1-7
I.C. 20-43-10-3.5

REVISED POLICY – VOL. 30, NO. 1

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- (X) a detailed background history including all prior employment and volunteer positions
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~~**[SELECT ONE OF THE FOLLOWING OPTIONS]**~~

~~**[OPTION 1]**~~

Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

~~**[END OPTION 1]**~~

~~**[OPTION 2]**~~

~~The Corporation shall pay the costs associated with conducting the expanded criminal history check and obtaining the expanded child protection index check for applicants.~~

~~**[END OF OPTION 2]**~~

The Board requires that an expanded criminal history check be conducted for each Corporation employee every five (5) years.

[OPTIONAL]

~~In implementing this requirement, the Corporation shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed [maximum is 5] years by annually conducting updated expanded criminal history checks for at least [minimum is 1/5] of employees who are employed by the Corporation on July 1, 2017.~~

[SELECT ONE (1) OF THE FOLLOWING OPTIONS]

[OPTION 1]

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[END OPTION 1]

[OPTION 2]

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[OPTIONAL]

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[END OF OPTIONS]

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- B. has been charged with or convicted of one (1) of the following crimes:
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 - 2. Causing suicide (I.C. 35-42-1-2).
 - 3. Assisting suicide (I.C. 35-42-1-2.5).
 - 4. Voluntary manslaughter (I.C. 35-42-1-3).
 - 5. Reckless homicide (I.C. 35-42-1-5).
 - 6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

7. Aggravated battery (I.C. 35-42-2-1.5).
8. Kidnapping (I.C. 35-42-3-2).
9. Criminal confinement (I.C. 35-42-3-3).
10. A sex offense under I.C. 35-42-4.
11. Carjacking (I.C. 35-42-5-2) (before its repeal).
12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
13. Incest (I.C. 35-46-1-3).
14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (I.C. 35-46-1-4(d)).
16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.
22. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

During the course of his/her employment with the Corporation, each support staff employee shall be required to report the

- (X) arrest or the filing of criminal charges against the employee;
- A. conviction of the employee for a crime; and
- B. substantiated report of child abuse or neglect of which the employee is the subject

to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect.

I.C. 5-2-22

I.C. 10-13-3

I.C. 20-26-2-1.3

I.C. 20-26-2-1.5

~~I.C. 20-26-5-10, -11 and -11.5~~

I.C. 20-26-5-10, -10.5, -11 and -11.5

I.C. 20-28-5-8

ATTENDANCE

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session.

(X) or during the attendance sessions to which s/he has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by State statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)

- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7). ~~The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.~~

The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

- G. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a (X) written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- (X) single absence;
- (X) prolonged absence;
- (X) absence of more than _____ days duration;
- (X) repeated unexplained absence and tardiness.
- (+) _____

The Board considers the following for excused absences:

- ~~(-)~~ ~~illness verified by a note from the parent~~
- (X) illness verified by a note from a physician
- (X) recovery from accident, with appropriate physician documentation
- (x) required court attendance
- (x) professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- (x) death (x) in the immediate family (x) or of a relative
- (x) observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- (x) maternity
- (x) military connected families’ absences related to deployment and return
- ~~(-)~~ ~~participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)~~

such other good cause as may be acceptable to the Superintendent or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports

~~daily~~

~~weekly~~

to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- (x) ensure a school session which is in conformity with the requirements of the law;
- (x) ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- (x) govern the keeping of attendance records in accordance with the rules of the State Board;
- (x) ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

Such guidelines also shall provide for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

~~[OPTIONAL – The Board must choose whether to include a definition of habitual truant in the Corporation's discipline rules and whether it will require a report to the Bureau of Motor Vehicles when a student is a habitual truant]~~

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;

provides for reporting to the Bureau of Motor Vehicles those students who are habitual truants.

~~[END OF OPTION]~~

The Superintendent also shall ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

I.C. 9-24-2-1, -4
I.C. 20-33-2
511 IAC 1-3-1

REVISED POLICY – VOL. 30, NO. 1

USE OF MEDICATIONS

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child ~~is disabled~~has a disability and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all ~~medicines including~~medicines, including those prescribed by a physician and any non-prescribed (over-the-counter, including cough drops) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the office of the school health clinics, and made available to the persons authorized to administer ~~medication or treatment.~~ ~~The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription~~the medication or treatment. The prescription must be in its original container and labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription

(x) unless the prescribed dosage exceeds the permissible dosage for such medication, in which case

(x) the maximum permissible dosage will be administered

(x) the parent will be contacted to come to school to administer a dosage greater than the maximum permissible dosage.

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- [x] Both ~~must also~~ the physician and the parent also must authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

~~Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the _____ . Except in the case of authorized self medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over the counter medication to another student.~~

The Board requires the prior written consent of the parent before any non-prescribed medication or treatment may be administered (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school health clinics. _____ . Except in the case of authorized self-medication, all forms of medication shall be administered by the School Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Pursuant to I.C. 20-34-4.5-0.2, “emergency medication” includes:

- A. Albuterol;
- B. Epinephrine and
- C. Naloxone.

- [x] Additionally, the Board authorizes students to maintain at school other emergency medications that have the same use as Albuterol (i.e., other inhaled medications to treat asthma and similar conditions), Epinephrine (i.e., other medications used to treat allergic reactions), or Naloxone (i.e., other overdose administration drugs).

Students who may require administration of an emergency medication may have such medication stored in the school health clinic office and administered in ~~accord~~ accordance with this policy. However, if authorization (Form 5330-F3) for self-medication has been provided by the parent and physician ~~which that~~ which that complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.

Pursuant to I.C. 20-34-4.5-0.4, “emergency stock medication” means emergency medication to which both of the following apply:

- A. The prescription for the emergency medication is filled by the Corporation or a school in the Corporation; and
- B. The emergency medication is stored at a school in the Corporation pursuant to one of the options below.

[OPTION: Corporation or School Prescription for Albuterol/Administration of Albuterol by School Nurse]

~~[] The Corporation or a school in the Corporation may fill a prescription for Albuterol and store the Albuterol in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for Albuterol for the school or Corporation. The school shall store the Albuterol in a safe location in which only school employees have access.~~

~~A school nurse may administer Albuterol obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:~~

- A. students at the school

B. Corporation employees

C. visitors at the school

[END OF OPTION]

[OPTION: Administration of Albuterol by Corporation Employees] (NOTE: Do not select this option unless you also selected the preceding option.)

[] Corporation employees may administer Albuterol obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

A. The Corporation employee has voluntarily received training in:

1. recognizing a life-threatening emergency;
2. the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication.

B. The individual to whom Albuterol is being administered is:

1. a student at the school;
2. a Corporation employee; or
3. a visitor at the school.

[END OF OPTION]

[OPTION: Corporation or School Prescription for Epinephrine/Administration of Epinephrine by School Nurse]

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[x] The Corporation or a school in the Corporation may fill a prescription for auto-injectable epinephrine and store the auto-injectable epinephrine in a school in the Corporation if filled by a school in the Corporation, it must be stored in that school if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for auto-injectable epinephrine for the school or Corporation. The school shall store the auto-injectable epinephrine in a safe location in which only school ~~personnel have access~~employees have access. Injectable epinephrine that is filled and used in accordance with this policy must have an expiration date of not less than twelve (12) months from the date that the pharmacy dispenses the injectable epinephrine to the school or Corporation.

A school nurse may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of ~~life-threatening anaphylaxis~~a life-threatening emergency and the individual does not have ~~epinephrine emergency medication~~ at the school or the individual's prescription is not available:

- A. students at the school
- B. ~~school personnel~~Corporation employees
- C. visitors at the school

[END OF OPTION]

[OPTION: Administration of Epinephrine by Corporation Employees. NOTE: Do not select this option unless you also selected the preceding option.]

School Corporation employees may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

A. The school Corporation employee has voluntarily received training in:

1. recognizing anaphylaxis a life-threatening emergency;
2. the proper administration of auto-injectable epinephrine emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of auto-injectable epinephrine emergency medication is within the health care provider's scope of practice, who has received training in the administration of auto-injectable epinephrine emergency medication, and who is knowledgeable in recognizing the symptoms of anaphylaxis a life-threatening emergency and the administration of auto-injectable epinephrine emergency medication.

B. The individual to whom the epinephrine is being administered is:

1. a student at the school;
2. a member of school personnel Corporation employee; or
3. a visitor at the school.

[END OF OPTION]

[OPTION: Corporation or School Prescription for Naloxone/Administration of Naloxone by School Nurse]

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~~[] The Corporation shall obtain a prescription for overdose administration drug and store the overdose administration drug in a school in the Corporation if a physician licensed under I.C. 25-22.5, a physician assistant licensed under I.C. 25-27.5 and granted the authority to prescribe by the physician assistant's supervisory physician and in accordance with I.C. 25-27.5-5-4, or an advanced practice nurse licensed and granted the authority to prescribe drugs under I.C. 25-23 prescribes or dispenses to it an overdose administration drug, subject to the prescriber's compliance with I.C. 16-42-27-2. The school shall store the overdose administration drug in a safe location in which only school personnel have access.~~

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~~A school nurse () or Corporation employee **[END OF OPTION]** who has received training on drug overdose response and treatment, including the administration of an overdose intervention drug, may administer an overdose administration drug obtained via a prescription written for the Corporation by a prescriber described above to an individual who is experiencing an apparent opioid-related overdose while **[NOTE: select one or more of the following]**~~

~~() on school property~~

~~() during school hours~~

~~() at a school event~~

~~if the school nurse () or Corporation employee **[NOTE: select this option if this option was selected above]** is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the overdose intervention drug.~~

~~[] The Corporation or a school in the Corporation may fill a prescription for Naloxone and store the Naloxone in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for Naloxone for the school or Corporation. The school shall store the Naloxone in a safe location in which only school employees have access.~~

~~A school nurse may administer Naloxone obtained via a prescription written for the Corporation or a school in the Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:~~

- ~~A. students at the school~~
- ~~B. Corporation employees~~
- ~~C. visitors at the school~~

~~and the school nurse is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the Naloxone.~~

[END OF OPTION]

[OPTION: Administration of Naloxone by Corporation Employees] (NOTE: Do not select this option unless you also selected the preceding option.)

[] Corporation employees may administer Naloxone obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

A. The Corporation employee has voluntarily received training in:

1. recognizing a life threatening emergency;
2. the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life threatening emergency and the administration of emergency medication.

B. The individual to whom the Naloxone is being administered is:

1. a student at the school;
2. a Corporation employee; or
3. a visitor at the school

and the Corporation employee is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the Naloxone.

[END OF OPTION]

IF YOU SELECT AN OPTION TO STORE AND ADMINISTER NALOXONE, YOU ALSO MUST SELECT THE FOLLOWING OPTION:

The Corporation must:

- A. ~~Annually annually register with either the state department or local health department in the county where the Corporation is located in a manner prescribed by the state department of health;~~
- B. ~~Provide provide education and training on drug overdose response and treatment, including the administration of an overdose intervention drug; and~~
- C. ~~Provide provide drug addiction treatment information and referrals to drug treatment programs, including programs in the local area and programs that offer medication assisted treatment that includes a federal Food and Drug Administration approved long-acting, nonaddictive medication for the treatment of opioid or alcohol dependence.~~

[END OF OPTION]

A school nurse or Corporation employee shall:

- A. make a report when an emergency stock medication is administered; and
- B. submit the report to the Indiana Department of Education in an electronic format not later than ten (10) school days after the emergency stock medication is administered.

Medication that is possessed by a school for administration during school hours or at school ~~functions, for students in grades K-8 functions~~ may be released ~~only~~ to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by ~~the a~~ school for administration during school hours or at school functions with a student ~~in grades 9-12, only~~ if the student's parent provides written permission for the student to receive the medication.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

- [I.C. 16-42-27](#)
- [I.C. 20-33-8-12](#)
- [I.C. 20-34-3-18](#)
- [I.C. 20-34-4.5-1 et seq.](#)
- [I.C. 34-30-12](#)
- [511 IAC 7-21-8](#)
- [I.C. 16-42-27](#)
- [I.C. 20-33-8-13](#)
- [I.C. 20-34-3-18](#)
- [I.C. 20-34-4.5](#)
- [I.C. 34-30-2-85.6](#)
- [I.C. 34-30-12](#)
- [I.C. 34-30-14](#)
- [511 IAC 7-36-9](#)

REVISED POLICY – VOL. 30, NO. 1

STUDENT SUICIDE AWARENESS AND PREVENTION

The School Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who ~~suffers the psychological disability of experiences~~ depression cannot benefit fully from the educational program of the ~~schools~~ School Corporation, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students. This Board policy is intended to increase child suicide awareness and prevention.

All ~~school-Corporation~~ personnel should be alert to the student who exhibits signs of ~~unusual-extreme~~ depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and may warrant follow-up based on implementation of the intervention procedure described below.

The Superintendent shall make available to families in the Corporation information concerning suicide prevention services in the community. The Superintendent shall encourage cooperation among the Corporation and suicide prevention services in the community.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - ~~Assessment of~~ Assess the Risk

Step 3 - ~~Use of Appropriate Risk Procedure~~ Take Appropriate Action Based on the Risk

Step 4 - ~~Communication-Communicate~~ with Appropriate Parties

Step 5 - Follow-up

Take Appropriate Action Based on the Risk in Step 3 shall include providing referral information about appropriate crisis intervention services or facilities to children, parents and Corporation staff.

Follow-up in Step 5 and the suicide post-intervention process shall include the development of a plan to assist survivors of attempted suicide and to assist children and Corporation staff in coping with an attempted suicide or death of a student or Corporation employee. The plan may include counseling services for the child and the child's family related to suicide prevention.

The Corporation shall offer to children, parents and staff in the Corporation training on warning signs and tendencies that may evidence that a child is considering suicide, including increasing awareness of the relationship between suicide and drug and alcohol use.

Beginning after June 30, 2018, the Superintendent shall ensure that all Corporation teachers [X] and any other appropriate Corporation employees ~~END OF OPTION~~ who are employed at schools that provide instruction to students in any combination of grades 5-12 to attend or participate in at least two (2) hours of evidence-based in-service youth suicide awareness and prevention training every three (3) school years. The training required under this policy must be held during the teacher's or Corporation employee's contracted day or at a time chosen by the teacher or employee. For purposes of this policy, "teacher" includes the following:

- A. a superintendent who holds a license under I.C. 20-28-5;
- B. a principal;
- C. a teacher;
- D. a librarian;
- E. a school counselor;
- F. a school psychologist;

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G. a school nurse;

H. a school social worker.

The format of this training may include an in-person presentation, an electronic or technology-based medium, including self-review modules available on an online system, an individual program of study of designated materials, or any other method approved by the Board that is consistent with current professional development standards. The in-service training required under this section shall count toward the requirements for professional development required by the Board. The evidence-based youth suicide awareness and prevention training required under this policy must be approved, recommended, or listed as approved by the Suicide Prevention Resource Center or the National Registry of Evidence-based Programs and Practices of the Substance Abuse and Mental Health Services Administration.

The Corporation may leverage any:

A. existing or new State and Federal grant funds; or

B. free or reduced cost evidence-based youth suicide awareness and prevention training provided by any State agency or qualified Statewide or local organization

to cover the costs of the training required under this Policy.

The Superintendent shall develop any other program or activity that is appropriate to increase child suicide awareness and prevention.

Throughout any intervention, it is essential that Board policies and Corporation guidelines regarding confidentiality be observed at all times.

Kelson v. City of Springfield, 767 F2d 651 (9th Cir. 1985)
I.C. 20-26-5-34.4
I.C. 20-28-3-6

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REVISED POLICY – VOL. 30, NO. 1

GRADUATION REQUIREMENTS

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of School Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as provided by the State. Students enrolled in the Corporation shall have the opportunity to earn any type of State diploma approved by the Indiana State Board of Education.

The Corporation may award a Core 40 diploma, a Core 40 with Academic Honors diploma, or a Core 40 with Technical Honors diploma. A general diploma may be awarded by the Corporation to students who complete the formal opt-out process.

The Board shall issue a diploma for a deceased student at the request of a parent (as defined in I.C. 20-18-2-13) of the student if the student:

- A. died while enrolled in grade 12 of a school in the school corporation; and
- B. was academically eligible or on track to meet the requirements for the diploma at the time of death.

A student who is issued a diploma pursuant to this provision may not be considered a graduate for purposes of I.C. 20-26-13.

Students with disabilities who have completed and are ready to exit their programs may participate in graduation activities and shall be awarded, as appropriate,

- a diploma.
- a certificate of achievement.
- a certificate of course completion.

The Corporation shall not require students with disabilities to complete locally required credits that exceed State credit requirements to receive a diploma unless otherwise required as part of the student's individualized education program (IEP). The Board shall award a certificate of achievement to a student who is on a nondiploma track as determined by that student's case conference committee and indicated on the student's IEP.

The Board shall award a certificate of course completion to a student who completes the minimum courses required for high school graduation but does not pass the Graduation Qualifying Examination unless the student meets the criteria for waiver under State law, in which case the Board shall award a diploma to the student.

The Board shall award a high school equivalency certificate to any individual who meets the criteria established by State law.

Additional Requirements for Students with Disabilities

During the student's annual case review held when a student with a disability is enrolled in 8th grade, the case conference committee shall review and discuss with the student's parent (and the student, if appropriate):

- A. the types of diplomas available for students to receive in the State of Indiana;
- B. the course requirements for each type of diploma; and
- C. employment and career options for the student and the type of academic, technical, and vocational preparation necessary to achieve the employment or career.

The student's IEP must include the type of diploma the student will seek and courses that will allow the student to progress toward the diploma in a timely manner.

Beginning in grade 9 and in addition to the annual case review, the student's teacher of record shall communicate at least once each grading period with the student's parent concerning the student's progress toward the selected diploma. If the parent requests a meeting with the teacher of record to discuss the student's progress, the teacher must meet with the parent in a timely manner. Such a meeting does not constitute a case conference committee meeting, and a request for such a meeting does not abrogate a parent's right to call for a meeting of the case conference committee at any time.

Each student is required to meet:

- A. the academic standards tested in the graduation examination;
- B. the Core 40 course and credit requirements adopted by the State Department of Education;
- C. additional graduation requirements established by the Board of School Trustees.

Upon the request of the student's parents, the student may be exempted from the Core 40 curriculum requirements and be required to complete the general curriculum to graduate as required by State law. Also, school officials may initiate a discussion with the parents about exempting a student from the Core 40 curriculum if the student does not pass at least three (3) courses required under the Core 40 curriculum or if the student scores in the twenty-fifth percentile or lower the first time the student takes the graduation exam. If the parent makes the decision to exempt the student from the Core 40 requirement, the student will be required to complete the general curriculum as required by State law.

Commencement exercises will include those students who are eligible for a diploma, **(X)** certificate of achievement, or **(X)** certificate of course completion as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

NOTE: DENYING PARTICIPATION IN COMMENCEMENT EXERCISES TO SPECIAL EDUCATION STUDENTS WHO HAVE COMPLETED THEIR PROGRAM VIOLATES 511-IAC 7-27-9(b).

I.C. 20-26-5-37

I.C. 20-32-4-1 through 10

I.C. 20-32-4-13

I.C. 20-35-4-11

511 IAC 6-7.1-4 through 7

USE OF SECLUSION AND RESTRAINT WITH STUDENTS

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.

General Guidelines

Any behavioral interventions must be consistent with a student's right to be treated with dignity and respect and to be free from abuse.

Any behavioral intervention used must be consistent with the student's most current individualized education program (IEP) and with the student's behavior intervention plan (BIP), if applicable.

Every effort must be made to eliminate or minimize the need for the use of seclusion or restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation prior to the use of seclusion or restraint, except in the case of an emergency, as defined below.

Seclusion and restraint are to be used only: 1) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and 2) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.

Seclusion and restraint may be used only for a short period of time or until the imminent risk of injury has passed.

Any instance of seclusion or restraint must be documented as indicated below.

A student's parent must be notified as soon as possible when an incident involving the student that includes the use of seclusion or restraint occurs, and a copy of an incident report must be sent to the student's parent, as indicated below.

Regular training of appropriate school employees/staff members on the proper use of effective alternatives to seclusion and physical restraint and the safe use of seclusion and physical restraint in situations involving imminent danger or serious harm to the student, school employees or others is required, as indicated below.

Seclusion and restraint must not be used as a means of punishment or discipline, coercion or retaliation, or as a matter of convenience.

Seclusion and restraint must never be used in a manner that restricts a child's breathing.

The student must be monitored by a staff member at all times during the use of seclusion or restraint to ensure the appropriateness of its use and the safety of the student or others.

Use of Seclusion

The use of seclusion with a student shall not be permitted except when the conditions described in this policy exist. The use of seclusion with a student with a disability also is subject to any conditions in the student's IEP and any BIP established for the student in addition to the conditions established in this policy.

- A. Seclusion may be used only when a student is displaying behavior that presents an imminent risk of injury to the student or others.
- B. Seclusion may be used only as a last resort safety procedure after a less restrictive procedure has been implemented without success.
- C. Seclusion may be used only as long as necessary and must be discontinued when the student is no longer an imminent threat to others.

- D. Seclusion may be employed only by staff members who have received specific Corporation-approved crisis intervention training in the use of seclusion procedures.
- E. Seclusion may be used only when the student can be transported safely to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.
- F. All seclusion environments must:
 - 1. be of reasonable size to accommodate the student and at least one (1) adult;
 - 2. be of reasonable size to permit students to lie or sit down;
 - 3. have adequate ventilation, including heat and air conditioning as appropriate;
 - 4. have adequate lighting;
 - 5. be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass;
 - 6. permit direct continuous visual and auditory monitoring of the student;
 - 7. permit automatic release of any locking device if fire or other emergency in the school exists;
 - 8. if locked, be released automatically after five (5) minutes or with any building-wide alarm, such as a fire, tornado or code red alarm;
 - 9. meet current fire and safety codes.
- G. Seclusion may not be used when the student's known medical or physical condition would ~~made~~make the use of seclusion dangerous for that student.

- H. Seclusion must not be used unless a staff member can continuously monitor the student for visual or auditory signs of physiological distress and can communicate with the student.
- I. During the seclusion, students must be permitted to use the restroom upon request and be escorted to and from the restroom.
- J. During the seclusion, students must be provided water on request.
- K. Seclusion must never be used as a means of punishment or to force compliance with staff commands.
- L. Time-out procedures that do not constitute seclusion, as defined above, are permitted in school. A time-out must be both developmentally and behaviorally appropriate and must be short in duration.

Use of Restraints

The use of restraint with a student shall not be permitted except when the conditions described in this policy exist. The use of restraint with a student with a disability also is subject to any conditions in the student's IEP and any BIP established for the student in addition to the conditions established in this policy.

- A. Restraint may be used only when a student is displaying behavior that presents an imminent risk of injury to the student or others.
- B. Restraint may be used only as a last resort safety procedure after a less restrictive procedure has been implemented without success.
- C. Restraint may be employed only by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exception: other school personnel may employ restraint procedures in an emergency, as defined below, when fully trained school personnel are not immediately available. Untrained staff must request assistance from trained staff as soon as possible.

- D. Restraint may last only as long as is necessary for the student to regain behavioral stability and the risk of injury has ended, usually a matter of minutes.
- E. The degree of restriction employed must be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student.
- F. Mechanical restraints and chemical restraints are not authorized in school.
- G. Prone (face down on a horizontal surface) physical restraints are not authorized and must be avoided.
- H. Restraint must never be used in a manner that restricts a child's breathing.
- I. Every instance in which restraint is used must be carefully, continuously and visually monitored to ensure the appropriateness of its use and safety of the student, other students, teachers, and other personnel.
- J. A verbal threat or verbally aggressive behavior does not itself constitute an imminent risk of injury and does not warrant the use of restraint.
- K. Destruction of or damage to property does not constitute an imminent risk of injury warranting the use of restraint unless in the course of such behavior a risk of injury to the student or others is created.
- L. Restraint may not be used when the student's known medical or physical condition would make the use of restraint dangerous for that student.
- M. Restraint must never be used as a means of punishment or to force compliance with staff commands.

Documentation and Recording Requirements

The building administrator or designee verbally must notify the student's parent or guardian of the use of seclusion or restraint as soon as possible following the incident but no later than the end of the school day in which the seclusion or restraint occurred.

Immediately after the student has regained emotional and behavioral control following the use of seclusion or restraint, a staff member not involved with the incident must ascertain if the student has sustained any injury during the seclusion or restraint and document such injury or the lack thereof in the incident report referenced below. If the student has sustained an injury, the staff member must seek appropriate treatment of the student for the injury.

Staff will assist the student to process the event at the earliest appropriate time after the student has regained emotional and behavioral control.

Staff involved in the use of seclusion or restraint must complete an "Incident Report" as soon as practical after the use of seclusion or restraint. The following data should be included in the incident report if known:

- A. the student's name
- B. the date and time of the incident
- C. the duration of any seclusion or restraint; or the beginning and ending times of the seclusion or restraint
- D. a description of any relevant events leading up to the incident
- E. a description of any interventions used prior to the implementation of the seclusion or restraint
- F. a description of the student behavior that resulted in implementation of seclusion or restraint, including a description of the imminent risk of injury which resulted in use of the seclusion or restraint

- G. a log of the student's behavior during the seclusion or restraint, including a description of any restraint technique(s) used and any other interaction between the student and staff
- H. a description of any injuries (to the student, other students, staff, or others) or property damage
- I. a description of the approach planned for dealing with the student's behavior in the future
- J. a list of the school personnel who participated in the implementation, monitoring, and supervision of the seclusion or restraint and whether they had training related to seclusion or restraint
- K. the date and time on which the parent or guardian was notified of the seclusion or restraint
- L. if the student has a disability (IDEIA or Section 504), the type of disability

The building administrator or designee must send a copy of the incident report to the parent or guardian and place a copy of the report in the student's confidential file.

The building administrator or designee also must send a copy of the incident report to a Corporation administrator designated by the Superintendent, who must maintain records of all such incident reports.

The building administrator or designee must provide support to staff members involved by determining if any staff member has suffered an injury, seeking appropriate treatment for that staff member, and determining when the staff member can return to his/her duties.

The building administrator or designee must ensure that each staff member involved in an incident engages in a de-briefing or processing session(s) in order to determine what could have been done to prevent the use of seclusion or restraint in this incident and how to avoid the need for use of seclusion or restraint in the future for this student specifically and for other students in similar situations. Ideally, this will occur immediately following the incident but may occur later if the needs of the student or other students take precedence or the staff member has suffered an injury requiring treatment. The building administrator must complete a "Staff Process of Seclusion or Restraint Form" that summarizes the de-briefing process and file it with the Corporation administrator designated by the Superintendent, who must maintain records of all such forms.

Notification of Parents

Student handbooks must include a statement similar to the following: "a student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint."

When a seclusion or restraint is used with a student, the student's parent or guardian must be notified verbally as soon as possible.

A copy of the incident report prepared by staff following the use of seclusion or restraint with a student must be sent to the student's parent or guardian.

Training of Staff

The Corporation will provide all staff members with basic training about conflict de-escalation procedures, the dangers of seclusion and restraint, and procedures for contacting fully trained and certified staff when behavioral crises occur.

This training will be recurrent and will be provided to new staff.

The Corporation will determine a specific curriculum and method of providing training related to seclusion and restraint.

A core group of appropriate personnel will be trained in each building in crisis intervention techniques which will include the use of seclusion and restraint procedures.

Recurrent training will be provided on a regular basis (at least annually).

Annual Review, Planning Process and Oversight

The Superintendent is directed to designate a Corporation administrator to serve as the coordinator of data, planning and oversight of the use of seclusion or restraint procedures in the Corporation. The coordinator must maintain records of the use of seclusion or restraint in the Corporation and serve as chair of the committee referenced below or, if a standing committee is used, as co-chair along with the chair of the standing committee.

The Superintendent is directed to establish a committee or use a standing committee to conduct an annual review of all individual and program-wide data associated with this policy. The committee must review the following components related to the use of restraint:

- A. incident reports
- B. procedures used during restraint, including the proper administration of specific Corporation-approved restraint techniques
- C. preventative measures or alternatives tried and techniques or accommodations used to avoid or eliminate the need for future use of restraint
- D. documentation and follow up of procedural adjustments made to eliminate the need for future use of restraint
- E. injuries incurred during a restraint
- F. notification procedures

- G. staff training needs
- H. specific patterns related to staff or student incidents
- I. any environmental considerations, including physical space, student seating arrangements, and noise levels

Upon review of the data, the committee must identify any issues or practices that require further attention and provide written recommendations to the Superintendent for changes in Corporation policies or practices.

The committee can recommend review of the training program to ensure the most current knowledge and techniques are reflected in the Corporation's training program.

Definition of Terms

The following definitions apply in this policy regardless of the term(s) used to describe the conduct when it occurs.

- A. **"Behavioral intervention plan" or "BIP"** has the meaning given it in the rules of the Indiana State Board of Education. (511 IAC 7-32-10)
- B. **"Case conference committee"** has the meaning given it in the rules of the Indiana State Board of Education. (511 IAC 7-32-12)
- C. **"Chemical restraint"** means the administration of a drug or medication to manage a student's behavior or restrict a student's freedom of movement that is not a standard treatment and dosage for the student's medical or psychiatric condition. The term does not include the administration of prescription medication pursuant to the orders of a student's physician that is a standard treatment and dosage for the student's medical or psychiatric condition.

- D. **"Emergency"** means a situation in which immediate intervention is necessary to protect the safety of a student or others from an imminent threat of physical injury to the student or others and staff trained in crisis intervention are not present to assist.
- E. **"Individualized education program" or "IEP"** has the meaning given to it in the rules of the Indiana State Board of Education. (511 IAC 7-32-48)
- F. **"Mechanical restraint"** means the use of a mechanical device, material or equipment attached or adjacent to a student's body that the student cannot remove and that restricts the freedom of movement of all or a part of the student's body or restricts normal access to the student's body. The term does not include mechanical devices, a material or equipment used as prescribed by a physician.
- G. **"Physical restraint"** means physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or a part of a student's body or to restrict normal access to the student's body. The term does not include: 1) briefly holding a student without undue force in order to calm or comfort the student or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation; 2) physical escort; or (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one (1) area to another.
- H. **"Physician"** means a person holding an unlimited license to practice medicine in Indiana, and includes an M.D. (medical doctor) and a D.O. (osteopathic physician).

- I. **"Positive behavior intervention and support"** means a systematic approach that uses evidence based practices and data driven decision making to improve school climate and culture and includes a range of systematic and individualized strategies to reinforce desired behavior and diminish reoccurrence of problem behavior to achieve improved academic and social outcomes and increase learning for all students.

- J. **"Seclusion"** means the confinement of a student alone or in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student's individualized education program, in which an adult is continuously present in the room with the student.

- K. **"Time-out"** means a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted.

Administrative Guidelines and Forms

The Superintendent is authorized to issue administrative guidelines, directives, and forms, including but not limited to, the Incident Report and the Staff Processing of Seclusion or Restraint Form, as needed to fully implement this policy and document compliance.

- I.C. 20-20-40-1
- I.C. 20-20-40-2
- I.C. 20-20-40-4
- I.C. 20-20-40-5
- I.C. 20-20-40-6
- I.C. 20-20-40-9
- I.C. 20-20-40-10
- I.C. 20-20-40-13
- I.C. 20-20-40-14

REVISED POLICY – VOL. 30, NO. 1 – TECHNICAL CHANGE

**EQUAL ACCESS FOR NONCORPORATION-SPONSORED
STUDENT CLUBS AND ACTIVITIES**

The School Board will not permit the use of school facilities by noncorporation-sponsored student clubs and activities or Corporation-sponsored, extra-curricular clubs and activities during instructional hours. During noninstructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for noncorporation-sponsored student clubs and activities to meet on school premises shall be made to the building principal, _____, who shall grant permission provided that s/he determines that:

- A. the activity has been initiated by students;
- B. attendance at the meeting is voluntary;
- C. no agent or employee of the Corporation will promote, lead, or participate in the meeting;
- D. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
- E. nonschool persons do not direct, conduct, control, or regularly attend the activity.

A student initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, creed, religion, gender, national origin, disability, or social or economic status.

The Board will not permit the organization of a fraternity, sorority, or secret society. ~~A student initiated meeting may be attended by no more than () outside resource person(s).~~ The ~~Superintendent~~ Principal may exclude nonstudents from directing, controlling, or attending any such meetings of students.

A professional staff member may be assigned to attend a student initiated meeting in a custodial capacity but shall not participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

Equal Access Act of 1984, 20 U.S.C. 4071 et seq.

Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

Civil Rights Act of 1964, 42 U.S.C. 2000e

[I.C. 20-33-12](#)

REVISED POLICY – VOL. 30, NO. 1

STUDENT FEES AND CHARGES

Because of limited financial means, the School Board may need to levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials. Such charges would be made on expendable items such as, but not limited to, magazines, workbook materials, paperback selections, and laboratory supplies as well as for lost or damaged books and materials for independent study or special projects, and School Corporation-sponsored trips. No student, however, shall be deprived of participation in an activity because of lack of financial ability to pay a charge.

A charge shall not exceed the combined cost of the material used, freight and/or handling and processing charges, and nominal add-on for loss.

When Corporation property, equipment, or supplies are damaged, lost, or taken by a student, a fee will be assessed. The fee will be reasonable, seeking only to compensate the Corporation for the expense or loss incurred.

The late return of borrowed books or materials from the Corporation's school libraries will be subject to appropriate fees.

Any fees collected by members of the staff are to be turned in to the Business Office within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent or designee _____ **[fill in the blank by naming a school employee by position]** to take the student and/or his/her parents to Small Claims Court for collection if the claim does not exceed \$1,500. If the claim exceeds \$1,500, the Board authorizes the Corporation attorney ~~[x-]~~ or another attorney ~~[END OF OPTION]~~ to pursue a collection action in the appropriate court against the student and/or his/her parents.

~~[OPTIONAL – THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO REFUND FEES; THEREFORE, IF THE BOARD DESIRES TO INCLUDE SUCH A POLICY, IT SHOULD SELECT THIS OPTION]:~~

[x] If a student has paid the fees or charges described above, and the student transfers, withdraws, is expelled, or is unable to complete or continue to participate in a class, or activity, or utilize a school service for which the student or his/her parents have paid the applicable fees or charges, the Corporation shall refund an amount equal to the total fee multiplied by the percentage of the semester, grading period or activity season remaining at the time the student transfers, withdraws, is expelled from the class, quits, or is cut from the activity, so long as one-fourth _____ ~~(e.g., one-fourth (1/4) or one-third (1/3))~~ or more of the semester, grading period, or activity season remains and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds \$5.00. _____. ~~[Recommended amount is \$5.00.]~~

If a student transfers, withdraws, or is expelled from school, or withdraws or is cut from a school activity for which the student or his/her parents have paid fees and are owed a refund of all, or a proportionate share of any fees amounting to at least \$5.00, _____. ~~[Recommended amount is \$5.00]~~, the Corporation shall promptly refund such fees if the address of the student or his/her parent is known or if requested by the student or his/her parents by the end of the school year in which the fees were paid, or within forty-five (45) _____ days, whichever is longer. The right to a refund fee shall be forfeited if not requested by the end of the school year in which the right to a refund accrues, or within forty-five (45) _____ days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

~~[END OF OPTION]~~

~~[OPTIONAL – THE STATE BOARD OF ACCOUNTS REQUIRES THAT THERE BE A BOARD POLICY IN PLACE IN ORDER TO WRITE OFF FEES; THEREFORE, IF THE BOARD DESIRES TO INCLUDE SUCH A POLICY, IT SHOULD SELECT THIS OPTION]:~~

The Corporation may write-off any outstanding unpaid student fees of \$5.00 _____ ~~[Recommended amount is \$5.00]~~ or less, if not paid by first ~~day~~ _____ of the school year following the school year or activity season in which the debt for nonpayment of student fees was incurred.

Unpaid student fees in excess of \$5.00 _____ ~~[Recommended amount is \$5.00]~~ may, at the discretion of the School Treasurer or his/her designee, be written off two (2) _____ years after the end of the school year or activity season in which the debt for nonpayment of student fees was incurred. Fees in excess of \$5.00 _____ ~~[Recommended amount is \$5.00]~~ may be written off at any time, if the principal, or his/her designee, determines the student’s parents, or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.

~~[END OF OPTION]~~

I.C. 20-33-5-11

Indiana State Board of Accounts, *Public Schools Audit Manual*

Indiana State Board of Accounts, *School Administrator*

REVISED POLICY – VOL. 30, NO. 1 – TECHNICAL CORRECTION

VOLUNTEERS

The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not compatible with School Corporation needs.

~~[SELECT EITHER OPTION #1 OR OPTION #2]~~

~~OPTION #1~~

~~Each volunteer who is in direct contact with students will be required to submit a Limited Criminal History Record Check.~~

~~OPTION #2~~

Each volunteer who is in direct contact with students will be required to submit to an Expanded Criminal History Record Check which shall include:

- A. ~~national~~an expanded criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification;
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3;
- C. search of the national sex offender registry maintained by the United States Department of Justice;

- D. beginning July 1, 2017, a search of the State child abuse registry;
- a detailed background history including all prior employment and volunteer positions;
- an Indiana Bureau of Motor Vehicles driver history if the position involves driving.

[END OF OPTIONS]

The procedures shall ensure that information and records obtained from criminal history inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

The Superintendent is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;
- B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- C. will be asked to sign a form releasing the Corporation of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- will be required to report any arrests, the filing of criminal charges against him/her, or convictions for a crime while serving as a volunteer;
- will be required to report any substantiated report of child abuse or neglect of which s/he is the subject.

The Superintendent also shall ensure that each volunteer is properly informed of the Corporation's appreciation for his/her time and efforts in assisting the operation of the schools.

I.C. 5-2-22

I.C. 10-13-3

I.C. 20-26-2-1.3

I.C. 20-26-2-1.5

I.C. 20-26-5-10, -11 and -11.5

REVISED POLICY – VOL. 30, NO. 1

PERSONAL BACKGROUND CHECK – CONTRACTED SERVICES

To protect students and staff members, the School Board requires an inquiry into the personal background of each employee of a contractor or subcontractor who is likely to have direct, on-going contact with children within the scope of their employment.

The Superintendent shall establish the necessary procedures to provide that contractors and subcontractors conduct an inquiry into the background information of these employees that shall include the following:

- A. an expanded ~~national~~ criminal history check as defined by I.C. 20-26-2-1.5
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. verification of enrollment in and use of the Federal E-Verify program to check eligibility to be employed (all employees)
- ~~(+)~~ ~~fingerprint check~~
- a detailed background history including all prior employment and volunteer positions
- an Indiana Bureau of Motor Vehicles driver history if the position involves driving

Personally identifiable information reported to the School Corporation in the implementation of this policy shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

Each contractor and subcontractor providing services to the Corporation shall notify the Superintendent within two (2) business days of the:

- arrest and/or filing of criminal charges against an employee of the contractor or subcontractor and the disposition of such arrest or filing of charges;
- A. conviction of an employee of the contractor or subcontractor for a crime; and
- B. substantiated report of child abuse or neglect of which the employee of the contractor or subcontractor is the subject.

Each contractor and subcontractor providing services to the Corporation shall screen all employees who are likely to have direct, on-going contact with children in the course of providing services to the Corporation. Screening shall only be required one (1) time during the period of the current contract with the Corporation as long as the contractor has continuously screened new hires, required the same of its subcontractors, and required that these employees report the () arrest and the filing of criminal charges against the employee, conviction of the employee for a crime, and substantiated report of child abuse or neglect of which the employee is the subject. Compliance with this requirement shall be verified by either:

- A. inclusion of the requirement as a material term of the contractor's or subcontractor's contract; or
- B. execution of a certificate of compliance with this policy which shall be maintained with the contract in the Corporation's files.

Non-compliance with these requirements shall be a breach of a material term of any contract between a contractor/subcontractor and the Corporation.

The Superintendent shall develop administrative guidelines to implement this policy. These procedures shall provide for the review of each reported () arrest and/or criminal charge, criminal conviction of an employee of a contractor or subcontractor, and substantiated report of child abuse or neglect of which the employee of a contractor or subcontractor is the subject and for a response to the reported information that protects members of the school community from persons who may be dangerous to them. Failure of a contractor or subcontractor to remove an employee from direct contact with students, upon request from the Superintendent, shall be considered to be a material breach of the contractor's or subcontractor's contract with the Corporation.

I.C. 5-2-22
I.C. 10-13-3
I.C. 20-26-2-1.3
I.C. 20-26-2-1.5
I.C. 20-26-5-10, -11, and -11.5

STUDENT RECORDS

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person whom the School Corporation reasonably believes knows the identity of the student to whom the education record relates.

A social security number of a student contained in the records of the Corporation may be disclosed if the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

PII concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy. Unless specifically authorized by the Superintendent or produced pursuant to a request under the Indiana Access to Public Records Act, PII concerning students shall not be left unprotected, shared or transferred from Corporation records to any place not within the control of the Corporation. This includes any laptop computer or portable storage medium.

The Board is responsible for maintaining records of all students attending schools in this Corporation. In addition to records mandated by the Federal Government, the State of Indiana requires that the Corporation record or include in the official high school transcript for each high school student the following information:

- A. attendance records
- B. the students' latest ISTEP/GQE test results
- C. any secondary level and postsecondary level certificates of achievement earned by the student
- D. immunization information from the student's immunization record
- E. any dual credit courses taken that are included in the core transfer library under I.C. 21-42-5-4
- F. ~~a functional and practicable workplace Spanish designation on the student's transcript if the student has taken Spanish language courses that meet the requirements of I.C. 20-32-4-12(b)~~
a functional workplace Spanish designation on the student's transcript if the student successfully completed a Spanish language course that meets the requirements of I.C. 20-32-4-12(b)

The Board also authorizes the collection of other student information including, but not limited to:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency;
- B. samples of student work;
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests,

2. vocational preference inventories,
 3. achievement tests,
 4. standardized intelligence tests,
 - ~~5.~~ _____;
- D. verified reports of serious or recurrent behavior patterns;
 - E. rank in class and academic honors earned;
 - F. psychological tests;
 - G. custodial arrangements.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of an eligible student, that is a student who is eighteen (18) years of age or older, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

A "school official" is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), school psychologist, therapist, or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for purposes of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. school psychologists, whether employed by a special education cooperative, interlocal, joint services organization, or an outside contractor, for purposes of the referral, evaluation and identification of students suspected to have a disability;
- C. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties. "Designated school personnel" may include but is not limited to employees or agents of an insurance carrier providing a defense to the Corporation or its employees or agents.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" or if the record is necessary in order for the designated school personnel official to perform an administrative, supervisory or instructional task for the Corporation or to perform a service or benefit for the student or the student's family or to provide a defense to the Corporation with respect to any of these tasks. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records including disciplinary records with respect to suspensions and expulsions upon request to a private or public school or school corporation in which a student of this Corporation seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification – Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record; and
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school corporation in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request.
- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. request each person or party requesting access to a student's record to abide by the Federal and State regulations concerning the disclosure of information to a third party;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the Corporation for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative(s) of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the Corporation will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

~~**[Corporations without administrative guidelines should include the following paragraph]**~~

~~This written agreement must include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and 4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.~~

~~While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.~~

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception (see Form 8330 F16).

~~**[NOTE: CHOOSE OPTION A OR OPTION B.]**~~

[X] Option A [NOTE: The following sentence should be selected by corporations with administrative guidelines.]

The Corporation will verify that the authorized representative complies with FERPA regulations.

~~[] Option B [NOTE: The following two paragraphs should be selected by corporations without administrative guidelines.]~~

~~This written agreement must include: 1) designation of the receiving entity as an authorized representative; 2) specification of the information to be disclosed; 3) specification that the purpose of the disclosure is disclosed; 4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; 5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and 6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.~~

~~Under the audit exception, the Corporation will use “reasonable methods” to verify that the authorized representative complies with FERPA regulations. Specifically, the Corporation will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government supported educational program. The Corporation will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the Corporation will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the Corporation will verify that the information is destroyed when no longer needed for the audit, evaluation, or compliance activity.~~

- H. disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than other juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the Corporation that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The juvenile court may grant a school access to all or a portion of the juvenile court records of a child who is a student at the school if the Superintendent submits a written request establishing that the juvenile court records are necessary for the school to serve the educational needs of the child whose records are requested or to protect the safety or health of a student, an employee, or a volunteer at the school.

The school shall keep the records confidential. However, the confidentiality order does not prohibit the school from forwarding the juvenile records to another school or a person if a parent, guardian, or custodian of the child consents to the release of the juvenile court records to the person.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the Corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; e-mail address photograph major field of study; grade level; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; type of diploma awarded; awards received; honor rolls; scholarships. ~~;~~ ~~()~~

[NOTE: ~~The following option should be selected if the Board assigns school email accounts to students per Policy 7540.03. This option is provided to address potential confidentiality issues presented by Policy 7540.03 and is supported by Federal FERPA regulation 34 CFR 99.37(d).~~

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School assigned email accounts shall not be released as directory information beyond this limited purpose and to any person or entity but the specific online educational service provider.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

In accordance with Federal law, the Board shall comply with FERPA when releasing students' information to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within ten (10) days after receipt of the Superintendent's annual public notice.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

Disclosure of Lists of Students for Political or Commercial Purposes

It is the policy of the Board not to release the lists of students for commercial or political purposes. This policy shall be equally applied to similarly situated organizations and persons. (I.C. 5-14-3-3(f))

Inspection of Information Collection Instrument

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The Superintendent shall prepare procedures to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except disclosures allowed without parental consent;

- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint of Corporation noncompliance with the United States Department of Education;
- F. obtain a copy of the Corporation's policy and administrative guidelines on student records.

The Superintendent also shall develop procedural guidelines for:

- (x) the proper storage and retention of records including a list of the type and location of records;
- (x) informing Corporation employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the time frame for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

Address Confidentiality Program

If a parent (or adult student) presents information to the Corporation certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Address Confidentiality Program administered by the State Attorney General, the Corporation shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Because student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Corporation shall list only the address designated by the Attorney General's Office to serve as the student's address in any student records or files, including electronic records and files. Further, the Corporation shall use the student's designated address for any and all communications and correspondence between the Board or Corporation employees and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

The intentional disclosure of the student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action.

Violation of this Policy

As provided for by State law, an employee or agent of the Board:

- (x) who knowingly or intentionally discloses information classified as confidential by State statute commits a Class A infraction;
- (x) who intentionally, knowingly, or recklessly discloses or fails to protect information classified as confidential by this policy may be disciplined or terminated.

Additionally, State law provides that a person who recklessly, knowingly, or intentionally destroys or damages any public record commits a Level 6 felony unless the destruction is pursuant to a record retention scheduled adopted by the County Public Records Commission.

I.C. 5-14-3-3(f)

I.C. 5-14-3-4(a)(3) and (12)

I.C. 5-14-3-4(c)

I.C. 5-14-3-10

I.C. 5-15-6-8

I.C. 20-32-4-12

I.C. 20-33-2-13

I.C. 20-33-7-1 et seq.

I.C. 31-39-2-13.8

511 I.A.C. 7-38-1 et seq.

26 U.S.C. 152

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g

Individuals with Disabilities Education Act of 2004, 20 U.S.C. 1400 et seq.

20 U.S.C. 7165(b)

20 U.S.C. 7908

34 C.F.R. Part 99

34 C.F.R. Part 300

REVISED POLICY – VOL. 30, NO. 1

CHILD ABUSE AND NEGLECT

As an agency of the State, the School Board is concerned with the physical and mental well-being of the children of this School Corporation and will cooperate in the identification and reporting of cases of suspected child abuse or neglect in accordance with law.

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. ~~The staff member or appropriate administrator, in the presence of the staff member if possible, shall immediately call the _____ (local child protection agency) or _____ (local law enforcement agency).~~ If a staff member has reason to believe a child is a victim of abuse or neglect, s/he shall immediately make a report to the Department of Child Services (“DCS”) by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 or the appropriate law enforcement agency. **local law enforcement agency**. After making the report, the staff member shall notify the appropriate building administrator of the circumstances that led to the report that the staff member made to DCS or the police. The building administrator shall document the report and, if unable to confirm the date and time it was made and/or the identity of the person to whom the report was made, shall contact DCS or the police to ensure that they have received the report and an investigation has begun.

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- [x] ~~The building administrator~~ shall secure prompt medical attention for any such injuries reported.

~~Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy may be subject to disciplinary action.~~

~~Information concerning alleged abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration, DCS, **[x]** the local prosecutor **[END OF OPTION]**, or the appropriate law enforcement agency. _____ **[local law enforcement agency]**. Unless the parent is the subject of the investigation, the Corporation shall notify the parents that a report was made.~~

~~Failing to report suspected child abuse or neglect is a Class B misdemeanor, which is punishable by up to 180 days in jail and a \$1,000 fine.~~

~~Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.~~

~~Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. A staff member who violates this policy may also be subject to disciplinary action. Information concerning alleged abuse of a student by a teacher is confidential information and is not to be shared with anyone other than the parent(s), administration, DCS, or the appropriate law enforcement agency. _____ **[local law enforcement agency]**. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent after making a report of suspected abuse or neglect as described above.~~

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The Board requires that each Corporation employee who is likely to have direct, ongoing contact with children within the scope of his/her employment attend or participate in training on child abuse and neglect, including:

- A. training on the duty to report suspected child abuse or neglect under I.C. 31-33-5; and
- B. training on recognizing possible signs of child abuse or neglect

at least once every two (2) years. This training may include:

[Select one or more of the options listed below]

- an in-person presentation;
- an electronic or technology based medium, including self-review modules available on an online system;
- an individual program of student of designated materials;
- _____ **[insert training format].**

[END OF OPTIONS]

The training required by this policy shall count toward the Board's requirements for professional development and be provided during the Corporation employee's contracted day or at a time chosen by the employee.

Not later than December 15, 2018 and annually thereafter, the Corporation shall provide age appropriate and research and evidence based instruction on child abuse and child sexual abuse to students in Kindergarten through Grade 12. This instruction may be delivered by a school safety specialist, school counselor, or any person with training and expertise in the area of child abuse and child sexual abuse.

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A staff member who violates this policy in any way may be subject to disciplinary action, up to and including termination.

I.C. 20-26-5-35.5

I.C. 20-28-3-4.5

I.C. 20-30-5-5.7

I.C. 31-33-1-1

I.C. 31-33-5-1

I.C. 31-33-5-2(b)

I.C. 31-33-5-3

I.C. 31-33-5-5(b)

I.C. 31-33-22-1(a)

I.C. 31-33-1 et seq.

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REVISED POLICY – VOL. 30, NO. 1

TRANSPORTATION

It is the policy of the Board to provide transportation for students when the distance between their home and school makes the service advisable. This policy and any administrative guideline implementing it shall be implemented in compliance with Federal and State law, regulations of the Indiana State Board of Education and the State School Bus Committee.

[x] School buses shall be purchased, housed, and maintained by the Board for the transportation of students between their home areas and the schools of the Corporation to which they are assigned. All use of tobacco including smoking is prohibited on a school bus. A school bus is a motor vehicle that is designed and constructed for the accommodation of at least ten (10) passengers and used for the transportation of school children to and from school, school athletic games or contests, and other school functions. The term “school bus” does not include a privately owned automobile with a capacity of not more than five (5) passengers that is used for the purpose of transporting school children to and from school.

[x] The Board may enter into a contractual agreement with a qualified contractor for the transportation of students.

[x] The Board may enter into an agreement with an agency or organization serving persons with a developmental disability in which a school bus or special purpose bus used by the Corporation may be used to transport persons with a developmental disability who are at least two (2) years of age to and from programs for persons with a developmental disability.

[x] A special purpose bus is any motor vehicle designed and constructed for the accommodation of more than ten (10) passengers that meets the Federal school bus safety standards, except the requirement for stop arms and flashing lights, and that is used by the Board for transportation purposes not appropriate for school buses.

A special purpose bus may not be used to provide regular transportation of school children (except for persons enrolled in a special program, i.e., for the habilitation or rehabilitation of students with developmental disabilities, orthopedic impairments, or multiple disabilities between their residence and the school.

A special purpose bus may be used to transport students and their supervisors, including coaches, managers, and sponsors to athletic, other extracurricular school activities, and field trips.

A special purpose bus also may be used to transport homeless students.

[x] If the special purpose bus has a capacity of less than sixteen (16) passengers, the operator must hold a valid operator's, chauffeur's, commercial drivers, or public passenger chauffeur's license. If the special purpose bus has a capacity of more than fifteen (15) passengers, the operator must meet the requirements of a regular school bus driver.

A special purpose bus is not required to be constructed, equipped, or painted as specified for a regular school bus.

Transportation of eligible vocational or special education children between their home areas and schools outside the Corporation shall be arranged through the use of Corporation-owned vehicles, through cooperation with other corporations, through commercial carriers, and/or by other means in the most efficient and economical manner.

The Board shall provide transportation to non-public school students with legal settlement in the Corporation when seats are available on a bus on an existing route. This transportation shall be provided without charge when the Board does not incur additional expense, and shall be to and from the students' non-public school or the point on an established bus route that is nearest or most easily accessible to the non-public school.

Vehicle routes shall be established so that an authorized vehicle stop is available within reasonable walking distance of the home of a student entitled to transportation services.

The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well-being of the students while on a bus.

~~[NOTE: SELECT THE FOLLOWING OPTION ONLY IF YOU ARE A RURAL SCHOOL CORPORATION]~~

Transportation of Charter School Students

If a student who attends a charter school located in a rural school corporation resides on or along the highway constituting the regular route of a Corporation bus, the Board shall provide transportation for the charter school student when seats are available on a bus on an existing route. This transportation shall be provided without charge when the Board does not incur additional expense and shall be to and from the student's charter school or the point on an established bus route that is nearest or most easily accessible to the charter school.

I.C. 16-41-37-2.3, 16-41-37-4 ("school bus" defined, smoking prohibited)

I.C. 9-13-2-161 ("school bus" defined)

I.C. 20-26-5-4(a)(5) (purchase of buses) and (8) (employ drivers)

I.C. 20-27-3 (State School Bus Committee)

I.C. 20-27-9 (use of school buses)

I.C. 20-27-11-1

Hoagland v. Franklin Township Community School Corporation,

No. 49S02-1410-PL-643, 27 N.E.3d 737 (Ind. 2015) (school corporation may discontinue transportation services for students)

Archdiocese of Indpls. v. MSD of Lawrence Twp., 945 N.E.2d 757 (Ind. App. 2011);

Frame v. South Bend Schools, 480 N.E.2d 261 (Ind. App. 1985) (transporting non-public school students)

REVISED POLICY – VOL. 30, NO. 1 – TECHNICAL CHANGE

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

Corporation staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or ~~in~~an act of worship or celebration. The Corporation shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on Corporation property by any party shall be in accordance with Policy 7510 and AG 7510A - Use of Corporation Facilities and Policy 9700 and AG 9700- Relations with Special Interest Groups.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any person from the free, individual, and voluntary exercise or expression of the individual's religious beliefs. Such exercise or expression may be limited to lunch periods or other non-instructional time periods when individuals are free to associate. However an individual who is required by his/her religious beliefs to engage in religious exercise (e.g. a formal prayer during the school day) will be accommodated unless such accommodation would disrupt an educational function.

In order that the right of each student to the free exercise of religion is guaranteed within the school and the freedom of each student to either engage in or refrain from religious observation on school grounds is subject to the least possible coercion from the State, the Board shall establish the daily observance of a moment of silence in each classroom or on school grounds.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The United States flag shall be displayed in each classroom of every school in the School Corporation.

The flags of the United States and of Indiana shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flags shall be raised before the opening of school and taken down at its close every day.

The Board shall provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation and may not be required to participate if the student chooses not to or the student's parent chooses not to have the student participate. The Superintendent shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

Each classroom teacher and building administrator may post the national motto "In God We Trust" in their classroom or building in a historic and/or patriotic context, but not in a religious setting. Whenever possible, the motto should be placed near the American flag.

I.C. 1-1-11-2

I.C. 1-2-2-1

I.C. 1-2-3-6

I.C. 20-30-5-0.5, 20-30-5-4.5

[I.C. 20-33-12](#)

20 U.S.C. 4071 et seq.