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**9000 - RELATIONS**

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## 9120 - PUBLIC INFORMATION PROGRAM

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding Corporation policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

Toward this end, the Board shall provide parents or guardians and other Corporation residents opportunities for orientation and information regarding State regulations and local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve this end.

I.C. 20-26-5-4

T.C. 1/27/16

## 9130 - PUBLIC COMPLAINTS AND CONCERNS

Any person or group having a legitimate interest in the operations of this 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 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

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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. 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 or the 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, shall provide the complainant with its written decision.

The complainant shall be advised, in writing, of the Board's decision, no more than five (5) business days following the decision. 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.

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**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:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that matter was not able to be resolved with the Superintendent;
- D. 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 a committee of 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) 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 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 principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

**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 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**

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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 9130A 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 aids used in the Corporation, the following procedure shall be followed:

- A. The criticism is to be addressed to the Assistant Superintendent for Instruction, in writing, and shall include:
  - 1. author;
  - 2. title;
  - 3. publisher;
  - 4. the complainant's familiarity with the material objected to;
  - 5. sections objected to, by page and item;
  - 6. reasons for objection.
  
- B. Upon receipt of the information, the Assistant Superintendent for Instruction may, after advising the Superintendent of the complaint, and upon the Superintendent's approval, appoint a review committee which may consist of:
  - 1. one (1) or more professional staff members;
  - 2. one (1) or more lay persons knowledgeable in the area.
  
- C. The Superintendent shall be an ex officio member of the committee.

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- D. The 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
- E. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- F. The committee's recommendation shall be reported to the Superintendent in writing within thirty (30) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- G. The complainant may appeal this decision, within fifteen (15) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Board shall review the case and advise the complainant, in writing, of its decision within thirty (30) business days.

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.

I.C. 20-26-5-4  
20 U.S.C. 1232h

Revised 2/24/03  
T.C. 1/27/16

## 9150 - SCHOOL VISITORS

The Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. If an individual is removed from school grounds for disorderly conduct, s/he is prohibited to be present on school grounds until expressly permitted by the Superintendent or his/her designee. The individual may appeal this decision to the Superintendent.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. Such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

If the Board member believes the situation or condition serious enough, s/he may wish to also inform the Superintendent.

I.C. 20-26-5-4

Revised 3/02

T.C. 1/27/16

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Revised 4/9/18



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## 9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the Corporation. The Board acknowledges its duty to maintain order and preserve the facilities of the Corporation during the conduct of such events.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded. In addition, the individual shall be prohibited to be present on school grounds until expressly permitted by the Superintendent or his/her designee. The individual may appeal this decision to the Superintendent.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed nor any betting occur at any function sponsored by the Corporation and/or at any function occurring on Corporation premises.

Raffles and similar forms of fund-raising by Corporation-related organizations may be permitted by the Superintendent in accordance with Policy [9211](#) - Corporation Support Organizations and Policy [9700](#) - Relations with Special Interest Groups.

No qualified person with a disability will, because the Corporation's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

Individuals with disabilities have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

The Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go (see also Policy [8390](#) and AG [8390](#)).

The Board authorizes the Superintendent to establish rules and procedures governing the use of noncorporation audio/visual recording equipment at any Corporation-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following language: "The activity site is fully-accessible. Any person requiring further accommodation should contact the school's main office or the administration office."

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For any school-related activity at which tickets for admission are sold, the Superintendent is authorized to allocate a certain number of tickets to be available at no charge, at a reduced fee determined by the Superintendent for use by Board members and members of the staff.

Such tickets shall be distributed on a first-come, first-served basis.

I.C. 20-26-8-1

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

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

Revised 5/9/11

Revised 7/9/12

Revised 10/14/13

Revised 2/8/16

Revised 2/12/18

Revised 4/9/18

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## 9210 - PARENT ORGANIZATIONS

The Board supports all organizations of parents whose objectives are to promote the educational experiences of Corporation students. However, in using the name of the Corporation or its schools and in organizing a group whose identity derives from a school(s) of this Corporation, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Any new parent organization desiring to use the name or good offices of the Corporation must obtain the approval of the Superintendent as a prerequisite to organizing.

Representatives and members of approved school related organizations shall in all circumstances be treated by Corporation employees as interested friends of the schools and as supporters of public education in the Corporation.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.

Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations that violate the bounds of community taste.

Further, parent organizations shall comply with the rules and procedures set forth in Policy [9211](#) - District Support Organizations.

Revised 10/27/14

## 9211 - CORPORATION-SUPPORT ORGANIZATIONS

The Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of Corporation students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. In using the name of the Corporation or its schools and in organizing a group whose identity derives from a school(s) of this Corporation, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Any new Corporation support organization desiring to use the name or good offices of the Corporation must obtain the approval of the Superintendent as a prerequisite to organizing.

Each approved Corporation support organization shall work within the appropriate school setting and in cooperation with the principals and other staff members. Each group will submit its bylaws to the Superintendent for approval and shall abide by the policies of the Board and the guidelines established by the Superintendent.

The Superintendent or his/her designee shall do the following:

- A. review the objectives of each Corporation support organization to determine that relevant educational needs are being addressed;
- B. provide assistance to a Corporation support organization in planning its activities;
- C. monitor the plans and activities of each Corporation support organization to ensure compliance with laws, Board policies, and the Superintendent's administrative guidelines;
- D. communicate school and/or Corporation needs and concerns to the Corporation support organizations;
- E. approve in-Corporation fundraising activities of a Corporation support organization, as well as fundraising activities held off-premises which involve students, and require for any fundraiser by Corporation support organizations which involve the sale to students of food items and/or beverage to be consumed on campus, the food and/or beverage items to be sold comply with the current USDA Dietary Guidelines for Americans and USDA's *Smart Snacks in Schools* regulations, and be conducted from 12:01 a.m. until thirty (30) minutes after the end of the school day;
- F. recommend, for Board approval out-of-Corporation fundraising activities which involve students;
- G. establish and maintain procedures related to proposed monetary and other gifts to the Corporation from Corporation support organizations that will provide for proper screening, acceptance, acknowledgement, and use.

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Representatives and members of approved Corporation support organizations shall in all circumstances be treated by Corporation employees as interested friends of the schools and as supporters of public education in the Corporation.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.

The Board relies upon approved Corporation support organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations that violate the bounds of community taste.

By the end of April of each year, each Corporation support organization shall submit its fundraising plans for the next school year to the building administrator or his/her designee for review. Should the fundraising plans change during the school year, the principal or his/her designee is to be advised before any final revisions are made.

The Superintendent shall that require each group's fundraising activities be in compliance with Board policies, including Board Policy [5830](#), and that the funds are used for school-related projects that have the approval of the Superintendent and appropriate building administrators.

Revised 10/27/14

Revised 2/23/15

T.C. 1/27/16

## 9250 - RELATIONS WITH PARENTS

The Board believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board believes it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts in loco parentis or in place of the parents.

The Board directs that the following activities be implemented to encourage parent-school cooperation:

- A. Parent-teacher conferences to permit two-way communication between home and school.
- B. Open houses in Corporation schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first hand basis. Each school in the Corporation shall hold an open house at least annually.
- C. Meetings of parents and staff members to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships.
- D. Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems.
- E. Special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community.

For the benefit of children, the Board believes parents have a responsibility to encourage their child's career in school by:

- A. supporting the schools in requiring that the children observe all school administrative guidelines, and by accepting their own responsibility for children's willful in-school behavior;
- B. sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing, and returning them promptly when required;
- E. cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

I.C. 20-33-2-27, 20-33-6-1, 20-33-8-26

Revised 2/24/03  
T.C. 1/27/16

## 9270 - EQUIVALENT INSTRUCTION FOR COMPULSORY ATTENDANCE COMPLIANCE PURPOSES (HOME SCHOOLING AND NON-ACCREDITED SCHOOLS)

The Board offers tuition free enrollment to all school-age children with legal settlement within the Corporation's legal boundaries. In order to comply with the Indiana Compulsory Attendance law, the parent/guardian of a child between the age of seven (7) and eighteen (18) must be enrolled in an accredited school or be provided with instruction equivalent to the instruction made available by the Board.

If a parent/guardian does not enroll a child in an accredited school, the parent/guardian shall inform the Superintendent. The Superintendent shall inform the parents that later enrollment of the child in any of the Corporation's schools will be in accordance with Board Policy [5463](#) - Credits and Placement from Non-Accredited Schools and the administrative guidelines associated with that policy.

A student who is being educated at a non-accredited or home school may enroll in one or more academic courses with the approval of the Superintendent. Such enrollments will be submitted to the State for funding purposes. The Superintendent may allow a resident student who is being educated at a non-accredited or home school and taking one (1) or more courses at a Corporation school to participate in one or more of the Corporation's co-curricular or extra-curricular activities provided s/he meets the eligibility criteria established for the activity.

I.C. 20-33-2-4 thru 9, 20-33-2-12, 20-33-2-27  
Indiana State Board of Education v. Brownsburg Community School Corporation,  
865 N.E. 2d 660 (Ind. App. 2007)

Revised 5/9/11  
Revised 10/27/14  
T.C. 1/27/16

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## 9500 - RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS

It is the policy of the Board that strong lines of communication be maintained by the Corporation with other school corporations and with institutions and organizations which provide Corporation students with programs, training, or services not available in the Corporation.

The Superintendent may enter into such cooperative ventures with institutions or organizations for the purpose of providing programs which correlate to the Corporation's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the Superintendent shall keep the Board advised of any arrangements that would affect the use of Corporation resources or require any additional resources of the Corporation.

In order to maintain cordial and constructive relationships with private and parochial schools, the Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students resident in this School Corporation in order to be aware of any program changes that may be planned that could affect this Corporation; and to cooperate fully in the implementation of all State and Federal programs administered by this Corporation that benefit, in whole or in part, eligible students attending private or parochial school.

T.C. 1/27/16



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## 9555 - PARTNERSHIPS WITH BUSINESS

The Board is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the Corporation need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Board will seek to establish not only partnerships between the Corporation and individual companies but also, if possible, consortia involving several companies and/or school Corporations. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business world and offer, in exchange, the knowledge and skill of Corporation personnel in creating more effective continuing education for employees and members of the community. Properly planned and implemented, such partnerships or consortia could have significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The Superintendent is authorized to actively seek such partnerships.

T.C. 1/27/16

## 9600 - STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS

The Board recognizes that the local community offers many programs and events that provide learning experiences which are not available in the schools and which can help students become more literate, cultured, productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the Superintendent to cooperate with their leaders both in the use of Corporation resources that can aid their efforts and ensuring that members of the staff and student body are made aware of education-related activities of these groups. Further, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such community activities.

The Superintendent shall develop administrative guidelines which will better ensure:

- A. community activities and events which are related to Corporation Courses of Study are incorporated, as appropriate, into such courses as either required or enrichment assignments;
- B. school activities to which the public is invited are scheduled, to the extent possible, so as not to conflict with other events in the community which would appeal to the same audience. Such scheduling conflicts not only diminish the attendance at both the school and the community activities but also deprive the students and staff from deriving the benefits from participation in community programs which enhance learning and the quality of life.

T.C. 1/27/16

## 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, fundraising, 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 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 Superintendent or his/her delegate; 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. **Political/Commercial Interests**

All materials or activities proposed by outside political or commercial sources for student or staff use or participation shall be reviewed by the Superintendent and principal on the basis of their educational contribution to part or all of the school program, benefit to students, good taste and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages provided the content of such messages and the manner of presentation has been approved by administrative guidelines.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the Corporation.

### B. **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;

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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 unless the student body as a whole derives benefit from such activities;
5. cause the participants to leave the Corporation, unless:
  - a. Board Policy [2340](#) - Field and Other Corporation-Sponsored Trips has been complied with in all aspects;
  - b. the parents of a minor student have granted their permission.

**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 and principal.

The Superintendent shall establish administrative guidelines which ensure that:

1. criteria established in Policy [5722](#) - Student 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;

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3. no materials from any profit-making organization are distributed for students to take home to their parents unless authorized by the Superintendent;
4. the time, place, and manner of distribution of all nonschool-related materials is clearly established and communicated.

**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.

The Board disclaims all responsibility for the protection of, or accounting for, such funds.

Solicited funds are not to be deposited in any regular or special accounts of the Corporation.

A copy of this policy as well as the relevant administrative guidelines shall be given to any individual granted permission to solicit funds on Corporation property.

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.

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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.

**E. Prizes/Scholarships**

The Board appreciates 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 and principal.
3. The principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

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**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:

1. the organization have a purpose which 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: a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances.

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

**G. Surveys and Questionnaires**

Neither Corporation-related nor noncorporation-related organizations shall be allowed to administer a 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.

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

T.C. 1/27/16  
Revised 5/8/17

## 9700.01 - ADVERTISING, COMMERCIAL ACTIVITIES, SPONSORSHIPS, AND NAMING RIGHTS

The purpose of this policy is to provide direction for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

"Advertising" comes in many different categories and forums and is defined as a verbal, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board may permit advertising in Corporation facilities or on Corporation property in the following categories or forums in accordance with the guidelines set forth herein:

**A. Product Sales:**

1. product sales benefiting a Corporation, school or student activity (e.g., the sale of beverages or food within schools);
2. exclusive agreements between the Corporation and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. contracts with soda companies);
3. fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

**B. Direct Advertising/Appropriation of Space:**

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);



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3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);

C. **Indirect Advertising:**

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature.

The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and are in compliance with the guidelines as set forth above.

It is further the policy of the Board that the Corporation's name, students, staff members and Corporation facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public or private, without the approval of the Board.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

**General Advertising Guidelines**

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the Corporation's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.

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- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X, R or PG rated movies, or gambling aids.
- E. No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue and shall be non-proselytizing.
- F. No advertisement may contain libelous material.
- G. No advertisement will be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading or deceptive.
- I. Each advertisement must be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the Corporation if determined to be inconsistent with the educational objectives of the Corporation, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- L. Students shall not be required to advertise a product, service, company or industry.
- M. Advertising will not be permitted on the outside of school buses.

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- N. The Superintendent or designee is responsible for screening all advertising.
  
- O. The Superintendent may require that samples of advertising be made available for inspection.
  
- P. The inclusion of advertisements in Corporation publications, in Corporation facilities, or on Corporation property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
  
- Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Superintendent.

In addition to this policy, the Superintendent shall prepare administrative guidelines addressing the Criteria for Commercial Messages and the process by which advertising shall be accomplished. (See AG [9700B](#).)

### **Sponsorship/Naming Rights**

The Board permits sponsorship/naming rights of specific Corporation facilities or property by an individual, company, or community-based organization.

Sponsorship is defined as an agreement between the Corporation and an individual, company, or organization in which the sponsoring entity provides financial or service-in-kind support to the Corporation in exchange for recognition within a Corporation facility.

Naming rights is defined as an agreement between the Corporation and an individual, company, or organization in which in exchange for financial contributions the Corporation allows the name of the donor or donor company/organization to be associated with a specific Corporation property or facility.

Sponsorships/naming rights shall not be inconsistent with the goals and purposes of the Corporation. An agreement shall be prepared which outlines the details of the sponsorship/naming rights including but not limited to the following: the term of the sponsorship/naming right, the signage to be used for the recognition or naming, financial contribution or service-in-kind being supplied to the Corporation. The agreement shall be presented to the Board for approval prior to any action being taken to implement the sponsorship/naming right.

All sponsorships/naming rights shall be in accordance with Policy [9700](#) and AG [9700B](#).

### **Accounting**

Advertising and sponsorship/naming rights revenues must be properly reported and accounted for in the Corporation accounts.

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Adopted 9/14/15  
T.C. 1/27/16

## 9710 - MEMORIAL GIFTS

The Board recognizes that at times families and/or friends wish to recognize and honor family members and/or classmates who are deceased. The Board establishes the following guidelines for such memorials at NorthWood High School:

- A. All memorials for deceased family members, classmates, patrons, will be placed in the Andrew's Field Pavilion and concession stand, as "Honor Bricks".
- B. NorthWood High School will determine the size of the "Honor Bricks" to insure uniformity and integrity
- C. NorthWood High School will set the costs for the "Honor Bricks" in partnership with the engraver/installer.
- D. Wording on the "Honor Brick" will be approved by NorthWood High School.
- E. In order to have an "Honor Brick" placed in the pavilion the following steps are required:
  1. A written request from the family/group will be submitted to the NorthWood High School Athletic Director.
  2. The proposed inscription will be submitted, in writing, to the NorthWood High School Athletic Director.
  3. Representatives of the family/group will meet with NorthWood High School administrators to finalize the plans, costs and placement of the "Honor Brick".
  4. After installation is complete, NorthWood High School will honor the deceased by announcing the addition of the "Brick" over the PA announcements at a home athletic event. The announcement will consist of reading the name of the person being memorialized, the group responsible for the memorial and a moment of silence.

Adopted 10/14/13  
T.C. 1/27/16

## 9800 - HIGH SCHOOL DIPLOMAS TO WORLD WAR I, WORLD WAR II, KOREAN CONFLICT, AND VIETNAM CONFLICT VETERANS

The Board recognizes the service provided to the country and the individual sacrifices made by veterans of World War I, World War II, the Korean Conflict and the Vietnam Conflict.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding them a high school diploma.

To be eligible for a diploma, all of the following criteria must be met:

- A. The individual served as a member of the armed forces of the United States at any time during World War I, World War II, the Korean Conflict, or the Vietnam Conflict.
- B. The veteran either left a public or nonpublic school located in Indiana prior to graduation in order to serve in the armed forces of the United States.
- C. The veteran was a student in good standing at the high school described above to the satisfaction of the Department of Veterans' Affairs.
- D. The veteran received an honorable discharge from the armed forces of the United States.
- E. The veteran has not been granted a high school diploma, a diploma of adult education, or a diploma under this provision.

An eligible veteran who has received a general educational development (GED) diploma may also apply for the issuance of a diploma under this policy.

If the veteran is deceased, the Board will award a diploma to the veteran posthumously and present that diploma to a surviving relative of the veteran.

The Board may award a high school diploma after receiving the application and appropriate verification of eligibility from the Indiana Department of Veterans' Affairs. The application is available through and the eligibility verification is handled by the Indiana Department of Veterans' Affairs.

I.C. 20-20-7

Adopted 8/11/08  
T.C. 1/27/16