

**1st Reading of updated Board Policies July 2023 Special Release
from NEOLA:**

- Po1521 – Personal Background checks, References, and Mandatory Reporting (Revised)
- Po 2221 – Mandatory curriculum (Revised)
- Po 2414 – Reproductive Health and Family Planning and Human Sexuality (Revised)
- Po 2416 – Student Privacy and Parental Access to Information (Revised)
- Po 2510 - Adoption of Curricular Materials (Revised)
- Po 2520 – Selection of Curricular Materials, School Library Materials, and Equipment (Revised)
- Po 3120.02 - Adjunct Teachers (Revised)
- Po 3121 – Personal Background Checks, References, and Mandatory Reporting (Revised)
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- Po 6152 – Student Fees and Charges (Revised)
- Po 9130 – Public Complaints and Concerns (Revised)
- Po 9700 – Relations with Special Interest Groups (Revised)

**1st Reading of updated Board Policies Volume 35, No 2 from
NEOLA:**

- Po 0141 Number (Technical Correction)
- Po 0142 Election and Eligibility to Serve (Revised)
- Po 0142.1 – Term (Revised)
- Po 0142.2 – Oath (Revised)
- Po 0142.3 – Vacancies and Appointment of Board Members (Revised)
- Po 0144.1 – Compensation (Revised)
- Po 0144.2 – Board Member Ethics (Revised)
- Po 0152 – Officers (Technical Correction)
- Po 0164.5 – Member Participation in Meetings Through Electronic Means of Communication (Revised)
- Po 1213.01 – Staff-Student Relations (Revised)
- Po 1615 – Tobacco Use Prevention (Revised)
- Po 2461 – Recording of IEP Team Meetings/Case Conferences (Technical Correction)
- Po 2462 – Dyslexia Screening and Intervention (Technical Correction)
- Po 2510 – Adoption of Curricular Materials (Revised)
- Po 3124 – Employment Contracts with Professional Employees (Technical Correction)
- Po 3213.01 – Staff-Student Relations (Revised)
- Po 3215 – Tobacco Use Prevention (Revised)

- Po 3231 – Outside Activities of Staff (Technical Correction)
- Po 3362.01 – Threatening and/or Intimidating Behavior Toward Staff Members (Revised)
- Po 4120 – Employment of Support Staff (Revised)
- Po 4213.01 – Staff-Student Relations (Revised)
- Po 4215 – Tobacco Use Prevention (Revised)
- Po 5330 – Use of Medication (Revised)
- Po 5512 – Tobacco Use Prevention (Revised)
- Po 5517 – Anti-Harassment (Revised)
- Po 5517.01 – Bullying (Revised)
- Po 5771 – Search and Seizure (Revised)
- Po 6152 – Student Fees and Charges (Revised)
- Po 6250 – Required ADM Counts for the Purpose of state Funding and Verification of Residency for Membership (Revised)
- Po 6550 – Travel Payment and Reimbursement/Relocation Costs (Revised)
- Po 6700 – Fair Labor Standards Act (FLSA) (Technical Correction)
- Po 7434 – Use of Tobacco on School Property (Revised)
- Po 7440 – Facility Security Program (Technical Correction)
- Po 7540.02 – Web Accessibility, Content, Apps and Services (Revised)
- Po 8310 Public Records (Technical Correction)
- Po 8451 – Pediculosis (Head Lice) (Revised)
- 1st Reading of updated Board Policy:**
 - Po 8510 – Wellness (Revised)



Book	Policy Manual
Section	Policies for the Board
Title	Copy of PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE AND ARRESTS
Code	po1521
Status	1st Reading
Adopted	September 17, 2007
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1521 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING ~~OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE 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 criminal history check as defined by I.C. 20-26-2-1.5
- B. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. an expanded child protection index check in other states where live or work
- D. a search of the national sex offender registry maintained by the United States Department of Justice
- E. beginning July 1, 2017, a search of the State child abuse registry
- F. telephone inquiry with former employer(s)
- G. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- H. 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
- I. a detailed background history including all prior employment and volunteer positions
- J. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

Eligibility

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

Background Checks, Including Expanded Criminal History and Expanded Child Protection Index

The Board may deny employment to an applicant who is: 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.

If a third party vendor is used to provide an expanded criminal history check, and the vendor offers more than one (1) type of expanded criminal history check, the Board shall evaluate all available types of criminal history checks to select and employ the expanded criminal history check that would best protect the Corporation's students.

The Board requires that an Indiana 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 the applicant's employment before or not later than sixty (60) days after the start of the applicant's employment by the Corporation.

~~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~~ **an individual** who has been convicted of an offense requiring license revocation per ~~I.C. 20-28-5-8(e)~~ **I.C. 20-28-5-8(c)**, unless the conviction has been reversed, vacated, or set aside on appeal. In implementing this requirement, the Corporation shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed five (5) years by annually conducting updated expanded criminal history checks for at least twenty percent (20%) of employees who are employed by the Corporation on July 1, 2017.

The Board also shall deny employment to an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall terminate the employment of an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal.

The employee shall bear costs associated with first checks upon employment.

The Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees each subsequent five (5) years, provided the exclusive representatives of the Corporation's employees do not object.

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 five (5) years by annually obtaining updated child protection index checks for at least twenty percent (20%) of employees who are employed by the Corporation on July 1, 2017.

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:

[DRAFTING NOTE: THE BOARD MAY SELECT ONE, BOTH, OR NEITHER OF THE FOLLOWING TWO OPTIONS. THE BOARD SHOULD BE SURE TO SELECT THE SAME OPTIONS HERE AS IT SELECTS IN POLICY 3120.02 - ADJUNCT TEACHERS, POLICY 3121 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING, POLICY 4121 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING, AND POLICY 8121 - PERSONAL BACKGROUND CHECK - CONTRACTED SERVICES.]

[] [OPTION 1]

Per I.C. 20-26-5-11.2(c), the Corporation may employ or contract with an individual convicted of any of the following offenses if a majority of the Board approves the employment or contract as a separate, special agenda item **[select the items below that the Board wishes to permit]**:

☐ () An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5.

☐ () Battery (I.C. 35-42-2-1), unless it is a Class A, B, or C felony conviction (for a crime committed before July 1, 2014) or a Level 2, 3, or 5 felony conviction (for a crime committed after June 30, 2014).

- ☐ () Domestic battery (I.C. 35-42-2-1.3), unless it is a Class A, B, or C felony conviction (for a crime committed before July 1, 2014) or a Level 2, 3, or 5 felony conviction (for a crime committed after June 30, 2014).
- ☐ () Contributing to the delinquency of a minor (I.C. 35-46-1-8).
- ☐ () An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5.
- ☐ An offense relating to controlled substances under I.C. 35-48-4, other than: 1) an offense involving marijuana or paraphernalia used to consume marijuana, or 2) an offense requiring license revocation under I.C. 20-28-5-8(c).

[END OF OPTION 1]

[] [OPTION 2]

Per I.C. 20-26-5-11.2(h), the Corporation may hire or contract with an individual **[select the items below that the Board wishes to permit]:**

- ☐ () who is required to wear an ankle monitor as the result of a criminal conviction
- ☐ () who entered into an agreement to settle an allegation of misconduct relating to the health, safety, or well-being of a student at a school corporation, charter school, or State accredited nonpublic school, if the agreement included a nondisclosure agreement covering the alleged misconduct as defined in I.C. 20-26-5-11.2(i)
- ☐ () who, in an academic environment, engaged in a course of conduct involving repeated or continuing contact with a child that is intended to prepare or condition the child for sexual activity (as defined in I.C. 35-42-4-13)

if a majority of the Board approves the employment or contract as a separate, special agenda item.

[END OF OPTION 2]

[END OF OPTIONS]

[DRAFTING NOTE: SELECT ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]

[SELECT ONE (1) 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]

[END OF OPTIONS]

The Board requires that an expanded criminal history check be conducted for each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment 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.

[END OF OPTIONAL]

[SELECT ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]

[] [OPTION 1]

Any costs associated with obtaining the expanded criminal history check are to be borne by the employee at initial hiring 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 at renewal after 5 years at NPUSC for all employees, provided the exclusive representatives of the Corporation's employees do not object.

[END OPTION 2]

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. (including criminal deviate conduct, I.C. 35-42-4-2, before its repeal).~~
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.~~
23. ~~Public indecency (I.C. 35-45-4-1) committed: (A) after June 30, 2003; or (B) before July 1, 2003, if the person committed the offense by, in a public place: (i) engaging in sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5); (ii) appearing in a state of nudity with the intent to arouse the sexual desires of the person or another person, or being at least eighteen (18) years of age with the intent to be seen by a child less than sixteen (16) years of age; or (iii) fondling the person's genitals or the genitals of another person.~~



has been charged with or convicted of an offense listed in I.C. 20-26-5-11.2(b).

References

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.

Notwithstanding any confidentiality agreement entered into by the Corporation and an employee of the Corporation, the Corporation shall respond to a request for an employment reference from another school for a current or former employee who is likely to have direct, ongoing contact with children within the scope of the new employment by disclosing to the requesting school any incident known by the Corporation in which the employee or former employee committed an act resulting in a substantiated report of abuse or neglect.

Notwithstanding any confidentiality agreement entered into or amended after June 30, 2023, by the Corporation and an employee of the Corporation, the Corporation shall respond to a request for an employment reference from another school for a current or former employee who is likely to have direct, ongoing contact with children within the scope of the new employment by disclosing to the requesting school any incident known by the school in which the employee or former employee was:

- A+ arrested;
- B+ charged with a criminal offense;
- C+ convicted of a criminal offense;
- D+ under court supervision or the supervision of a community correction program as the result of a conviction for a criminal offense (including being placed on home detention, work release, or intermittent incarceration);
- E+ the subject of a protection order; or
- F+ named as a defendant in a civil action if the civil action could affect the safety of students.

Information and records obtained from 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 or any other mandatory State reporting requirements.

Mandatory Reporting

During the course of employment with the School Corporation, each administrator shall be required to report the arrest or the filing of criminal charges against the employee administrator; conviction of the administrator in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8(c); conviction of the employee administrator in Indiana or another jurisdiction for a crime an offense listed in I.C. 20-26-5-11.2(b) or I.C. 20-26-5-11.2(c); and substantiated report of child abuse or neglect of which the employee administrator 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.

Revised 3/22/10
 Revised 4/23/12
 Revised 6/20/16
 Revised 4/24/17
 Revised 2/26/18
 Revised 2/25/19

I.C. 5-2-22

I.C. 10-13-3

I.C. 20-26-5-10

I.C. 20-26-5-10.5

I.C. 20-26-5-11.2

I.C. 20-26-5-11.5

I.C. 20-28-5-8(C)

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Legal	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, -10.5, -11 and -11.5
	I.C. 20-28-5-8



Book	Policy Manual
Section	Policies for the Board
Title	Copy of MANDATORY CURRICULUM
Code	po2221
Status	1st Reading
Adopted	February 28, 2006
Last Revised	May 22, 2023

2221 - MANDATORY CURRICULUM

In compliance with the Indiana Code, 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, controlled substances, and their effects on the human system and society at large in grades K through 12
- H. Human Immunodeficiency Virus (HIV), and to the extent possible, instruction on other serious communicable diseases
- I. instruction on human sexuality or sexually transmitted diseases **in grades 4 through 12**
Instruction on human sexuality shall be provided only to students in grades 4 through 12. However, a School Corporation employee is not prohibited from responding to a question from a student in prekindergarten through grade 3 regarding human sexuality.
- 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 and career development in grades 1 - 12
- L. human donor program and blood donor program as part of the high school health education curriculum
- M. good citizenship instruction
- N. personal financial responsibility in grades 6 through 12

- O. instruction in cardiopulmonary resuscitation and use of an automated external defibrillator as part of the high school health education curriculum
- P. bullying prevention instruction not later than October 15 of each school year in grades 1 through 12 (see also Policy 5517.01)
- Q. child abuse and child sexual abuse education for grades K through 12 by December 15 of each school year (see also Policy 8462)
- R. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications (see Policy 7540.03)
- S. the dangers inherent with the online disclosure of personally identifiable information (see Policy 7540.03)
- T. the consequences of unauthorized access (e.g. 'hacking'), cyberbullying and other unlawful or inappropriate activities by students online (see Policy 7540.03)
- U. morals instruction
- V. instruction in Language Arts, Mathematics, Social Studies and Citizenship, Sciences, Fine Arts, Health Education and Physical Fitness, and Computer Science
- W. instruction in cardiopulmonary resuscitation and use of an automated external defibrillator as part of the high school health education curriculum
- X. daily physical activity, which may include recess for students in full day kindergarten programs and other students in elementary school
- Y. Indiana studies as an elective course in high school
- Z. ethnic studies as an elective course in high school
- AA. civics in grade 6, 7, or 8 for all students entering grade 6 beginning in the 2023-2024 school year

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.

Before a school may provide a student with instruction on human sexuality, the school shall provide the parent of the student or the student, if the student is an adult or an emancipated minor, with a written request for consent of instruction pursuant to I.C. 20-5-30-17(c) and (d). Before a student can be administered a personal analysis, evaluation or survey by a third party vendor under I.C. 20-26-21, the school shall provide the parent of the student or the student, if the student is an adult or an emancipated minor, with a written request for consent of administration that complies with I.C. 20-26-21-4(b) and (c). Before a student can be administered a personal analysis, evaluation or survey by a school that meets the criteria listed in I.C. 20-30-5-17(b), the school shall provide the parent of the student or the student, if the student is an adult or emancipated minor, with a written request for consent of administration that complies with I.C. 20-30-5-17(b).

If the Corporation or a school uses a third party vendor in providing a personal analysis, evaluation, or survey that reveals, identifies, collects, maintains, or attempts to affect a student's attitudes, habits, traits, opinions, beliefs, or feelings, the third party vendor and the Corporation or school may not record, collect, or maintain the responses to or results of the analysis, evaluation, or survey in a manner that would identify the responses or results of an individual student.

The parent of a student or the student, if the student is an adult or an emancipated minor, has the right to inspect instructional materials and all materials related to personal analyses, evaluations, or surveys. The Superintendent shall

establish procedures for a student's parent or the student, if the student is an adult or an emancipated minor, to inspect instructional materials and all materials related to personal analyses, evaluations, or surveys.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term includes teachers' manuals, curricular materials, films or other video materials, tapes, and other materials used in instruction. The term does not include academic tests or assessments.

The Board shall notify parents and students of the above rights.

A parent of the student or the student, if the student is an adult or an emancipated minor, may submit a complaint for a violation of policies and procedures related to personal analyses, evaluations, or surveys under the grievance procedures described in Policy 5710 - Student Complaints and Policy 9130 - Public Complaints and Concerns.

If the Corporation contracts with a third party vendor to provide a personal analysis, survey, or evaluation described above, the contract shall include a provision stating that if the third party vendor does not comply with the requirements in I.C. 20-26-21, the third party vendor has committed a breach of contract.

See also Policy 2414 - Reproductive Health and Family Planning and Human Sexuality Instruction and Policy 2416 - Student Privacy and Access to Parental Information.

The Superintendent shall establish and maintain procedures related to the provision of human sexuality instruction and the administration of personal analyses, evaluations, or surveys to students.

Revised 3/22/10

Revised 10/27/14

Revised 2/23/15

Revised 6/20/16

Revised 2/26/18

Revised 2/25/19

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

I.C. 20-26-21

I.C. 20-30-5

I.C. 20-30-17

511 IAC Article 6

47 U.S.C. 254(h), (l), Communications Act of 1934, as amended (2003)

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. 1232h

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)

20 U.S.C. 7131, Internet Safety

34 C.F.R. 98.3

47 C.F.R. Part 54

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Legal

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

I.C. 20-30-5

511 I.A.C. Article 6

47 U.S.C. 254(h), (l), Communications Act of 1934, as amended (2003)

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)

20 U.S.C. 7131, Internet Safety

47 C.F.R. Part 54



Book	Policy Manual
Section	Policies for the Board
Title	Copy of REPRODUCTIVE HEALTH AND FAMILY PLANNING AND HUMAN SEXUALITY INSTRUCTION
Code	po2414
Status	1st Reading
Adopted	February 28, 2006
Last Revised	February 25, 2019

2414 - **REPRODUCTIVE HEALTH AND FAMILY PLANNING AND HUMAN SEXUALITY INSTRUCTION**

The School Corporation believes that provision should be made for the teaching of reproductive health, family planning, human sexuality, and the recognition, prevention, and treatment of sexually-transmitted diseases, as essential ingredients in a comprehensive school health education curriculum. **in grades 4 through 12. Instruction on human sexuality shall be provided only to students in grades 4 through 12. However, a Corporation employee is not prohibited from responding to a question from a student in prekindergarten through Grade 3 regarding human sexuality.** As required by State law, the curriculum also shall include the teaching of abstinence.

The Corporation shall make available for inspection by the parent of a student any instructional materials, including teachers' manuals, curricular materials, films or other video materials, tapes, and other materials, used in connection with instruction on human sexuality. Before providing instruction on human sexuality, the Corporation shall comply with State law requirements to provide a written request for consent of instruction to a parent of a student or the student, if the student is an adult or an emancipated minor.

See also Policy 2221 - Mandatory Curriculum

The Superintendent shall prepare administrative guidelines to implement these curriculum components.

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Legal I.C. 20-30-5-12, 20-30-5-13, 20-30-5-17



Book	Policy Manual
Section	Policies for the Board
Title	Copy of STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416
Status	1st Reading
Adopted	February 28, 2006

2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the **School Corporation's curriculum**, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, **his/her parents the student's parent**, to submit to or participate in any **survey personal, analysis, or evaluation or survey** that reveals **information or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings** concerning:

- A. political affiliations **; or beliefs of the student or his/her parents;**
religious beliefs or practices of the student or the student's family;
- B. mental or psychological **problems of conditions that may embarrass** the student or **his/her the student's** family;
- C. **sex sexual** behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom **respondents have the student has a** close family relationships;
- F. legally recognized privileged **and analogous relationships, such as those of lawyers, physicians, and ministers or confidential relationships, including a relationship with a lawyer, minister, or physician; or;**
- G. **religious practices, affiliations, or beliefs of the student or his/her parents; or**
- H. income (**other than that except as** required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

~~The Superintendent shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.~~

~~Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.~~

~~Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.~~

Additionally, no student shall be required, without prior written consent of the student, if an adult or emancipated minor, or the student's parent if an unemancipated minor, to submit to or participate in any personal analysis, evaluation, or survey administered by a third party vendor that reveals, identifies, collects, maintains, or attempts to affect a student's attitudes, habits, traits, opinions, beliefs, or feelings. A request for written consent shall include an explanation of the reasons for a personal analysis, evaluation, or survey administered by a third party vendor. The Corporation or school shall post a copy of a personal analysis, evaluation, or survey administered by a third party vendor on the Corporation or school website.

If the Corporation or a school uses a third party vendor in providing a personal analysis, evaluation, or survey that reveals, identifies, collects, maintains, or attempts to affect a student's attitudes, habits, traits, opinions, beliefs, or feelings, the third party vendor and the Corporation or school may not record, collect, or maintain the responses to or results of the analysis, evaluation, or survey in a manner that would identify the responses or results of an individual student.

The parent of a student or the student, if the student is an adult or an emancipated minor, has the right to inspect instructional materials and all materials related to personal analyses, evaluations, or surveys. The Superintendent shall establish procedures for a student's parent or the student, if the student is an adult or an emancipated minor, to inspect instructional materials and all materials related to personal analyses, evaluations, or surveys.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term includes teachers' manuals, curricular materials, films or other video materials, tapes, and other materials used in instruction. The term does not include academic tests or assessments.

The Board shall notify parents and students of the above rights.

A parent of the student or the student, if the student is an adult or an emancipated minor, may submit a complaint for a violation of policies and procedures related to personal analyses, evaluations, or surveys under the grievance procedures described in Policy 5710 - Student Complaints and Policy 9130 - Public Complaints and Concerns.

If the Corporation contracts with a third party vendor to provide a personal analysis, survey, or evaluation described above, the contract shall include a provision stating that if the third party vendor does not comply with the requirements in I.C. 20-26-21, the third party vendor has committed a breach of contract.

See also Policy 2221 - Mandatory Curriculum

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the Corporation of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

Parental Notification Regarding Identification

The Corporation shall, in compliance with I.C. 20-33-7.5, notify at least one (1) parent, if the student is an unemancipated minor, of a request made by the student to change the student's name or the pronoun, title, or word used to identify the student. This notification shall be made within five (5) business days after a school receives the request from the student.

This notification provision may not be construed to require a school psychologist, a school nurse, a school social worker, or a school counselor to violate a Federal law or regulation.

For purposes of this policy, the term "parent" includes a legal guardian or other person 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).

I.C. 20-26-21

I.C. 20-30-5-17

I.C. 20-33-7.5

20 U.S.C. 1232g

20 U.S.C. 1232h

34 C.F.R. 98.3

Legal

20 U.S.C. 1232(a)(b)(g)(h)

I.C. 20-30-5-17



Book	Policy Manual
Section	Policies for the Board
Title	Revised Policy - Volume 35, No. 2 - April 2023 - ADOPTION OF CURRICULAR MATERIALS
Code	po2510
Status	1st Reading
Adopted	December 16, 2013
Last Revised	June 20, 2016

Revised Policy - Volume 35, No. 2 - April 2023

2510 - ADOPTION OF CURRICULAR MATERIALS

For purposes of this policy, "curricular materials" means systematically organized materials designed to provide a specific level of instruction in a subject matter category, including:

- A. books;
- B. hardware that ~~will~~ **shall** be consumed, accessed, or used by a single student during a semester or school year;
- C. computer software; and
- D. digital content.

Curricular materials used as part of the educational program of the **School** Corporation shall be approved by the **School** Board, and the Board shall make approved curricular materials available for rental or purchase by each student enrolled in a public school located in the attendance area served by the Board if that school is in compliance with the minimum certification standards established by the State Board of Education.

The annual rental rate for curricular materials shall not exceed twenty-five percent (25%) of the retail price of the curricular materials. The Board may charge a student the cost of the student's use of disposable materials, software copyright licenses, and hardware to utilize software provided. If a software site license is not charged on a per student per school year basis, the Board shall approve a sum to be paid by each student that divides the cost of the license between all students expected to use the licensed software. If hardware such as a laptop computer or a tablet is required to access the curricular materials approved by the Board, the Board shall approve a sum to be paid by each student expected to use the hardware.

[OPTION - 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 rental or use fees for curricular materials, such as textbooks, electronic textbooks, consumable hardware, computer software, digital content, disposable materials, software copyright licenses, hardware to utilize software provided, or other curricular materials, 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 rental or use fee, 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 1/3 (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 for curricular materials 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 ____ (90) 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 ____ (90) 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 fees for rent or use of curricular materials of \$ 5.00 **[Recommended amount is \$5.00]** or less, if not paid by October 31 of the school year following the school year or activity season in which the debt for nonpayment of fees for curricular materials was incurred.

Unpaid fees for rent or use of curricular materials 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 ____ () years after the end of the school year or activity season in which the debt for nonpayment of fees for curricular materials 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]

The Board shall prescribe reasonable rules and regulations for the care, custody, and return of curricular materials and hardware.

If a student or his/her parents have purchased textbooks and/or electronic textbooks and move from the Corporation, the Corporation shall, pursuant to I.C. 20-26-12-26, evaluate the student's curricular materials and offer to purchase the curricular materials at a reasonable price for resale to any family that moves into the Corporation during the school term.

The curricular materials approved by the Board shall include a research-based core reading program.

Supplementary materials required by a special education student's Individualized Education Program shall be provided without additional charge. The supplemental materials provided to students receiving special education services shall be in a format that allows the student to utilize the materials. When necessary for a special education student to benefit from curricular materials, the materials shall be provided in NIMAS (National Instructional Materials Accessibility Standard) format and shall be certified by NIMAC (National Instructional Materials Access Center), or the publisher of the materials may authorize the Board to reproduce the curricular materials in a format such as large type or audio that allows the special education student to benefit from the materials.

The Superintendent shall implement administrative guidelines for the selection of curricular materials that include effective consultation with an Advisory Committee of parents and professional staff members at all appropriate levels. Textbooks determined to be obsolete shall be disposed of in accordance with ~~Board Policy 7310 - Disposition of Surplus Property~~ and Superintendent's administrative guidelines. See AG 7310 - Disposition of Surplus Property. Guidelines for the collection of delinquent textbook rental fees are included in AG2510B - Collection of Textbook Rental Fees. Additionally, please refer to Policy 6152 - Student Fees and Charges.

Cross References:

ag2510B - COLLECTION OF TEXTBOOK RENTAL FEES

ag7310 - DISPOSAL OF CORPORATION PROPERTY

po6152 - STUDENT FEES AND CHARGES

po7310 - DISPOSITION OF SURPLUS PROPERTY

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Legal I.C. 20-18-2-2.7 - Curricular materials defined
I.C. 20-20-5.5 – Curricular materials
I.C. 20-26-12 – Textbooks

511 IAC 6.2-3.1 – Research based core reading program requirement 511 IAC 9 – Textbook adoption

511 IAC 9 – Textbook adoption

IDOE Memo dated 2/8/2012 – "Updates to Textbook Adoption Procedures"

IDOE "FAQs Regarding New State Textbook Adoption Procedures, Textbook Rental Fees, and 1:1 Device Initiatives

IDOE Memo "Textbook and Computer Scenarios"

Indiana State Board of Accounts, Public Schools Audit Manual

Indiana State Board of Accounts, School Administrator

Cross
References

ag2510B - COLLECTION OF TEXTBOOK RENTAL FEES

ag7310 - DISPOSAL OF CORPORATION PROPERTY

po6152 - STUDENT FEES AND CHARGES

po7310 - DISPOSITION OF SURPLUS PROPERTY



Book	Policy Manual
Section	Policies for the Board
Title	Copy of SELECTION OF TEXTBOOKS, INSTRUCTIONAL MATERIALS AND EQUIPMENT
Code	po2520
Status	1st Reading
Adopted	February 28, 2006

2520 - SELECTION OF ~~TEXTBOOKS, INSTRUCTIONAL~~ CURRICULAR MATERIALS, SCHOOL LIBRARY MATERIALS AND EQUIPMENT

The School Board shall provide ~~textbooks, instructional~~ curricular materials and equipment, within budgetary constraints, to implement the School Corporation's educational goals and objectives and to meet students' needs. The primary objective of such ~~instructional~~ curricular materials and equipment shall be to enrich, support, and implement the educational program of the school.

The Superintendent shall establish a procedure for each school to prepare a catalogue of materials available in the school library. The catalogue shall be published on the website of each school. A hard copy of the catalogue shall be made available on request.

The Corporation shall not make available within the school library any materials that contain: (1) obscene matter (as described in I.C. 35-49-2-1); or (2) matter harmful to minors (as described in I.C. 35-49-2-2). The procedure for a parent of a student enrolled in the school or a community member residing within the Corporation to submit a request to remove material that is obscene or harmful to minors is included in Policy 9130 - Public Complaints and Concerns (Subsection Matters Regarding Library Materials), including the process for response and appeal.

The Superintendent shall develop administrative guidelines for the selection and maintenance of all ~~educational and instructional~~ curricular materials and equipment and provide for the assessment of ~~student~~ fees for lost or significantly damaged curricular materials.

~~A student or his/her parents shall be held responsible for the cost of replacing any materials or properties which are lost or damaged through their negligence.~~

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.

Cross Reference

Policy 9130 - Public Complaints and Concerns

NEOLA 2023

Legal	I.C. 20-26-3-5
	I.C. 20-20-5-4



Book	Policy Manual
Section	Policies for the Board
Title	Revised Policy - Special Update - July 2023 - ADJUNCT TEACHERS
Code	po3120.02
Status	1st Reading

Revised Policy - Special Update - July 2023

3120.02 – ADJUNCT TEACHERS

The School Board supports filling all teaching positions in the School Corporation with certificated employees but recognizes that there may be times when it is necessary to employ persons who have not completed their certification to teach. In an effort to fill a vacant teaching position, offer a new program or class, or supplement a program currently being offered, the Board may issue an adjunct teacher permit to an individual if the following minimum requirements are met:

- A. The individual has at least four (4) years of experience in the content area in which the individual intends to teach.
- B. The Corporation conducts an expanded criminal history check and expanded child protection index check concerning the individual as required under ~~I.C. 20-26-5-10~~. Policy 3121 - Personal Background Checks, References, and Mandatory Reporting of Convictions and Substantiated Child Abuse (x) and Arrests.
- C. ~~The individual has not been convicted of a () felony [minimum required] () offense [END OF OPTIONS] listed in I.C. 20-28-5-8(e) or (d) or the individual's conviction has been reversed, vacated, or set aside on appeal. The individual has not been convicted of an unemployable offense as identified in Policy 3121 - Personal Background Checks, References, and Mandatory Reporting of Convictions and Substantiated Child Abuse (x) and Arrests.~~

~~D. () _____.~~

~~E. () _____.~~

[DRAFTING NOTE: THE BOARD MAY SELECT ONE, BOTH, OR NEITHER OF THE FOLLOWING OPTIONS]:

x] [Option 1]

Per I.C. 20-28-5-11.2(c), the Corporation may employ or contract with an individual convicted of any of the following offenses if a majority of the Board approves the employment or contract as a separate, special agenda item **[select the items below that the Board wishes to permit]:**

- ☒ (x) An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5.
- ☒ (x) Battery (I.C. 35-42-2-1), unless it is a Class A, B, or C felony conviction (for a crime committed before July 1, 2014) or a Level 2, 3, or 5 felony conviction (for a crime committed after June 30, 2014).
- ☒ (x) Domestic battery (I.C. 35-42-2-1.3), unless it is a Class A, B, or C felony conviction (for a crime committed before July 1, 2014) or a Level 2, 3, or 5 felony conviction (for a crime committed after June 30, 2014)
- ☒ (x) Contributing to the delinquency of a minor (I.C. 35-46-1-8).

☒ (x) An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5.

☒ (x) An offense relating to controlled substances under IC 35-48-4, other than (a) an offense involving marijuana or paraphernalia used to consume marijuana; (b) dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1); (c) dealing in methamphetamine (I.C. 35-48-4-1.1); (d) manufacturing methamphetamine (I.C. 35-48-4-1.2); (e) dealing in a schedule I, II, or III controlled substance (I.C. 35-48-4-2); (f) dealing in a schedule IV controlled substance (I.C. 35-48-4-3); (g) dealing in a schedule V controlled substance (I.C. 35-48-4-4); (h) dealing in a counterfeit substance (IC 35-48-4-5); (i) dealing in marijuana, hash oil, hashish, or salvia as a felony (I.C. 35-48-4-10); or (j) an offense under I.C. 35-48-4 involving the manufacture or sale of a synthetic drug (as defined in I.C. 35-31.5-2-321), a synthetic drug lookalike substance [as defined in I.C. 35-31.5-2-321.5 (before its repeal on July 1, 2019) or under I.C. 35-48-4-10.5 (before its repeal on July 1, 2019)], a controlled substance analog (as defined in I.C. 35-48-1-9.3), or a substance represented to be a controlled substance (as described in I.C. 35-48-4-4.6).

[End of Option 1]

[] [Option 2]

Per I.C. 20-26-5-11.2(h), the Corporation may hire or contract with an individual **[select the items below that the Board wishes to permit]:**

☒ () who is required to wear an ankle monitor as the result of a criminal conviction.

☒ () who entered into an agreement to settle an allegation of misconduct relating to the health, safety, or well-being of a student at a school corporation, charter school, or State accredited nonpublic school, if the agreement included a disclosure agreement covering the alleged misconduct [as defined in I.C. 20-26-5-11.2(i)].

☒ () who, in an academic environment, engaged in a course of conduct involving repeated or continuing contact with a child that is intended to prepare or condition the child for sexual activity (as defined in I.C. 35-42-4-13)

if a majority of the Board approves the employment or contract as a separate, special agenda item.

[End of Option 2]

[END OF OPTIONS]

The Corporation may enter into an employment agreement with an individual to whom the Board has issued an adjunct teacher permit as a part-time or full-time teacher of the Corporation. The individual who holds the adjunct teacher permit may teach in any content area in which the Corporation allows the individual to teach and in which the individual has at least four (4) years of experience. Provided, however, that:

- A. the individual ~~must~~ **shall** be assigned a teacher mentor for support in pedagogy; and
- B. the individual ~~must~~ **shall** complete the following training within the first ninety (90) days of employment:
 1. I.C. 20-26-5-34.2 (bullying prevention).
 2. I.C. 20-28-3-4.5 (training on child abuse and neglect).
 3. I.C. 20-28-3-6 (youth suicide awareness and prevention training).
 4. I.C. 20-28-3-7 (training on human trafficking).

An adjunct teacher shall not provide special education instruction.

Except as otherwise provided in a collective bargaining agreement entered into or renewed before July 1, 2022, an employment agreement entered into between the Corporation and an individual to whom the Board has issued an adjunct teacher permit is not subject to a collective bargaining agreement entered into under I.C. 20-29. Furthermore, it is not an unfair practice for the Corporation to enter into an employment agreement with an individual to whom the Board has issued an adjunct teacher permit.

The Corporation shall report the following information to the State Department of Education if it hires an adjunct teacher:

A. The number of adjunct teachers who hold an adjunct teacher permit that the Corporation has hired each school year, disaggregated by the grade level and subject area taught by the adjunct teacher.

B. The following information for each adjunct teacher:

1. The name of the adjunct teacher.
2. The subject matter the adjunct teacher is permitted to teach.
3. A description of the adjunct teacher's experience that qualifies the adjunct teacher for the adjunct teacher permit.
4. The adjunct teacher's total salary and any other compensation paid to the adjunct teacher during the school year.
5. The number of previous adjunct teaching employment agreements the adjunct teacher has entered into with the Corporation or any other school corporation.

The Corporation shall post a vacant adjunct teacher position on the State Department of Education's online adjunct teacher portal.

The Corporation (☒) may **[statutory]** () shall () shall not **[END OF OPTIONS]** notify the parents of students enrolled in the Corporation of a vacant adjunct teacher position.

The Board shall announce any vacant adjunct teacher positions at Board meetings.

An individual who holds an adjunct teacher permit issued by the Board is not required to be employed on a uniform teacher's contract or a supplemental service teacher's contract. An employment agreement entered into between the Corporation and an individual who holds an adjunct teacher permit issued by the Board ~~must~~ shall:

- A. be in writing;
- B. be signed by both parties; and
- C. contain the following:

1. the total salary and any other compensation to be paid to the adjunct teacher during the school year;
2. the method and frequency of salary payments;
3. the number of classes the adjunct teacher is to teach;
4. the classes and subject matter areas that the adjunct teacher will be teaching;
5. an expiration date that is not later than the end of the school year.

This employment agreement is a public record open to inspection. An adjunct teacher may enter into employment agreements with more than one (1) school corporation. An employment agreement between an adjunct teacher and the Corporation is not subject to I.C. 20-28-9-1.5, which governs salary increases for a teacher employed by the Corporation.

An adjunct teacher holding a permit issued by the Board is not a "school employee" within the meaning of I.C. 20-29-2-13, for purposes of collective bargaining. However, the use of adjunct teachers is a mandatory subject of discussion between the Corporation and the exclusive representative of its certificated employees.

I.C. 10-13-3-39
 I.C. 20-19-3-25
 I.C. 20-26-5-10
 I.C. 20-26-5-11.2
 I.C. 20-28-5-27
 I.C. 20-28-6-7.3
 I.C. 20-28-9-1.5(m)
 I.C. 20-29-6-7(16)

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Legal

I.C. 10-13-3-39

I.C. 20-19-3-25

I.C. 20-26-5-10

I.C. 20-26-5-11.2

I.C. 20-28-5-27

I.C. 20-28-6-7.3

I.C. 20-28-9-1.5(m)

I.C. 20-29-6-7(16)



Book	Policy Manual
Section	Policies for the Board
Title	Copy of PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE AND ARRESTS
Code	po3121
Status	1st Reading
Adopted	February 28, 2006
Last Revised	May 22, 2023

3121 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING ~~OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE 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 Corporation's professional staff. Such an inquiry also shall 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 criminal history check (as defined by I.C. 20-26-2-1.5
- B. an Indiana expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. an expanded child protection index check in other states where employed or lived
- D. a search of the national sex offender registry maintained by the United States Department of Justice
- E. beginning July 1, 2017, a search of the State child abuse registry
- F. telephone inquiry with former employer(s)
- G. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- H. 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
- I. a detailed background history including prior employment and volunteer positions
- J. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

Eligibility

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

Background Checks, Including Expanded Criminal History and Expanded Child Protection Index

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 the applicant's employment before or not later than thirty (30) days after the start of the applicant's employment by the Corporation.

If a third party vendor is used to provide an expanded criminal history check, and the vendor offers more than one type of expanded criminal history check, the Board shall evaluate all available types of criminal history checks to select and employ the expanded criminal history check that would best protect the Corporation's students.

The Board requires that an Indiana 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 the applicant's employment before or not later than sixty (60) days after the start of the applicant's employment by the Corporation.

~~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~~ **an individual** 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 also shall deny employment to an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall terminate the employment of an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), 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 **child** abuse or neglect.

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

Should it be necessary to employ ~~a person~~ **an individual** 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.~~

[DRAFTING NOTE: THE BOARD MAY SELECT ONE, BOTH, OR NEITHER OF THE FOLLOWING TWO OPTIONS. THE BOARD SHOULD BE SURE TO SELECT THE SAME OPTIONS HERE AS IT SELECTS IN POLICY 1521 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING, POLICY 3120.02 - ADJUNCT TEACHERS, POLICY 4121 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING, AND POLICY 8121 - PERSONAL BACKGROUND CHECK - CONTRACTED SERVICES.]

X] [OPTION 1]

Per I.C. 20-26-5-11.2(c), the Corporation may employ or contract with an individual convicted of any of the following offenses if a majority of the Board approves the employment or contract as a separate, special agenda item **[select the items below that the Board wishes to permit]:**

- ☒ (x) An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5.
- ☒ (x) Battery (I.C. 35-42-4-1), unless it is a Class A, B, or C felony conviction (for a crime committed before July 1, 2014) or a Level 2, 3, or 5 felony conviction (for a crime committed after June 30, 2014).
- ☒ (x) Domestic battery (I.C. 35-42-2-1.3), unless it is a Class A, B, or C felony conviction (for a crime committed before July 1, 2014) or a Level 2, 3, or 5 felony conviction (for a crime committed after June 30, 2014).
- ☒ (x) Contributing to the delinquency of a minor (I.C. 35-46-1-8).
- ☒ (x) An offense involving a weapon under I.C. 35-57 or I.C. 35-47.5.
- ☒ (x) An offense relating to controlled substances under I.C. 35-48-4, other than: 1) an offense involving marijuana or paraphernalia used to consume marijuana; or 2) an offense requiring license revocation under I.C. 20-28-5-8(c).

[END OPTION 1]**[] [OPTION 2]**

Per I.C. 20-26-5-11.2(h), the Corporation may hire or contract with an individual **[select the items below that the Board wishes to permit]:**

- ☒ () who is required to wear an ankle monitor as the result of a criminal conviction
- ☒ () who entered into an agreement to settle an allegation of misconduct relating to the health, safety, or well-being of a student at a school corporation, charter school, or State-accredited nonpublic school, if the agreement included a nondisclosure agreement covering the alleged misconduct [as defined in I.C. 20-26-5-11.2(i)]
- ☒ () who, in an academic environment, engaged in a course of conduct involving repeated or continuing contact with a child that is intended to prepare or condition the child for sexual activity (as defined in I.C. 35-42-4-13)

if a majority of the Board approves the employment or contract as a separate, special agenda item.

[END OF OPTION 2]**[END OF OPTIONS]**

The Board requires that an expanded criminal history check be conducted for each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment 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 five (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.

[END OF OPTIONAL]**[DRAFTING NOTE: SELECT ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]**

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

The Board requires that an expanded criminal history check be conducted for each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment every five (5) years at the Board's expense.

In implementing this requirement, the Corporation shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed five (5) years by annually conducting updated expanded criminal history checks for at least twenty percent (20%) of employees who are employed by the Corporation on July 1, 2017.

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.

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 five (5) years by annually obtaining updated child protection index checks for at least twenty percent (20%) of employees who are employed by the Corporation on July 1, 2017.

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:~~ an offense requiring license revocation per I.C. 20-28-5-8(c) or has been charged with or convicted of an offense listed in I.C. 20-26-5-11.2(b).

- ~~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 (including criminal deviate conduct, I.C. 35-42-4-2, before its repeal).~~
- ~~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.~~
~~Public indecency (I.C. 35-45-4-1) committed: (A) after June 30, 2003; or (B) before July 1, 2003, if the person committed the offense by, in a public place: (i) engaging in sexual intercourse or other sexual conduct (as defined in I.C. 35-31.5-2-221.5); (ii) appearing in a state of nudity with the intent to arouse the sexual desires of the person or another person, or being at least eighteen (18) years of age, with the intent to be seen by a child less than sixteen (16) years of age; or (iii) fondling the person's genitals or the genitals of another person.~~
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.~~

References

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.

Notwithstanding any confidentiality agreement entered into by the Corporation and an employee of the Corporation, the Corporation shall respond to a request for an employment reference from another school for a current or former employee who is likely to have direct, ongoing contact with children within the scope of the new employment by disclosing to the requesting school any incident known by the Corporation in which the employee or former employee committed an act resulting in a substantiated report of abuse or neglect.

Notwithstanding any confidentiality agreement entered into or amended after June 30, 2023, by the Corporation and an employee of the Corporation, the Corporation shall respond to a request for an employment reference from another school for a current or former employee who is likely to have direct, ongoing contact with children within the scope of the new employment by disclosing to the requesting school any incident known by the Corporation in which the employee or former employee was:

-  arrested;
-  charged with a criminal offense;
-  convicted of a criminal offense;
-  under court supervision or the supervision of a community correction program as the result of a conviction for a criminal offense (including being placed on home detention, work release, or intermittent incarceration);
-  the subject of a protection order; or
-  named as a defendant in a civil action if the civil action could affect the safety of students.

Information and records obtained from 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 or any other mandatory State reporting requirements.

Mandatory Reporting

During the course of employment with the Corporation, each professional employee and substitute teacher shall be required to report the arrest or the filing of criminal charges against the employee; ~~and conviction of the employee in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8(c); conviction of the employee in Indiana or another jurisdiction for a crime~~ an offense listed in I.C. 20-26-5-11.2(b) or I.C. 20-26-5-11.2(c); and 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

I.C. 20-26-5-10.5

I.C. 20-26-5-11

I.C. 20-26-5-11.5

I.C. 20-28-5-8

Revised 9/17/07

Revised 3/22/10

Revised 4/23/12

Revised 6/20/16

Revised 4/24/17

Revised 2/26/18

Revised 2/25/19

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Legal	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, -10.5, -11 and -11.5
	I.C. 20-28-5-8



Book	Policy Manual
Section	Policies for the Board
Title	Copy of TEACHER APPRECIATION GRANTS
Code	po3220.01
Status	1st Reading
Adopted	October 30, 2017
Last Revised	September 26, 2022

3220.01 - **TEACHER APPRECIATION GRANTS**

Discussion of the policy for distribution of the funds with a certificated employee or group of certificated employees at one or more meetings open to all certificated employees is at the discretion of the School Corporation. This policy must be considered, approved by the School Board, and submitted to the IDOE annually.

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 as follows:

The Corporation shall not allocate a percentage of the Teacher Appreciation Grant funds received to provide a supplemental award to each teacher with less than five (5) years of service who is rated as highly effective or effective on the most recent performance evaluation.

- 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 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.

[NOTE: THE CORPORATION MUST SELECT OPTION E OR OPTION F BELOW.]

[] [OPTION E]

The Corporation shall allocate _____ percent (____%) **[insert an amount that is not more than 10%]** of the Teacher Appreciation Grant funds received to provide a supplemental award to teachers who serve as mentors to teachers who have less than two (2) years of service. This supplemental award is in addition to the award made from the part of the grant that is allocable to all eligible teachers.

[END OPTION E]

[OR]

[] [OPTION F]

The Corporation shall not allocate a percentage of the Teacher Appreciation Grant funds received to provide a supplemental award to teachers who serve as mentors to teachers who have less than two (2) years of service.

[END OF OPTION F]

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. 20-28-9-1.5. **The Corporation may discuss with a certificated employee or a group of certificated employees at one or more meetings open to all certificated employees the policy for distribution of teacher appreciation grants.**

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.

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

Revised 2/26/18

Revised 8/26/19

Revised 9/28/20

Revised 9/27/21

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Legal

I.C. 20-18-2-22

I.C. 20-28-1-7

I.C. 20-43-10-3.5



Book	Policy Manual
Section	Policies for the Board
Title	Copy of PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE AND ARRESTS
Code	po4121
Status	1st Reading
Adopted	February 28, 2006
Last Revised	May 22, 2023

4121 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING ~~OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE 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 support staff.

~~Such an inquiry also shall be made for 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 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. an expanded child protection index check in other states where employed or lived
- D. a search of the national sex offender registry maintained by the United States Department of Justice
- E. beginning July 1, 2017, a search of the State child abuse registry
- F. telephone inquiry with former employer(s)
- G. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- H. 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
- I. a detailed background history including all prior employment and volunteer positions
- J. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

Eligibility

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

Background Checks, Including Expanded Criminal History and Expanded Child Protection Index

~~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.~~

If a third party vendor is used to provide an expanded criminal history check, and the vendor offers more than one type of expanded criminal history check, the Board shall evaluate all available types of criminal history checks to select and employ the expanded criminal history check that would best protect the Corporation's students.

The Board also shall deny employment to an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal. Likewise, the Board shall terminate the employment of an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless the conviction has been reversed, vacated, or set aside on appeal.

[DRAFTING NOTE: THE BOARD MAY SELECT ONE, BOTH, OR NEITHER OF THE FOLLOWING TWO OPTIONS. THE BOARD SHOULD BE SURE TO SELECT THE SAME OPTIONS HERE AS IT SELECTS IN POLICY 1521 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING, POLICY 3120.02 - ADJUNCT TEACHERS, POLICY 3121 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING, AND POLICY 8121 - PERSONAL BACKGROUND CHECK - CONTRACTED SERVICES.]

[] [OPTION 1]

Per I.C. 20-26-5-11.2(c), the Corporation may employ or contract with an individual convicted of any of the following offenses if a majority of the Board approves the employment or contract as a separate, special agenda item **[select the items below that the Board wishes to permit]:**

- ☒ () An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5.
- ☒ () Battery (I.C. 35-42-2-1), unless it is a Class A, B, or C felony conviction (for a crime committed before July 1, 2014) or a Level 2, 3, or 5 felony conviction (for a crime committed after June 30, 2014).
- ☒ () Domestic battery (I.C. 35-42-2-1.3), unless it is a Class A, B, or C felony conviction (for a crime committed before July 1, 2014) or a Level 2, 3, or 5 felony conviction (for a crime committed after June 30, 2014).
- ☒ () Contributing to the delinquency of a minor (I.C. 35-46-1-8). () An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5.
- ☒ () An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5.
- ☒ () An offense relating to controlled substances under I.C. 35-48-4, other than: 1) an offense involving marijuana or paraphernalia used to consume marijuana; or 2) an offense requiring license revocation under I.C. 20-28-5-8(c).

[END OPTION 1]

[] [OPTION 2]

Per I.C. 20-26-5-11.2(h), the Corporation may hire or contract with an individual **[select the items below that the Board wishes to permit]:**

- ☒ () who is required to wear an ankle monitor as the result of a criminal conviction
- ☒ () who entered into an agreement to settle an allegation of misconduct relating to the health, safety, or well-being of a student at a school corporation, charter school, or State-accredited nonpublic school, if the agreement included a nondisclosure agreement covering the alleged misconduct [as defined in I.C. 20-26-5-11.2(i)]
- ☒ () who, in an academic environment, engaged in a course of conduct involving repeated or continuing contact with a child that is intended to prepare or condition the child for sexual activity (as defined in I.C. 35-42-4-13) if a majority of the Board approves the employment or contract as a separate, special agenda item.

if a majority of the Board approves the employment or contract as a separate, special agenda item.

[END OPTION 2]

[END OF OPTIONS]

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

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 the applicant's 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 Indiana 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 the applicant's employment before or not later than sixty (60) days after the start of the applicant's employment by the Corporation.

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. Likewise, the Board shall terminate the employment of 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.

Each applicant shall certify under penalty of perjury the applicant's 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.

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

The Board requires that an expanded criminal history check be conducted for each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment every five (5) years.

In implementing this requirement, the Corporation shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed five (5) years by annually conducting updated expanded criminal history checks for at least twenty percent (20%) of employees who are employed by the Corporation on July 1, 2017.

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.

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 five (5) years by annually obtaining updated child protection index checks for at least twenty percent (20%) of employees who are employed by the Corporation on July 1, 2017.

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:~~ an offense requiring license revocation per I.C. 20-28-5-8(c); or



has been charged with or convicted of an offense listed in I.C. 20-26-5-11.2(b).

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 (including criminal deviate conduct, I.C. 35-42-4-2, before its repeal).~~
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. ~~Public indecency (I.C. 35-45-4-1) committed: (A) after June 30, 2003; or (B) before July 1, 2003, if the person committed the offense by, in a public place: (i) engaging in sexual intercourse or other sexual conduct (as defined in I.C. 35-31.5-2-221.5); (ii) appearing in a state of nudity with the intent to arouse the sexual desires of the person or another person, or being at least eighteen (18) years of age, with the intent to be seen by a child less than sixteen (16) years of age; or (iii) fondling the person's genitals or the genitals of another person.~~
23. ~~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.~~

References

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.

Notwithstanding any confidentiality agreement entered into by the Corporation and an employee of the Corporation, the Corporation shall respond to a request for an employment reference from another school for a current or former employee who is likely to have direct, ongoing contact with children within the scope of the new employment by disclosing to the requesting school any incident known by the Corporation in which the employee or former employee committed an act resulting in a substantiated report of abuse or neglect.

Notwithstanding any confidentiality agreement entered into or amended after June 30, 2023 by the Corporation and an employee of the Corporation, the Corporation shall respond to a request for an employment reference from another school for a current or former employee who is likely to have direct, ongoing contact with children within the scope of the new employment by disclosing to the requesting school any incident known by the Corporation in which the employee or former employee was:

- ☒ arrested;
- ☒ charged with a criminal offense;
- ☒ convicted of a criminal offense;
- ☒ under court supervision or the supervision of a community correction program as the result of a conviction for a criminal offense (including being placed on home detention, work release, or intermittent incarceration);
- ☒ the subject of a protection order; or
- ☒ named as a defendant in a civil action if the civil action could affect the safety of students.

Information and records obtained from 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 or any other mandatory State reporting requirements.

Mandatory Reporting

During the course of employment with the Corporation, each support staff employee shall be required to report the arrest or the filing of criminal charges against the employee; conviction of the employee in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8(c); conviction of the employee for a crime in Indiana or another jurisdiction for an offense listed in I.C. 20-26-5-11.2(b) or I.C. 20-26-5-11.2(c); and 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
I.C. 20-26-5-10.5
I.C. 20-26-5-11

I.C. 20-26-5-11.5

I.C. 20-28-5-8

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Revised 6/20/16
Revised 4/24/17
Revised 2/26/18
Revised 2/25/19

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



Book	Policy Manual
Section	Policies for the Board
Title	Copy of STUDENT FEES AND CHARGES
Code	po6152
Status	1st Reading
Adopted	February 28, 2006
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6152 - 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 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 school for the expense or loss incurred.~~

The late return of borrowed books or materials from the **School 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.

Fees assessed for lost or significantly damaged curricular materials or equipment shall be collected in accordance with the Superintendent's administrative guidelines (AG 2510B - Collection of Fees for Lost or Significantly Damaged Curricular Materials).

~~In the event~~ If the above course of action does not result in the fee being collected, the Board authorizes the Superintendent 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~~ **Corporation's local counsel** or another attorney to pursue a collection action in the appropriate court against the student and/or his/her parents.

Fees collected for lost or significantly damaged curricular materials shall be deposited in a separate curricular materials account (I.C. 20-40-22-9) for the school in which the student was enrolled at the time the fee was imposed.

~~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 (1/4) 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.~~

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, 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 thirty (30) 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 thirty (30) days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

[Drafting Note: This section should mirror the options chosen in Policy 2510 - Adoption of Curricular Materials.]

[] If the Board determines that a hardship exists due to the inability of a student's family or an adult student or emancipated minor to pay any required fees or a reasonable fee for lost or significantly damaged curricular materials, taking into consideration the income of the family or the adult student or emancipated minor and the demands on the family or the adult student or emancipated minor, the Board () may () shall **[end of options]** waive the fee.

[END OF OPTION]

The Corporation may write-off any outstanding unpaid student fees of \$5.00 or less, if not paid by the start of the school year following the school year or activity season in which the debt for nonpayment of student fees was incurred fees for lost or significantly damaged curricular materials, or unpaid fees that are not for curricular materials, of \$_____ **[Recommended amount is \$5.00]** or less, if not paid by _____ of the school year following the school year or activity season in which the debt was incurred.

Unpaid student fees in excess of \$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 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.

Unpaid fees for lost or significantly damaged curricular materials, or unpaid fees that are not for curricular materials, in excess of \$_____ **[Recommended amount is \$5.00]** may, at the discretion of the school treasurer or designee, be written off _____ (____) years after the end of the school year or activity season in which the debt was incurred. Fees in excess of \$_____ **[Recommended amount is \$5.00]** may be written off at any time, if the Principal or designee determines the student's parents, or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.

I.C. 20-18-2-2.7

I.C. 20-26-5-4(12)(B)

I.C. 20-26-12-1(B)

I.C. 20-33-5-3

I.C. 20-33-5-5

I.C. 20-33-5-11

I.C. 20-41-2-5(b)

I.C. 20-42-3-10

Grants for State and Local Activities for Education of Homeless Children and Youth, 42 U.S.C. 11432(g)(1)(I)

Indiana State Board of Accounts, Public Schools Audit Manual
Indiana State Board of Accounts, School Administrator

McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11301 et seq.

Education for Homeless Children and Youths Program Non-Regulatory Guidance, p. 25 (US DOE July 2016)

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I.C. 20-33-5-11

Indiana State Board of Accounts, Public Schools Audit Manual

Indiana State Board of Accounts, School Administrator



Policy Manual

Policies for the Board

Copy of PUBLIC COMPLAINTS AND CONCERNS

Po9130

1st Reading

February 28, 2006

9130 - PUBLIC COMPLAINTS AND CONCERNS

Any person or group having a legitimate interest in the operations of ~~this~~ the School Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or concerns reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within his/her authority and Corporation administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervisor.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the immediate supervisor, a written request for a conference shall be submitted to the Superintendent. The request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of complainant) has been affected adversely
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision and/or grant a hearing before the Board.

The complainant may be advised, in writing, of the Board's decision, no more than ~~thirty (30)~~ **ninety (90)** business days following the hearing. The Board's decision on the matter will be final, and it will not provide a hearing to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference to the Board. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;

3. the reason that matter was not able to be resolved with the Superintendent;
4. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board or refer the matter to an executive session.

The complainant shall be advised, in writing, of the Board's decision within ~~thirty (30)~~ **ninety (90)** business days. The Board's decision will be final and not subject to appeal.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the Corporation's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding a Support Staff Member

In the case of a support staff member, the same procedure is to be followed as for "Matters Regarding a Professional Staff Member" and/or the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member."

Matters Regarding Corporation Services or Operations

If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the building principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Procedures for Reconsideration of a Learning Resource

The following procedures shall be used when a learning resource is questioned:

A. Informal Resolution

- a. ~~upon receipt of a question or complaint, the professional staff member using the learning resource will explain the rationale for using the learning resource in the curriculum~~
- b. ~~the professional staff member receiving the question will inform the principal and the department chairperson of the question and will submit to them a signed, written rationale for the selection of teh learning resource;~~
- c. ~~if discussions between the professional staff member and the questioner do not settle the question, then the questioner will be advised of the right to file a written complaint with the principal, and will be provided with a copy of the procedure to be followed and the citizen's grievance form;~~
- d. ~~the questioner must complete the citizen's grievance forma nd must present it to the principal. At this time the principal will discuss the form with the questioner and the professional staff~~

- e. member, and, at the principal's discretion, other involved parties in an effort to resolve the complaint;
- f. if the complaint is still unresolved, both the questioner and the principal will sign the citizen's grievance form. The principal's will then forward to the Superintendent the form and any other pertinent information concerning the complaint.

B. Formal Resolution

- a. The Superintendent or his/her designee will consider the citizen's grievance form to be a charge filed pursuant to S14 of the Student Due Process Code (I.C. 20-8-1-5-11). Compliance with the informal procedure set forth above will be deemed to satisfy the requirements of S14 of the Student Due Process Code relating to informal attempts to resolve the problem;
- b. The Superintendent or his/her designee will, within three (3) school days receiving the file from the principal, proceed to appoint a Formal Reconsideration Committee to hold a hearing regarding the appropriateness of the learning resource. The Formal Reconsideration Committee shall consist of seven (7) members, as follows:
 - i. one (1) member of the central administrative staff who will serve as chairperson of the committee;
 - ii. the principal of a different elementary or secondary school within the District;
 - iii. a professional staff member from the school involved;
 - iv. a media specialist from an appropriate level;
 - v. a PTO/PAN Council representative;
 - vi. a student representative selected by the Superintendent or his/her designee.
- c. The hearing before the Formal Reconsideration Committee will be conducted in accordance with the procedures set forth in the Indiana Student Due Process Code, I.C. 20-84 as applicable, and as modified by the provisions of this document. Within four (4) school days after the appointment by the Superintendent, the chairman shall inform the questioner and explain to both parties the procedures the Formal Reconsideration Committee will follow at the hearing. In addition, the chairman shall advise both parties that they may be represented by an attorney or any other person in preparation for the hearing and at the hearing. An attorney may also appear on behalf of the school administration. The questioner shall provide not less than five (5) day's notice of any such representation by an attorney at the hearing.
- d. The hearing shall be held within ten (10) school days after the Formal Reconsideration Committee is appointed.
- e. The Formal Reconsideration Committee shall:
 - i. examine the challenged resource;
 - ii. consult any critical reviews of the resource if available;
 - iii. consult the advice of literary or curriculum experts, if reasonably available without charge;
 - iv. consider the challenged resource in the context of the educational program;
 - v. consult publications that rate books, if available;
 - vi. conduct the hearing following the sequence of events;

1. opening statement from the chairman outlining the procedures for the hearing;
2. statement from the questioner on his/her position;
3. statement from the staff member;
4. presentation of the questioner's witnesses and evidence, if any, and the right of cross examination by the staff member;
5. presentation of witness and evidence, if any, from the staff member;
6. rebuttal from the questioner;
7. rebuttal from the staff member;
8. deliberation by the Reconsideration Committee.

vii. prepare written findings and recommendations to the Superintendent advising continued use of the learning resource, restricted use, or removal. The findings and recommendations submitted shall be approved by a majority of the Formal Reconsideration Committee. Any person or persons on the Formal Reconsideration Committee who disagrees with the majority may submit their views to the Superintendent in a written report to be made a part of the record.

f. The Formal Reconsideration Committee must submit its report within five (5) school days of the hearing.

g. Within three (3) days of receiving the Formal Reconsideration Committee's report, the Superintendent shall make his/her determination as to the appropriateness of the learning resource continued use.

h. Notice of the Formal Reconsideration Committee's recommendation and the Superintendent's determination will be sent by certified mail or personally delivered to the questioner and professional staff member within two (2) days of the Superintendent's determination.

i. The questioner or staff member may, within thirty (30) days following the hearing, appeal the decision to the School Board in accordance with the applicable procedure set forth in I.C. 20-8.1-5-11(d).

C. Removal of Books from Library

a. This section shall apply only to the permanent removal of books from a school library by the School Board.

b. In the event a person desires to remove a library book from a school library, the procedures set forth herein above for questioning a learning resource shall be followed, to the extent that the Superintendent determines to be reasonable and practical.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Matters Regarding the Educational Program

If the request, suggestion, complaint, or concern relates to a matter of Corporation program, it should be addressed, initially, to the building principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. See AG 9130 A and Form 9130 F3.

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aides used in the Corporation, the following procedure shall be followed:

- A. The criticism is to be addressed to the building principal, in writing, and shall include:
 - a. name of the parent and/or guardian or community member;
 - b. address of the parent and/or guardian or community member;
 - c. author
 - d. title
 - e. publisher
 - f. the complainant's familiarity with the material objected to;
 - g. sections objected to, by page and item;
 - h. reason for objection in their own words.
- B. Upon receipt of the information, the Superintendent shall, after advising the Board of the complaint, appoint a Reconsideration Committee which may consist of at least three (3), but no more than seven (7), of the following:
 1. one (1) member of the central administration, excluding the Superintendent, who will serve as Chairperson of the committee;
 2. the principal of a different school within the district or a neighboring school district within LaPorte or St. Joseph Counties;
 3. a professional staff member ~~the school involved~~ a school within the district;
 4. a certified librarian/media specialist within LaPorte or St. Joseph Counties;
 5. parent(s) or community member(s) within the school district;
 6. a student representative selected by the Superintendent or his/her designee from the secondary level
- C. The Reconsideration Committee, in evaluating the questioned material, shall be guided by the following criteria:
 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used;

2. the accuracy of the material;
3. the objectivity of the material;
4. the use being made of the material

- D. The material in question may be withdrawn from use pending the Reconsideration Committee's recommendation to the Superintendent and approved by the Board at their next public meeting
- E. The Reconsideration Committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the decision of the Reconsideration Committee. The Superintendent will advise the complainant, in writing, of the reconsideration committee's recommendation and Superintendent's determination within five (5) business days of receiving the Reconsideration Committee's recommendation and advise the Board of the action taken or recommended.
- F. The complainant may appeal the decision, within fifteen (15) business days, to the Board through written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case and advise the complainant, in writing, of its decision within ninety (90) business days.

Matters Regarding School Library Materials

If a parent or guardian of a student enrolled in a school in the School Corporation or a community member residing within the Corporation submits a request to remove material that they contend is obscene or harmful to minors from a school library as defined in Ind. Code 35-49-2-1 and Ind. Code 35-49-2-2, the following procedures shall be followed:

- A. The request is to be presented to the building principal in which the challenged book is located, in writing, and shall include:
- a. Name of the parent and/or guardian or community member;
 - b. Address of the parent and/or guardian or community member;
 - c. Author;
 - d. Title;
 - e. Publisher;
 - f. The requesters familiarity with the objectionable material;
 - g. Sections objected to, by page and item;
 - h. Reasons for objection in their own words.
 - i. Articulate how you believe the material meets the definition of obscene or harmful to minors using your own words. Do not copy and paste the definitions under Indiana code.
- B. Upon receipt of the information submitted, the building principal shall advise the Superintendent of their recommendation to the Board as it relates to the objectionable material. In accordance with Ind. Code 20-26-5.5, the Board will then review and determine, by majority vote, whether or not the material in

question satisfies the definition as obscene or harmful to minors as defined in Ind. Code 35-49-2-1 and Ind. Code 35-49-2-2 at its next public meeting. Conclusion of the Board shall result in one of the following:

- a. Material(s) submitted do not satisfy the definition of obscene or harmful to minors as defined by Ind. Code 35-49-2-1 and Ind. Code 35-49-2-2 and therefore the Board will not remove the material(s) but may consider moving the material to another grade appropriate level;
- b. Material(s) submitted needs further evaluation and will be reviewed by a Reconsideration Committee, appointed by the Superintendent.

C. The Reconsideration Committee shall consist of at least three (3), but not more than seven (7), of the following:

- a. One (1) member of the central office administration, excluding the Superintendent, who will serve as Chairperson of the committee;
- b. The principal of a different school within the district or a neighboring district within LaPorte and/or St Joseph County;
- c. A professional staff member from ~~the school involved~~ a school within the district;
- d. A certified librarian/media specialist within LaPorte and/or St. Joseph County;
- e. Parent(s) or community member(s) within the school district;
- f. A student representative, selected by the Superintendent or his/her designee, if at the secondary level.

D. The Reconsideration Committee, in evaluating the questioned materials, shall be guided by the following criteria:

- a. The appropriateness of the material for the age and maturity level of the students who have access to it;
- b. The accuracy of the material;
- c. The objectivity of the material;
- d. The use being made of the material;
- e. Does the material submitted satisfy the definition of obscene or harmful to minors as defined by Ind. Code 35-49-2-1 and Ind. Code 35-49-2-2

E. In the case a Reconsideration Committee is formed, the Reconsideration Committee shall conduct a hearing on an individual basis for each challenged material that the Board deemed necessary for further review following the sequence of events:

- a. The Chairperson will set dates for each hearing and notify the individual that filed the request of the date, time and place that the hearing will take place;
- b. Opening statement from the Chairperson outlining the procedures for the hearing;
- c. Statement from the individual that filed the request on his/her position;
- d. Presentation of witnesses and evidence, if any, and the right of cross examination by the Reconsideration Committee;

- e. Presentation of witnesses and evidence, if any, from the Reconsideration Committee;
- f. Rebuttal from the individual that filed the request;
- g. Rebuttal from the Reconsideration Committee;
- h. Deliberation by the Reconsideration Committee.

F. The individual that filed the request should be able to demonstrate, if requested by the Board and /or committee, that they have read the material(s) in question in full in order for the material to be considered for removal.

G. The material in question may be withdrawn from use pending the review committee's recommendation to the Superintendent and approval by the Board at their next public meeting.

H. The Reconsideration Committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the hearing of the review committee. The written findings and recommendation shall include one of the following:

- a. Recommend the continued use of the library material in its' current location;
- b. Recommend the continued use of the library material in an alternative location;
- c. Recommend the removal of the library material from circulation.

The findings and recommendations submitted shall be approved by the majority of the Reconsideration Committee. Any person or persons on the Reconsideration Committee who disagrees with the majority may submit their views to the Superintendent in a written report to be made part of the record.

The Superintendent will advise the individual making the request, in writing, of the Reconsideration Committee's recommendation and Superintendent's determination within five (5) business days and advise the Board of the action taken and/or recommended.

The individual who filed the request may appeal the decision of the Reconsideration Committee, within fifteen (15) business days to the Board through a written request to the Superintendent, who shall forward the request and all written materials and notes relating to the matter to the Board.

The Board shall review the request and decision at the next public meeting after an appeal is submitted. The Board shall advise the complainant, in writing, of its decision within ninety (90) business days.

In the event a person desires to remove library or curriculum material, the procedures set forth above shall be followed, to the extent that the Superintendent deems reasonable and practical.

No challenged material may be removed from the curriculum, school library, or from a collection of resource materials except by action of the Board, unless the requester fails to appeal the Reconsideration Committee's decision in a challenge to school library material, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some without it being obscene or harmful to minors. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal. Any challenged library or

curriculum material that is kept in the curriculum or library collection after formal challenge and review will not be considered for additional challenge for a period of five years from the date of the recommendation of the Reconsideration Committee.



Book	Policy Manual
Section	Policies for the Board
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9700 - **RELATIONS WITH SPECIAL INTEREST GROUPS**

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund-raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the School Board that students, staff members, and School Corporation facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

A. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the Corporation as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the Corporation;
3. involve any direct cost to the Corporation;
4. interrupt the regular school program;
5. cause the participants to leave the Corporation.

B. Patriotic Youth Membership Organizations

The Board may provide a representative of a Patriotic Youth Membership Organization, as defined and organizations listed in Title 36 of the United States Code (e.g., Boy Scouts of America, Girl Scouts of the United States, Big Brothers and Big Sisters of America, and Boys and Girls Club of America) that has an educational purpose and promotes patriotism and civic involvement to provide an oral, written, or oral and written information regarding the organization to students of the Corporation.

If the organization makes such a request to provide oral or written information to students, the Corporation is required to provide at least one (1) time each school year, with a specific day and time specified, for the organization to provide the information on Corporation property.

Prior to the representative from the Patriotic Youth Membership Organization being permitted on Corporation property, the Corporation shall conduct an expanded criminal history check on the representative seeking to present information to students on Corporation property. The Corporation may request written consent for the expanded criminal history check from the representative of the organization. The representative is responsible for all costs associated with obtaining the expanded criminal history check.

A Corporation may, upon receipt of the expanded criminal history check, refuse to allow a representative to provide information if the representative that has been selected from the Patriotic Youth Membership Organization has been convicted of a felony listed in I.C. 20-28-5-8(c) or I.C. 20-28-5-8(d).

C. Distribution/Posting of Literature

No outside organizations or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on Corporation property either during or after school hours without the permission and prior review of the Superintendent.

The Superintendent shall establish administrative guidelines which ensure that:

1. criteria established in Policy 5722 - School-Sponsored Publications and Productions are used to make a decision regarding materials that students seek to post or distribute;
2. distribution or posting of materials employees wish to distribute on behalf of an employee organization comply with the terms of negotiated collective bargaining agreements;
3. the school mail system is not used by students or staff for distribution of nonschool-related materials;
4. no materials from any profit-making organization are distributed for students to take home to their parents;

D. Solicitation of Funds

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations, individuals, or staff members who meet the permission criteria established in the Corporation's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy 5830, no Corporation student may participate in the solicitation without the Superintendent's approval.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

All crowdfunding activities are subject to Policy 6605 and any administrative guidelines adopted by the Superintendent to implement Policy 6605.

Any booster club or school-support group that may use students in a fundraising activity must comply with I.C. 4-32.2-5-21 and Board Policy 5830 for any of the following types of fundraising events: bingo games, charity game nights, raffles, door prizes, fundraising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like. Moreover, any fundraiser involving games of chance must comply with Indiana law, including obtaining the appropriate license or permits.

1. The Board disclaims all responsibility for the protection of, or accounting for, such funds.
2. Solicited funds are not to be deposited in any regular or special accounts of the Corporation.
3. This policy does not apply to the raising of funds for Corporation- sponsored or school-sponsored activities.
4. Use of the name, logo, or any assets of the Corporation, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

E. Prizes/Scholarships

The Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this Corporation. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.
2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the Superintendent.

F. Sale of School Supplies

In determining the appropriateness of the sale of school supplies by organizations other than the Corporation, the Board requires that:

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

1. the organization have a purpose ~~which~~that will benefit the Corporation and its students;
2. the organization's planned activities are clearly in the best interest of the Corporation and its students;
3. the organization has submitted the following information and assurances on the form provided by the Corporation: a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances.

G. ~~Personal Analyses, Evaluations, or Surveys and Questionnaires~~

Neither Corporation-related nor noncorporation-related organizations shall be allowed to administer a ~~personal analysis, evaluation, or survey or questionnaire~~ to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved in accordance with the Superintendent's criteria, a copy of the results and the proposed manner of their communication are to be provided to the Superintendent for review and approval before they are released. ~~Any approved personal analysis, evaluation or survey to be administered to students shall be administered in accordance with Policy 2221 - Mandatory Curriculum and Policy 2416 - Student Privacy and Parental Access to Information.~~

Revised 4/24/17

I.C. 4-32.2-4
I.C. 4-32.2-5
I.C. 4-32.2-5-21
I.C. 20-26-20
I.C. 20-26-21

I.C. 20-28-5-8(c)
I.C. 20-28-5-8(d)
I.C. 20-30-5-5
I.C. 20-30-5-6
I.C. 20-30-5-17

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Legal I.C. 20-26-20 I.C. 20-28-5-8(c) I.C. 20-28-5-8(d) I.C. 20-30-5-5 I.C. 20-30-5-6
I.C. 4-32.2-4
I.C. 4-32.2-5
I.C. 4-32.2-5-21



Book	Policy Manual
Section	Policies for the Board
Title	Technical Correction - Volume 35, No. 2 - April 2023 - NUMBER
Code	po0141
Status	1st Reading
Adopted	February 28, 2006

Technical Correction - Volume 35, No. 2 - April 20230141 - **NUMBER**

The School Board shall consist of ~~five~~ (5) members.

I.C. 20-23-8-7(a)(1)**© Neola-2009 2023**

Legal	I.C. 20-23-8-7(a)(1)
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Book	Policy Manual
Section	Policies for the Board
Title	Copy of TERM
Code	po0142.1
Status	1st Reading
Adopted	February 28, 2006

0142.1 - **TERM**

The term of each **elected** Board member shall be four (4) years.

I.C. 20-25-3-4

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Book	Policy Manual
Section	Policies for the Board
Title	Copy of OATH
Code	po0142.2
Status	1st Reading
Adopted	February 28, 2006

0142.2 - OATH

Each newly elected, re-elected, appointed or re-appointed **School** Board member shall take **on the following** oath of office administered by a notary public or other qualified person not later than thirty (30) days after the beginning of the term of office. **to which s/he was elected or appointed as well as other oaths which may be required for transactions connected with or related to the educational program of the Corporation. (I.C. 33-16-4-1).** (I.C. 5-4-1-1.2) However, the governing body may provide additional provisions to the oath that the governing body considers appropriate for the office.

[DRAFTING NOTE: Adjust the oath below to include any additional provisions adopted by the Corporation.]

"I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of Indiana, and the laws of the United States and the State of Indiana. I will faithfully execute the duties of my office as a member of this governing body, so help me God."

I.C. 20-26-4-2

In addition, each Board member shall take other oaths which may be required for transactions connected with or related to the educational program of the School Corporation.

The oath **must** ~~shall~~ be signed by the Board member and the person who administers it and filed in the circuit court clerk's office of the county containing the greatest percentage of the population of the ~~school~~ corporation. ~~(I.C. 20-33-4-27 or 4-35)~~ (I.C. 5-4-1-4)

I.C. 5-4-1-1.2

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Legal	I.C. 5-4-1-1.2
References	I.C. 5-4-1-4
	I.C. 20-26-4-2



Book	Policy Manual
Section	Policies for the Board
Title	Copy of VACANCIES
Code	po0142.3
Status	1st Reading
Adopted	February 28, 2006
Last Revised	February 23, 2015

0142.3 - **VACANCIES AND APPOINTMENT OF BOARD MEMBERS**

The position of a Board member shall become vacant upon the occurrence of any one (1) of the following events:

- A. death of the member is certified by the clerk of the circuit court (I.C. 5-8-6 and I.C. 20-26-4-4.5c))
- B. failure of a sufficient number of petitions for candidates for Board membership being filed for an election (I.C. 20-26-4-4(c))
- C. a member submits a written resignation from the Board to the clerk of the circuit court pursuant to I.C. 5-8-3.5-1(a) (4)
- D. a member is convicted of a felony
- E. a member's election or appointment is declared void by a competent tribunal
- F. the winner of an election fails to take the oath of office required by I.C. 20-26-4-3-2
- G. a member ceases to possess the legal qualifications for continuing to hold office
- H. a member ceases to be a resident of the Corporation (I.C. 20-23-4-30(d)) ~~(I.C. 20-23-4-30(e)) (applicable to community school corporations only)~~
- I. a member is removed from office by action of the Circuit Court pursuant to I.C. 5-8-1-35
- J. a court enters an order removing a member from office based upon a conviction for bribery or official misconduct under I.C. 35-50-5-1.1
- K. a member is convicted of any crime against the laws of the United States where the sentence imposed exceeds six (6) months, (evading the Selective Service Act), engaging in conspiracy or an attempt to defraud the government of the United States, or seditious utterances in violation of the laws of the United States (I.C. 5-8-3-1)
- L. a member voluntarily became intoxicated within the business hours of the Board, or is in the habit of becoming intoxicated by the use of intoxicating liquors and is removed from office under I.C. 34-17 (I.C. 5-8-2-1)

Filling a Board Vacancy

A vacancy shall be filled by the remaining members of the Board within thirty (30) days after the vacancy occurs. If a tie vote occurs among the remaining members of the Board or between candidates for the Board under I.C. 3-12-9-4, or the remaining members of the remaining Board members fail to fill a vacancy on the Board within thirty (30) days after any vacancy occurs, the judge of the circuit court shall make an appointment to fill the vacancy. (I.C. 20-23-4-30(d)(1) & (2))

I.C. 3-12-9-4
I.C. 5-8-1-35
I.C. 5-8-2-1
I.C. 5-8-3-1
I.C. 5-8-3.5-1
I.C. 5-14-1.5-6.1
I.C. 5-14-1.5-6.1(b)(10)
I.C. 20-23-4-30
I.C. 20-23-4-30(c)(1) & (2)
I.C. 30-23-4-30(d)
I.C. 20-26-4-2
I.C. 20-26-4-4
I.C. 20-26-4-4.5
I.C. 34-17
I.C. 35-50-5-1.1

Revised 4/23/12

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Legal I.C. 5-8-1-35, 5-8-3.5-1
I.C. 20-23-4-30



Book	Policy Manual
Section	Policies for the Board
Title	Copy of ELECTION/APPOINTMENT OF MEMBERS AND ELIGIBILITY TO SERVE
Code	po0142
Status	1st Reading
Adopted	February 28, 2006
Last Revised	April 23, 2012

0142 - ~~ELECTION/APPOINTMENT OF MEMBERS AND ELIGIBILITY TO SERVE~~

DISTRICTS

Plan

Membership to the School Board will consist of representatives from the following districts:

District 1 shall consist of the area encompassing Olive Civil Township in St. Joseph County, Indiana

District 2 shall consist of the areas of Hudson and Wills Civil Townships of LaPorte County, Indiana

District 3 shall consist of the areas of Galena and Kankakee Civil Townships of LaPorte County, Indiana

Members of the School Board shall be qualified and elected in accordance with the School Corporation's organization plan on file with the State Board of Education (I.C. 20-23-8-22)

Before August 1st of each school year (July 1 to June 30), the Superintendent shall file with the State Superintendent of Public Instruction Secretary of Education a listing of the:

A names and addresses of members of the Board;

B names and addresses of the Board's officers;

C expiration dates of the terms of the Board members and officers.

Should a change occur in Board membership during the term of one or more members of the Board, the School Corporation shall file the change with the ~~State Superintendent of Public Instruction~~ Secretary of Education within thirty (30) days after the change occurs. (I.C. 20-23-8-22)

There shall be two (2) classes of members of said Board of Education; three (3) members, each of whom shall be a resident of one (1) of the Districts above defined; and two (2) members at-large who may be residents of any of the Districts herein defined, but in no event shall more than two (2) members of said five-(5) member Board of Education be residents of any one (1) School Board member district. All members of said Board of Education shall be elected at large by the registered voters of said New Prairie United School District of LaPorte and St. Joseph Counties, Indiana, at the general election held biannually.

Nominations for each member of said Board of Education shall be made by a petition signed by the nominee and ten (10) registered voters residing in the same School Board member district as the nominee.

BOARD MEMBER QUALIFICATIONS

A Board member must have been at the time of his/her election, a resident within the New Prairie School District territory for at least two (2) years preceding such election and shall further be at least twenty-one (21) years of age (I.C. 20-26-4-9); and ownership of property shall not be a qualification to serve as a Board member (I.C. 20-26-4-11).and shall be a resident voter in the School Board member district which s/he would represent.

There shall be two (2) classes of members of said Board of Education; three (3) members, each of whom shall be a resident of one (1) of the Districts above defined; and two (2) members at large who may be residents of any of the Districts herein defined, but in no event shall more than two (2) members of said five (5) member Board of Education be residents of any one (1) School Board member district. All members of said Board of Education shall be elected at large by the registered voters of said New Prairie United School District of LaPorte and St. Joseph Counties, Indiana, at the general election held biannually.

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BOARD MEMBER QUALIFICATIONS

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Eligibility

- ✚ A person is not qualified to run for a school board office unless the person is registered to vote in the election district the person seeks to represent not later than the deadline for filing the declaration or petition of candidacy or certificate of nomination. (I.C. 3-8-1-1)
- ✚ A candidate for a school board office must have resided in the school corporation for at least one (1) year before the election. A candidate for school board office seeking to represent an election district that consists of less than the entire school corporation must have resided in the election district for at least one (1) year before the election. (I.C. 3-8-1-34)
- ✚ A person may not hold more than one (1) lucrative office at a time, as provided in Article 2, Section 9 of the Constitution of the State of Indiana. (I.C. 3-8-1-3)
- ✚ A person is disqualified from assuming or being a candidate for school board office if:
 - ✚ the person gave or offered a bribe, threat, or reward to procure the person's election, as provided in Article 2, Section 6 of the Constitution of the State of Indiana;
 - ✚ the person does not comply with I.C. 5-8-3 because of a conviction for a violation of the Federal laws listed in that statute;
 - ✚ In a
 - ✚ jury trial, a jury publicly announces a verdict against the person for a felony;
 - ✚ bench trial, the court publicly announces a verdict against the person for a felony; or
 - ✚ guilty plea hearing, the person pleads guilty or nolo contendere to a felony;
 - ✚ the person has been removed from the office the candidate seeks under Article 7, Section 11 or Article 7, Section 13 of the Constitution of the State of Indiana;
 - ✚ the person is a member of the United States armed forces on active duty and prohibited by the United States Department of Defense from being a candidate;

- 6+ the person is subject to 5 U.S.C. 1502 (the Little Hatch Act) or 5 U.S.C. 7321-7326 (the Hatch Act) and would violate either Federal statute by becoming or remaining the candidate of a political party for nomination or election to an elected office or a political party office; or
- + the person is a nonjudicial court employee who would violate Rule 4.6 of the Indiana Code of Judicial Conduct by being the candidate of a political party for nomination or election to an elected office or a political party office. (I.C. 3-8-1-5)
- + An individual who is at least twenty-one (21) years of age and is otherwise eligible to assume office as a member of a governing body may not be disqualified on the basis of age (I.C. 20-26-4-9)
- + Ownership of property shall not be a qualification to serve as a Board member (I.C. 20-26-4-10).
- + An individual who is employed as a teacher or as a noncertificated employee (as defined in I.C. 20-29-2-11) of the school corporation may not be a member of the governing body of the school corporation. If a teacher or a noncertified employee (as defined in I.C. 20-29-2-11) of the Board is elected or appointed to the Board, the employee must resign from employment by the Board before serving on the Board (I.C. 20-26-4-11).

I.C. 3-8-1-1

I.C. 3-8-1-3

I.C. 3-8-1-5

I.C. 3-8-1-34

I.C. 5-8-3

I.C. 20-23-8-22

I.C. 20-25-3-4

I.C. 20-26-4-9

I.C. 20-26-4-10

I.C. 20-26-4-11

I.C. 20-29-2-11

Article 7, Section 11 of the Constitution of the State of Indiana

Article 7, Section 13 of the Constitution of the State of Indiana

5 U.S.C. 1502

5 U.S.C. 7321-7326

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Book	Policy Manual
Section	Policies for the Board
Title	Copy of COMPENSATION
Code	po0144.1
Status	1st Reading
Adopted	February 28, 2006

0144.1 - **COMPENSATION**

School Board members shall receive each year a basic compensation in an amount stipulated by a Board resolution acted upon at the annual organizational meeting. The stipulated per diem amount shall not exceed the rate approved for members of the Board of Commissioners of the Indianapolis Public Schools. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of and functions authorized by the Board and ~~duly vouchered~~, accompanied by original or copy of the receipt and/or approved State Board of Accounts forms.

Local Transportation Expenses

A Board member who uses his/her own vehicle to perform duties related to such member's position as a Board member and within School Corporation boundaries, will be reimbursed at the current Corporation mileage rate per mile traveled.

Travel Within and Outside of the State of Indiana

A Board member who uses his/her own personal vehicle to perform duties related to such member's position as a Board member, and such duties and travel are performed outside of School Corporation boundaries, and inside the State of Indiana, will be reimbursed at the current Corporation mileage rate per mile traveled. Any other travel expenses incurred outside the State of Indiana while performing duties related to a Board member's position as a Board member, will be reimbursed.

A voucher detailing the amount and nature of each expense ~~must~~ shall be submitted to the Board for approval after the expenses have been incurred.

I.C. 20-23-4-28(e)

I.C. 20-23-4-28(f)

I.C. 20-25-3-3

I.C. 20-26-4-7

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Legal I.C. 20-26-4-7



Book	Policy Manual
Section	Policies for the Board
Title	Copy of BOARD MEMBER ETHICS
Code	po0144.2
Status	1st Reading
Adopted	February 28, 2006
Last Revised	September 21, 2009

0144.2 - **BOARD MEMBER ETHICS**

Code of Ethics

~~The Board of School Trustees, desiring to operate under the highest ethical standards, adopts the following Code of Conduct and Ethics for all Board members.~~

~~Board members will:~~

- ~~A. Observe the regulations and policies of the school system and the laws, rules, and regulations governing education in Indiana.~~
- ~~B. Represent the Board responsibly in all Corporation related matters with proper decorum and respect for others.~~
- ~~C. Confine Board action to policymaking, planning, and evaluation and recognize that the Superintendent, not the Board, is responsible for the day-to-day administration of the schools.~~
- ~~D. Recognize that the Board functions only as a Board through duly adopted policies and actions approved at public sessions.~~
- ~~E. That individual Board members have no authority to act on behalf of or to commit or bind the District or the Board, except by their individual vote during an open meeting of the Board.~~
- ~~F. Assure the opportunity for high quality education for every student.~~
- ~~G. Represent the entire community without fear or favor.~~
- ~~H. Refer all complaints, comments, and criticisms directly to the Superintendent.~~
- ~~I. Carry out the duties of any elected or appointed office or committee they may occupy within or on behalf of the Board in a fair, impartial and professional manner.~~
- ~~J. Maintain confidentiality of privileged information.~~
- ~~K. Respect the decisions of the Board.~~
- ~~L. Refrain from presenting an issue (or motion) which is identical, substantially the same, or in direct conflict with one that has been previously decided at the same session or at any previous session. Requests to suspend this mandate can be allowed only after the presentation of new evidence and by the affirmative votes of three (3) members in support of suspension of this rule. The vote to suspend this rule must be made and passed no later than the next succeeding regular Board meeting after the original vote/action affected or disputed.~~
- ~~M. Preserve the obligation of having controversial issues presented fairly and without bias.~~

~~N. Recognize that it is unethical for a Board member to:~~

~~1. Seek special privilege for personal gain~~

~~2. Personally assume unauthorized authority~~

~~3. Criticize school employees publicly~~

~~4. Disclose confidential information~~

~~5. Place the interest of themselves, of one group or community above the interest of the entire School District~~

~~O. Expediently and thoroughly review each Board meeting packet, and fulfill their responsibility to provide as much advance notice and opportunity to prepare, as is practically possible, to the Superintendent and administrative staff, on anticipated issues and recommendations to be discussed and responded to at a public meeting.~~

~~State and National School Board Association's Code of Ethics~~

~~In addition to Section A, Board members agree to honor the high level of ethics, which Board membership demands by subscribing to the following "Code of Ethics" as recommended by the Indiana School Boards Association and the National School Boards Association.~~

A School Board member should shall honor the high responsibility which his/her membership demands by:

+ thinking always in terms of "children first";

+ understanding that the basic function of the School Board member is "policy-making" and not "administrative", and by accepting the responsibility of learning to discriminate intelligently between these two functions;

+ accepting the responsibility along with his/her fellow Board members of seeing that the maximum of facilities and resources is provided for the proper functioning of schools;

+ refusing to "play politics" in either the traditional partisan, or in any petty sense;

+ representing at all times the entire school community;

+ accepting the responsibility of becoming well informed concerning the duties of Board members, and the proper functions of public schools;

+ recognizing responsibility as a State official to seek the improvement of education throughout the State.

~~W.~~

A School Board member should shall respect his/her relationships with other members of the Board by:

+ recognizing that authority rests only with the Board in official meetings and that the individual member has no legal status to bind the Board outside of such meetings;

() recognizing the integrity of his/her predecessor and associates and the merit of their work;

+
- -

~~Z~~ A School Board member should shall maintain desirable relations with the Superintendent of Schools and his/her staff by:

AA+ striving to procure, when the vacancy exists, the best professional leader available for the head administrative post;

AB+ giving the Superintendent full administrative authority for properly discharging his/her professional duties, and also by holding him/her responsible for acceptable results;

AC+ acting only upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel;

AD+ having the Superintendent present at all meetings of the Board except when his/her contract and salary are under consideration;

AE+ referring all complaints to the proper administrative office and by discussing them only at a regular meeting after failure of administrative solution;

AF+ striving to provide adequate safeguards around the Superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis;

AG+ presenting personal criticisms of any employee directly to the Superintendent.

AH~~-~~

A School Board member should shall meet his/her responsibilities to his/her community by:

AI+ attempting to appraise fairly both the present and future educational needs of the community;

AJ+ regarding it as a major responsibility of the Board to interpret the aims and the methods of the schools of the community;

AK+ insisting that all school business transactions be on an open, ethical, and above-board basis;


AL+ vigorously seeking adequate financial support for the schools;


AM+ refusing to use his/her position on a School Board in any way whatsoever for personal gain or personal prestige;


AN+ refusing to discuss personnel matters or any other confidential business of the Board in his/her home, on the street, or in his/her office;


AO+ winning the community's confidence that all is being done in the best interests of school children.


AP. 

AQ.  refusing to make statements or promises as to how s/he will vote on any matter which should properly come before the Board as a whole;

AR.  making decisions only after all facts bearing on a question have been presented and discussed;

AS.  respecting the opinion of others and by graciously conforming to the principle of "majority rule";

AT.  refusing to participate in irregular meetings such as "secret" or "star chamber" meetings, which are not official and which all members do not have the opportunity to attend;

AU.  () attempting to fairly appraise both the present and future educational needs of the community.

AV. **Indiana School Boards Association**

A School Board member should honor the high responsibility which his/her membership demands:

1. **BY** thinking always in terms of "children first."
2. **BY** understanding that the basic function of the School Board member is "policy-making" and not "administrative," and by accepting the responsibility of learning to discriminate intelligently between these two (2) functions.
3. **BY** accepting the responsibility along with his/her fellow Board members of seeing that the maximum of facilities and resources is provided for the proper functioning of schools.
4. **BY** refusing to "play politics" in either the traditional partisan, or in any petty sense.
5. **BY** representing at all times the entire school community.
6. **BY** accepting the responsibility of becoming well informed concerning the duties of Board members, and the proper functions of public schools.
7. **BY** recognizing responsibility as a State official to seek the improvement of education throughout the State.

A School Board member should respect his/her relationships with other members of the Board:

1. **BY** recognizing that authority rests only with the Board in official meetings, and that the individual member has no status to bind the Board outside of such meetings.
2. **BY** recognizing the integrity of his/her predecessors and associates, and the merit of their work.
3. **BY** refusing to make statements or promises as to how s/he will vote on any matter which should properly come before the Board as a whole.
4. **BY** making decisions only after all facts bearing on a question have been presented and discussed.
5. **BY** respecting the opinion of others and by graciously conforming to the principal of "majority rule."
6. **BY** refusing to participate in irregular meetings such as "secret" or "star chamber" meetings, which are not official and which all members do not have the opportunity to attend.
7. **BY** attempting to fairly appraise both the present and future educational needs of the community.

A School Board member should maintain desirable relations with the Superintendent of Schools and his/her staff:

1. **BY** striving to procure, when the vacancy exists, the best professional leader available for the head administrative post.

2. **BY** giving the Superintendent full administrative authority for properly discharging his/her professional duties, and by also holding him/her responsible for acceptable results.
3. **BY** acting only upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel.
4. **BY** having the Superintendent present at all meetings of the Board except when his/her contract and salary are under consideration.
5. **BY** referring all complaints to the proper administrative office and by discussing them only at a regular meeting after failure of administrative solution.
6. **BY** striving to provide adequate safeguards around the Superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis.
7. **BY** presenting personal criticisms of any employee directly to the Superintendent.

A School Board member should meet his/her responsibilities to his/her community:

1. **BY** attempting to appraise fairly both the present and future educational needs of the community.
2. **BY** regarding it as a major responsibility of the Board to interpret the aims and the methods of the schools to the community.
3. **BY** insisting that all school business transactions be on an open, ethical, and above-board basis.
4. **BY** vigorously seeking adequate financial support for the schools.
5. **BY** refusing to use his/her position on a school board in any way whatsoever for personal gain or personal prestige.
6. **BY** refusing to discuss personnel matters or any other confidential business of the Board in his/her home, on the street, or in his/her office.
7. **BY** winning the community's confidence that all is being done in the best interests of school children.

AW. National School Boards Association

AS A MEMBER OF MY LOCAL BOARD OF EDUCATION, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
3. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
5. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;
6. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
7. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my State and National School Boards Associations;

8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;
10. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and
11. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

A Board member shall maintain a safe and healthy environment for students by:

- + maintaining appropriate boundaries with students' personal space and personal life;
- + maintaining appropriate conduct with students, including, but not limited to, refraining from creating or participating in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol, or tobacco;
- + refraining from transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722 - School-Sponsored Student Publications and Productions;
- + Policy 8330 - Student Records maintaining the confidentiality of students, in accordance with law (see Policy 8330 - Student Records and Policy 8350 - Confidentiality);
- + modeling and adhering to a high standard of conduct, including refraining from illegal activity.

Indiana School Board Association Code of Ethics

~~Indiana School Boards Association~~

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Book	Policy Manual
Section	Policies for the Board
Title	Copy of OFFICERS
Code	po0152
Status	1st Reading
Adopted	February 28, 2006
Last Revised	November 23, 2020

0152 - **OFFICERS**

The School Board shall elect from its members a President, Vice-President, and a Secretary all of whom are separate members.

The Board shall also appoint a Treasurer of the Board and of the School Corporation who is not the Superintendent or a Board member.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in either office within thirty (30) days of the occurrence of the vacancy.

Cross Reference:

|

Policy 0142 - ELECTION AND ELIGIBILITY TO SERVE

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Legal	I.C. 20-26-4-1
	I.C. 5-14-1.5-2(b) Definition of "governing body"
	I.C 5-14-3 Access to Public Records Act



Book	Policy Manual
Section	Policies for the Board
Title	Copy of MEMBER PARTICIPATION IN MEETINGS THROUGH ELECTRONIC MEANS OF COMMUNICATION
Code	po0164.5
Status	1st Reading
Adopted	July 26, 2021

0164.5 - **MEMBER PARTICIPATION IN MEETINGS THROUGH ELECTRONIC MEANS OF COMMUNICATION**

This policy applies to the Board of School Trustees of the New Prairie United School Corporation and any committee or advisory board appointed directly by the Board of School Trustees. This policy does not apply when the school corporation is subject to a declared local or state emergency.

Subject to the provisions of this policy, a board member may participate in a school board meeting by any electronic means of communication that:

- A. allows all participating members of the School Board to simultaneously communicate with each other; and
- B. other than an executive session, allows the public to simultaneously attend and observe the meeting.

At least a majority of the entire school board must be physically present at a school board meeting in which board members participate by means of electronic communication.

The School Board will conduct no more than nine (9) of its regular scheduled meetings in a calendar year and no more than three (3) of its special meetings in a calendar year where board members will be allowed to participate by electronic means of communication.

Not more than two (2) of the board members may participate by electronic means of communication at the same school board meeting.

Board Member Notice of Participation

A board member who wishes to participate in a school board meeting by electronic means of communications must notify the Board President in writing via email at least three (3) days prior to the date of the school board meeting. The written notice must contain the reason(s) for participation by electronic means. Once a board member has given notice of participation by electronic means, the Board President and/or Superintendent will be responsible to set up the electronic means of communication for the board member and/or members and the school meeting requested.

A board member may not participate in more than fifty percent (50%) of the school board meetings in a calendar year by an electronic means of communication, unless the board member's participation is due to:

- A. military service,
- B. illness or other medical condition(s),
- C. death of a relative, or
- D. an emergency involving actual or threatened injury to persons or property.

A board member may attend two (2) consecutive school board meetings by electronic communication and ~~must~~ **shall** attend at least one (1) school board meeting in person between two sets of consecutive meetings the board member attends by electronic communication, unless the board member's absence is due to:

- A. military service,
- B. illness or other medical condition,
- C. death of a relative, or
- D. an emergency involving actual or threatened injury to persons or property.

No board member may participate by means of electronic communication in a school board meeting at which the Board will take final action to:

- A. adopt a budget,
- B. make a reduction in personnel,
- C. initiate a referendum,
- D. impose or increase a fee,
- E. exercise the School Board's power of eminent domain, or
- F. establish, raise, or renew a tax.

Subject to the limitations listed above, a Board member who plans to attend a meeting by any electronic means of communication shall notify the Board President and Superintendent no less than **[choose one and fill in the blank] [] _____ (____) days [x] _____ (48____) hours [end of option]** before the meeting so that arrangements can be made for the Board member's participation by electronic means.

Voting

A board member who participates by an electronic means of communication shall be considered present for purposes of establishing a quorum and participating in the school board meeting; and may vote on a matter before the Board only if the board member can be seen and heard.

All votes taken during a school board meeting at which at least one board member participates by electronic means of communication must be taken by roll call vote.

Minutes

The minutes of a school board meeting at which any board member participates by electronic means of communication must:

- A. Identify each board member who:
 - 1. was physically present at the meeting,
 - 2. participated in the meeting by electronic means of communication, and
 - 3. was absent.
- B. Identify the electronic means of communication by which:
 - 1. board members participated in the meeting, and
 - 2. members of the public attended and observed the meeting.

Public Access Counselor Opinion Letter 23-INF-7 (March 29, 2023), <https://www.in.gov/pac/files/informal/23-INF-7.pdf>

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IC 5-14-1.5-3.5



Book	Policy Manual
Section	Policies for the Board
Title	Copy of STAFF-STUDENT RELATIONS
Code	po1213.01
Status	1st Reading
Adopted	May 22, 2023

1213.01 - **STAFF-STUDENT RELATIONS**

The School Board wants to maintain a safe and healthy educational environment for students attending the School Corporation. The interactions between Corporation employees and its students are of paramount concern. This policy addresses appropriate boundaries between Corporation employees and its students.

Sexual Relationships with Students Prohibited

Sexual conduct with or sexual relationships with students by a Corporation employee are prohibited. Any teacher, administrator, coach, school official, or staff member who engages in sexual conduct with a student may be disciplined, up to and including termination. That person's conduct also may constitute the crime of:

- A. 'sexual battery,' under I.C. 35-42-4-8; or
- B. 'child molesting' under I.C. 35-42-4-3 in the case of a child under fourteen (14) years of age; or
- C. "child seduction" under I.C. 35-42-4-7; or
- ~~C.~~ D. 'sexual misconduct with a minor' under I.C. 35-42-4-9 in the case of a child between the ages of fourteen (14) and sixteen (16).

The issue of consent is irrelevant in regard to the latter ~~two (2)~~ **three (3)** criminal charges. Any conduct that may constitute a crime shall be reported to local law enforcement.

Any employee accused of sexual conduct or a sexual relationship with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student, regardless of the age of the student, ~~will~~ **shall** initiate the termination process for the employee.

Allegations Constituting Criminal Conduct or Child Abuse/Sexual Misconduct

The Corporation's administrators, including a Compliance Officer or designee, shall report to local law enforcement any conduct that may constitute a crime upon receiving a report of such conduct.

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to report that knowledge or suspicion to the Department of Child Services ("DCS") immediately.

Allegations made during harassment investigations:

If, during the course of a harassment investigation, a Compliance Officer or a designee has reason to believe or suspect that the alleged conduct may constitute abuse or neglect of a child, a report ~~must~~ **shall** be made to DCS in accordance with State law and Board Policy.

If, during the course of a harassment investigation, a Compliance Officer or a designee has reason to believe or suspect that the conduct reported may constitute a crime, a report ~~must~~ **shall** be made to local law enforcement.

Reports made to DCS or to local law enforcement do not terminate a Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Inappropriate Boundary Invasions by Corporation Employees

The Board prohibits inappropriate boundary invasions by a Corporation employee into a student's personal space and personal life.

Examples of inappropriate boundary invasions include but are not limited to the following:

- A. kissing, or other inappropriate physical conduct with a student;
- B. telling sexual jokes to students;
- C. engaging in talks containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student to develop a romantic or inappropriate personal relationship;
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using email, text messaging, websites, or other social media services to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrator approval;
- J. invading a student's privacy (e.g., walking in on the student in the bathroom or locker room or asking about bra sizes or previous sexual experience);
- K. going to a student's home or vice versa for romantic or inappropriate personal reason;
- L. being overly touchy with students;
- M. providing advice to or counseling a student regarding a personal problem (e.g., problems related to sexual behavior, substance abuse, mental or physical health, or family relationships) unless properly licensed and authorized to do so;
- N. talking to a student about problems that normally would be discussed with adults (e.g., marital issues);
- O. being alone with a student behind closed doors without a legitimate educational purpose;
- P. telling a student "secrets" and having "secrets" with a student;

Disciplinary action, up to and including termination, may result from the violation of the above-stated boundary invasions.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent ~~will~~**shall** report to the Indiana Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery and, in accordance with Policy 3121 - Personal Background Checks, References, and Mandatory Reporting of Convictions and Substantiated Child Abuse () and Arrests, ~~will~~**shall** suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

I.C. 31-33-5

I.C. 35-42-4-3

I.C. 35-42-4-7

I.C. 35-42-4-8

I.C. 35-42-4-9

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I.C. 31-33-5

I.C. 35-42-4-3

I.C. 35-42-4-8

I.C. 35-42-4-9



Book	Policy Manual
Section	Policies for the Board
Title	Copy of USE OF TOBACCO BY ADMINISTRATORS
Code	po1615
Status	1st Reading
Adopted	March 26, 2012
Last Revised	October 27, 2014

1615 - ~~USE OF TOBACCO BY ADMINISTRATOR~~ **TOBACCO USE PREVENTION**

The **School** Board recognizes that the use of tobacco presents a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

~~For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.~~

For the purposes of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; split tobacco, also known as smokeless, dip, chew, nicotine pouch and snuff, in any form; and all electronic nicotine delivery systems (ENDS) such as e-cigarettes, vape, and hookah pens.

The use of tobacco products poses health issues for the user and second-hand smoke is a threat to the personal health of others. In addition, nicotine is a powerfully addictive substance and the use of tobacco products could lead to nicotine addiction.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by administrators at all times within any facility owned or leased or contracted for by the Board. The Board also prohibits the use of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable policies of the Board.

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Legal I.C. 16-41-37
20 U.S.C. 6081 et seq., 20 U.S.C. 7182



Book	Policy Manual
Section	Policies for the Board
Title	Copy of RECORDING OF IEP TEAM MEETINGS/CASE CONFERENCES
Code	po2461
Status	1st Reading
Adopted	January 25, 2016

2461 - RECORDING OF IEP TEAM MEETINGS/CASE CONFERENCES

In order to facilitate parents' ability to fully participate in the IEP process, parents of students with disabilities ordinarily are permitted to audio record IEP Team meetings or case conferences in accordance with the procedures set forth below.

- A. Parent(s) wishing to audio record an IEP Team meeting or case conference ~~must~~ **shall** utilize their own recording device and tapes or disks and provide notice to the **School** Corporation prior to the date of the scheduled IEP Team meeting or case conference.
- B. If parent(s) elect(s) to audio record an IEP Team meeting or case conference, the Corporation also ~~will~~ **shall** record the meeting/case conference.

For purposes of this policy, a recording is defined as the capture of a person's individual voice through audio, digital, or other electronic means.

The requirements of this policy shall not be interpreted to be in conflict with the provisions of Policy 5136 - Use of Personal Communication Devices as it pertains to recordings. Nor shall the requirements of this policy be interpreted to extend to school-sponsored public events, where there can be no expectation of privacy. A school-sponsored public event is any school-related activity, whether free or at which an admission fee is charged, that members of the public may attend. These include but are not limited to athletic competition, plays, musical performances, awards ceremonies, and graduation. See Policy 9160 - Public Attendance at School Events for additional information about restrictions on recording at such events.

If the Corporation audio records an IEP Team meeting or case conference, the resulting recording shall become a part of the student's educational record and ~~will~~ **shall** be maintained in accordance with State and Federal law.

Cross References

po2410 - Audio, Video, and Digital Recording of Meetings

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Book	Policy Manual
Section	Policies for the Board
Title	Copy of DYSLEXIA SCREENING AND INTERVENTION
Code	po2462
Status	1st Reading
Adopted	February 25, 2019

2462 - **DYSLEXIA SCREENING AND INTERVENTION**

The School Corporation shall provide dyslexia screening and intervention as required by State law. The following procedures shall be utilized in complying with State law.

Screening Process:

The Corporation's reading plan developed under 511 IAC 6.2-3.1 shall include indicators to screen for risk factors of dyslexia, using a screening tool approved by the Indiana Department of Education that screens for characteristics of dyslexia. The mandatory universal screener approved by the IDOE that includes indicators for dyslexia shall be reported in the Corporation's kindergarten through grade 2 reading plan. Until the IDOE approves the mandatory universal screener, the School Board directs the Superintendent to develop and utilize an appropriate screener that includes indicators for dyslexia which shall include, as developmentally appropriate, the following:

- A. Phonological and phonemic awareness
- B. Sound symbol recognition
- C. Alphabet knowledge
- D. Decoding skills
- E. Rapid naming skills
- F. Encoding skills

Students shall be screened for risk factors for dyslexia using the aforementioned screening tool:

- A. in kindergarten, grade 1, and grade 2;
- B. when a student in kindergarten through grade 2:
 - 1. transfers to a new school; and
 - 2. has not been screened previously during the school year;
- C. when a student in grade 3 or higher has difficulty, as noted by a classroom teacher, in:
 - 1. phonological and phonemic awareness;
 - 2. sound symbol recognition;
 - 3. alphabet knowledge;
 - 4. decoding skills;

5. rapid naming skills; and
 6. encoding skills;
- D. when a student from another state enrolls for the first time in kindergarten through grade 2 in Indiana unless the student presents documentation that the student:
1. had the dyslexia screening or a similar screening during the school year; or
 2. is exempt from screening.

If a student is determined to be at risk, or at some risk, for dyslexia after this screening, the Corporation shall administer a level I dyslexia screening of the student, as defined below. If the Corporation determines that a level II dyslexia screening should be administered, the Corporation may administer a level II dyslexia screening to the student, as defined below. A level II dyslexia screening shall be completed consistent with the Indiana dyslexia resource guide developed by the IDOE.

The level I dyslexia screening and the level II dyslexia screening of a student ~~must~~ **shall** include the following components, as developmentally appropriate:

- A. Phonological and phonemic awareness.
- B. Sound symbol recognition.
- C. Alphabet knowledge.
- D. Decoding skills.
- E. Rapid naming skills.
- F. Encoding skills.

If a universal screener, level I dyslexia screening, or level II dyslexia screening indicates that a student has characteristics of dyslexia, the Corporation shall use the response to intervention process to address the needs of the student.

Exceptions:

The Corporation is not required to administer a universal screener to a student if:

- A. the parent of the student objects to the screening; or
- B. the student is receiving intervention services for dyslexia.

Before the Corporation administers a level I dyslexia screening or level II dyslexia screening to a student, the parent of the student ~~must~~ **shall** consent to the screening.

If a parent objects to an initial dyslexia screening or does not consent to a level I dyslexia screening or level II dyslexia screening, the Corporation may not administer the initial dyslexia screening, level I dyslexia screening, or level II dyslexia screening, whichever is applicable, to the student.

Notification and Services:

If a student's performance on an initial dyslexia screening, level I dyslexia screening, or level II dyslexia screening indicates a need for dyslexia intervention services, the Corporation shall:

- A. Notify the student's parent of the results of the dyslexia screening.
- B. Provide the student's parent with information and resource material that includes the following:
 1. Characteristics of dyslexia.
 2. Appropriate classroom interventions and accommodations for students with dyslexia.
 3. A statement that the parent may elect to have the student receive an educational evaluation by the school.

Instructional Approaches:

If a student's level I dyslexia screening or level II dyslexia screening indicates the need for dyslexia intervention services for the student, the dyslexia intervention may include:

- A. explicit, direct instruction that is systematic, sequential, and cumulative and follows a logical plan of presenting the alphabetic principle that targets the specific needs of the student without presuming prior skills or knowledge of the student;
- B. individualized instruction to meet the specific needs of the student in a setting that uses intensive, highly concentrated instruction methods and materials that maximize student engagement;
- C. meaning based instruction directed at purposeful reading and writing with an emphasis on comprehension and composition;
- D. instruction that incorporates the simultaneous use of two or more sensory pathways during teacher presentations and student practice; and
- E. other instructional approaches as determined appropriate by the Corporation.

Reporting:

In accordance with the Corporation's reading plan developed under 511 IAC 6.2-3.1, the Superintendent shall report annually to the IDOE the number of students who were:

- A. administered an initial dyslexia screening during the school year; and
- B. determined to be at risk, or at some risk, for dyslexia.

Before July 15, 2019, and before July 15 of each year thereafter, the Corporation shall report on its Internet website the following information:

- A. The dyslexia intervention programs that were used during the previous school year to assist students with dyslexia.
- B. The number of students during the previous school year who received dyslexia intervention under this article.
- C. The total number of students identified with dyslexia during the previous school year.

Reading Specialist Trained in Dyslexia:

Not later than the 2019-2020 school year, the Corporation shall employ at least one individual to serve as an authorized reading specialist trained in dyslexia. The Corporation may enter into an agreement with a service provider or another school corporation or charter school to obtain or share services provided by an authorized reading specialist trained in dyslexia.

The Corporation may petition the ~~state superintendent of public instruction, or the superintendent's designee~~ **secretary of education, or the secretary's designee**, for a waiver necessary to hire an individual that does not meet the training requirements established by the IDOE to be an authorized reading specialist trained in dyslexia. The written petition ~~must~~**shall** be submitted to the IDOE on a form and in a manner prescribed by the IDOE and ~~must~~**shall** specify the reasons the Corporation is seeking the waiver. A waiver may be sought if:

- A. the individual is unable to meet the training requirements to become an authorized reading specialist trained in dyslexia within the required time period; or
- B. an authorized reading specialist trained in dyslexia leaves the specialist's position with the Corporation and the Corporation is not able to timely employ or designate another authorized reading specialist trained in dyslexia.

Definitions:

"Authorized reading specialist trained in dyslexia" means an employee of a school corporation or public school, including a charter school, who has successfully completed training in a dyslexia program approved by the IDOE. The term includes:

- A. a reading specialist trained in dyslexia;

- B. a teacher who has successfully completed the training in a dyslexia program approved by the IDOE; and
- C. a tutor or paraprofessional working under the supervision of a teacher described in section (2) above.

"Dyslexia program" means explicit, direct instruction that is:

- A. systematic, sequential, and cumulative and follows a logical plan of presenting the alphabetic principle that targets the specific needs of a student without presuming prior skills or knowledge of the student;
- B. research based; and
- C. offered in a setting to teach a student the components of reading instruction, including:
 1. phonemic awareness to enable a student to detect, segment, blend, and manipulate sounds in spoken language;
 2. graphophonemic knowledge for teaching the letter sound plan of English;
 3. the structure of the English language that includes morphology, semantics, syntax, and pragmatics;
 4. linguistic instruction directed toward proficiency and fluency with the patterns of language so that words and sentences are carriers of meaning; and
 5. strategies that a student uses for decoding, encoding, word recognition, fluency, and comprehension.

"Level I dyslexia screening" means a process, as determined by the Corporation, for gathering additional information to determine if characteristics of dyslexia are present.

"Level II dyslexia screening" means a detailed process, as determined by the Corporation, for identifying a pattern of strengths and weaknesses documenting the characteristics of dyslexia and includes the administration of diagnostic tools designed to measure the underlying cause, characteristics, and outcomes to identify the characteristics of dyslexia.

"Reading specialist trained in dyslexia" means a professional who:

- A. has expertise in and either has or is working toward an endorsement or certification, as determined by the IDOE, in providing training for:
 1. phonological and phonemic awareness;
 2. sound and symbol relationships;
 3. alphabet knowledge;
 4. decoding skills;
 5. rapid naming skills; and
 6. encoding skills;
- B. is fluent in the response to intervention process; and
- C. has been trained in the identification of and intervention for dyslexia.

"Universal screener" means a diagnostic assessment used to aid educators in understanding the causes for student performance, learning strengths, and the needs that underlie student performance. The diagnostic assessment is conducted to identify or predict students who may be at risk for poor learning outcomes and is typically brief and conducted with all students at a particular grade level.

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I.C. 20-35.5-1-1 et seq.



Book	Policy Manual
Section	Policies for the Board
Title	Revised Policy - Volume 35, No. 2 - April 2023 - ADOPTION OF CURRICULAR MATERIALS
Code	po2510
Status	1st Reading
Adopted	December 16, 2013
Last Revised	June 20, 2016

Revised Policy - Volume 35, No. 2 - April 2023

2510 - ADOPTION OF CURRICULAR MATERIALS

For purposes of this policy, "curricular materials" means systematically organized materials designed to provide a specific level of instruction in a subject matter category, including:

- A. books;
- B. hardware that ~~will~~ **shall** be consumed, accessed, or used by a single student during a semester or school year;
- C. computer software; and
- D. digital content.

Curricular materials used as part of the educational program of the **School** Corporation shall be approved by the **School** Board, and the Board shall make approved curricular materials available for rental or purchase by each student enrolled in a public school located in the attendance area served by the Board if that school is in compliance with the minimum certification standards established by the State Board of Education.

The annual rental rate for curricular materials shall not exceed twenty-five percent (25%) of the retail price of the curricular materials. The Board may charge a student the cost of the student's use of disposable materials, software copyright licenses, and hardware to utilize software provided. If a software site license is not charged on a per student per school year basis, the Board shall approve a sum to be paid by each student that divides the cost of the license between all students expected to use the licensed software. If hardware such as a laptop computer or a tablet is required to access the curricular materials approved by the Board, the Board shall approve a sum to be paid by each student expected to use the hardware.

[OPTION - 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 rental or use fees for curricular materials, such as textbooks, electronic textbooks, consumable hardware, computer software, digital content, disposable materials, software copyright licenses, hardware to utilize software provided, or other curricular materials, 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 rental or use fee, 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 1/3 (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 for curricular materials 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 ____ (90) 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 ____ (90) 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 fees for rent or use of curricular materials of \$ 5.00 **[Recommended amount is \$5.00]** or less, if not paid by October 31 of the school year following the school year or activity season in which the debt for nonpayment of fees for curricular materials was incurred.

Unpaid fees for rent or use of curricular materials 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 ____ () years after the end of the school year or activity season in which the debt for nonpayment of fees for curricular materials 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]

The Board shall prescribe reasonable rules and regulations for the care, custody, and return of curricular materials and hardware.

If a student or his/her parents have purchased textbooks and/or electronic textbooks and move from the Corporation, the Corporation shall, pursuant to I.C. 20-26-12-26, evaluate the student's curricular materials and offer to purchase the curricular materials at a reasonable price for resale to any family that moves into the Corporation during the school term.

The curricular materials approved by the Board shall include a research-based core reading program.

Supplementary materials required by a special education student's Individualized Education Program shall be provided without additional charge. The supplemental materials provided to students receiving special education services shall be in a format that allows the student to utilize the materials. When necessary for a special education student to benefit from curricular materials, the materials shall be provided in NIMAS (National Instructional Materials Accessibility Standard) format and shall be certified by NIMAC (National Instructional Materials Access Center), or the publisher of the materials may authorize the Board to reproduce the curricular materials in a format such as large type or audio that allows the special education student to benefit from the materials.

The Superintendent shall implement administrative guidelines for the selection of curricular materials that include effective consultation with an Advisory Committee of parents and professional staff members at all appropriate levels. Textbooks determined to be obsolete shall be disposed of in accordance with ~~Board Policy 7310 - Disposition of Surplus Property~~ and Superintendent's administrative guidelines. See AG 7310 - Disposition of Surplus Property. Guidelines for the collection of delinquent textbook rental fees are included in AG2510B - Collection of Textbook Rental Fees. Additionally, please refer to Policy 6152 - Student Fees and Charges.

Cross References:

ag2510B - COLLECTION OF TEXTBOOK RENTAL FEES

ag7310 - DISPOSAL OF CORPORATION PROPERTY

po6152 - STUDENT FEES AND CHARGES

po7310 - DISPOSITION OF SURPLUS PROPERTY

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Legal I.C. 20-18-2-2.7 - Curricular materials defined
I.C. 20-20-5.5 – Curricular materials
I.C. 20-26-12 – Textbooks

511 IAC 6.2-3.1 – Research based core reading program requirement 511 IAC 9 – Textbook adoption

511 IAC 9 – Textbook adoption

IDOE Memo dated 2/8/2012 – "Updates to Textbook Adoption Procedures"

IDOE "FAQs Regarding New State Textbook Adoption Procedures, Textbook Rental Fees, and 1:1 Device Initiatives

IDOE Memo "Textbook and Computer Scenarios"

Indiana State Board of Accounts, Public Schools Audit Manual

Indiana State Board of Accounts, School Administrator

Cross
References

ag2510B - COLLECTION OF TEXTBOOK RENTAL FEES

ag7310 - DISPOSAL OF CORPORATION PROPERTY

po6152 - STUDENT FEES AND CHARGES

po7310 - DISPOSITION OF SURPLUS PROPERTY



Book	Policy Manual
Section	Policies for the Board
Title	Copy of EMPLOYMENT CONTRACTS WITH PROFESSIONAL EMPLOYEES
Code	po3124
Status	1st Reading
Adopted	April 23, 2012
Last Revised	April 24, 2017

3124 - **EMPLOYMENT CONTRACTS WITH PROFESSIONAL EMPLOYEES**

The School Board requires that each employee it employs in a certificated position sign a Regular Teacher's Contract, a Supplemental Service Teacher's Contract, or a Temporary Teacher's Contract using the form contract promulgated by the ~~Superintendent of Public Instruction~~ **Secretary of Education** pursuant to I.C. 20-28-6-3, unless the teacher is taking a leave of absence or has been employed to serve in the absence of a teacher who is taking a leave of absence.

Contracts employing professional employees shall be approved by a majority of the full Board and shall be signed by the professional employee and the President and Secretary of the Board in compliance with I.C. 20-28-6-5 and I.C. 20-26-4-8. In the absence of either the President or Secretary of the Board, the Vice President shall sign the contracts with the Board officer who is present.

A contract between the Board and a teacher is void if the teacher, at the time of signing the contract, is bound by a previous contract to teach in a public school and the contract is entered into at any time during the school year or less than fourteen (14) days before the day on which the teacher ~~must report~~ **reports** for work. Provided, however, that the Board may offer another contract to the teacher that ~~will~~ **shall** be effective if the teacher:

- A. furnishes the principal a release by the first employer; or
- B. shows proof that thirty (30) days' written notice was delivered by the teacher to the first employer.

A teacher who has entered into a contract with the Board ~~must~~ **shall** provide thirty (30) days' written notice if s/he takes a teaching job with another school corporation after the school year has started or less than fourteen (14) days before the day on which the teacher ~~must report~~ **reports** for work.

Revised 10/27/14

Revised 6/20/16

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Legal	I.C. 20-26-4-8
	I.C. 20-28-6-2
	I.C. 20-28-6-3
	I.C. 20-28-6-4
	I.C. 20-28-6-5
	I.C. 20-28-6-6
	I.C. 20-28-6-7
	I.C. 20-28-7.5-8

I.C. 20-28-10-1



Book	Policy Manual
Section	Policies for the Board
Title	Copy of STAFF-STUDENT RELATIONS
Code	po3213.01
Status	1st Reading
Adopted	May 22, 2023

3213.01 - **STAFF-STUDENT RELATIONS**

The School Board wants to maintain a safe and healthy educational environment for students attending the School Corporation. The interactions between Corporation employees and its students are of paramount concern. This policy addresses appropriate boundaries between Corporation employees and its students.

Sexual Relationships with Students Prohibited

Sexual conduct with or sexual relationships with students by a Corporation employee are prohibited. Any teacher, administrator, coach, school official, or staff member who engages in sexual conduct with a student may be disciplined, up to and including termination. That person's conduct also may constitute the crime of:

- A. 'sexual battery,' under I.C. 35-42-4-8; or
- B. 'child molesting' under I.C. 35-42-4-3 in the case of a child under fourteen (14) years of age; or
- C. "child seduction" under I.C. 35-72-4-7; or
- ~~C.~~ D. 'sexual misconduct with a minor' under I.C. 35-42-4-9 in the case of a child between the ages of fourteen (14) and sixteen (16).

The issue of consent is irrelevant in regard to the latter ~~two (2)~~ **three (3)** criminal charges. Any conduct that may constitute a crime shall be reported to local law enforcement.

Any employee accused of sexual conduct or a sexual relationship with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student, regardless of the age of the student, ~~will~~ **shall** initiate the termination process for the employee.

Allegations Constituting Criminal Conduct or Child Abuse/Sexual Misconduct

The Corporation's administrators, including a Compliance Officer or designee, shall report to local law enforcement any conduct that may constitute a crime upon receiving a report of such conduct.

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to report that knowledge or suspicion to the Department of Child Services ("DCS") immediately.

Allegations made during harassment investigations:

If, during the course of a harassment investigation, a Compliance Officer or a designee has reason to believe or suspect that the alleged conduct may constitute abuse or neglect of a child, a report ~~must~~ **shall** be made to DCS in accordance with State law and Board Policy.

If, during the course of a harassment investigation, a Compliance Officer or a designee has reason to believe or suspect that the conduct reported may constitute a crime, a report ~~must~~ **shall** be made to local law enforcement.

Reports made to DCS or to local law enforcement do not terminate a Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Inappropriate Boundary Invasions by Corporation Employees

The Board prohibits inappropriate boundary invasions by a Corporation employee into a student's personal space and personal life.

Examples of inappropriate boundary invasions include but are not limited to the following:

- A. kissing, or other inappropriate physical conduct with a student;
- B. telling sexual jokes to students;
- C. engaging in talks containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student to develop a romantic or inappropriate relationship;
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using email, text messaging, websites, or other social media services to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrator approval;
- J. invading a student's privacy (e.g., walking in on the student in the bathroom or locker room or asking about bra sizes or previous sexual experience);
- K. going to a student's home or vice versa for romantic or inappropriate personal reasons;
- L. being overly touchy with students;
- M. providing advice to or counseling a student regarding a personal problem (e.g., problems related to sexual behavior, substance abuse, mental or physical health, or family relationships) unless properly licensed and authorized to do so;
- N. talking to a student about problems that normally would be discussed with adults (e.g., marital issues);
- O. being alone with a student behind closed doors without a legitimate educational purpose;
- P. telling a student "secrets" and having "secrets" with a student;

Disciplinary action, up to and including termination, may result from the violation of the above-stated boundary invasions.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent ~~will~~**shall** report to the Indiana Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery and, in accordance with Policy 3121, ~~will~~**shall** suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

I.C. 31-33-5
 I.C. 35-42-4-3
 I.C. 35-42-4-7
 I.C. 35-42-4-8

I.C. 35-42-4-9

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I.C. 31-33-5

I.C. 35-42-4-3

I.C. 35-42-4-7

I.C. 35-42-4-8

I.C. 35-42-4-9



Book	Policy Manual
Section	Policies for the Board
Title	Copy of USE OF TOBACCO BY PROFESSIONAL STAFF
Code	po3215
Status	1st Reading
Adopted	February 28, 2006
Last Revised	October 27, 2014

3215 - ~~USE OF TOBACCO BY PROFESSIONAL STAFF~~ TOBACCO USE PREVENTION

The **School** Board recognizes that the use of tobacco presents a health hazard can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

~~For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. For~~ the purposes of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; spit tobacco, also known as smokeless, dip, chew, nicotine pouch and snuff, in any form; and all electronic nicotine delivery systems (ENDS) such as e-cigarettes and vape and hookah pens.

The use of tobacco products poses health issues for the user and second-hand smoke is a threat to the personal health of others. In addition, nicotine is a powerfully addictive substance and the use of tobacco products could lead to nicotine addiction. In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members at all times within any facility owned or leased or contracted for by the Board.

[x] Such prohibition also applies:

A (x) on school grounds

B

+ (x) at any school-related event

The Board also prohibits the use of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

~~The Superintendent and building principals shall ask an individual who is smoking in violation of this policy to refrain from smoking and cause to be removed from Corporation property an individual who is smoking in violation of this policy and fails to refrain from smoking after being asked to refrain from smoking.~~ Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable policies of the Board.

The Superintendent shall develop administrative guidelines requiring the use of evidenced-based resources by staff who teach about the health hazards inherent in the use of tobacco products as part of the **School** Corporation's curriculum and who provide counseling to students regarding smoking cessation.

The Superintendent's administrative guidelines shall include a comprehensive plan to communicate the prohibitions set forth in this policy regarding the use of tobacco, as defined herein, by students, staff, parents, vendors and any other individuals in the **School** Corporation's schools, offices, and/or other Corporation facilities, as well as on the grounds of the schools, offices, and other Corporation facilities. The plan shall also communicate the prohibitions set forth in this policy regarding the use of tobacco as defined herein by those who drive, or are passengers in, Corporation vehicles of any type.

Revised 3/26/12

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I.C. 16-41-37

20 U.S.C. 6081 et seq.

U.S.D.O.E. Memorandum, 1995 Revised 10/27/14



Book	Policy Manual
Section	Policies for the Board
Title	Copy of OUTSIDE ACTIVITIES OF STAFF
Code	po3231
Status	1st Reading
Adopted	September 21, 2009

3231 - OUTSIDE ACTIVITIES OF STAFF

The School Board directs the Superintendent to promulgate the following guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the **School Corporation**. If nonschool activities threaten a staff member's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activity upon a staff member's responsibility to the students and to the Board.

- A. Staff members ~~should~~**shall** not give school time to an outside activity without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office except on election day at election polls on school property.
- D. Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.
- E. Staff members may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes.

Research and Publishing

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Publications and productions shall be subject to the following copyright provisions:
 - 1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time ~~will~~**shall** be relinquished by the Board upon request of the staff member provided that:
 - a. the books, materials, devices, etc. were prepared without the use of Corporation data, facilities, and/or equipment;
 - b. the Corporation is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
 - c. the staff member does not become involved in any way in the selling of the product to the Corporation.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent.

Professional staff members who desire to publish or produce materials on their own time ~~should~~ **shall** make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that Corporation interests and the interests of the staff member are protected.

2. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the Corporation. The Corporation shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc. which will ensure the ownership of the product by the Corporation.

The Superintendent is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

3+ I.C. 35-44.1-1-3(f)

Cross References:

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po3113 - Conflict of Interest

po4113 - Conflict of Interest

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I.C. 35-44-2-4(f)



Book	Policy Manual
Section	Policies for the Board
Title	Copy of THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS
Code	po3362.01
Status	1st Reading
Adopted	February 28, 2006

3362.01 - **THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS**

The School Board believes that a staff member should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. Any threat to a member of the staff made by a student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline and shall be reported to the principal, and the individual making the threat may be subject to discipline or further action. The principal shall immediately make an oral report to the local law enforcement agency.

State law requires that any individual who has reason to believe that a school employee:

- A+ has received a threat;
- B+ is the victim of intimidation;
- C+ is the victim of battery; or
- D+ is the victim of harassment

by any individual immediately notify the principal and the principal shall immediately make an oral report to the local law enforcement agency.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities or Policy 3362 - Anti-Harassment, as applicable. Related policies can be found at Policy 1662 - Anti-Harassment, Policy 4362 - Anti-Harassment, and Policy 5517 - Anti-Harassment.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

I.C. 20-33-9-1 et seq.

I.C. 35-42-2-1
I.C. 35-45-2-1
I.C. 35-45-2-2

Cross References:

po1662- Anti-Harassment

po4362 - Anti-Harassment

po5517 - Anti-Harassment

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I.C. 20-20-33-9-2 et seq., 34-30-2-85.1, 35-45-2-1



Book	Policy Manual
Section	Policies for the Board
Title	Copy of EMPLOYMENT OF SUPPORT STAFF
Code	po4120
Status	1st Reading
Adopted	February 28, 2006
Last Revised	November 22, 2021

4120 - **EMPLOYMENT OF SUPPORT STAFF**

The School Board recognizes that it is vital to the successful operation of the School Corporation that positions created by the Board be filled with qualified and competent staff.

The Board shall approve the employment and establish the term of employment for each support staff member employed by this Corporation.

All support staff employees not covered by the terms of a negotiated agreement are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the Corporation has the authority to enter into any agreement for employment for any specified period of time with a support staff employee.

All applications for employment shall be referred to the Superintendent.

Anti-Nepotism

"Relatives" include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents/living in the same residence of a staff member.

Relatives of staff members may be employed by the Corporation, provided the relative being employed is not placed in a position in which the relative would be supervised by the staff member.

Non-Fraternization:

Corporation employees may not date, develop romantic relationships with or have sexual relations with individuals who are the employee's supervisor or those that they supervise.

Any relationship that interferes with the Corporation culture of teamwork, the harmonious work environment, or the productivity of employees, will be subject to discipline, up to and including termination.

Adverse workplace behavior - or behavior that affects the workplace that arises because of personal relationships - will not be tolerated. Corporation employees who disregard this policy will be subject to discipline, up to and including termination.

Any support staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all support staff.

VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the Corporation in writing that s/he is a volunteer firefighter, the Corporation may not discipline the staff member for being absent from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty; leaving his/her duty station to respond to a fire or an emergency call if s/he has prior authorization from his/her supervisor to leave duty in response to a call received after s/he has reported to work.

However, when an emergency call is received while the staff member is on duty, the staff member should notify the principal before leaving so coverage for his/her class can be arranged; an injury or being absent from work because of an injury that occurs while the staff member is engaged in emergency firefighting or other emergency response, provided the staff member's absence from work due to each instance of emergency firefighting activity or other emergency response does not exceed six (6) months from the date of injury.

The Corporation shall require that the staff member who was injured while engaged in emergency firefighting or other emergency response provide evidence from a physician or other medical authority showing treatment for the injury at the time of his/her absence and a connection between the injury and the employee's emergency response activities. Any such evidence shall be retained in a separate medical file created for the staff member and treated as a confidential medical record.

The Corporation shall require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence indicating the staff member was engaged in an emergency call at the time of his/her absence.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

Targeted Assistance Plan (TAP) signifies that Title I funds are used to provide services to a select group of students who have been identified as failing or most at risk of failing to meet the State's challenging content and student performance standards.

Schoolwide Programs (SWP) permit a school to use funds from Title I to upgrade the entire educational program of the school in order to raise academic achievement for all students.

Newly hired paraprofessionals – All paraprofessionals hired for a Title I supported ~~program must~~ TAP or SWP shall have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment (ParaPro Assessment):
 - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
 - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
- + D. One (1) year or 1,000 hours of previous employment experience in a school or working with children;
- + Passed annual school-level evaluations;
- + Completed forty-eight (48) credit hours of college level classes;
- + Child Development Associate (CDA) Credentials;
- + Completed Local Educational Agency (LEA) required professional development modules/training;
- + Completed other requirements (LEAs may request approval from IDOE).

Existing paraprofessionals – All current paraprofessionals working for a Title I supported program must:

- A. have a secondary school diploma or its recognized equivalent;

B. not later than January 8, 2006, meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

Revised 2/23/15

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Legal I.C. 20-26-5-4
 I.C. 35-44.1-1-4
 I.C. 36-8-12-10.5



Book	Policy Manual
Section	Policies for the Board
Title	Copy of STUDENT FEES AND CHARGES
Code	po6152
Status	1st Reading
Adopted	February 28, 2006
Last Revised	February 26, 2018

6152 - 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 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 school for the expense or loss incurred.~~

The late return of borrowed books or materials from the **School 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.

Fees assessed for lost or significantly damaged curricular materials or equipment shall be collected in accordance with the Superintendent's administrative guidelines (AG 2510B - Collection of Fees for Lost or Significantly Damaged Curricular Materials).

~~In the event~~ If the above course of action does not result in the fee being collected, the Board authorizes the Superintendent 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~~ **Corporation's local counsel** or another attorney to pursue a collection action in the appropriate court against the student and/or his/her parents.

Fees collected for lost or significantly damaged curricular materials shall be deposited in a separate curricular materials account (I.C. 20-40-22-9) for the school in which the student was enrolled at the time the fee was imposed.

~~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 (1/4) 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.~~

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, 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 thirty (30) 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 thirty (30) days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

[Drafting Note: This section should mirror the options chosen in Policy 2510 - Adoption of Curricular Materials.]

[] If the Board determines that a hardship exists due to the inability of a student's family or an adult student or emancipated minor to pay any required fees or a reasonable fee for lost or significantly damaged curricular materials, taking into consideration the income of the family or the adult student or emancipated minor and the demands on the family or the adult student or emancipated minor, the Board () may () shall **[end of options]** waive the fee.

[END OF OPTION]

The Corporation may write-off any outstanding unpaid student fees of \$5.00 or less, if not paid by the start of the school year following the school year or activity season in which the debt for nonpayment of student fees was incurred fees for lost or significantly damaged curricular materials, or unpaid fees that are not for curricular materials, of \$_____ **[Recommended amount is \$5.00]** or less, if not paid by _____ of the school year following the school year or activity season in which the debt was incurred.

Unpaid student fees in excess of \$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 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.

Unpaid fees for lost or significantly damaged curricular materials, or unpaid fees that are not for curricular materials, in excess of \$_____ **[Recommended amount is \$5.00]** may, at the discretion of the school treasurer or designee, be written off _____ (____) years after the end of the school year or activity season in which the debt was incurred. Fees in excess of \$_____ **[Recommended amount is \$5.00]** may be written off at any time, if the Principal or designee determines the student's parents, or the student, if age eighteen (18) or older or an emancipated minor, is unable to pay.

I.C. 20-18-2-2.7

I.C. 20-26-5-4(12)(B)

I.C. 20-26-12-1(B)

I.C. 20-33-5-3

I.C. 20-33-5-5

I.C. 20-33-5-11

I.C. 20-41-2-5(b)

I.C. 20-42-3-10

Grants for State and Local Activities for Education of Homeless Children and Youth, 42 U.S.C. 11432(g)(1)(I)

Indiana State Board of Accounts, Public Schools Audit Manual
Indiana State Board of Accounts, School Administrator

McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11301 et seq.

Education for Homeless Children and Youths Program Non-Regulatory Guidance, p. 25 (US DOE July 2016)

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I.C. 20-33-5-11

Indiana State Board of Accounts, Public Schools Audit Manual

Indiana State Board of Accounts, School Administrator



Book	Policy Manual
Section	Policies for the Board
Title	Copy of REQUIRED ADM COUNTS FOR THE PURPOSE OF STATE FUNDING AND VERIFICATION OF RESIDENCY FOR MEMBERSHIP
Code	po6250
Status	1st Reading
Adopted	November 23, 2020
Last Revised	November 22, 2021

6250 - REQUIRED ADM COUNTS FOR THE PURPOSE OF STATE FUNDING AND VERIFICATION OF RESIDENCY FOR MEMBERSHIP

The School Board expects enrolled students to be in regular attendance and engaged in the School Corporation's education programs in accordance with the provisions of the State compulsory attendance law, other provisions of State student attendance statutes found in I.C. 20-33-2, and the provisions of Policy 5200 - Attendance. Additionally, the Board expects the cooperation of parents in monitoring the attendance of their children to comply with the above statutes and policies.

A major portion of State funding for school corporations is determined by a count of enrolled students taken on days selected by the Indiana Department of Education (IDOE). This count is referred to as the Average Daily Membership ("ADM") count. The ADM counts in February and September are to be exact counts of eligible students enrolled in the Corporation by grade and school. An eligible student is a student who is enrolled in the Corporation on the ADM count day. A student may not be counted as an eligible student in more than one school corporation.

The Board requires the Superintendent to establish administrative guidelines that detail the procedures which ~~will~~ **shall** be followed by all staff members involved in taking the ADM count in each school. These guidelines shall be made with the purpose of establishing internal controls to provide for timely and accurate ADM reporting to the IDOE. These guidelines also shall assign to a building level staff member the duty and responsibility of compiling the ADM count. The ADM count in each school building shall be documented by providing a list of student names and unique student numbers assigned to each student through the IDOE system of identification. The individual assigned the duty and responsibility of compiling the ADM count shall sign a written certification of authenticity and accuracy of the count total, the accompanying student list of names and numbers, and the acknowledgment that each student on the list is an "eligible student" for the Corporation's ADM count. The individual assigned the duty and responsibility of compiling, documenting, and certifying the count in each school building shall submit said count, documentation, and certification to an individual assigned by the Superintendent to compile the total ADM count for the Corporation. The guidelines also shall detail the individual responsible for retaining the records of the ADM count and related documentation. The supporting documentation of enrollment and attendance information by grade and school building ~~must~~ **shall** be signed by the building principal and retained for audit purposes to substantiate the ADM count claimed. The guidelines shall require the individual submitting the ADM count to the IDOE to follow the IDOE Membership Layout instructional forms.

Before reporting any student for membership, the Corporation ~~must~~ **shall** consider the following expectations regarding student residency verification as well as exceptions to residency requirements.

Expectations for Student Residency Verification are as follows:

- A. The Corporation ~~must~~ **shall** maintain proof of Indiana residency for each student in the student's electronic or hard copy file.
- B. Proof of residency ~~must~~ **shall** be filed for each student whom the Corporation counts for membership.

1. For a student enrolling from one year to the next at the Corporation, a parent/guardian ~~must~~ **shall** confirm re-enrollment of the student either in-person or through an online registration process. If the Corporation brings forward enrollment from the prior year, students cannot be reported for Membership (ME, MA, MV) without verification of consistent attendance prior to the ADM count day.
 2. As part of the registration process (either in-person or online), the Corporation ~~must~~ **shall** share the residency information it currently has on file for each student. The parent/guardian ~~must~~ **shall** certify on a school-designed form that the student's address is either unchanged or changed. If changed, the new address ~~should~~ **shall** be updated, and the parent/guardian ~~should~~ **shall** be required to provide physical proof of the address change.
 3. A parent/guardian does not have to refile proof of residency each year for a student unless the address changes.
- C. Proof of residency ~~must~~ **shall** be on hand for each student prior to the student being claimed on the fall and/or spring membership count dates.
- D. If a student enrolls in the Corporation during the school year, proof of Indiana residency ~~must~~ **shall** be filed with the Corporation.
- E. If a student has a change of address from one school year to another, the prior residency documents ~~must~~ **shall** be maintained in the student's file. For audit purposes, the Corporation ~~must~~ **shall** be able to produce a physical or scanned copy of residency proof for current and prior residency of each student.
- F. The Board ~~must~~ **shall** annually adopt or readopt a policy that specified documentation, not to exceed three (3) items, required to verify Indiana residency.
- G. Documentation supporting proof of residency may include such items as a current utility bill, telephone bill, tax return, bank statement, mortgage statement, rental/lease agreement, medical bill or other like information that provides a verifiable address. Documentation ~~should~~ **shall** be dated within sixty (60) days of student enrollment and the date ~~should~~ **shall** be clearly identified and readable on the copy on file for the student.
- H. The Board requires **one (1) of** the following **three (3) items** as documentation of proof of residency for its students, with limited exceptions set forth below (the Board must select not more than three of the following options):
1. a current utility bill (dated within sixty (60) days of student enrollment)
 2. a current telephone bill (dated within sixty (60) days of student enrollment)
 3. a current rental/lease agreement (dated within sixty (60) days of student enrollment)

Copies of these documents shall be retained by the Corporation in each student's cumulative file.

Other Types of Proof of Residency:

Some students may not have required residency documents due to McKinney-Vento status, Third Party Custodial status, Foster Care status, etc. Below is guidance on each situation and documentation of proof of residency for these students that ~~must~~ **shall** be maintained by the Corporation is set forth below.

McKinney-Vento (Homeless)

A completed IN Education for Homeless Children & Youth (INEHCY) McKinney-Vento Homeless Education Program Housing Questionnaire may serve as documentation of proof of residency for homeless students and ~~must~~ **shall** be retained by the Corporation as proof of residency if the above-referenced documentation is not available. (See also Policy 5111.01 - Homeless Students)

Third-Party Custodial

The Corporation shall maintain the residency documents of the custodial guardian the student is residing with as documentation of proof of Indiana residency. (See also Policy 5111 - Determination of Legal Settlement and Eligibility for Enrollment of Student without Legal Settlement in the Corporation) in addition to a Residency Affidavit Form.

Placement of a student by DCS, FSSA, Courts, etc.

The Corporation shall maintain either of the following as documentation of proof of Indiana residency of the student:

- A. Residency documents from the custodial guardian, foster family, etc. with whom the student is residing.
- B. A court order, placement letter or other document evidencing the placement on the appropriate state or county letterhead.

(See also Policy 5111.03 - Children and Youth in Foster Care)

Exceptions to Indiana Residency Requirements include:

Foreign Exchange student

This applies to foreign exchange students who are residing in, enrolled and attending the Corporation, excluding foreign students enrolled and attending with an F1 Visa. The Corporation shall maintain residency documents of the host family with whom the student is residing for proof of Indiana residency.

(See also Policy 5114 - Nonimmigrant Students and Foreign Exchange Program)

Student of an active Military family member

The Corporation shall maintain the following as documentation of proof of Indiana residency for a student of an active Military family member:

- A. Official military order of deployment or pending transfer supported in writing on official letterhead from the appropriate military branch.
- B. The address may include a temporary on-base leased home or apartment, purchased or leased home or apartment or federal government housing or off-base military housing.

(See also Policy 5111.02 - Educational Opportunity for Military Children)

All staff members who participate in the ADM count are expected to be ethical in counting only those students who meet the definition of "eligible student" in the ADM count. Any staff member participating in the ADM count who fails to comply with this policy, the related administrative guidelines, and the directives of the IDOE and Indiana State Board of Accounts ("SBOA") for taking an ADM count is subject to disciplinary action up to and including termination.

If the Corporation offers a "virtual education program," more robust internal controls ~~must~~ **shall** be developed to ensure compliance with I.C. 20-24-7-13(h). The Board requires the Superintendent to include in the administrative guidelines controls that clarify under what conditions a student is considered to be "enrolled" when participating in a virtual education program and how much activity or progress a student ~~must~~ **shall** engage in to be considered in attendance.

Note: This policy was prepared to meet the SBOA's requirements for a "student engagement policy" as outlined in the December 2019 School Bulletin, Volume 228, page 4. It has been further modified to meet the IDOE's August 27, 2020, Memorandum providing written guidance on verification of Indiana residency as it relates to reporting students for membership.

I.C. 20-26-5-42.1
I.C. 20-26-11-2
I.C. 20-33-2
I.C. 20-43-1-7.5
I.C. 20-43-1-11.5

Cross Reference:

September 28, 2021, Indiana Department of Education Guidance on Verification of Residency for Membership

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Legal August 27, 2020 Indiana Department of Education Guidance on Verification of Residency for Membership

I.C. 20-26-11-2

I.C. 20-33-2



Book	Policy Manual
Section	Policies for the Board
Title	Copy of TRAVEL PAYMENT AND REIMBURSEMENT
Code	po6550
Status	1st Reading
Adopted	March 26, 2012
Last Revised	February 25, 2019

6550 - **TRAVEL PAYMENT AND REIMBURSEMENT/RELOCATION COSTS**

Travel expenses incurred for official business travel on behalf of the School Corporation shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience ~~will~~**shall** not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would 1) require circuitous routing; 2) require travel during unreasonable hours; 3) excessively prolong travel; 4) result in additional costs that would offset the transportation savings; or 5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Relocation Cost Reimbursement

[] [OPTION 1]

Relocation costs are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period of not less than twelve (12) months) of an existing employee or upon recruitment of a new employee. Relocation costs are allowable and reimbursable, subject to the limitation of 2 C.F.R. 200.464 and any other conditions or limits approved by the Board in advance.

[OR]

X] [OPTION 2]

The Board does not reimburse for relocation costs.

[END OF OPTIONS]

Travel payment and reimbursement provided from Federal funds must be authorized in advance and ~~must~~ **shall** be reasonable and consistent with the Corporation's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization ~~must~~ **shall** include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the Corporation's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds ~~must~~ **shall** meet the cost allowability standards within ~~Board~~ Policy 6110 - **Grant Funds**.

To the extent that the Corporation's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/her designee), must apply to travel under Federal awards.

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2 C.F.R. 200.474



Book	Policy Manual
Section	Policies for the Board
Title	Copy of FAIR LABOR STANDARDS ACT ("FLSA")
Code	po6700
Status	1st Reading
Adopted	February 28, 2006
Last Revised	April 24, 2017

6700 - FAIR LABOR STANDARDS ACT ("FLSA")

Statement of Policy

It shall be the policy of the School Board to comply with the provisions of the Fair Labor Standards Act of 1938.

Definitions of Terms Applicable to this Policy:

- A. **"Employ"** means to suffer or permit work.
- B. **"Exempt Employees"** means an employee who is exempt from the FLSA minimum wage and overtime provision. These employees may include executive, administrative, professional, and computer employees earning at least a specified minimum salary.
- C. **"FLSA"** means the Fair Labor Standards Act of 1938 as amended by 29 U.S.C. Section 201 et seq. and the regulations implementing this Act found, in part, at 29 C.F.R. Part 541.
- D. **"Non-Exempt Employee"** means an employee who is not exempt from the FLSA minimum wage and overtime provisions.
- E. **"Primary Duty"** means the principal, main, major, or most important duty that the employee performs. Determination of an employee's primary duty shall be based on all the facts in a particular case, with the major emphasis on the character of the employee's job as a whole.
- F. **"Salary Basis"** means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis.
- G. **"Workday"** means the period between the time on any particular day when an employee commences his/her "principal activity" and the time on that day at which s/he ceases such principal activity or activities. The workday may therefore be longer than the employee's scheduled shift, hours, tour of duty, or production time.
- H. **"Workweek"** means the seven (7) day period of time beginning on Friday at 12:00 a.m. and continuing to the following Thursday at 11:59 p.m. (i.e., Sunday 12:00 a.m. to Saturday 11:59 p.m.).

Minimum Wage

It is the policy of the Board to pay at least the minimum wage required by the FLSA to all covered, non-exempt employees, unless an employee's individual contract or the terms of an applicable collective bargaining agreement provide for greater benefits than mandated by the FLSA or Indiana law.

Recordkeeping Responsibilities

It shall be the responsibility of all non-exempt employees to record and submit an accurate account of their time worked each week on approved forms or via electronic or machine timecards. An employee's misrepresentation or failure to submit an accurate account of their time worked may subject the employee to discipline up to and including discharge.

Non-exempt employee time records shall be verified by a supervisor who has personal knowledge of the hours worked by the employee. It shall be a violation of this policy for a supervisor to ask a non-exempt employee to record fewer hours than were actually worked by the employee.

A non-exempt employee's time record is an official school record and ~~will~~ **shall** be maintained for a period of not less than three (3) years.

Overtime

Overtime for hourly non-exempt employees shall be paid at a rate of one and one-half times the employee's regular rate of pay for each hour worked in a workweek in excess of forty (40) hours worked.

Overtime may be authorized only by a supervisor and ~~will~~ **shall** be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from a supervisor may be subject to disciplinary action up to and including discharge.

Joint/Dual Employment

Joint/Dual Employment exists when:

- A. An employee is employed in two (2) wage positions or a salaried and a wage position with the New Prairie United School Corporation, and
- B. at least one of the positions is non-exempt:
 1. If one of the positions is exempt, the hours may not have to be added together to calculate the number of overtime hours worked. To determine this, the duties of the two (2) positions ~~must~~ **shall** be combined as if one (1) position. If the percentage of time spent performing non-exempt duties exceeds fifty percent (50%), the employee is considered non-exempt and hours worked shall be added together for the two (2) positions.
 2. If both positions are non-exempt, hours worked are cumulative, and overtime shall be paid after forty (40) hours are worked in a workweek in one (1) or a combination of positions.
 3. If the two (2) positions are paid at different rates, a weighted average shall be used as the regular rate for determining overtime compensation due.

Joint employment does not exist when the employee independently seeks employment with another school corporation or another state agency.

Volunteers

The FLSA requires that non-exempt employees ~~must~~ **shall** be compensated for all hours they are required or permitted to work. Thus, even though employees volunteer to work beyond their normally scheduled hours, the employer ~~must~~ **shall** compensate employees for those hours worked. An individual is considered to be a volunteer only if the following conditions are met:

- A. Services are performed for which no compensation is received beyond expenses of a nominal fee; and
- B. Services rendered are not the same type services that the individual is employed to perform for the school employer.

Example: A custodial employee wishing to volunteer as a lay coach for a sport team. This individual is not considered an employee while volunteering.

Exemptions

Certain school employees shall be exempt from the overtime and minimum wage provisions of the FLSA and shall therefore be exempt employees for the purposes of this policy. Exempt employees may include, but are not limited to, the following categories:

- A. Executive

- B. Administrative
- C. Learned Professionals
- D. Computer Employees

The tests for these exemptions can be found in the administrative guidelines that accompany this policy.

Deduction from Exempt Employees Pay

The Corporation reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- A. when the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability;
- B. for absences of one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice or providing compensation for salary lost due to illness;
- C. to offset amounts employees receive as jury or witness fees, or for military pay;
- D. for penalties imposed in good faith for infractions of safety rules of major significance;
- E. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions.

The Corporation shall not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

In addition to the foregoing, exempt employees who accrue personal leave and sick leave may have their pay reduced or may be placed on unpaid leave for absences due to personal reasons of less than one (1) full day when leave is not used by the employee because:

- A. permission to use leave has not been sought or permission has been sought and denied;
- B. the employee's accrued leave has been exhausted; or
- C. the employee chooses to use leave without pay.

Deductions from the pay for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.

The Corporation recognizes that with limited legally permissible exceptions, no deductions ~~should~~ **shall** be taken from the salaries of exempt employees. If an exempt employee believes that any improper deduction has been made from their salary, the exempt employee ~~should~~ **shall** report the matter immediately to the Superintendent or Business Manager. If the deduction is deemed inappropriate, the exempt employee ~~will~~ **shall** be promptly reimbursed for the entire amount of the deduction and the Corporation ~~will~~ **shall** make a good faith commitment to avoid any recurrence of the error.

Nursing Mothers

[Select one (1) of the two (2) options below]

☒] As required by Federal law, the School Board shall take steps necessary to support School Corporation employees who decide to breastfeed their infants by providing additional unpaid break time, as necessary, for lactating employees to express breast milk for their infants on Corporation premises.

☐] The School Board shall support the decision of School Corporation employees to breastfeed their infants by providing additional unpaid break time, as necessary, for lactating employees to express breast milk for their infants on Corporation premises.

[End of options]

Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify their supervisor of their intent to continue breastfeeding their infant(s), and of the need to express milk during work hours. Further, it shall be the responsibility of the employee to keep their supervisor informed of their needs in this regard throughout the period of lactation.

The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public can be prevented, and an employee using this area can be shielded from view.

An employee can express milk during regularly scheduled break periods for up to one year following the birth of the employee's child. The Superintendent (if the employee is a central office administrator), Principal, or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Superintendent (if the employee is a central office administrator), Principal, or employee's supervisor shall work with the employee to make these necessary modifications.

29 U.S.C. Section 201 et seq.

29 U.S.C. 207(r)

29 C.F.R. Part 541

Revised 5/23/06

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29 U.S.C. Section 201 et seq.

29 C.F.R. Part 541



Book	Policy Manual
Section	Policies for the Board
Title	Copy of USE OF TOBACCO BY VISITORS
Code	po7434
Status	1st Reading
Adopted	February 28, 2006
Last Revised	October 27, 2014

7434 - **USE OF TOBACCO BY VISITORS ON SCHOOL PROPERTY**

The **School** Board recognizes that the use of tobacco presents a health hazard that can have serious consequences for the user and the nonuser and is, therefore, of concern to the Board.

~~For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. For~~
 the purposes of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; spit tobacco, also known as smokeless, dip, chew, nicotine pouch and snuff, in any form; and all electronic nicotine delivery systems (ENDS) such as e-cigarettes and vape and hookah pens.

The use of tobacco products poses health issues for the user and second-hand smoke is a threat to the personal health of others. In addition, nicotine is a powerfully addictive substance and the use of tobacco products could lead to nicotine addiction. In order to protect students and staff from the adverse impact of tobacco smoke on indoor air quality and encourage students to not use tobacco in any form, the Board prohibits the use of tobacco within any facility owned or leased or contracted for by the Board.

The Board also prohibits the use of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and ~~will~~ **shall** remain in effect at all times. Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

The Superintendent and Building Principals shall ask an individual who is smoking in violation of this policy to refrain from smoking and cause to be removed from **School** Corporation property an individual who is smoking in violation of this policy and fails to refrain from smoking after being asked to refrain from smoking.

Revised 9/21/09

Revised 3/26/12

Revised 7/22/13

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Legal	I.C. 7.1-5-12 Prohibition of Smoking in Public Places and on School Buses
	I.C. 16-41-37.5 Indoor Air Quality in Schools
	20 U.S.C. 6081 et seq.
	20 U.S.C. 7182
	U.S.D.O.E. Memorandum, 1995



Book	Policy Manual
Section	Policies for the Board
Title	Copy of FACILITY SECURITY
Code	po7440
Status	1st Reading

7440 - FACILITY SECURITY PROGRAM

Construction and maintenance of safe and secure facilities to support the instruction of students by the School Corporation's staff involves a substantial investment of public funds. It is therefore in the interest of the school community that the School Board protect its investment in facilities by implementing a security program.

The Superintendent shall develop and supervise a program for the security of the Corporation's students, staff, visitors, buildings, grounds and equipment. This program may include the use of video and audio monitoring and recording equipment on the Corporation's grounds and in the Corporation's vehicles.

The Board directs the Superintendent to identify persons who knowingly or negligently damage property or expose persons to the risk of harm in the course of Corporation activities. If persons responsible for harm or risk of harm to a person or property damage are identified, the Board directs the Superintendent and staff to cooperate in the prosecution of these persons and to pursue recovery of the cost of repair or replacement of damaged property.

In implementing the security program required by this policy, the Board authorizes the Superintendent to direct a person to not come on Corporation property leave Corporation property, or that s/he may not attend a Corporation activity when the Superintendent determines that the person's presence may be a danger to others. If a person does not comply with such a directive, the Board authorizes the Superintendent to seek arrest of the person by a law enforcement officer and prosecution of the person for the ~~Class-B~~ Level 6 felony of Criminal Trespass on School Property, as found at I.C 35-43-2-2(b)(1) or (2). A decision by a designee of the Superintendent may be reviewed and modified by the Superintendent.

The Superintendent is authorized to purchase and install walk-through metal detectors and video and audio monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, parents and other visitors, and Corporation property.

The Superintendent also is authorized to purchase hand-held metal detectors and permit administrative staff, school resource officers, and other personnel trained in the usage of hand-held metal detectors to utilize such metal detectors as a part of a comprehensive program of school security and safety of students, staff, parents and other visitors.

Metal detectors, both walk-through and hand-held wands, will be used only in accordance with the Superintendent's administrative guidelines.

When a school administrator has a reasonable suspicion to believe a weapon is in the possession of a person, ~~student, staff member, parent or other visitor~~, walk-through and hand-held metal detectors may be used.

[x] The Board authorizes the random search of all **(x)** persons **()** students **()** staff members **()** parents **()** visitors **[END OF OPTION]** **(x)** entering Corporation buildings, **(x)** boarding or riding Corporation buses/vehicles owned by, or contracted for, the Corporation, **(x)** entering Corporation property, **(x)** attending events on Corporation property, **(x)** attending school activities off site **[END OF OPTIONS]**. Such searches may be conducted using walk-through or hand-held metal detectors as a part of a comprehensive program of safety and security.

x] The Superintendent shall report to the Board, no later than the next Board meeting, any significant incident involving vandalism, theft, personal safety, or other security risk and the measures being taken to address the situation.

I.C. 20-26-5-4(2) and (4)

I.C. 20-33-8-1 et seq.

I.C. 35-43-2-2(b)

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Revised 5/18/09 Revised 3/22/10 Revised 7/22/13 Revised 2/25/19



Book	Policy Manual
Section	Policies for the Board
Title	Copy of WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES
Code	po7540.02
Status	1st Reading
Adopted	February 23, 2015
Last Revised	November 23, 2020

7540.02 - **WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES**

Creation of Content for Web Pages/Sites, Websites, Apps, and Services

The School Board authorizes staff members and students to create content, ~~for web pages/site(s) and~~ apps, and services (see Bylaw 0100 - Definitions) that ~~will be~~ hosted by the School Corporation on its servers ~~(i.e., servers the Board pays to use or otherwise sanctions the use of) and/or~~ Corporation-affiliated servers and published on the Internet.

The content, ~~for web pages/site(s) and~~ apps, and services ~~must~~ **shall** comply with State and Federal law, e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA), and reflect the professional image/brand of the Corporation, its employees, and students. Content, ~~of web pages/site(s) and~~ apps, and services ~~must~~ **shall** be consistent with the Corporation's Mission Statement and staff-created content, ~~for web pages/site(s) and~~ apps, and services is subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

Student-created content, ~~for web pages/site(s) and~~ apps, and services is subject to Policy 5722 - School-Sponsored ~~Student~~ Publications and Productions.

The creation of content, ~~for web pages/site(s) and~~ apps, and services by students ~~must~~ **shall** be done under the supervision of a professional staff member.

Purpose of Content of Corporation Web Pages/Sites, Apps and Services

The Superintendent shall have final editorial authority over all content placed on the Corporation's servers or Corporation-affiliated servers and displayed on the Corporation's web pages/~~site(s)~~ **website**, and/or apps and services. The Superintendent has the right to remove pages or links from any web page/site, as well as require that an app or web service created by a Corporation staff member be removed from the Corporation's servers or Corporation-affiliated servers, based upon his/her determination that the content is inappropriate or is not accessible to individuals with disabilities.

The purpose of the content, ~~of web pages/site(s) and~~ apps, and services ~~hosted by the Corporation on its servers or Corporation-affiliated servers~~ **covered by this policy** is to educate, inform, and communicate. The following criteria ~~should~~ **shall** be used to guide the development of such content, apps, and services:

A. Educate

Content provided ~~should~~ **shall** be suitable for and usable by students and teachers to support the curriculum and School Corporation's Objectives as listed in the Corporation's Strategic Plan.

B. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may communicate information about the plans, policies and operations of the Corporation to members of the public and other persons who may be **interested in and/or** affected by Corporation matters.

The information contained on the Corporation's web pages/~~site(s)~~ **website(s)** and apps, and services ~~should~~ **shall** reflect and support the Corporation's Mission Statement, Educational Philosophy, and the Academic Improvement Process.

When the content includes a photograph or information relating to a student, including Corporation-issued email accounts, the Corporation ~~will~~ **shall** abide by the provisions of Policy 8330 - Student Records.

All links included on the Corporation's web pages/~~site(s)~~ **website(s)** and apps, and services also ~~must~~ **shall** meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). Nothing in this paragraph shall prevent the Corporation from linking the Corporation's web pages/~~site(s)~~ **website(s)** and apps, and services to 1) recognized news/media outlets, e.g., local newspapers' websites, local television stations' websites, or 2) web pages/~~sites~~ **websites** and apps, and services that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party web pages/~~sites~~ **websites** and apps, and services may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, **- Advertising, Commercial Activities, and Sponsorships/Naming Rights**, AG 9700B, **- Criteria for Commercial Messages**, and State and Federal law.

Under no circumstances are Corporation-created web pages/~~site(s)~~ **website(s)** and apps, and services to be used for commercial purposes, political lobbying, or to provide financial gains for any employee or student. As part of this prohibition, content, ~~of web pages/site(s) and~~ apps, and services contained on the Corporation's website shall not: 1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or the passage of a tax levy or bond issue; 2) include a link to a website of another organization if the other website includes such a message; or 3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances are staff member-created web pages/~~site(s)~~ **website(s)** and apps, and services, including personal web pages/~~sites~~ **websites**, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Corporation-specified web page/~~site~~ **website**, app or service, e.g., Schoology/PowerSchool for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/~~sites~~ **websites** (including, but not limited to, their Facebook, Instagram, or Pinterest ~~pages~~, **YouTube Channel(s)**, or **TikTok sites**) to check grades, obtain class assignments or class-related materials, or to turn in assignments.

If a staff member creates content for ~~web pages/site(s)~~, apps, or services related to ~~his/her~~ **their** class, they ~~must~~ **shall** be hosted on the Corporation's server or a Corporation-affiliated server.

Unless the content, ~~of web pages/site(s) and~~ apps, and services ~~includes~~ **contain** a student's personally identifiable information, Corporation web pages/~~site(s)~~ **website(s)** and apps, and services that are created by students and/or staff members that are posted on the Internet ~~should~~ **shall** not be ~~password-protected~~ **password-protected** or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the web page/site app or service. Community members, parents, employees, staff, students, and other users generally ~~will~~ **shall** be given full access to the Corporation web pages/~~site(s)~~ **websites** and apps, and services.

The content, ~~of school web pages/site(s) and~~ apps, and services ~~should~~ **shall** reflect an understanding that both internal and external audiences ~~will~~ **shall** be viewing the information.

~~School web pages/site(s) and app, and services must be located on Corporation-owned or Corporation-affiliated servers.~~ **The Corporation's website(s) and web pages, apps, and services shall be hosted on Corporation-owned or Corporation-affiliated servers.**

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Corporation's web pages/~~site(s)~~ **website(s)** and apps and services and the creation of web, pages/~~site(s)~~ **website(s)** and apps and services by staff and students.

The Corporation retains all proprietary rights related to the design of web pages/~~site(s)~~ **website(s)** and apps, and services that are hosted on Corporation-owned or Corporation-affiliated servers, absent written agreement to the contrary.

~~Students who want their classwork or information regarding their athletic endeavors, if applicable, to be displayed on the Corporation's web pages/site(s) and apps and services must have written parent permission and expressly license the display of those endeavors and any related photographs without cost to the Corporation.~~ In order for a student's school work (i.e., work that is created in a class, at school, or as part of a school-sponsored extracurricular activity) to be displayed on the Corporation's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) shall provide written permission and expressly license its display without cost to the Corporation.

~~Prior written parental permission is necessary for a student to be identified by name on the Corporation's website, web pages/site(s) and apps and services.~~ Likewise, prior written permission from a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the Board's website.

Website Accessibility

The Corporation is committed to providing individuals with disabilities an opportunity equal to that of individuals without disabilities to participate in the Corporation's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The Corporation is further committed to ensuring individuals with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any Corporation programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the Corporation's programs, services, and activities delivered online.

~~The Corporation adopts this policy to fulfill this~~ This policy reflects the Corporation's commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 and 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131, and 28 C.F.R. Part 35, in all respects.

A. Technical Standards

The Corporation ~~will~~shall adhere to the technical standards of compliance identified at npusc.k12.in.us. The Corporation measures the accessibility of online content and functionality according to the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content.

B. Web Accessibility Coordinator

The Board designates its Section 504/ADA Compliance Coordinator(s) Technology Director as the Corporation's Web Accessibility Coordinator(s). That individual(s) ~~is are~~ responsible for coordinating and implementing this policy.

The Board commits to providing the Web Accessibility Coordinator with sufficient resources and authority to coordinate and implement this policy and any corresponding guideline(s), subject to oversight by the Superintendent and the Board.

See ~~Board~~ Policy 2260.01 - 504/ADA Prohibition Against Discrimination Based on Disability for the Section 504/ADA Compliance Coordinator(s)' contact information.

C. Third Party Content

Links included on the Board's web page/site(s) website(s) and apps, and services that pertain to its programs, benefits, and/or services also ~~must~~ shall meet the above criteria and comply with State and Federal law (e.g., copyright laws, CIPA, Section 504, ADA, and COPPA). While the Corporation strives to provide access through its web pages/site(s) website(s) and apps, and services to content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The Corporation's administrators and staff, however, are aware of this requirement with respect to the selection of content provided to students. The Corporation's Web Accessibility Coordinator(s) or ~~his/her~~ designees ~~will~~ designee shall vet content, ~~available on its web pages/site(s) and apps,~~ and services that is related to the Corporation's programs, benefits, and/or services for compliance with these criteria for all new content, ~~placed published~~ on the Corporation's web pages/site(s) and website(s) apps, and services after adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the Corporation from including links on the Board's web pages/~~site(s)~~ website(s) and apps and services to:

1. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites); or
2. web pages/sites, apps or services that are developed and hosted by outside vendors or organizations that are not part of the Corporation's program, benefits, or services.

The Board recognizes that such third party web pages/~~sites~~ websites and apps, and services may ~~not~~ contain age-appropriate advertisements that are ~~not age-appropriate or~~ consistent with the requirements of Policy 9700.01 - Advertising, Commercial Activities, and Sponsorships/Naming Rights, AG 9700B - Criteria for Commercial Messages, and State and Federal law.

D. Regular Audits

The Corporation, under the direction of the Web Accessibility Coordinator(s) or ~~his/her/their~~ designees, ~~will shall~~ audit at regular intervals the Corporation's online content and measure this content against the technical standards adopted above.

This audit ~~will shall~~ occur no less than once every two (2) years.

If problems are identified through the audit, such problems ~~will shall~~ be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

E. Reporting Concerns or Possible Violations

~~If any student, prospective student, employee, guest, or visitor believes that the Corporation has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/He also may file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II. If a person accessing the Corporation's website(s), apps, or services (e.g., a student, prospective student, employee, guest, or visitor) ("user) believes that the Corporation has violated the technical standards identified above in its online content, the user may contact a/the Web Accessibility Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination~~

Instructional Use of Apps, and Web Services

The Board authorizes the use of apps, and/or services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

The Board requires the Director of Technology or designee pre-approve each app or service that a teacher intends to use to supplement and enhance student learning. To be approved, the app or service ~~must shall~~ have a FERPA-compliant privacy policy and comply with all requirements of COPPA and CIPA.

The Board further requires the use of a Corporation-issued e-mail address in the login process.

Training

The Corporation ~~will shall~~ provide periodic training for its employees who are responsible for creating ~~or distributing information through web pages/site(s) and apps and services content or distributing information online~~ so that these employees are aware of this Policy and understand their roles and responsibilities with respect to web design ~~and creation and/or uploading of accessibility~~ documents and multimedia content.

One-Way Communication Using Corporation Web Pages/~~Site(s)~~ Websites and Apps, and Services

The Corporation ~~is authorized to use web pages/site(s) and~~ approves the use of its website(s)/web pages, apps, and services to promote school activities and inform stakeholders and the general public about Corporation news and operations.

Such communications constitute public records that ~~will shall~~ be archived.

When the Board or Superintendent designates communications distributed via Corporation web pages/~~site(s)~~ website(s) and apps, and services to be one-way communication, public comments are not solicited or desired, and the web page/~~site~~ website, app, or service is to be considered a nonpublic forum.

If the Corporation uses an app or service that does not allow the Corporation to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/replies), the Corporation's use of that app or and/or service will shall be subject to Policy 7544 - Use of Social Media, unless the Corporation is able to withhold all public comments automatically.

If unsolicited public comments can be withheld automatically, the Corporation will shall retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Requests for Public Records and AG 8310E - Record Retention and Disposal), but it will shall not review or consider those comments.

Revised 6/22/20

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Legal

P.L. 106-554, Children's Internet Protection Act
15 U.S.C. 6501 et seq., Children's Online Privacy Protection Act
20 U.S.C. 6777, 9134
47 U.S.C. 254, Communications Act of 1934, as amended
34 C.F.R. Part 99, Family Educational Rights and Privacy Act
47 C.F.R. 54.520, Children's Internet Protection Act



Book	Policy Manual
Section	Policies for the Board
Title	Copy of PUBLIC RECORDS
Code	po8310
Status	1st Reading
Adopted	February 28, 2006
Last Revised	June 22, 2020

8310 - **PUBLIC RECORDS**

The **School** Board recognizes its responsibility to maintain and protect the public records of the Board and to make these records available for inspection and the purchase of copies in compliance with the Indiana Access to Public Records Act, I.C. 5-14-3-4 ("APRA").

"Public Records" Defined and Mandatory and Discretionary Exemptions

The public records of this Board are those records that are created, received, retained, maintained, or filed with the board or its officers, employees, or agents in any form including on paper and in any computer readable media. Certain records covered by this definition ~~must~~ **shall** be maintained as confidential records pursuant to I.C. 5-14-3-4(a) unless production is ordered by a court under the rules of pre-trial discovery, while other records covered by this definition are subject to a discretionary exemption listed in I.C. 5-14-3- 4(b).

Protection of Public Records

A person who recklessly, knowingly, or intentionally destroys or damages any public record commits a ~~Class-D Level 6~~ **felony** in violation of I.C. 5-15-6-8. Public records may be destroyed when the LaPorte County Commission on Public Records created pursuant to I.C. 5- 15-6 has given written approval for the destruction of the record, or authority for destruction of the records is addressed by a retention schedule established and approved under I.C. 5-15-6.

Protection of Confidential Information in Public Records

As used in this policy, the term "redact" means to black out or cover with a permanent opaque material so that the content cannot be read. Where redaction is necessary, sufficient content shall be redacted so that the redacted content cannot be identified from the context.

The Board directs the Superintendent and Board employees having custody and supervision over public records to protect the confidentiality of records that are not to be disclosed under I.C. 5-14-3-4(a). This includes a person's Social Security Account Number ("SSAN") which shall be redacted from any public record released unless the SSAN is specifically required to be disclosed by a State or a Federal law or is ordered by a court under the rules of discovery.

Other information that ~~must~~ **shall** be kept confidential includes personally identifiable information about a student protected by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g and 34 CFR Part 99, medical or genetic information about an employee, and information containing a trade secret as defined in I.C. 24-2-3-2.

Authorization to Assert Mandatory and Discretionary Exemptions

Given the time limitations established for compliance with a response to a request for records under the APRA, the Board directs the Superintendent to assert any exemption required to protect information that ~~must~~ **shall** be kept confidential pursuant to I.C. 5-14-3-4(a); and the Board authorizes the Superintendent to assert any discretionary exemption to the APRA found in I.C. 5-14-3-4(b) including: records that are intra-agency or inter-agency advisory or deliberative material;

diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal; files of applicants for Board employment, and personnel files of Board employees, except that the following information from personnel files ~~must~~ **shall** be disclosed:

- A. the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the Board;
- B. information relating to the status of any formal charges against a Board employee; and
- C. the factual basis for a disciplinary action in which final action has been taken and that resulted in the employee being suspended, demoted, or discharged.

If personnel file information about a current or former employee is disclosed, the current or former employee shall be advised of the release of the information from their personnel file and a description of the released information.

Limited Access to Requests for Lists of Persons

Notwithstanding any other provisions of law or this policy, in compliance with I.C. 5-14-3-4(f), the Board ~~will~~ **shall** not create a new list or provide a copy of an existing list that includes the names and addresses of persons (including e-mail addresses) in response to a request unless the Board is required by law to publish and disseminate the list to the public.

However, if the Board has created a list of names and addresses of persons, it ~~will~~ **shall** permit a person to inspect and make memoranda abstracts from the list, excluding e-mail addresses unless access to the list is prohibited by law.

Requests for Lists of Employees or Students for Commercial or Political Purposes

When a list of employees and/or students is requested from the **School** Corporation, notwithstanding the general prohibition of asking a requesting party for the purpose of their request, the requesting party ~~will~~ **shall** be required to disclose the proposed use of the list in writing, before their request is considered.

If the request is for:

- A. a list of all employees of the Board, the employees in a particular school, a particular program, or classification of employee;
- B. a list of persons attending conferences or meetings at a state educational institution or of persons involved in programs or activities conducted or supervised by the state educational institution;
- C. a list of students who are enrolled in the Corporation, or sorted by any criterion or criteria.

and the proposed use of the list is for political or commercial purposes, the request shall be denied (see I.C. 5-14-3-3(f)).

For purposes of this policy, "political purposes" means influencing the election of a candidate for ~~federal, state~~ **Federal, State**, legislative, local, or school board office or the outcome of a public question, or attempting to solicit a contribution to influence the election of a candidate for federal, state, legislative, local, or school board office or the outcome of a public question and "commercial purposes" means promotion of a product or service available from a business.

If all or any portion of a list of employees or student is disclosed, the party receiving the list shall be required to agree in writing that as a condition of release of the information, any information provided to them ~~will~~ **shall** not be used for political or commercial purposes. A person or entity that violates such a written agreement and any person or entity that used a list obtained through them shall not be eligible to receive lists of persons through the Board in the future. The Superintendent is directed to provide for consistent and uniform enforcement of this prohibition among all similarly situated commercial and political entities.

Lists of Students for Use by Official Recruiting Representative of Armed Forces

Notwithstanding any policy to the contrary, a request for a list containing "directory information" as defined at I.C. 20-33-10-3 and the Family Rights and Privacy Act ("FERPA") from an official recruiting representative of an armed force of the United States pursuant to I.C. 20-33-10 and/or 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. No. 107-110), shall not be denied. However, an official recruiting representative may be required to pay a fee that represents the actual costs of copying and mailing the student directory information to the recruiter.

This information shall not be provided if a high school student or the parent of a high school student submits a signed, written request at the end of the student's sophomore year that states that the student or the parent of the student does not want the student's directory information to be provided to official recruiting representatives of the armed forces of the United States. Notice of the right to object to the release of student directory information generally under FERPA, and to official recruiting representatives of the armed forces of the United States, specifically, shall be provided in annual notices given to all high school students and their parents, guardian, or custodian.

A request to inspect and/or purchase copies of a public record in the custody of the Board may be submitted orally during the regular business hours in the office in which such records are maintained. A written request to inspect and make notes from public records in the custody of the Board may be submitted by e-mail, facsimile, or USPS mail. Such a request submitted outside of the regular business hours in the office in which such records are maintained, shall be received at the beginning of the next regularly scheduled work day in that office.

A requesting party shall be required to describe the records sought with reasonable particularity.

The Board Public Access Officer ("PAO") designated by the Superintendent or a Board employee acting at the discretion of the PAO ~~will~~ **shall** advise the requesting party whether any records specified in the request are available for inspection and copying. When the person making the request is physically present in a Board office, makes the request by telephone, or requests enhanced access to a record, a denial of disclosure occurs at the earlier of the time an employee of the Board refuses to permit inspection and copying of the requested record; or twenty-four (24) hours elapse after the request is received. When a request is made by mail, e-mail, or by facsimile, a denial of the request occurs at the earlier of the time a Board employee refuses to permit inspection and copying of the requested record or when seven (7) days have elapsed from the date the request was received by the Corporation.

The initial response to a request required by these time limitations does not need to be the final response of the Board to a request, but the initial response shall at least acknowledge receipt of the request and provide an initial assessment of the existence of records covered by the request. In preparing a final response of the Board following the initial response, the PAO shall comply with I.C. 5-14-3- 7 and shall take into account the other duties to be performed by Board employees with custody of the requested record and shall not cause or permit a material interference with the regular discharge of the other functions or duties of the Corporation or its employees.

In order to assure the integrity of the data maintained on the Corporation's computer network, and protect the confidentiality of protected information maintained by the Corporation, the Board ~~will~~ **shall** not authorize enhanced access to public records on its computer network. However, records that are not confidential may be viewed by a requesting party in paper form printed out for inspection on paper by the PAO or a Board employee acting at the direction of the PAO.

Fees for Purchasing Copies of Public Records

Board public records may be inspected without charge. Purchase of copies of public records may be made upon payment of a fee. The Board establishes the following fee schedule for purchase of a copy of public records. These fees ~~will~~ **shall** be uniform for all purchasers.

Copies shall be prepared by a Corporation employee and provided to a requesting party upon payment of a fee which is the greater of:

- A. ten cents (\$0.10) per page for copies that are not color copies or twenty- five cents (\$0.25) per page for color copies; or
- B. the actual cost of copying the document.

Certification of document as a true and accurate copy of an original record in the custody of the Corporation, five dollars (\$5.00).

The Board ~~will~~ **shall** charge a fee for providing a duplicate of a computer tape, computer disc, microfilm, or similar or analogous record system containing a public record in the custody of the Corporation. The fee shall not exceed the sum of:

- A. the Corporation's direct cost of supplying the information in that form; and
- B. the standard cost of selling the same information to the public in the form of a publication if the Corporation has published the information and made the publication available for sale.

In response to a request for public records, the Board shall charge a fee for any time spent searching records that are in electronic format when the search exceeds five (5) hours. There ~~will~~ **shall** be no charge for the first five (5) hours of a search. The fee for time beyond the first five (5) shall be the lesser of: (1) the hourly rate of the person making the search;

or (2) twenty (\$20) per hour. This hourly fee for searching for records in an electronic format applies only to time the person making the search actually spends searching the records in electronic format. No minimum fee shall be established. School personnel, doing an electronic search in response to a request for public records, ~~will~~ shall make a good faith effort to complete the search within a reasonable time in order to minimize the amount of the search fee. Any fee charged shall be prorated to reflect any part of the search which is less than a full hour. No charge will be made for "computer processing time." "Computer processing time" is defined as the amount of time a computer takes to process a command or script to extract or copy electronically stored data that is the subject of a public records request.

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Revised 11/26/12

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Legal

I.C. 5-14-3, 5-15-6, 20-33-10



Book	Policy Manual
Section	Policies for the Board
Title	Copy of PEDICULOSIS (HEAD LICE)
Code	po8451
Status	1st Reading
Adopted	February 23, 2015
Last Revised	May 23, 2016

8451 - PEDICULOSIS (HEAD LICE)

Head lice is a universal problem, present in the community at all times, and is particularly prevalent among elementary school-age children. Head lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and his/her their immediate household and other close personal contacts. Contracting head lice is not an indicator of uncleanness or socioeconomic status. Head lice are spread most commonly by direct head-to-head (hair-to-hair) contact and are not known to spread diseases.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem to check their child's head on a regular basis for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.

The school nurse or his/her their designee shall be the only ones authorized to conduct examinations of students for head lice.

If a student in the Corporation is found to have head lice, the student's parent will be contacted to have the child treated and to pick him/her up.

[Choose one of the following options]

[OPTION 1]

() the school nurse or designee shall notify the parent and recommend to pick up the student immediately. The parent shall be advised to administer an FDA-approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. If a student with live lice is not able to be picked up immediately, the student may remain in the classroom for the remainder of the school day.

[END OF OPTION 1]

() the school nurse or designee shall notify the parent and ask the parent to pick the student up at the end of the school day and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide, treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. The student shall remain in the classroom for the remainder of the school day.

[END OF OPTION 2]

[OPTION 3]

(X) the school nurse or designee shall notify the parent and ask the parent to pick the student up at their earliest convenience and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare

provider, or treatment at a clinic specializing in lice and nit removal. The student shall remain in the classroom until picked up by the parent.

[END OF OPTION 3]

[DRAFTING NOTE: It is recommended by the Center for Disease Control, National School Nurses Association and the American Academy of Pediatrics that students found to have live lice or nits should be allowed to remain in the classroom until the end of the school day and return to school after appropriate use of an FDA-approved pediculicide/ovicide treatment has been completed and no live lice are found. Administrators are encouraged to contact their local health department for further recommendations.]

After treatment and upon returning to school, the student will be examined by the school nurse or designee, which may include the principal. The Corporation practices a policy of ~~"no live lice" as the criterion for return to school.~~

[SELECT ONE OF THE FOLLOWING]

[OPTION 1]

☒ "no live lice"

[END OF OPTION 1]

[OPTION 2]

☐ "no nits"

[END OPTION 2]

as the criterion for the return to school.

[DRAFTING NOTE: The American Association of Pediatrics and other organizations advocate that "no nit" policies should be discontinued because misdiagnosis is common, the burden outweighs the harm to the student and nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.]

The Superintendent shall prepare administrative guidelines to provide for the implementation of this policy.

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Book	Policy Manual
Section	Policies for the Board
Title	Copy of WELLNESS
Code	po8510
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Last Revised	May 22, 2023

8510 - **WELLNESS**

As required by law, the Board establishes the following wellness policy for the Corporation as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education:

1. Nutrition education shall be included in the health curriculum at all grade levels so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
3. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
4. The standards and benchmarks for nutrition education shall be behavior focused.
5. The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
6. Nutrition education shall extend beyond the school by engaging and involving families and the community.
7. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
8. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
9. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
10. Nutrition education posters, such as the Food Pyramid Guide or MyPlate, will be displayed in the cafeteria.
11. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.

12. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
13. At least once per semester in each school building, the Corporation in conjunction with HOSA (the student led Health Occupations Group) will present nutrition education with lessons related to healthy options, nutrition information, and other health education areas.
14. The Corporation will continue to promote educational field trips to students to local farms and orchards.
15. Nutrition educators will partner with food service staff to use the school cafeterias as a learning lab to display and teach about healthy food choices.
16. Use of materials depicting food brands or logos on classroom materials is discouraged.
17. Other: Wellness and nutritional educational materials will be provided to parents/guardians through handouts, website links, presentations, and any other appropriate medium. Website links to the Healthy Hunger Free Kids Act and Smart Snacks in Schools regulations will be available on the District's Food Service Website page.

B. With regard to physical activity:

1. Physical Education

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- b. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- c. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.
- d. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- e. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- f. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- g. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- h. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- i. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- j. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- k. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.
- l. Planned instruction in physical education shall include cooperative as well as competitive games.
- m. Planned instruction in physical education shall take into account gender and cultural differences.
- n. Exemptions from physical education class time or credit may be allowed according to NPUSC Board policy.

2. Physical Activity

- a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day (e.g., classroom physical activity breaks).
- b. All students in grades K- 5/6 shall be provided with a daily recess period at least 15 minutes in duration.
- c. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.

- d. The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.
- e. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.
- f. All students in grades 5-12 shall have the opportunity to participate in extracurricular activities and intramural programs that emphasize physical activity.
- g. All students in grades 5-12 shall have the opportunity to participate in interscholastic sports programs.
- h. All before/after-school programs shall provide developmentally appropriate physical activity for the students who participate.
- i. Schools shall discourage extended periods of student inactivity without some physical activity.

C. With regard to other school-based activities:

- 1. Free drinking water shall be available to students during designated meal times and may be available throughout the school day.
- 2. The schools shall provide at least twenty (20) minutes daily for students to eat.
- 3. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- 4. The school shall provide attractive, clean environments in which the students eat.
- 5. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
- 6. Schools may limit the number of celebrations involving serving food during the school day to no more than four (4) parties per class per school year.
- 7. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
- 8. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
- 9. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
- 10. The schools may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
- 11. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards. This includes marketing on school property, on educational materials, where food is purchased, in school publications and school media, and through fundraisers. Additionally, the Corporation shall:

- 1. encourage students to increase their consumption of healthful foods during the school day;
- 2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods and beverages:
 - a. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium
 - b. a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy
 - c. whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation

- d. fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored and flavored)
- e. meals designed to meet specific calorie ranges for age/grade groups
- f. eliminate trans-fat from school meals
- g. require students to select a fruit or vegetable as part of a complete reimbursable meal;
- h. provide opportunities for students to develop the knowledge and skills for consuming healthful foods

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program
- B. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- D. ~~The sale to students of foods and beverages that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited. Competitive foods available for purchase by students à la carte in the dining area, foods or beverages sold from vending machines, and foods and beverages provided by the school or school staff for classroom parties or holiday celebrations are subject to this prohibition.~~ ~~D. The sale to students of foods and beverages that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited. Competitive foods available for purchase by students à la carte in the dining area, foods or beverages sold from vending machines, and foods and beverages provided by the school or school staff for classroom parties or holiday celebrations are subject to this prohibition. Protein supplements, provided at no cost to students by the Athletic Department or School Corporation, do not fall under this prohibition.~~
- E. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- F. The District has a closed campus policy. School staff may not provide permission for students to leave campus for the purpose of obtaining lunch.
- G. The school food service program may involve staff and school officials in the selection of competitive food items to be sold in the schools.
- H. All after school snack program foods will follow the ASSP (Afterschool Snack Program) nutrition standards.
- I. High school principals are encouraged to limit the sale of beverages to those that meet USDA Smart Snack standards for middle schools.
- J. Schools should avoid participation in fundraising or corporate incentive programs that promote a message inconsistent with our goals for a healthy school community.
- K. The food service program shall be administered by a qualified nutrition professional.
- L. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- M. All food service personnel shall receive pre-service training in food service operations.
- N. Continuing professional development shall be provided for all staff of the food service program in accordance with USDA professional standards.

The Board designates the Superintendent as the individual(s) charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy. The Superintendent shall develop administrative guidelines necessary to implement this policy.

The Superintendent shall appoint the Corporation wellness committee that includes parents, students, Food Service Director, educational staff (including health and physical education teachers), Director of Health Services, members of the public, school administrators, School Board and school health professionals to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy. School level health advisory teams may assist in the planning and implementation of these Wellness initiatives.

The Superintendent shall be an ex officio member of the committee.

The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually.

The wellness committee shall:

- A. assess the current environment in each of the Corporation's schools

- B. measure the implementation of the Corporation's wellness policy in each of the Corporation's schools
- C. review the Corporation's current wellness policy
- D. recommend revision of the policy, as necessary, and
- E. present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary

Before the end of each school year the wellness committee shall submit to the Superintendent and Board their report in which they describe the environment in each of the Corporation's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent's Designee shall report annually to the Board on the work of the wellness committee, including their assessment of the environment in the Corporation, their evaluation of wellness policy implementation Corporation-wide, and the areas for improvement, if any, that the committee identified. The committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

The Superintendent's Designee shall also be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent's Designee shall post on the facility website and post the wellness policy on the Corporation's website, including the assessment of the implementation of the policy prepared by the Corporation.

The Corporation shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the Corporation are in compliance with the Corporation policy, the extent to which the Corporation policy compares to model wellness policies, and the progress made in attaining the goals of the Corporation Wellness Policy. To ensure continuing progress, the Corporation will evaluate implementation efforts and their impact on students and staff using the following tool: <https://www.cdc.gov/healthyschools/shi/index.htm>

The assessment shall be made available to the public on the School Corporation's website.

Food and beverage marketing that allow marketing and advertising on only those foods and beverages that meet the Smart Snacks in School nutrition standards.

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 Revised 11/26/07
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I.C. 20-26-9-18
 42 U.S.C. 1751 et seq.
 42 U.S.C. 1758b
 42 U.S.C. 1771 et seq.
 7 C.F.R. Parts 210 and 220